FBC AMARILLO FIRST STEPS

Establish my footsteps in Your word. Psalm 119:133

2025-2026 Operational Policies & Parent Handbook

First Baptist Church
1208 S. Tyler, Amarillo, TX 79101
806-373-2891

Updated: March 23, 2023

Dear Parents,

We want to welcome each of you to First Steps Preschool and Mother's Day Out programs. We understand our task is both a privilege and a great responsibility. Thank you for choosing our preschool program. We look forward to a fun and exciting year with you and your child. If you have any questions or concerns, please feel free to contact your director.

Tara Pike: tara@firstamarillo.org, 806-373-2891 x219, Elaine Clark: elaine@firstamarillo.org, 806-373-2891 x255, or Karen Harris: karenh@firstamarillo.org (records/finance).

Our office is located on the first floor in Room 109.

Purpose

Our programs use the *WEE Learn, Frog Street Press, and Heggerty* curriculum that is aligned with the Texas TEKS, Pre-K Guidelines, and the Early Learning Guide for Infants, Toddlers, and Three-year-olds. There are five aspects to the curriculum: social, emotional, physical, intellectual, and spiritual. Our purpose is to create an environment in which each child learns and develops to the best of his/her ability through high-quality Bible-based curriculum and programs. The children are taught in classrooms where the activities planned are age and developmentally appropriate. We believe that these activities and teaching styles will build character and self-esteem, which will encourage success in later school years.

Teaching Staff

Our staff is composed of Christian persons who care about children and their welfare. Every teacher is certified in CPR/first aid, background checked and fingerprinted, and has had training in educating children. Teachers also attend enrichment seminars offered throughout the year by various educational organizations. We have a qualified group of teachers to care for and teach your children.

Tuition and Fees

Tuition payments are due the month prior and you will have until the 15th of each month to pay; for example, when you make September's tuition payment you will pay between August 1st and 15th. A late fee for tuition received after the 15th day of the month will be $30.00. (If other arrangements need to be made, we are willing to work with you.) A statement will be sent out on your Brightwheel account each month. If a child must withdraw from our program, we request a written notice (letter or email) to be submitted. Because we have reserved a place for your child, tuition will be owed for the 30 days following notification.

If paying by check, please make checks payable to First Baptist Church. Please note on your check your child's name and what you are paying (ex: Alice—September tuition WP, or Alice—September tuition MDO). If paying by cash, please put money in an envelope and write child's name on the front. You can place your payment in the drop box on the desk in the Younger Preschool Hallway, or mail it to the church. If paying by debit/credit card, you will now pay via the Brightwheel app. Note that there are processing fees for each transaction:

ACH 0.6% with a minimum fee of $0.25 and maximum of $2.00

credit card 2.95%.

There will be an overtime charge for children not picked up at the regular dismissal time, based on 5-minute increments. Ten minutes is provided for pick-up of children. A late fee of $5.00 for each five minutes will be assessed beginning at 12:10 p.m. for Weekday Preschool and 2:40 p.m. for Mother's Day Out and Extended Preschool.

1) **Operating Days and Hours**

Mother's Day Out	Tuesday and Thursday 9:00 a.m. – 2:30 p.m.
Weekday Preschool (3 Year Old)	Tuesday and Thursday 9:00 a.m. – 12:00 p.m.
Weekday Preschool (4 Year Old)	Tuesday, Wednesday, Thursday 9:00 a.m. – 12:00 p.m.
Weekday Preschool Extended	Tuesday and Thursday 12:00 p.m. – 2:30 p.m.
Weekday Preschool (5 Year Old)	Tuesday, Wednesday, and Thursday 9:00 a.m. - 2:30 p.m.

Preschool starts the first Tuesday after Labor Day and ends the week before Amarillo ISD dismisses for summer break in May. Our programs follow the Amarillo ISD's calendar. If AISD schools are closed for any reason, First Steps will also be closed. This includes snow days and holidays. Please refer to news stations, radio stations, or Brightwheel messaging on bad weather days.

