

Beacon **Baptist** Church

Daycare Handbook



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A delightful learning experience,
based on Christian values,
for one, two, and three-year-olds

Beacon Baptist Church Daycare

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Beacon Baptist Church Daycare and Raleigh Christian Academy are ministries of Beacon Baptist Church. The daycare and school operate in harmony with the church. Administration and teachers at Beacon Baptist Church Daycare and Raleigh Christian Academy strive to do the following:

- To help each child to develop in the manner God has set forth for him.
- To see that each child grows and matures by meeting his needs physically, intellectually, emotionally, socially and spiritually.
- To be an extension of the home by offering a nurturing and loving atmosphere.

May the Lord partner together our efforts as well as our hearts.

GRIEVANCE PROCEDURE

Disagreements sometimes arise between parents and the teacher. The first step is to approach the teacher to solve the conflict. A meeting should be scheduled in which both parents and the teacher are present. Usually most conflicts can be solved at this level. If the conflict is not resolved at this level, the preschool director will meet with both parents and the teacher. At this point, if the parents are not satisfied, the administrator will meet with all involved parties. If the conflict has not been resolved, the final appeal would be made to the Pastor of Beacon Baptist Church.

TERMINATING DAYCARE SERVICES

Beacon Baptist Church Daycare is a year-round program. One, two, and three-year-old classes begin on the first day of school for Raleigh Christian Academy and end the following August. A child must be present during the summer months in order to maintain space in daycare the following school year. Parents who are terminating the daycare service must present a two-week written notice. Parents are required to pay for those two weeks.

Dear Daycare Parent,

In today's work-a-day world, many families are forced to have both parents in the job market. With adequate childcare a problem for many parents, Beacon Baptist Church seeks to minister to families by providing a home away from home for their children. With loving daycare teachers and clean physical facilities, our daycare seeks to provide a wholesome, nurturing environment for every child. Each worker is a Christian and serves out of a sense of calling to this ministry.

Beacon Baptist Church Daycare is dedicated to more than simply meeting your child's physical needs during the day. We strive to meet the emotional and spiritual needs of children just as parents would in their own homes. With more than twenty-eight years of daycare experience, Beacon Baptist Church Daycare has a long track record of dependability and trust. We guarantee to be the next best thing to your own home! While there is no substitute for a mother's own love, our staff of teachers and workers will give your child the love and affection he or she needs for healthy development.

It is our desire to provide you with the best care possible. Thank you for selecting Beacon Baptist Church Daycare. We look forward to serving you and your family. Indeed, we view it as our ministry to help parents with their most prized possessions — their children. Please feel free to contact our preschool director should you ever have question or suggestion.

Sincerely,



*Dwight Ausley
Administrator*



WHAT WE BELIEVE

STATEMENT OF FAITH

1. We believe the Bible to be the plenary, verbally, inspired Word of God, the only infallible, authoritative rule of faith and practice.
2. We believe that there is one God, eternally existent in three persons, the Father, the Son, and the Holy Spirit.
3. We believe in the Deity of Jesus Christ, His virgin birth, His sinless life, His vicarious death through His shed blood, His ascension to Heaven and personal premillennial return.
4. We believe that salvation is by grace through faith alone and that all people are sinners in need of being saved.
5. We believe in the present ministry of the Holy Spirit, Who enables the believer to live a godly life.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.

MISSION STATEMENT

- *To lead a child to Christ*
- *To build a child up in Christ*
- *To equip a child to serve Christ*

STATEMENT OF NON-DISCRIMINATION

Raleigh Christian Academy and Beacon Baptist Church Daycare admits students of any race, color, nationality or ethnic origins to all the rights, privileges, programs and activities generally accorded to or made available to students at the school.

MISCELLANEOUS

BIRTHDAYS

Parents may send cupcakes or cookies for their child's birthday. Due to children with allergies, parents are required to bring in store bought items, listing the ingredients. Parents must notify the child's teacher at least **two days** in advance. Refreshments will be served during the children's snack time. If individual party favors are brought for children, they will be placed in each child's cubby for him to take home at the end of the day. Beacon Baptist Church Daycare is unable to host parties which will include multiple decoration, visits from clowns, etc.

