



Trinity Baptist Church C.D.O.

## *CDO Registration*

### *Parents Information*

*“For you created my inmost being; you knit me together in my mother’s womb. I praise you because I am fearfully and wonderfully made; all your works are wonderful, I know that full well.”*

*Psalms 139:13-14*

*Trinity Baptist Church  
800 Jackson Rd.  
Kerrville, TX 78028*



# Parent Information Packet

## Mission Statement

The primary purpose of the Trinity Baptist Church's Children's Day Out is to support the mission of the church in the area of discipleship and outreach to families. TBC's CDO provides meaningful group learning experiences for preschoolers while their care-givers engage in other activities. This ministry seeks to develop each child spiritually, mentally, emotionally and physically. The CDO ministry is an arm of TBC's Children's Ministry providing a ministry for parents who want their children to have Christian education and care. The CDO acts in conjunction with and is one part of the Children's Ministry.

The Trinity Baptist Church Children's Ministry Team is consulted about standards and other matters pertaining to CDO. These standards can be subject to change. We reserve the right to determine if our program meets the needs of each child at their particular stage of development.

## Children's Day Out Team

The Minister of Children oversees this ministry. The CDO Coordinator and Teachers are funded by the CDO program. Teachers are interviewed, screened, and hired by the Minister of Children and CDO Coordinator. A criminal background check is performed on each employee before they are hired.

## Enrollment and Registration

In order to enroll in CDO, parents must complete an enrollment packet that includes the following items: registration card, health card/shot records, release form, behavior policy, and parent contract. There is a minimum age requirement of 3 months. A non refundable supply fee will be due at the time of registration. **All these items must be turned in at the time of registration in order to hold your child's spot.** If a spot in CDO is not available at the time of registration, the child will be placed on the **waiting list**. A completed registration packet must be turned in to the CDO office in order to be placed on the waiting list. No fees will be due until the child is guaranteed a permanent spot in the program.

TBC CDO is open to anyone in the community who is interested in Christian education and care for their preschool children. TBC members and current CDO students & their siblings are given first priority at registration. Waiting list members register second. Registration is then open to the public.

## **Fees**

All fees are subject to adjustment annually. However, increases are implemented only as required by operating costs. Children's Day Out desires to make this ministry as economically available as possible to our community.

**Tuition:** Each child will pay a monthly tuition rate according to the chart below. Tuition money paid by each family is used to pay teacher salaries each month. The tuition rate for each month does not change unless we begin the last weeks of August. Each month has an average of 8 CDO days. Tuition is based on this number. **All enrollees must pay tuition each month, regardless of attendance, in order to hold a permanent spot in the program.** Tuition will not be refunded for absences. Envelopes are provided in the church office and must be completed with all payment information. Cash payments must be made in the exact amount as we do not have cash on hand to make change. If you need a receipt please ask for the Assistant of Business Administration or Minister of Business Administration.

1<sup>st</sup> child - \$200.00 per month

Additional child - \$175.00 per month

**Tuition payments are due by the 10<sup>th</sup> of each month.**

If there is any difficulty in meeting this deadline, please speak with the CDO Coordinator or Minister of Children and Families in order to make alternate arrangements.

### **Late Fees:**

If tuition is not received by the 10<sup>th</sup> of the month, a late fee of \$5.00 will be added to the account. If tuition is not received by the 20<sup>th</sup> of the month, an additional late fee of \$10.00 will be added to the account.

### **NSF Charge:**

In the unlikely event that a check is rejected by the bank for non-sufficient funds, you will be contacted to make the payment again. Should this occur a second time, the account will be placed on a "cash only" basis for the remainder of the year.

### **Scholarships:**

Occasionally, TBC CDO ministry can provide a needed partial scholarship to families temporarily going through a challenging time. See the coordinator for more information. Scholarship money is awarded at the discretion of TBC's Ministerial Team. All arrangements are confidential. Scholarships are awarded on a temporary basis only, and are not intended to fund an entire year.

**Supply Fee:**

The supply fee for each child enrolling in Children's Day Out is \$50.00. This money is due at the time of registration in order to hold your child's spot. Supply fee money is divided between classrooms so that teachers can purchase materials for various activities. It is also used to buy new equipment for the program. **Supply fees are non-refundable.**

**Drop-Ins:**

If space is available, families can contact the Coordinator to see if space is available on the day you would like your child to drop in. The drop-in rate is \$25.00 per day.

**Security:**

Our preschool area is protected by locked security doors. TBC-CDO staff will be out front to open doors for drop off between 9:00-9:15 am and pick up from 1:50-2:10 pm. If you need access to your child's room other than these times, please come to the CDO office, or main Church office if the CDO office is not available.

**Signing In/Out:**

Daily sign in/out sheets are in your child's classroom. If you need to check your child out early you will need to sign the child out on a sign in/out form at the CDO office. If you are bringing a child to school after 9:15 and activities have begun, please follow the same procedure and go to the CDO office for check in.

**Child/Teacher Ratios**

Trinity Baptist Church's CDO program strives to have appropriate teacher to student ratio based on age and square footage. We provide as many classes as possible at each age level in order to meet the needs of as many families as we can. There will be at least two teachers in each class in order to meet the needs of each child most effectively. **Pre-K students must be potty trained by the first day of school.** We strongly encourage children going into the 3 Year Old class to be potty trained.