In our Preschool program, we offer an Extended Preschool session for any child needing to stay until 2:30 p.m. This program is offered on Tuesday and Thursday afternoons beginning at noon. ***This is NOT available on Wednesdays.*** Fees for Extended Preschool are listed in the Tuition section on the last page. If you are interested in Extended Preschool for your child, please contact the director to make arrangements.

2) Arrival and Dismissal Procedures

Arrival - You may drop off your child at his/her classroom beginning at 8:55 a.m. It is imperative that you sign your child in each morning. This is very helpful in case an emergency arises.

Early Room - An early room will be provided for the children at 8:30 a.m. each morning for an additional charge of $2.00 per day. The $2.00 is due at the time of drop-off or you may add it in your monthly tuition. You may use this room as often as you need it. You will sign your child in the early room and their regular classroom. If you bring your child to school before 8:55 a.m., we ask that you take him/her to the early room. Children cannot be accepted into their regular classrooms before 8:55 a.m. The teachers are busy preparing the room for your child prior to that time.

Release - Children in the care of First Steps staff will only be released to a parent or persons designated on the registration form. If a parent needs to designate someone who is not on the registration form, the proper security procedure must be followed:

1. Notify the director of the change ***PRIOR TO PICK UP.*** State the name and time the person is picking your child up.
2. Please be sure to verbally (for safety reasons) give the security code to your designated person. This person must know the code for your child to be released in his/her care.

3. The designated person will be asked to show a form of picture identification when he/she comes to the room. This allows us to verify the person is indeed an ambassador for you. ***NO EXCEPTIONS WILL BE MADE.*** If there is someone to whom your child is NOT to be released, please make note of that, with the person's name on the registration form. Legal documentation is required if a parent is no longer allowed to pick up.
4. After identification has been checked and the password given, your child will be released to the designated person. We ask that you pick up your child at the door of his/her classroom or unless otherwise noted. The teachers will have things ready to make the pick-up as easy as possible. Please do not enter the classroom as rooms have been cleaned and sanitized.

3) Illnesses and Exclusion Criteria

Children have an easier time adjusting when attendance is regular. Parents are encouraged to avoid unnecessary absences. Please notify your child's teacher if your child is going to be absent.

Please keep your child at home if he/she has any of the following:

- Fever
- Vomiting or Diarrhea
- Any symptoms of childhood disease such as Scarlet Fever, German Measles, Mumps, Chicken Pox, Common Cold, etc.
- Sore Throat
- Any eye infection
- Any unexplained rash/skin infection
- Lice – may attend 24hours after first treatment

Children must be **fever-free for 24 hours without the use of fever-reducing medication** before coming back to First Steps. Your cooperation is important to the health of the other children in the class.
If a child appears to have symptoms of illness while under our care, the parent will be notified by the teacher or director for immediate pick-up. Whether or not the child needs to be sent home is at the discretion of our directors. This is for the health of all children in the room. If the parent is unavailable for immediate pick-up, then the emergency person on the Registration Form will be contacted. If medical attention is imminent and the parents or emergency contact person cannot be reached, then the physician stated on the enrollment form will be contacted. In serious cases, the child will be escorted to the hospital of choice stated on the enrollment form. If your child does contract a childhood illness following a day at preschool, please inform the teacher or director, so the parents of the other children may be notified.

4) Administering Medication

Authorization to administer medication to a child must be obtained from the child's parent; either in writing (signed & dated), electronic format (can be viewed & saved), or by telephone for a single dose of a medication. Medication Authorization Form must be filled out by the parent and given to teacher along with medication in its original packaging. Medication Authorization Form must be kept on file for 3 months after administering the medication. Medication must be kept out of reach of children and stored in a manner that doesn't contaminate food. If it must be refrigerated, it must be separated from food.

5) Medical Emergencies

In case of a medical emergency, the school will immediately attempt to notify the parents. If the parents cannot be notified, the emergency contact listed on the Registration Form will be contacted. If medical attention is imminent and the parents or emergency contact cannot be reached, then the physician stated on the Registration Form will be contacted. If neither a parent, nor the listed physician can be reached, and it is deemed medically necessary, the school may notify an ambulance or take your child to the hospital listed. It is very important that parents provide current phone numbers to the school and notify the school of changes that have occurred.