FIELD TRIPS

Beacon Baptist Church Daycare does not offer field trips for one, two, and three-year-olds.

FOOD REMINDER

Food should not be brought into the daycare. Since breakfast is not served in the daycare, children should eat before entering the classroom. The preschool director and teachers should be notified of food allergies. In the event of a food allergy, a substitute containing the same nutritional value must be brought from home. All food allergies must be documented with a **physician's note**.

OUTSIDE PLAY

Except in intense heat or inclement weather, children will have an outdoor time each day. If a child has been out sick, he will be expected to go outside for fresh air and sunshine. The teacher will encourage recuperating children not to overdo it after being ill. Teacher and administrative discretion is used on cold, windy and damp days. Parents should dress their children accordingly. For safety reasons, children can be found inside on days where the temperature is below 40° or above 90°.

TOYS

Toys are not to be brought to school unless there has been special permission granted by the teacher. The teacher will alert parents if bringing a toy for show-and-tell is permissible.

VIDEOS

Videos may be used on limited occasions. All videos shown will have a "G" rating and will have already been approved by the administration. Children should not bring videos to school.

THREE-YEAR-OLD KINDERGARTEN

The three-year-old kindergarten is an academic kindergarten. Beacon Baptist Church Daycare uses the *A Beka Book* Nursery curriculum. Class time begins at 9:00 AM each day; therefore, children should arrive before this time. Class time in which the children will be introduced to the following:

Bible

- Lessons such as Creation, Noah, Samuel, David, Jesus, Zacchaeus, the Good Samaritan
- Includes memory verses and hymns and choruses

Language Arts

- Recognition of name, sound and picture for short vowels and consonants
- Formation of vowels and consonants in upper and lower case
- Language development and listening skills that include colors, shapes, animals, transportation, countries, community helpers, health, safety, manners and science

Numbers

- Simple counting 1-30
- Number concepts 1-15

Children will also learn social skills. Good manners and eating habits will also be taught. Parents are encouraged to help by doing the following:

- Attending a Bible-believing church regularly
- Helping their child obey the first time he is told
- Following a routine at home
- Encouraging their child to assist in chores
- Giving their child tasks he can accomplish
- Teaching their child to dress himself
- Working with tasks that improve fine motor skills such as tying shoe laces
- Teaching their child to use proper eating habits
- Reading to their child

Upon entering the three-year-old program, each child must be potty trained. If a child is not completely potty trained, that child may be placed in the two-year-old class or will lose the privilege of attending the daycare.

STATEMENT OF PHILOSOPHY

Raleigh Christian Academy is committed to the application of God's revelation in every area of life and thought (Colossians 1:15, 16). We believe that the fear of the Lord is the beginning of wisdom (Proverbs 1:7) and that, consequently, man does not see any dimension of life accurately apart from the grace and knowledge of God. Therefore, the essence of Christian education is to set the relationship between the knowledge of God and that of His creation in its right order: an acknowledgement of God is essential to a sound and accurate knowledge of life and the world (Matthew 7:24; John 17:3).

Just as there is no right knowledge apart from the knowledge of God (Romans 1:21, 22), there is no right knowledge of truth apart from His Word (John 17:17). The Word of God is the final authority for all matters of faith and practice (II Timothy 3:16, 17; Matthew 24:35). In Scripture, God speaks that truth is necessary to a sound and accurate knowledge of life and the world (I Corinthians 2:1-15). All academic subjects, programs and activities must be in harmony with the Scriptures. No teaching, theory, policy or practice which contradicts the teaching of Scripture may be presented as true (II Corinthians 10:5).

We believe in the fallen nature of man. He is defiled and stands in need to be reconciled to God. This reconciliation has been made possible through the death and resurrection of Jesus Christ (Romans 8:23; Hebrews 9:12; II Thessalonians 5:23). Therefore, the Gospel shall be an integral part of the program as the academy seeks to win children to Christ.