## Illness and Medications

For the protection of all children enrolled in CDO, please do not bring your child when they are ill, or appear to be ill. Please do not bring your child to CDO when any of the following exist:

- Fever (must be fever-free for 24 hours before they can return)
- Vomiting or diarrhea (must be symptom-free for 24 clock hours)
- Symptoms of scarlet fever, German measles, mumps, or chicken pox
- Sore throat or cough
- Common cold (green or yellow runny nose)
- Croup
- Unexplained rash
- Skin infection, such as boils, ringworm, and impetigo
- Pink eye, or other eye infections

A child who appears to be ill will not be allowed to attend CDO on that day. If any of the above symptoms become apparent while the child is attending CDO, the parents will be called to come pick up the child. Children who have been sick and are on an antibiotic must be on the antibiotic for 24 hours before returning to CDO.

Even if a child has been determined to be non-contagious by a doctor, please do not bring him/her to CDO if:

- the illness prevents them from participating comfortably in activities
- he/she is not acting like he normally does (lethargic, cranky, etc.)
- the child requires a greater need for care than CDO staff can provide without compromising the health, safety, or supervision of the other children

**No medications will be administered to any child attending CDO.** If your child contracts an infectious disease following a CDO visit, please notify the coordinator so that parents of the other children can be notified of possible exposure.

## Allergies

We sometimes have children enrolled in our program who have severe allergic reactions to certain foods. Exposure to these foods could turn into a life & death situation. If one of these children is enrolled in your child's class you will be asked not to send those foods on Tuesdays & Thursdays. Due to the number of children we have enrolled in CDO who have allergies to peanuts and peanut products, **the entire school will be peanut free for the 2019-2020 school year.** Any peanut products sent inadvertently will be removed from the classroom or discarded and we will call to ask you to send an alternate lunch for your child.

## Daily Routine

**Dates:** Children's Day Out begins the week **after** KISD classes start and is in session each Tuesday and Thursday throughout the school year. Any holidays taken by KISD are also taken by CDO (Christmas, Thanksgiving, Spring Break, etc.). Children's Day Out will close for the school year one week before KISD closes for the summer. If KISD is closed due to bad weather, CDO will also be closed. If KISD has a delayed opening due to bad weather, CDO will be closed that day.

### Receiving and Dismissing:

Children are welcome in their classrooms beginning at **9:00**. Our teachers need time to adequately plan and prepare for the day. When you drop off your child, please say goodbye to him/her at the door. Please do not enter your child's classroom unless invited by the teacher.

When picking up your child, please allow the teacher to call him/her to the door to be dismissed. Pick up time is 2:00. Any children remaining in their classrooms at 2:10 will be brought to the coordinator at the front desk. A late fee of \$1.00 per minute will be assessed, beginning at 2:10, for any child remaining after that time. The late fee will be added to your account. The Children's Day Out clock is located behind the front desk and will be considered the official time.

**Lunch:** Your child will need to bring a lunch to CDO each day. Please send finger foods only, such as sandwiches, meat sticks, Lunchables, cheese, crackers, etc. We are unable to heat lunches. Please send a drink for your child such as a juice bag/box or sippie cups. Babies will be fed their regular baby food until they are ready for finger foods. Please make sure that you send bowls, spoons, bibs, or any other items your child will need at lunchtime. **Remember, no peanut products.**

**Snack:** Children ages one through Pre-K will be asked to bring a snack for the entire class on a rotating basis. A schedule and snack suggestions will be provided by your child's teacher. Please send new, previously unopened boxes or containers when your child brings snack. Some teachers may suggest that you send a drink for your child each day to go with her/his snack. **Remember, no peanut products.**

## **What to bring each day:**

In order to help everyone stay organized, each child should bring a backpack to school each day. The backpack should contain the following:

- One change of clothes, including socks (All ages)
- Enough diapers to get through the day, if not potty-trained

## **For children who are potty training:**

- Several changes of clothes, including socks

## **For babies:**

-Bring a diaper bag or backpack, containing the equipment your child will need for the day. (Pacifiers, bibs, spoons, food, bottles, diapers, etc.)

**Labeling:** Please label **everything!** Label spoons, bibs, pacifiers, extra clothing, socks, bottles, sippie cups, backpacks, lunch boxes, diaper bags, baby food, etc. CDO teachers might mark any unlabeled items. CDO teachers will not be responsible for lost or misplaced items that are not labeled.

## **What to wear to CDO:**

Please send your child to CDO in comfortable play clothes and tennis shoes with socks. The children do many activities that are messy, so inexpensive play clothes are best. We spend a lot of time on the playground and in the gym. Platform shoes, backless shoes, flip flops, cowboy boots, etc. are not safe for the kinds of activities your child will be participating in. This is for the safety and comfort of your child and others, please observe these guidelines.

## **Field Trips:**

The Pre-K classes may take field trips periodically throughout the year. Each child must have a signed permission form before he/she will be allowed to participate on a field trip. Children must have a car seat in order to go on a field trip. Children will be transported on Trinity Baptist Church's 15 passenger vans. Field trips will be supervised by the CDO teachers and parent volunteers.

## **Birthdays:**

Birthday invitations are not to be distributed at CDO unless the entire class is invited. Hurt feelings often result when a child is left out. We will be glad to provide you with names and addresses of classmates so you can mail your invitations. Please do not expect your child's teacher to distribute birthday gifts, thank you notes, or any items that need to be given to a third party. Please take care of these issues outside of school.

## **Behavior:**

Included in this packet is a "CDO Parent Involvement" page. Upon signing this, you are agreeing with our standards. It is our goal to guide your child in this area through Bible teaching in our classroom first. In order to keep all children at CDO safe, we will contact you should your child continues to have behavior challenges that we cannot resolve at school. We appreciate your cooperation in helping us to keep our program safe and effective for all children enrolled.