6) Procedures for Parental Notifications

All parents will receive a copy of the First Steps Operational Policies & Parent Handbook. A signed acknowledgement on the registration form will be required from the parent or guardian for each child's file. Written notification will be given regarding any changes in policies or procedures. We will send home a monthly calendar with your child that contains that month's activities. We will also use Brightwheel to send messages about upcoming events. The use of Brightwheel is highly encouraged, as we will not send home paper reminders.

7) Guidance and Discipline

Guidance and discipline are based on understanding the individual needs and development of the child. The goal is to teach the child responsible and appropriate behavior, by redirecting the inappropriate behavior. There will be no cruel, harsh, or unusual punishment administered.

Discipline will be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
3. Directed toward teaching the child acceptable behavior and self-control; and
4. A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
    a. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
    b. Reminding a child of behavior expectations daily by using clear, positive statements;
    c. Redirecting behavior using positive statements; and
    d. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

The child may be referred to the director; and if the discipline problem persists, the parents may be called for a conference.

8) Suspension and Expulsion

If persistent referrals to the director occur, conferences will be made with parents to discuss a behavior plan. We want to take every step possible before suspension/expulsion is needed. Constant communication between First Steps and the parents to make a plan to stop the behavior is best. However, as a last resort, you may be asked to remove your child from the premises and/or program.

9) Safe Sleep for Infants

First Steps *Preschool* DOES NOT provide services for children under the age of 3 years old. Children under the age of 3 fall under the First Steps Mother's Day Out program.

10) Meals and Food Service Practices

Please report any food allergies on the Registration Form so they may be permanently posted in your child's room. First Steps no longer provides daily snacks. Parents must provide these snacks. Teachers will wear gloves when serving anything to children.

- Snacks - Parents are responsible for providing their child's snack. Parents can either pack a daily snack or provide a week's worth of snacks to keep at the program. First Steps will provide a space to store these snacks. We do recommend that you provide a snack from the following food groups: Dairy, Meat, Vegetable, Fruit, or Whole Grains. If parents want to bring a homemade or store bought snack for the whole class, please contact your child's teacher prior to bringing the snack to discuss any food allergies anyone may have in that classroom.
- Lunch - Parents are responsible for the nutritional value of their child's lunch. We do recommend that you provide food from all food groups: Dairy, Meat, Vegetable, Fruit, and Whole Grains.
- Drinks – First Steps has drinking water available for all children.
- ***First Steps is a peanut/tree nut free facility.***

11) Immunizations

Immunization (also known as inoculation or vaccination) records must be kept current and all age-appropriate *immunizations* ***should be completed BEFORE the first day of school****. A child may* ***NOT*** *be admitted to the school provisionally. If a child is on a delayed immunization schedule, proper documentation needs to be provided (physician note).* ***The child will not be able to attend school until all immunizations are provided.*** A child may be exempt from immunizations if the school is provided with a signed and notarized affidavit. Information regarding immunization exemption can be found at https://webds.dshs.state.tx.us/immco/default.aspx. Age-appropriate immunization schedules may be obtained online from the Texas Department of State Health Services or from the CDC.

12) Hearing and Vision Screening

Each child who is four years of age by September 1st, will undergo hearing and vision screenings. The children will be screened within 120 calendar days of the beginning of school. Parents will be notified of any concerns detected during the screening process.

13) Enrollment Procedures

A parent must return a completed enrollment ***packet before the child is allowed to start the first day of class.*** Documents required for admissions are:

- Completed Admission Form including signed Activities Permission Form, signed Security Information, and signed statement that you have received and understood the Operational Policies & Parent Handbook
- Immunization (inoculation) Records
- Signed Health Statement from your child's physician

- Registration Fee and September's tuition paid by August 15
- If currently enrolled, you must be current on tuition payments.
- In the event there are any policy changes, we will notify you by a letter sent home with your child, by Brightwheel, and it will be listed on our website: https://www.firstamarillo.org/first-steps.

