



# Parent Handbook 2024-2025



FBC Allen  
DISCOVERY DAYS  
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Dear Discovery Days Families,

I am so glad that you have chosen Discovery Days for your child's preschool experience! As a mom, grandmother and preschool minister here at First Baptist Church Allen, I have personally experienced the excellent program that Discovery Days offers our community. There is a rich legacy that Discovery Days has developed over the past few decades. Many families have benefitted and their little ones learned developmentally appropriate skills in a faith-based environment to prepare them for lifelong learning. Joyce Brown, our Discovery Days Director is dedicated to serving your family and watching your child flourish over this coming year.

Now, your family is welcomed into the Discovery Days family! This is likely one of your first choices in early childhood education. A basic understanding we hold at FBC Allen is that you are the primary influence in your child's life. Therefore, we regard your input highly and look forward to a great partnership as we start the year together. Our teachers know early childhood education well and are professionals who will provide excellent preschool for your child.

I hope that you enjoy meeting and developing relationships with our loving staff. They have trained, planned and prepared for an excellent year. And they have prayed over this program and for your child. Our church family has invested in providing the incredible facility where Discovery Days meets. I know you will love it. Your family is welcome to anything our church has to offer. This includes family ministry programs on parenting, preschool and children's activities offered through any of our programs at the church. Our church staff looks forward to meeting you soon.

This handbook is written to help you get to know Discovery Days. Please read the information thoroughly and keep it for future reference.

Looking forward to a great year!

In Christ,

Tedye Schuehler  
Preschool Minister

Psalm 78:6 "So the next generation would know them, even the children yet to be born, and they in turn would tell their children."

### Discovery Days Staff

Discovery Days Director	Joyce Brown
Records Coordinator	Kelly Willis
Resource Coordinator	Alicia Swift

### FBC Allen Ministerial Staff

Generations Pastor	Jimmy Smith
Online Pastor	Chris Jones
Student Pastor	Justin Harvey
Children's Minister	Lezah Maitland
Preschool Minister	Tedye Schuehler
Business Administrator	Rodger Teaff

## Purpose

The Discovery Days program teaches the “whole child”, meeting not only the physical and mental development, but also emotional, social and spiritual development. The program extends the ministry of FBC Allen by providing well trained teachers who care about the education of each child. We strive to assist each child in developing positive feelings and attitudes about himself/herself and his/her world. We will offer opportunities for the child to explore his/her environment, develop skills, and stimulate his/her creativity. Our program will provide experiences that will assist the child in becoming aware of God’s love. All of this is to be accomplished by providing developmentally appropriate activities and guidance for each child 18 months through five years of age.

## Organization

The Discovery Days program is a ministry of FBC Allen Preschool Ministry and is administered by the Business Administrator, the Preschool Minister, Discovery Days Director, and the Records Coordinator. The program is designed for children 18 months old to attend two days per week, two year olds to attend one or two days per week, three year olds to attend two days per week, four year olds to attend two or three days per week, and Kindergartners to attend four days per week.

Families enrolled at Discovery Days understand FBC Allen believes The Holy Bible is the inspired Word of God. It is the basis for our sincerely held beliefs. The Church subscribes to the doctrinal statement of *The Baptist Faith and Message* as adopted by the Southern Baptist Convention in 2000. *The Baptist Faith and Message* is available for review on the church website and through the Southern Baptist Convention.

*The Baptist Faith and Message* 2000 does not exhaust the extent of our sincerely held beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Church faith, doctrine, practice, policy, and discipline, the Senior Pastor with the Deacon Leadership Team of FBC Allen, Texas, shall function as the final interpretive authority on the Bible’s meaning and application.