Raleigh Christian Academy seeks to minister to the intellectual, physical, spiritual and social needs of its students (Luke 2:52). Recognizing that the primary responsibility for the education of children rests with their parents (Ephesians 6:4; Deuteronomy 6:6, 7), the school seeks to work closely with the Christian home and under the authority of Beacon

Baptist Church to instill in students standards for life and learning that is consistent with the Scriptures and which results in Christ-like character. The academy wishes to produce students with a Christian worldview and with a discernment of right and wrong based on the clear precepts and principles of Scripture.

In addition, the school purposes to provide an academic program of high quality so that students may be prepared in a satisfactory manner for college, ready and able to perform God's will for their lives. We believe that God has instilled certain spiritual and natural gifts to every young person. This can be nurtured and fostered at RCA with the offering fine arts instruction and extracurricular activities that further develop the whole child. This will be accomplished by hiring and maintaining a faculty and staff who are committed to Christ, members of Beacon Baptist Church, and who have a deep understanding of Biblical integration. By the direct teaching and godly examples of Christian faculty, students will be encouraged to live exemplary and Christ-like lives.

Raleigh Christian Academy is open to students who are in harmony with its purpose. Students who are accepted for enrollment are expected to be cooperative, obedient, well-mannered and positive toward the school and its distinctives. The school has a racially nondiscriminatory policy. That is, we do not discriminate against applicants and students on the basis of race, color, and national or ethnic origin. We believe this policy to be consistent with the clear teaching of Scripture (James 2:1-9).

TWO-YEAR-OLD KINDERGARTEN

The two-year-old kindergarten program introduces the two-year-old child to new concepts. Learning habits is a vital part of the program. Beacon Baptist Church Daycare uses the *A Beka Book* Nursery curriculum. Class time is teacher-directed and focuses on teaching children the following:

- Obeying the first time they are told
- Learning Bible stories and songs
- Developing social skills
- Learning good manners and habits
- Working on potty training
- Identifying colors, letters and numbers
- Working with manipulatives to improve motor skills



A two-year-old should arrive by 8:30 AM to receive his morning snack and to be ready for class time. According to state policy, two-year-olds should wash their hands before entering the classroom. Restrooms are conveniently located near the classroom. Parents will escort their child to the restroom to wash his hands. To help children adjust smoothly to the program, Beacon Baptist Church Daycare also encourages parents to help by doing the following:

- Attending a Bible-believing church regularly
- Helping their child obey the first time
- Following a routine at home
- Encouraging their child to assist in chores
- Giving their child tasks he can accomplish
- Teaching their child to dress himself
- Working with tasks that improve fine motor skills such as fastening snaps and buttons
- Teaching their child to use utensils instead of fingers when eating
- Training their child to use a glass for drinking
- Reading to their child
- Being consistent when potty training

Two-year-olds must be **COMPLETELY** potty trained before entering the three-year-old program. They may move to the next class only as space becomes available.

In the Classroom

Beacon Baptist Church Daycare strives to teach young children about the Lord. Teachers want children to realize that the Lord loves each one of them. Our daycare is laying the foundation for the Holy Spirit to work in the life of each child.

ONE-YEAR-OLD CLASS

Teachers in the one-year-old class follow a schedule during the day. Having a daily routine for a child gives him a sense of security. It also helps him to know what to expect. Beacon Baptist Church Daycare strives to maintain a consistent schedule each day. Consistently following a schedule at home will make any child's transition into this class a little easier.

In our program, our one-year-olds will work on the following:

- Obeying the first time they are told
- Learning Bible stories and songs
- Learning how to play with others
- Observing proper eating habits
- Pronouncing words correctly
- Identifying colors
- Counting from 1 to 10



Example of Our K1 Daily Schedule

| | |
|---------------|------------------------------------------|
| 7:00 AM..... | Unpack and free play in the class |
| 8:15 AM..... | Prepare for snack (chairs, snack, juice) |
| 8:30 AM..... | Snack |
| 8:45 AM..... | Diaper Change |
| 9:00 AM..... | Read, Sing, and Learn |
| 9:30 AM..... | Outside Play (weather permitting) |
| 10:45 AM..... | Prepare for lunch (chairs, lunch, milk) |
| 11:00 AM..... | Lunch |
| 11:30 AM..... | Diaper Change |
| 11:45 AM..... | Nap |
| 2:15 PM..... | Diaper Change |
| 2:30 PM..... | Snack |
| 2:45 PM..... | Clean up and prepare for Outside Play |
| 3:00 PM..... | Outside Play (weather permitting) |
| 4:15 PM..... | Clean up after being outside |
| 4:30 PM..... | Diaper Change |
| 4:45 PM..... | Inside Play |
| 5:45 PM..... | Evening Departure |
| 6:00 PM..... | Closing |