14) Transportation

Parents are required to make arrangements for their children to be dropped off and picked up from school. First Steps will transport children in passenger vans for occasional field trips. In order for a child to participate in a scheduled field trip, a signed permission form must be on file. This form is included in the registration form. All children under 4'9" and less than 8 years old are required by law to use a car seat or a booster seat. It is the parent's responsibility to install the car seat in the passenger van at the time of drop off. This is a Texas State Law effective September 1, 2009. Vans will be parked in the north parking lot before and after field trips to install and retrieve booster seats. In the event you forgot your child's booster seat, please contact the Director to schedule a time to retrieve the seat from the parking garage.

15) Water Activities

Occasionally, we may have water activities here on campus such as sprinklers, splashing/wading pools, slip-n-slide, inflatables, and water table play. We do not participate in water/swimming pool activities. These activities will take place in the fenced-in area behind the Family Life Center. Parents will be notified in writing before the event takes place. It is important that parents inform staff of any special needs of the student such as ear plugs, special sun screen lotions, swallowing water, seizures, etc. We want the student's water activity experience to be a fun and safe experience. Water activity permission forms are included in the registration form and must be signed and dated.

16) Field Trips

Field trips will be scheduled throughout the year. 3yr olds take 2-3 field trips per year; 4yr old & 5yr olds take 5+ field trips per year. They will be announced on Brightwheel and a message will be sent out the day prior to the field trip. We welcome parent participation on the field trips, so please let the teacher know if you would like to attend. Please write your child's name on the blue tape and stick on their car seat. For the safety of your child on field trip day, it's the parent's responsibility to install the car/booster seat for us at the time of drop-off. At the time of loading the children, if there is not a seat installed with his/her name on it, the child will not be permitted to go on the field trip. Please refer to the Department of Family and Protective Services' website to read more on child restraint laws. This is a Texas State Law effective September 1, 2009.

17) Animals

Animals will not be kept at FBC. Occasionally, for special events/activities, an animal may be at FBC. Documentation of vaccinations will be required for animals brought to FBC. Director will determine (based on Minimum Standards and own judgment) whether or not children will be allowed to hold, pet, or feed such animals. As of now, no animals in cages or aquariums will be allowed.

18) Indoor and Outdoor Physical Activity

Tere are numerous benefits to physical activities. Children are encouraged indoor and outdoor play each day for 30 minutes or more. Activities will be provided in the playground area, picnic area, gymnasium, tunnels, and at Music and Movement and Motor Movement. Structured play is also offered during classroom time at center/station time. It is recommended that your child wear appropriate clothing and shoes for physical activity. Increased caution will be practiced when temperatures fall below 45 degrees including windchill. In the event of extreme weather conditions, students will be taken to the indoor facilities (gymnasium, tunnels, etc.)

19) Insect Repellant and Sunscreen

In the event the children need insect repellant and/or sunscreen, it will be required that parents provide items for their child to use. If no repellant and/or sunscreen is provided, FBC will provide generic brand repellent and/or sunscreen.

20) Policy to Review/Discuss First Steps Operational Policies

If parents have any questions regarding our operational policies, you are welcome to visit the director at any time. If needed, we can set up a conference time to accommodate any scheduling.

21) Parental Visitation & Participation in Classroom

Parents are welcome to visit First Steps anytime during hours of operation to observe their child and our operation/program activities without having to secure prior approval. Parents and/or volunteers who are regularly in the classroom must comply with the Minimum Standards for Child-Care Centers for the State of Texas. Parents/volunteers must always be accompanied by an employee who meets the necessary state-regulated qualifications during our operation hours.