## Enrollment Requirements

**Before** any child may attend class, the following information must be completed and on file:

- **Admission Information Form**
  - Updated Immunizations
  - Health Care Professional’s Statement
  - Vision and Hearing Screening (for children age **four** by September 1, 2024)
  - Emergency Medical Facility Information.
- **Enrollment Form**
- **Discipline & Guidance Policy Form**
- **Photo Waiver Form**
- **Paid Registration Fee - The registration fee is non-refundable.**

## Registration and Tuition

**Registration:** Completed enrollment forms and a **NON-REFUNDABLE REGISTRATION FEE** are required for enrollment for the school year. Registration fees are due when the child is placed on the enrollment list. All forms must be completed and properly signed by the first day of school in order for the child to participate. They may be returned before the current school year is over or brought to “Meet The Teacher.” Pre-registration for the upcoming year occurs in February. To secure enrollment, the enrollment form must be completed and the registration fee must be paid. Current students must be up-to-date on tuition payments for the current year in order to register for the upcoming school year. Children currently in Discovery Days and First Baptist Church Allen members will be given first priority for enrollment. A waiting list will be maintained when enrollment is full. The waiting list is not carried over to the next school year.

**Tuition:** Tuition is due on the first class day of each of the nine months (September 2024-May 2025). A late fee of \$10 will be charged on the 10th of the month. All tuition payments are due for the month in advance. **(REFUNDS WILL NOT BE MADE FOR ABSENCES.)** A fee of \$20 will be charged for returned checks. If it is necessary to withdraw a child, the parent should notify the director at least two weeks before the date of withdrawal in writing. If two weeks notice is not given, half of a month’s tuition will be required. The tuition amount represents an average for each month, because all months will not have the same number of school days. A discount of \$15 per month will be given to parents with a second and third child enrolled.

Discovery Days school year begins at the end of August and runs through May. Our Preschool and Kindergarten program will observe most of the holidays and emergency closings as the Allen Independent School District. Refunds will not be made or make-up days scheduled. Classes are determined by the age of the child by September 1, 2024. Separate classes are available for children age 18-months, two, three, four and five.

## Check-in/Check-out Procedures

Discovery Days offers a drop-off procedure in the mornings. Parents may drop-off their children at designated Discovery Days entrance beginning at 9:20 each morning. Discovery Days staff will escort them safely to their classrooms. **SIBLINGS FOLLOW THE OLDEST CHILD.** Kindergarten/Threes AND their siblings will be dropped off on the North side of the building that faces Main Street. Fours/Twos/18 months AND their siblings will be dropped off on the South side of the building by Discovery Days playground and entrance.

Families will be greeted at their assigned drive entrance each morning. Discovery Days Staff will sign in each child each morning. Drop-off begins at 9:20 a.m. and concludes at 9:45 a.m. Students arriving late need to enter at the Discovery Days entrance.

Your child may only be picked up by persons listed in his/her file. No child will be released to anyone not authorized by their parent. We must have written authorization for any changes. We will need to see a DRIVER'S LICENSE for any person not listed in his/her file. If you need to pick your child up at a different time, please ring the bell by our front door or call us at 972-727-7241 to notify us an any departure changes.

Discovery Days front door will be open at 1:45 each afternoon for pick-up. Please sign out your child each day at pick-up. Teachers will begin opening their doors at 1:55 p.m. The teacher will call for your child to come out to you. The artwork, backpacks, and Discovery Days information will be on the mat outside the classroom door for you to take home.

KINDERGARTEN AND THEIR SIBLINGS WILL BE DISMISSED ON THE MAIN STREET SIDE OF THE CAMPUS. Parents, please have your car tag (issued by your child's teacher before the first day of school) visible for the teachers. Students will be in place each afternoon by 1:55 p.m.

**CELL PHONE USAGE:** Proper communication between teacher and parent is a priority at Discovery Days. In order to have optimum communication, we ask parents to refrain from using their cell phones during drop-off and pick-up.

## Health

In order to provide the safest and healthiest environment for all children and teachers, please keep your child at home if he/she shows any symptoms or signs of illness. The children will not be taken outdoors on extremely cold days. **If your child is too sick to play outdoors, please keep him/her at home.** We are not able to keep a child in another class while his/her class is on the playground. If he/she becomes ill at school, he/she will be cared for in an isolated area. If a child has any of the below symptoms, a parent will be contacted to pick up the child. The Committee for Control of Infectious Diseases of the American Academy of Pediatrics recommends that a child should not leave home when any of the following symptoms exist:

- Fever
- Vomiting or diarrhea
- Any symptoms of childhood diseases such as scarlet fever, mumps, chicken pox, or whooping cough
- Common cold-from onset through one week
- Sore throat
- Croup
- Any unexplained rash
- Any skin infections-boils, ringworm or impetigo
- Pink eye or other eye infections
- Green or yellow discharge from the nose
- Any communicable diseases
- Lice

We ask you to follow these guidelines and that a child be free of fever **for 48 hours** before coming to school. Thank you for your cooperation as we seek to insure a safe and healthy environment.