INTRODUCTION

HOURS OF OPERATION

Both the school and daycare open at 7:00 AM and close at 6:00 PM. Exterior doors are locked at all times. Parents are given a five-digit code to use at the daycare entrance and main entrance.

STAFF/CHILD RATIO

Beacon Baptist Church Daycare maintains a staff/child ratio as required by the state of North Carolina.

AGE REQUIREMENT FOR CHILDREN

Beacon Baptist Church Daycare offers care for one, two and three-year-olds. The child's birthday must fall on or before **October 15** to be accepted in the age-appropriate class.

FULL-TIME and PART-TIME DAYCARE

Beacon Baptist Church Daycare offers a full day program for one, two and three-year-olds. Part-time care is offered if space is available. Part-time options include a three-day/week and a five-day/week with a noon pick-up.

INSPECTIONS

Beacon Baptist Church Daycare meets all regulations made by the state for a church daycare. All guidelines concerning sanitation, health and safety are followed.

STAFF PROFILE

Teachers at Beacon Baptist Church Daycare and Raleigh Christian Academy are professing Christians who strive to live for the Lord. Each teacher feels that she has been called into a place of service for Christ and directly into the ministry of young children. Teachers at Beacon Baptist Church Daycare are actively involved in the ministry of a local Bible-believing church and are continually building their knowledge of young children through workshops, conventions and training. Many of Beacon Baptist Church Daycare teachers are certified in infant/child CPR and first aid.

DAYCARE ADMISSION

ADMISSIONS PROCESS

With space permitting, Beacon Baptist Church Daycare accepts one, two and three-year-olds anytime during the school year. Acceptance is based upon the results of an interview with the Early Childhood Director.

ADMISSIONS PROCEDURE

Parents must follow this procedure to enroll their child in Beacon Baptist Church Daycare.

1. Obtain an information packet from the school office.
2. Complete the application form.
3. Submit an application with the registration fee attached.
4. The Early Childhood Director will contact the parent when space is available

REGISTRATION FEE

The registration fee is an annual fee due each year to reserve a child's space in the daycare/preschool program. The fee is non-refundable.

WAITING LIST

When space is not available in a classroom, the child will be placed on a waiting list. In order to be placed on the waiting list, the application must be completed and the registration fee received. The administration will contact the parent when space becomes available. If the parent chooses another daycare while on the waiting list, the registration fee will be refunded.

INTERVIEW PROCESS

Once space is available, the daycare director will conduct an interview with the parents. During the interview, the daycare director will discuss pertinent information concerning the child's classroom, daily needs and procedures. The following items are needed at the time of the interview:

1. An up-to-date immunization record for your child
2. A copy of your child's recent physical
3. Emergency numbers, including family contacts and your child's pediatrician
4. Child's Social security number (if not complete on application)
5. The *Parent Cooperation and Support Statement* must be signed before any child can attend.

A Quick LOOK...

Your Child Needs These Items Every Day!

K-1

- Diapers
- Bottles/food (depending upon your child's development)
- Change of clothing
- Crib sheet and blanket for naptime
- If your child has a pacifier, it must have a clip to attach to his shirt.
- Children must come completely dressed - including shoes

** We will work on weaning your child from the pacifier this year.*

K-2

- Diapers/pull-ups (with Velcro sides)
- Change of clothing (several changes for potty training)
- Sheet and blanket for naptime

** Do not bring: Diaper bags, pillows or toys for naptime*

K-3

- Change of clothing
- Sheet and blanket for naptime

** Do not bring: Diaper bags, pillows or toys for naptime*

Please make sure all of your child's belongings have his name clearly marked.