Under the Texas Penal Code any area within 1,000 feet of a childcare facility is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

22) Review of Licensing Inspection Report

Parents are welcomed and encouraged to view any forms from state licensing. The forms are posted on the bulletin board outside Room 208. You can also access the most current inspection report at: https://childcare.hhs.texas.gov/Public/operationDetails

23) State License and Contact

First Steps Preschool is licensed by the Texas Department of Human Services and is in compliance with their rules and regulations. A copy of the Minimum Standards for Child-Care Centers and the most recent licensing report is available for review upon request. Please contact the director for any information.

- To contact your local child-care licensing office, call (806) 354-5307, or write:

  Texas Department of Family and Protective Services
  Child Care Licensing
  3521 SW 15th
  Amarillo, TX 79102
- DFPS Child Abuse hotline: 1-800-252-5400
- Department of Family and Protective Services at their website: www.DFPS.state.tx.us

24) Emergency Preparedness Plan

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing our responsibility and facility readiness with respect to emergency evacuation, relocation, and sheltering/lock-down.

- Evacuation and relocation diagrams are posted in each classroom used during the operation hours and on the bulletin board next to room 208. Emergency plans are reviewed bi-annually.
- The first responsibility of the teachers in an emergency evacuation or relocation is to move the children to a designated safe area or alternate shelter. Church staff will assist Mother's Day Out teachers with the younger children. Lead teacher will gather teacher binder with student information and daily attendance sheet to verify children in attendance. Teachers will lead children out of the building and gather at the relocation site. Teachers will stay with children the entire time during the emergency or until it is safe to re-enter the building or until they are released to parent/guardian. Local authorities (fire, police, ambulance, health department, etc.), families, and Child Care Licensing will be called from a cell phone made by First Steps director or coordinators. All parents will be called as soon as all children are safe.
- For evacuation emergencies such as fire or gas leak, we will move all children to a designated safe area or to an alternate shelter.
- We practice fire drills every month. The children must be able to safely exit the building within three minutes.
- For sheltering related emergencies such as a tornado or severe weather, teachers will gather all the children and relocate them in an orderly fashion to the first floor middle hallway. If in FLC, shelter in bathrooms, kitchen/bar area, check out desk area (there is glass, but there are cabinets we can hide in).
- We will practice a sheltering drill four times a year.
- For relocation emergencies such as flood or medical emergency where it is unsafe for the children or staff to return to the building, we will relocate them to the alternate shelter.
- Alternate Shelter: Park Place Towers
  1300 S. Harrison
  Amarillo, TX 79101
- Lock-down drills - in the event of a volatile or endangering person on the premises or in the area, teachers and children will stay in their classroom. If they are in the hallway they will relocate to a nearby room. Staff will close and lock door (if possible) and shelter/barricade themselves in the room until director or law enforcement official releases them from that room.
- We will practice lock-drills four times a year.

25) Breastfeeding

In the event that a parent may need to breastfeed their child, we have several rooms available with comfortable chairs and privacy. You have the right to breastfeed or provide breast milk for your child.

26) Preventing and Responding to Child Abuse

Our teachers are required to have one hour annual training for child abuse and neglect with the focus on prevention, recognition, and reporting of abuse.

PREVENT

- Form a relationship with the children in your classroom and their parents.
- Take a time-out when stressors pile up and you feel overwhelmed or out of control.
- Learn to recognize parent behaviors that: ignores a child, is verbally assaultive, over-pressuring, bullying, rejecting, and keeps the child isolated from friends and social interactions.

IDENTIFYING

Signs of Physical Abuse

Consider the possibility of physical abuse when the child:

- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver
- Abuses animals or pets

Consider the possibility of physical abuse when the parent or other adult caregiver:

- Offers conflicting, unconvincing, or no explanation for the child's injury, or provides an explanation that is not consistent with the injury
- Describes the child as "evil" or in some other very negative way
- Uses harsh physical discipline with the child
- Has a history of abuse as a child
- Has a history of abusing animals or pets

Signs of Neglect

Consider the possibility of neglect when the child:

- Is frequently absent from school
- Begs or steals food or money
- Lacks needed medical or dental care, immunizations, or glasses
- Is consistently dirty and has severe body odor
- Lacks sufficient clothing for the weather
- Abuses alcohol or other drugs
- States that there is no one at home to provide care