## Procedures For Dispensing Medications

It is Discovery Days' policy not to dispense medications except under certain situations; in which case, prior arrangements are made with our Discovery Days office and an **Authorization For Dispensing Medication Form** is on file in our office. Discovery Days does not employ a nurse. Medications dispensed in Discovery Days must follow these guidelines:

- The medication is in the original container labeled with the child's full name and the date brought to the child-care center.
- Medication is administered in amounts according to the label directions or as amended by a physician.
- Medication must include the times child-care employees are to administer each medication according to the label directions.
- Medication is administered only to the child for whom it is intended.
- Medication can not be administered after its expiration date.

## Immunization Requirements

Forms for immunization records and emergency authorization are included in the admission registration forms. **The shot record form must be signed by the doctor and include the following statement listed on the admission form: "I have examined (name of child) within the past year and find that he/she is able to take part in the day care program."** The State requires that on your child's fourth birthday, he/she must have OPV and DPT immunizations. Please notify the school office when your child has received these immunizations so that our medical records are kept current and in compliance with the State. Effective August 7, 2003, parents of four and five year olds need to show proof of having the fifth DTaP immunization, unless the fourth dose of DTaP was given on or after the fourth birthday.

As of August 1, 2000, all children attending a licensed childcare facility are required to be vaccinated against Varicella (Chickenpox). The Varicella vaccination is listed on the Immunization Record on the Discovery Days Health Form. \*If a child has had the Chickenpox Disease, the parent can fill out a statement on the Health Form verifying that the child has had the Chickenpox Disease.

**ALL FOUR-YEAR-OLDS must have a vision and hearing screening. Documentation should be provided on the child's Health Record.**

Discovery Days does NOT require staff members to obtain vaccines such as COVID, flu, hepatitis A and Pertussis.

### **Food**

**Each child should bring a lunch** of finger foods and a drink each day. Please label the lunch with the child's name. A morning **peanut free** snack will be provided. The licensing guidelines require that we monitor what children eat while they are at Discovery Days, and see that the children are receiving one third of their daily nutritional needs. Your child's lunch needs to contain a minimum (1) item **each** of the following food groups:

- (1) MILK: Milk, cheese, yogurt
- (2) VEGETABLE AND FRUIT: 1/4 cup (fruit juice included)
- (3) PROTEIN: Meat, eggs, beans, poultry
- (4) GRAIN: All breads and crackers

We may occasionally send home a reminder note, if needed. Because of the problem with leaky thermoses, we ask that the children do not bring carbonated drinks (either in thermos or cans). We ask parents not to send candy in their child's lunch. Thank you for your cooperation. If you would like to bring a special treat or snack for your child's class (during holidays or birthdays), please check with your child's teacher.

### **Allergies**

In recent years, we have seen an increasing number of food allergies. If your child has a known food allergy that has been diagnosed by a health-care professional, you **must** have a food allergy emergency plan in your child's file at the school. The food allergy emergency plan **must** be prepared by your child's health-care provider and signed and dated by the health-care provider and the parents. The food allergy plan must include:

- (1) A list of each food the child is allergic to
- (2) Possible symptoms if exposed to a food on the list
- (3) The steps to take if the child has an allergic reaction

### **Toileting**

Although we anticipate toileting accidents, we expect children three and four years of age to be potty trained. Children should be able to tell the teacher, go to the restroom and care for their restroom needs by themselves. Please dress your child in clothes he/she can manage himself/herself. Clothing with elastic waistbands is one example. Snaps and buttons are often difficult for the children to manage alone. Each child who is not completely potty trained and not wearing underpants should wear pull-ups. *No diapers please*. If your child will be wearing pull-ups, please bring extra pull-ups and wipes to school each day. For 18-month and two-year-olds, please send plenty of diapers and wipes to school in their backpack.

