

SOUTHLAKE BAPTIST

Mom's Day Out + PreK

PARENT HANDBOOK

PHONE NUMBER:

- 214-814-5516. Please add us as a contact in your phone so that if we call, you'll know it is us.
- Please email Director@SBCmoms.com if you need to communicate absences or questions.

DROP off AND Pick Up

- Parents will enter through any of the double doors of the church lobby and go left through the hallway.
- Parents cannot enter the classrooms during drop of or pick up.
- Kids Wing doors open at 9:25, please wait in the play space and hall until we open the doors.
- **Late Fees occur after 2:30.** Thank you for picking up **on time** so we can finish the day. If you come after 2:30, you'll find your child in our Extended Day classroom- Peace or Joy (nearest the playspace).
 - ****Pro-Tip:** to be on time for 2:30 pick up, you'll need to be parked at 2:25
 - After 2:30 most of the lobby/entry doors are locked, the farthest left door (facing Southlake Blvd) remains open until 4:00.

ILLNESS - You will be called to pick up your child if he or she becomes sick during the day.

If your child has had any of the following symptoms on Monday/Wednesday, they cannot not be in class on Tuesday/Thursday:

- Has a fever or has had one (99.5 degrees or above)
- Has vomited or had diarrhea on Monday or Wednesday
- Heavy runny nose or constant cough
- Has **any** symptoms of a possible communicable disease (flu, Covid-19)

NOTES ABOUT NAPS: All children have rest time, you may send ONE "lovey" or comfort item (only one)

- Disruptive behaviors during naptime: We will do all our soothing tricks (and we're really good at it), but if it is clear after 15-20 minutes that a student will be loud/disruptive, then we will call for early pick up. This is rare and for extreme disruptions, but wanted to let you know.
- Schedule: If naptime at 12:30/1:00 isn't your family's schedule, please feel free to pick up early. We cannot keep them awake or take them out of class while the others nap.

BIRTHDAYS - We love birthdays!! If you'd like to send a treat for their class, please let us know in advance so we can be ready for the celebration! (cookies please, not cupcakes!)

SAFETY AND SECURITY

- Keeping our children safe is very important! - We have a Southlake police officer on campus during our class times. He will monitor the entry and do a walk of the building every half hour.
- The Kids Wing doors will be locked during classes. Please use the doorbell for entry (it's on the wall to the left of the glass doors).
- The church lobby doors are typically unlocked during our class times. If the lobby doors happen to be locked, the far left door (facing Southlake Blvd) will remain unlocked.

LUNCH, SNACKS AND DRINKS

- Children bring their lunch and drink. “Bento” style boxes are preferred. Packaged foods are just fine (granola bars, pouches), but please open them so the children can get started and not wait on teachers, or have teachers touching everything. (keeping children and teachers as safe as possible)
- Please keep the lunch simple enough for the child to eat independently. No microwave items.
- We provide a morning snack, typically, goldfish, crackers or cereal is served. If your child needs an alternative snack, feel free to send it. Let the teacher know of any instructions for it.
- We **do** allow peanut products, and will accommodate for an allergy. Let us know!

PERSONAL BELONGINGS: Please label all of your child’s belongings (diaper bags, clothing, lunch box, jackets). We ask that all of your child’s belongings be able to fit into one bag. This includes lunchbox.

- Please do not allow your child to bring personal toys into class.

CLOTHES

- As you dress for school, keep in mind that clothes might be subject to paint, glue or outdoorsy-ness.
- Please keep one outfit for your child in his or her bag in case of accident.
- No rompers... they’re so cute, but so difficult for diaper changes and awkward for using the restroom.
- Shoes that stay on during recess are great! Closed toes for 4/5 year olds is helpful.

DISCIPLINE/HITTING/BITING

- Hitting, defying/disrespect, biting, throwing, kicking and running away will be reported to the parents. We will work with parent and child as best we can to help those situations but also need to keep our other children safe. If a child is hitting or throwing, parents will be called to pick up after the second instance.
- We are here to promote positive social behaviors. If a child is struggling with being kind and gentle friends, we will redirect and help. If the struggle continues, he/she may be asked to take a “time-out” to help calm down and reset. Every effort is made to let him/her know that they are loved and can learn from the situation.
- We realize that biting is a developmental stage that some children go through. However, if he/she bites two times, he/she cannot stay at school, and parents will be called to pick up early.

*** If after parent conferences, behavior plans, and two weeks of issues the behavior issues continue, the child may be un-enrolled from the program and not continue classes.

ACCIDENTS/INJURY

- In case of accidental injury, we will contact a parent immediately and take any needed steps for the child. Parents are expected to assume responsibility for any expense.

INCLEMENT WEATHER/CLOSINGS: We will follow Carroll ISD in case of bad weather. If they call off school so will Mom’s Day Out.

- We will follow the State of Texas Child Care Facility recommendations for any health related closings.
- In case of multiple weather days, or other unexpected closings, the current month of tuition will not be refunded/refundable. If cancellation or closure continues into the following month, tuition will be suspended until resuming classes.

PLEASE KEEP THIS DOCUMENT FOR YOUR REFERENCE.

WE'RE SO EXCITED TO HAVE YOU AND YOUR STUDENT!
PLEASE fill in the following information and give it to your child's teacher.

PLEASE sign and date this portion confirming that you've read, understand and agree to the standards withing the Parent Handbook for SBC Mom's Day Out.

PARENT NAME _____ SIGNATURE: _____ DATE: _____

Quick and Handy Info (that isn't stuck in a computer)

Child's NAME: _____ BIRTHDAY: _____ CLASS: _____

ALLERGIES: _____

PARENT NAME(S) _____

_____ PHONE #: _____

_____ PHONE #: _____

HOME ADDRESS: _____

_____ City: _____

Adults with permission to pick up:

_____ PHONE #: _____

_____ PHONE #: _____

_____ PHONE #: _____

ARE THERE ANY ADULTS WHO ARE NOT allowed to pick up your child? (maybe not... probably not)

DOES YOUR KIDDO HAVE ANY SPECIAL INTERESTS, LIKES, DISLIKES?

DO YOU HAVE A CHURCH HOME? _____

LET US KNOW if you're interested in visiting Southlake Baptist! _____

Quick "To do" list :

____ Did you add our phone number to your phone? 214.814.5516 in case we need to call.
If you need to get ahold of us, we recommend emailing DIRECTOR@SBCMOMS.COM

____ Did you sign the parent handbook portion and fill in the info above? ____
BRING SHOT RECORDS? EMAIL THE RECORDS?

____ HAVE A FABULOUS day! WE'LL TAKE GREAT CARE of your little one!