Consider the possibility of neglect when the parent or other adult caregiver:

- Appears to be indifferent to the child
- Seems apathetic or depressed
- Behaves irrationally or in a bizarre manner
- Is abusing alcohol or other drugs

Signs of Sexual Abuse

Consider the possibility of sexual abuse when the child:

- Has difficulty walking or sitting
- Suddenly refuses to change for gym or to participate in physical activities
- Reports nightmares or bedwetting

- Experiences a sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away
- Reports sexual abuse by a parent or another adult caregiver
- Attaches very quickly to strangers or new adults in their environment

Consider the possibility of sexual abuse when the parent or other adult caregiver:

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex
- Is secretive and isolated
- Is jealous or controlling with family members

Signs of Emotional Maltreatment

Consider the possibility of emotional maltreatment when the child:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Is delayed in physical or emotional development
- Has attempted suicide
- Reports a lack of attachment to the parent

Consider the possibility of emotional maltreatment when the parent or other adult caregiver:

- Constantly blames, belittles, or berates the child
- Is unconcerned about the child and refuses to consider offers of help for the child's problems
- Overtly rejects the child

Treating

- While it is nearly impossible for us to "treat" our children for this kind of abuse, we can provide initial treatment, for example:

  Child abuse – ices a bruise, bandage a cut,
  Neglect – provide clean clothes, wash a dirty face, clean their sippy-cup,
  Sexual abuse/Exploitation – providing a safe learning environment.

Reporting

If you suspect any type of abuse of a child in your classroom or care, tell Tara Pike or Elaine Clark IMMEDIATELY! We will talk together as a team and decide from that point on what is the best action to take. State law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services (DFPS) or to local law enforcement agency. Any person making a report to DFPS is immune from civil or criminal liability as long as the report is made in good faith. The reporter's name is also confidential and will not be provided directly to the accused person by any DFPS employee. A person who suspects child abuse or neglect, but fails to report it, can be charged with a misdemeanor or state jail felony. Remember, reporting suspected child abuse or neglect make it possible for a child to get help.

Telephone	Internet
You may call the Texas Abuse Hotline at 1-800-252-5400 to report abuse or neglect. The hotline is answered by DFPS Intake Specialists (who are all degreed professionals) 24 hours a day, 365 days a year. You will be asked to provide your name and contact information. You will be asked to explain your concerns. The Intake Specialist might ask additional questions to determine if the situation that you describe meets the Texas Family Code's definitions of abuse or neglect.	You may report your allegations to the Texas Abuse Hotline through the Internet at http://www.txabusehotline.org. This secure website provides a way to explain your concerns in writing. You **must** provide your name and a valid e-mail address. Your identity remains confidential and will not be provided directly to the accused person by any DFPS employee. Once an Intake Specialist processes your report, you will receive a confirmation e-mail with a Call Identification Number. The e-mail will also tell you whether or not your report was forwarded to a local DFPS office for further investigation.

TRAINING PROGRAMS:

The Bridge
804 Quail Creek Drive
Amarillo, TX 79124
1-888-993-KIDS

Troy D. Timmons, M.Ed., L.P.C.
Tel: 806.379.8282
Fax: 806.358.4488
Email: Timmons@sbcglobal.net
Web: www.troytimmons.com

Online Training: http://www.dfps.state.tx.us/training/reporting/default.asp
https://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/

27) Health Checks

First Steps does not perform health checks at this time. Parents will submit child's health information each morning via Brightwheel.

28) Employee Immunizations

First Steps employees are not required to have certain vaccinations. However, it is highly recommended that each teacher be up-to-date on their own vaccinations to protect them and the children they work with. Vaccines to be considered are the yearly flu vaccine, T-Dap vaccine (whooping cough), and Varicella (chicken pox) vaccine.