### **Clothing**

Because of the learning activities in which children will be involved, you are requested to dress them in washable play clothes and shoes. Please send them in clothing that they can manage themselves at restroom time. All outer garments should be labeled with the child's name. **Every school day, each child should bring in their backpack a change of clothing enclosed in a zip-lock bag (shirt, pants, socks).**

Please keep in mind that we play on the outdoor playground as much as possible. Please dress your child appropriately, ensuring that a light coat or jacket is available as the weather turns colder. **For the safety of the children, closed-toe shoes are highly recommended for the outdoor playground areas.** Children will be kept indoors on inclement weather days such as red ozone days, as well as days when the wind chill factor is below forty degrees.

### **Water Activities**

A water table may be used in the classroom as one of the learning centers. In the spring, a small wading pool with 3" of water is used for the children to "fish." All activities are monitored by Discovery Days staff.

### **Rest Period**

All children (except four-year-olds and kindergarteners) will be expected to participate in a rest time. We use this as a brief (20 minutes) transition time between the morning and afternoon activities. We request that each child bring some type of mat, rug or towel. Please ensure that your child's tote bag for their rest mat and lunch fits into an 11" x 15" cubby.

## Guidance

All guidance is done with a positive encouraging approach. Children are given choices and are allowed to learn by natural consequences. Children are taught four basic rules to help, respect and love at church and school. Teachers discuss the four ways to show respect and remind children of these during the day.

- Respect God... by being sincere during prayer and worship and taking care of church property.
- Respect Adults...by obeying right away and expressing feeling with kindness and honor.
- Respect Others...by not hurting with actions or words or harming their belongings. Allow others to learn and have fun.
- Respect Yourself...by playing safe and doing your best.

**A Discipline and Guidance Policy Form must be read and signed by the parent and kept in each student's Discovery Days file. (A copy of this policy is in the back of this booklet.)**

## Animals

Every fall, Barnyard Friends visit Discovery Days. Children will be able to see and touch animals that live on the farm. All animals have had the proper vaccinations.

## Parent Participation

Parents participate at Discovery Days through our activities. During seasonal parties, you may sign-up to help with your preschooler's parties. Parents are welcome to observe their child's classroom at any time. Parents are asked to check in at the office first.

## Parent Notification and Policy Changes

When a policy changes, parents will be notified in writing. If a child is ill or needs to be sent home for another reason, the parent will be called. In the event we cannot reach a parent, an approved person on the enrollment form will be called. In the event a parent wishes to change an approved pick up person, they must come to the Discovery Days office and make the change in person.

Please contact the Director, Joyce Brown, at 972-727-7241 to discuss any questions or concerns regarding the policies and procedures at Discovery Days. Parents will be notified in writing of any policy changes.

## Conferences

Please feel free to request a conference with the teacher, Director of Discovery Days or Preschool Minister regarding any questions you may have. Since teaching begins promptly at 9:30 a.m., the teachers will not be able to visit with you about your child at that time. If you will drop her a note in the morning requesting a conference, she will be glad to get back with you that afternoon. If the teacher, Director of Discovery Days or Preschool Minister feels the need to discuss any matter concerning your child (behavior, participation, attitude, etc.), you will be contacted.

## Open House

Discovery Days will have an Open House in April. Friends and family are invited to attend.

## Reviewing Operational Policies For State Guidelines

Parents may review the State's Minimum Standards by asking any Discovery Days office staff for a copy. The most recent licensing inspection report is posted on the wall outside our Discovery Days office.

Parents may contact the local licensing office 1-800-582-6036, Texas Department of Protective and Regulatory Services (PRS) **child abuse hotline 1-800-252-5400**, and PRS website [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## Child Abuse

No one likes to talk about abuse, but it is a real issue and it happens to children. Everyone has been made aware of the issue of child abuse in schools and you can be assured that the teachers who work at our school have been carefully screened with the state. We also conduct training every year on the warning signs of abuse and how to report. Childcare centers and staff members are required by law to report suspected child abuse, neglect or sexual abuse to the Texas Department of Family and Protective Services and the local police. Failure to report by the staff or center is a Class B Misdemeanor. Aside from the legal implications, the failure to make a report would mean neglect on our part to protect children in our care. We will not knowingly fail to protect children in our care. The Children's Advocacy Center of Collin County is a resource available to assist with counseling, family assistance programs, and resources for ways to keep your children safe. Their phone number is 972-632-3910 and their website is [caccollincounty.org](http://caccollincounty.org). The Speese Campus is located at 1701 Heritage Drive in McKinney, 972-633-6700. The Los Rios Campus is located at 2205 Los Rios Blvd. in Plano, 972-633-6600.