DAILY PROCEDURES

SNACK and LUNCH

Breakfast is not served in daycare. Children should receive a nutritious breakfast at home. Beacon Baptist Church Daycare provides a mid-morning snack, lunch, and an afternoon snack. Menus will be sent home at the beginning of each month to provide parents with this daily information. Any changes in the menu will be posted outside the classroom door. Food is not to be brought to the daycare. Food and menu exceptions cannot be made except for documented medical reasons. If for medical reasons a child cannot have the listed menu item, a substitute (meeting the same nutritional guidelines) must be brought from home. Bottles and baby food jars must have a label with the child's name and the date. Bottles must come already prepared with formula. Unfinished jar food will be sent home with the child. A new unopened jar should be brought the next day.

NAP TIME

Each day children will take a two-hour nap. A one-year-old will nap in his assigned crib or cot. A child in the two or three-year-old classes will sleep on a nap mat. While each child may not fall asleep during nap-time, each child is expected to lie quietly in his crib or on his mat. This mat is provided through the Resource Fee. Parents will need to bring a crib sheet and small blanket for their child. This blanket should be no larger than the size of the mat (48 in. x 25 in.). Linens for one, two and three-year-olds will be sent home on Fridays to be washed. Parents should send the sheet and blanket back on Monday. *It is a state requirement for all mats to have sheets.*



BABY SLEEP POLICY

Daycare teachers will place all children ages twelve months or younger on their backs at naptime. Nap time usually occurs between 12:00 PM and 2:00 PM. Parents who wish for their child to lie on his stomach during nap time must have a note from their child's physician. The physician's note must be kept in the child's file. A note will be placed in the classroom to remind the teachers that the child can lie on his stomach for nap time.

GENERAL INFORMATION

FINANCIAL POLICY

Accounts are paid on a weekly basis and the full weekly payment is required whenever daycare is open three days or more of any one week. Fees are published annually, and families enrolling more than one child into our daycare program are eligible for a discount. Information can be obtained from our business office. Parents receive a statement for the current week each Tuesday. The payment is due each Friday. Please read the following carefully:

1. A late charge of \$5.00 is added if the bill is not paid by Friday.
2. Every five calendar days, the late fee will increase by \$5.00.
3. Late charges will include Saturdays and Sundays.
4. All late charges must be paid.
5. If an account is seven calendar days past due, we reserve the right not to accept the child on the eighth day.

RESOURCE FEE

Families are required to pay an annual resource fee for each child enrolled. The Resource Fee provides the following items:

1. NAP TIME MAT-- Children in our two- and three-year-old program must have a nap mat.
2. SCHOOLCAST -- *SchoolCast* is our emergency contact system in which all enrolled families are notified within minutes of any special closings due to weather, etc.
3. BOOK FEES -- This will cover the cost of the curriculum and materials for each child.
4. SCHOOL CALENDAR -- The calendar shows special occasions on which the daycare and/or school will be closed.
5. ART FEES -- Art supplies will be covered under the Resource Fee. Occasionally, children may be asked to bring in something specific for a special project (ie. family picture, leaf, etc.).

HOLIDAYS

The Beacon Baptist Church Daycare/RCA school calendar lists the holidays and special days during which the daycare will be closed.

PERSONAL INFORMATION

A change in address, phone numbers, emergency contacts or a change in a child's personal information (such as an allergy) must be given to the Early Childhood Director. This information should be in writing.

VACATION TIME

Each child receives TWO weeks of vacation to be used between August 1 and July 31. Each family is also given a free week at Christmas when we are closed. A vacation week is Monday through Friday, with the child being absent from school all five days. No partial weeks will count as a vacation week. Parents will not be billed for the vacation week used. The parents must submit a written request for that vacation week to the school office. No vacation weeks will be available if a child begins after June 1.



SPECIAL CLOSINGS

During inclement weather, closings or delays will be announced on television stations and WPTF 680 radio. Our listing will be posted as **BEACON BAPTIST CHURCH DAYCARE**. Parents may also check the school's website, www.raleighchristian.com -- SchoolCast will also be used to notify parents of any special closings.