29) Unassigned Epi-Pens

First Steps does NOT maintain and administer unassigned epinephrine auto-injectors to use during emergencies. You are required to provide one for your child if needed. All First Steps staff will be trained in the administration of the Epi-Pen

30) Accommodations

First Steps will support and assist students who require accommodations. If therapists are needed to serve students during operating hours, First Steps will provide a space for that to occur. Therapists are required to sign in and out. They are also required to show their credentials if asked.

31) Security

An armed law enforcement official will be patrolling the premises and hallways during operating hours. If suspicious activity is occurring, please notify the official immediately. Gang related criminal activity within 1000 feet of First Baptist Church is a violation of the law and is subject to harsher penalty under state law. Security doors will close at 9:15 am in the morning and open back up for noon pickup to then reclose and then reopen for pickup at 2:15 pm.

Other Information:

Birthdays

We welcome birthday celebrations at First Steps. Please pre-arrange treats and drinks with your child's teacher (no red drinks). Please also be aware of the allergies in your child's classroom. If you are handing out birthday invitations at school, please invite each child in the class in order to prevent hurt feelings.

Dress

Please dress your child in comfortable, washable, sturdy clothing. Your child will be participating in crafts that will include crayons, markers, paint, etc. Please dress your child accordingly. Shoes are required at all times. Children are encouraged to wear closed-toe shoes.

Naptime

Children in our care longer than 5 hours will receive an opportunity to nap/rest after the noon-time meal. You will need to supply a nap mat for your child with their name on the nap mat. After the noon-time meal, we will have the children lie down on their mat and nap/rest. If your child falls asleep, we will let them sleep until they wake up or it is time to leave for the day. If your child does not fall asleep, we will give them quiet activities to do (puzzles, books, etc.) at their mat. If your child does not nap, we will have activities for them to do at a table or we will take a group out of the room. We will ensure that there is adequate supervision during these times.

Parent Conferences

Parent/teacher conferences will be scheduled as needed during the school year. Children may or may not attend these conferences.

Potty Training

Children enrolled in our First Steps Preschool program must be potty trained before attending preschool. We do not have the facilities or supplies required to change diapers and/or pull-ups in these classrooms. We feel that children of these ages deserve privacy. We realize that accidents will happen. "Accidents" by definition are unusual incidents and should only happen infrequently.

Potty-trained preschool children:

- No longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- Can tell the teacher when they need to go to the bathroom
- Can attend to their own hygiene. A teacher will assist when needed. This is an issue which protects all concerned.

If your child is not completely potty-trained as described above when preschool starts, you may choose one of the following options:

- You may withdraw your child from preschool and place his or her name at the top of our waiting list. Registration fees are non-refundable; however, if your child is placed in a class at a later date, you will not need to pay additional fees.
- You may continue to pay tuition to hold your child's spot until potty-training has been completed.

Recreation

Recreation will be provided each day in the Family Life Center, the picnic area, or the Preschool playground. A sign will be posted at the room to direct you to your child's location.

School Pictures

Individual pictures will be scheduled during the fall semester. Every effort will be made to make these available for Christmas gifts. We will notify you of the date. If your child attends only one day a week, and pictures are scheduled for another day, you are welcome to bring your child up to get his/her picture taken.

During the course of the school year, teachers will take pictures of the children during various activities. Some teachers will take them on their personal cell phones. If they do, they will send the pictures to print and then the pictures will be deleted off their phone.

Show and Tell

Each teacher may designate a special day and time for Show and Tell. Please help your child choose appropriate items to be shared with the class. *Please, no weapons or toys of aggression.*

Tax Statement

A statement will be provided upon request for those who plan to expense childcare when filing taxes with the IRS. These forms will be emailed to you, unless a hard copy is requested. Email Karen at karenh@firstamarillo.org to receive a statement.

Toys and Personal Items

Please encourage your child to leave his/her toys at home or in the car. If an item is brought from home, we will not be able to guarantee the return of said item.

Tuberculin Testing

There is no requirement for children, teachers, or other employees to have a tuberculin skin test. The Centers for Disease Control and Prevention discourages the use of the tuberculin skin test for person who have no risk factors for TB exposure.