## Gang-Free Zone

The Texas Penal Code indicates that any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to increased penalty under state law.

## **Discipline and Guidance Policy for Discovery Days**

- ◆ Discipline must 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.
- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:
  - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
  - (2) Reminding a child of behavior expectations daily by using clear, positive statements
  - (3) Redirecting behavior using positive statements
  - (4) 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
- ◆ There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - (1) Corporal punishment or threats of corporal punishment
  - (2) Punishment associated with food, naps or toilet training
  - (3) Pinching, shaking or biting a child
  - (4) Hitting a child with a hand or instrument
  - (5) Putting anything in or on a child's mouth
  - (6) Humiliating, ridiculing, rejecting or yelling at a child
  - (7) Subjecting a child to harsh, abusive or profane language
  - (8) Placing a child in a locked or dark room, bathroom or closet with the door closed
  - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age
- ◆ If a child is an endangerment to himself or others at Discovery Days, parents will be notified that their child may be removed from attending our program. Each situation will be reviewed by Joyce Brown, Director and Tedy Schuehler, Preschool Minister, to make sure that the child is safe and is not negatively impacting the safety of our other students. Parents/guardians will be notified of any concerns that may be present and the potential for removal from the program.

## **EMERGENCY PROCEDURES PLAN**

Discovery Days is committed to providing a safe environment for children and staff. Severe Weather Drills and Lock Down procedure drills are performed three times a year. Fire drills will be performed each month. Emergency maps and emergency information are posted in each classroom. In the event of an emergency, we follow the procedures described below:

**FIRE:** The fire alarm/smoke detectors automatically notify the fire department when sounded. Each classroom will follow the evacuation map and procedure plan labeled and assigned for their classroom. Classroom teachers carry their classroom sign-in/out sheet whenever they leave their room. The sign-in/out sheet includes parent name, phone number and second point of contact.

**BAD WEATHER:** In the event of severe weather, classroom teachers and children will move to designated shelter locations as noted on the evacuation map and procedure plan assigned to their room.

**RELOCATION PROCEDURES (EVACUATION PLAN):** In the event Discovery Days needs to evacuate the building due to an emergency (such as a gas leak or water main break) and leave the building completely, our plan is listed below:

- An announcement will be made over the intercom that teachers need to evacuate the building just like we do for fire drill and/or evacuation plan.
- Teachers will take their sign-in/out sheets which include parent name, phone number and second point of contact.
- Teachers will lead children to the assigned location designated on the evacuation map and procedure plan. In the event we must leave the building, teachers and students will relocate to The Curb on the east side of the First Baptist Church Allen campus.
- Teachers will begin contacting parents to alert them we have evacuated the building and pick-up will take place at the specified alternate location. Each parent will be required to sign the sign-out sheet before they leave with their child from the alternate location.
- An email will be sent out from the director of Discovery Days alerting parents to the evacuation with details explaining where to pick up their children.



## **IN CASE OF EMERGENCIES**

Discovery Days will never hesitate to call 911 for an illness or injury that requires immediate attention by a health care professional.

These are the steps Discovery Days will take *in case of emergencies*:

1. Joyce Brown will contact emergency medical services.
2. The child will be given first-aid treatment or CPR when needed.
3. Kelly Willis or Alicia Swift will contact the parent.
4. Kelly Willis or Alicia Swift will contact Tedye Schuehler or Rodger Teaff in the church office.
5. Kelly Willis or Alicia Swift will contact the physician or other health care provider identified in the child's record.
6. Joyce Brown will contact Texas Department of Family and Protective Services.

# EXITS