ARRIVAL AND DEPARTURE

- Children are not to be brought into the church building before 7:00 AM. Before children are allowed to go to their classroom, parents must assist the child in washing his/her hands in the restroom. This is a state law.
- **If your child will be arriving after 10:00 AM, please call the school office or nursery extension to let your child's teacher know.**
- **Children are not to be dropped off after 11:00 AM. If there is an unusual situation, please contact the daycare director.**
- At the end of the day, parents will sign out their children in the classroom. Parents arriving after 6:00 PM will be charged a late fee of \$7 for any part of the first ten minutes late and \$3 for any additional five-minute increments.

From a Biblical Perspective...

*Train up a child in the way he should go:
and when he is old, he will not depart from it.*
Proverbs 22:6

The goal is for children to obey the authority that they can see so that they will learn to obey God whom they cannot see. Beacon Baptist Church Daycare believes in biblical discipline. The daycare does not administer corporal discipline, for this type of discipline should be handled by the parents. But, because of our sinful nature, even very young children will disobey. When this happens, teachers will remove the child from the situation for time-out. The amount of time given for time-out is based on the age of the child.

Children must learn to obey each teacher in the classroom, and discipline matters are handled consistently by our teachers. In order to ensure a child's safety, children must learn to obey the first time they are told. Beacon Baptist Church Daycare teaches that each child's actions always have consequences -- sometimes the consequences are good and sometimes they are bad.

Teachers will communicate with parents concerning their child's behavior. If problems persist, a parent/teacher conference will be scheduled. If a child continues in disobedience or defiance and does not fear the consequences set before him, he becomes a danger to himself and to others. At this time, parents will be called to administer the necessary discipline. Parents must arrive within the hour which begins once the parents are called. When the parent arrives, a private conference room/meeting area will be provided. Beacon Baptist Church Daycare encourages parents to remind the child of the wrong action, administer the discipline, pray with the child, and encourage the child to return to the class and make the right choices.

The goal of discipline is to see a change in behavior. When the child returns to the class, the child will apologize to the teachers and to the student (if another student is involved in the situation). Seeing a child exhibit a remorseful spirit is a good indication that the discipline was effective and the wrong behavior will not continue. If the behavior does continue, additional calls may be made to the parents.

Please know that while a child's wrong behavior is not acceptable, it may be normal for this age. Beacon Baptist Church Daycare will work consistently with all children to help them understand that obedience is an important lesson. When classroom discipline methods, parent meetings and parent visits do not produce the desired behavior in the child, parents will be asked to remove their child from the daycare.

DISCIPLINE

We abide by the following discipline policy:

1. DO praise, reward and encourage the child.
2. DO reason with and establish boundaries for the child.
3. DO set a good Christian example before him each day.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the child.
6. DO deny privileges for poor behavior.
7. DO provide the child with natural and logical consequences for his behavior and maturity.
8. DO respect the child's needs, desires and feelings.
9. DO attempt to discipline without damaging the child's spirit.
10. DO remove misbehaving children from the rest of the children for short periods of time.
11. DO explain things to the child on his level.
12. DO emphasize disciplining with consistency.
13. DO believe in working with and through our parents in order to develop good behavior in our children.
14. DO deny our daycare privileges to children who do not respond to the methods outlined above.

We:

1. DO NOT spank, bite, slap or otherwise physically punish a child.
2. DO NOT yell at or use sarcastic remarks to a child.
3. DO NOT use any form of profanity before a child.
4. DO NOT punish a child when bathroom accidents occur.
5. DO NOT deny meals or rest as punishment.
6. DO NOT leave a child unattended or without supervision.
7. DO NOT place a child in a locked room, closet or a box as punishment.
8. DO NOT criticize, make fun of or otherwise belittle a child's parents, families or ethnic groups.

WHEN YOUR CHILD IS SICK

When a child is sick, parents can assist teachers in preventing illnesses from spreading to others. Beacon Baptist Church Daycare asks the following:

1. A child should stay at home if they have a fever, diarrhea, vomiting, unexplained rashes, runny nose with *green* or *yellow* mucus (this usually indicates an infection), infectious diseases or any other viral symptoms.
2. If a child was sick during the night, he should not attend class the following day.

Parents will be called to pick up their child for the following:

1. Fever of 100.5° or higher
2. Vomiting and nausea
3. Symptoms of upper respiratory infection including continuous coughing, wheezing or thick green mucus
4. Having 3 or more diarrheas.

Beacon Baptist Church Daycare policy states that a child may return to school after having been without fever for 24 hours and without the aid of fever-reducing medication. If a child leaves school for vomiting and diarrhea and returns the following day with the same symptoms, parents will be called immediately to pick up their child. A doctor's note may be required at the Early Childhood Director's discretion.

If medication is necessary, parents should administer the medication at the prescribed times. Asthmatic treatments can be administered through the school office. Proper documentation must be on file. Forms require the signatures of the child's parents, the pediatrician and the school administration.



IN THE CLASSROOM

MORNING DROP-OFF

1. State law requires that children wash their hands before entering the classroom. Parents should escort their child to the restrooms located down the hallway from the classroom and assist him in washing his hands.
2. Parents should walk their child to the classroom door.
3. Parents should sign-in their child at arrival.
4. For security and safety reasons, parents are not allowed to enter the classroom area. Parents may be permitted to enter on special occasions such as a birthday celebration.
5. Conversations with the teachers should be brief.

GETTING ADJUSTED

The best way to help a hesitant child get adjusted to the new classroom is by saying good-bye to the child at the classroom door.

1. Once the parent walks into the classroom, it is harder for the child to leave the parent.
2. If a parent leaves their child crying, the parent can call the office later and ask how the child is doing.
3. Sometimes the children who have never been away from home may take some time adjusting, but teachers are prepared to help the children adjust easily.
4. Teachers have found that adjustment is difficult for a child whose parents repeatedly step back into the classroom.

Your child's first two weeks of daycare will be his "adjustment period". At the end of those two weeks, the daycare director and parents will determine if the child's position is permanent. If it is decided by either the parents or director that the child will not be able to adjust, the parents will be allowed to withdraw the child without a two-week notice, **paying only half of the registration fee.**

VISITATION

Parents should not come to the daycare for a visit and then leave without taking their child. After the child has been left with his teachers, the child believes he is going home the next time he sees his mom or dad. Having to make another break from the parent is very upsetting to the child and to the other children in the room. Parents should consult with the teacher or the director prior to visiting if they will not be taking their child.

COMMUNICATION

Teachers will place notes for parents, papers and memos in each child's cubby each day. Parents should check their child's cubby daily. The *Daily Progress Report* will go home each day. This page will include class time behavior, eating habits and social skills. Parents should contact their child's teacher if questions arise concerning their child's progress. The best time to contact teachers is to call between 12:00 PM and 2:00 PM each day. Conferences can be scheduled with teachers to discuss specific information.

THE NAP TIME CONFERENCE

During the course of the year, teachers may schedule a conference to talk about the progress and behavior of children. These conferences will take place during nap time. This is a time when all of your child's teachers will be available to meet. Teachers work very hard to be consistent in all areas. A child must see all his teachers as the authority to be obeyed. Therefore, it will be necessary for parents to meet with all his lead teachers at the same time. Beacon Baptist Church Daycare asks that both parents are present for the conference. Both father and mother will be able to hear and comment on the information given about their child. In single-parent homes where the other parent is not involved, it is not necessary for this parent to be present. Conferences are the key to good communication between you and your child's teachers. Our teachers welcome the opportunity to discuss the progress of your child.

DRESS

Parents with children in the one, two and three-year-old classes must bring their children fully dressed in weather-appropriate clothing. Each child should wear comfortable shoes that will not easily slide off his feet. Because of the mulch on the playground, it is best for the children to wear socks. For safety reasons, jewelry should not be worn. Each child should have an extra set of clothing at school.

LOGOS AND PICTURES

Children must wear clothing that is in harmony with our Christian world-view. Clothing that depicts rock music or characters such as *Harry Potter*, *Power Rangers*, or cartoons that promote fighting or other questionable practices are not acceptable attire.