



2025-2026 Policies

***"Children are a gift from the Lord;
they are a reward from Him."***

Psalm 127:3

PURPOSE: It is our GOAL to provide quality Christian care in a loving, caring, learning environment with a cheerful atmosphere.

CONTENTS

	Page
Table of Contents	1
Pastor's Letter to Parents and Guardians.....	3
Daycare Director Letter to Parents and Guardians	4
Fees	5
Hours	6
Drop Off and Pick Up Procedures.....	6
Visitation Sign-In	6
Security System	6
Absences	6
Birthdays	6
Class Parties.....	7
Discipline and Guidance	7
Biting	7
Withdrawal/Dismissal	7
General	8
Conferences	8
Health/Illnesses	9
Holidays	10
Meals & Snacks.....	10
Medication	10
Nap Time	11
Potty Training	11
Special Instructions	11
Special Note to Parents	11
Toys	11

Transportation.....	11
Flyers and Advertisement	11
Vacation	12
Weather & Sunscreen Instructions	12
Inclement Weather Instructions	12
What to Bring	12
Word to Parents	12
Emergency Plan	13
Evacuation	14
Fire	15
Medical Emergency	15
Severe Weather.....	16
Child Care Regulations Summary for Parents.....	17
Telephone Directory.....	18
Emergency Numbers	18
Administration and Staff	18

Affection is the most satisfying reward a child can
receive. It costs nothing, is readily available,
and provides great encouragement.



First Baptist

Olive Branch

A NOTE FROM OUR SENIOR PASTOR

Dear Parents and Guardians,

We love families here at First Baptist Olive Branch and are so excited for the opportunity to partner with you through our Preschool Ministry. We understand that the earliest days and years of a child's life provide a strong foundation for the years that follow. This is why we are so honored that you would entrust us to come alongside you and invest in your child's life.

We have an outstanding Daycare staff that is committed to excellence and providing each child with the highest attention and care. We place a high priority on providing a nurturing environment for your child to learn, develop, grow, and thrive.

Our heart for the family is rooted in the example of our Lord Jesus Christ. The New Testament provides multiple times where Jesus interacted with kids. Jesus always looked on children with great favor and expressed a great love for them. Children are such an incredible gift from God, and what joy they bring to the lives of those that love and care for them!

I realize your responsibility is often demanding and can be overwhelming at times. Please remember you are not alone, we are with you! If you don't have a church home in the Olive Branch community, I hope you will consider joining us for worship and becoming a part of our faith family. The Daycare staff would love to help you discover any information you may need. If I can personally be of any assistance, please don't hesitate to reach out.

Sincerely,

Jerrold Brooks,

Senior Pastor



Dear Parents and Guardians,

Welcome to First Baptist Church Daycare. We are excited to have your child join us as we explore the many adventures our heavenly Father has planned. Along with the teachers, that God has so graciously blessed us with, we want to thank you for allowing us the opportunity to help nurture your child spiritually, socially, and academically during his/her early development within a Christian atmosphere.

We are committed to providing quality care to your child and want you both to have a rewarding experience. We are here to support your entire family.

If you have any concerns with any issue, please know that I am always here to provide assistance. May God continue to bless our program and your family as we become one at First Baptist Daycare.

God Bless,
Stacey Doss, Administrator
Lindy Wiedower, Director

FIRST BAPTIST DAYCARE

662-895-7242

FEES:	\$195.00 weekly	Infants
	\$185.00 weekly	Toddler I
	\$185.00 weekly	Toddler II
	\$175.00 weekly	2's
	\$175.00 weekly	3's
	\$180.00 weekly	4's* (see below)
	\$65.00	Registration Fee (Non-refundable)
	\$50.00 8/4/2026	Yearly Activity Fee (Due August 4, 2025 & January 1, 2026))
	\$50.00 1/1/2026	This fee will be prorated for students enrolling after Dec. 31, 2023
	\$5.00 per minute	Late fee for Pickup (see below)
	\$20.00	Late fee for Tuition
	\$20.00	Returned Check Fee (Cash will be required after two returned checks)

First Baptist Church active members, as confirmed by the church office, shall have priority for enrollment in First Baptist Daycare. Members must be active for a minimum of 6 months to be considered eligible for priority over Non-Members. Non-members who are currently enrolled in our program shall have priority over anyone not currently enrolled in our program.

*** We will offer before and after care for our 4 year olds while 4K is in session. There is an additional registration fee for the 4K program that will be paid separately. There is one tuition fee for both programs combined. We will have full time daycare available when 4K is not in session.** Daycare will be available for those children in the 4-K program through Friday, July 26, 2024. Again, Summer care will be provided.

The first week's fee will be due on your acceptance to our Daycare. After that time, fees are due in advance each Friday regardless of absence. If tuition has not been paid by Monday AM, a fee of \$20.00 per child will be assessed. The immediate following Friday, the past due amount and the current amount are due. Failure to pay back weeks' tuition (the past due week with late charge and the current week) will result in immediate withdrawal from the daycare.

HOURS: 7:00 A.M. – 5:30 P.M.

For those teachers with early hours, daycare will be available at 6:45 a.m. during the days DeSoto County Schools are in session. **However, this exception must be cleared with the Director of Daycare prior to the beginning of the school year.**

After 5:30 p.m. an additional fee of \$5.00 per minute will be charged.

DROP OFF AND PICK UP PROCEDURES:

Please do not bring your child any earlier than 7:00 a.m. unless you are a DeSoto County teacher with early morning hours. If for any reason you are unable to pick up your child at the regular pick up time, please call the office to notify someone of your delay. When dropping off or picking up your children, do not park under the awning area of the Pre-School Building. You are expected to sign your child in and out on our attendance sheets located on the front counter. A full signature with arrival and departure time is required. Do not send your child to the classroom by themselves. You must wait until there is a teacher/helper to receive your child and walk them to their class before you leave the center. After children are placed in the classroom, follow sign-in procedures. If your child is not picked up by 6:00 p.m. and we are unable to reach you or any person on your emergency list, the telephone number and location of your child will be posted on the daycare entrance door. Prior to any changes in the pick-up list on our enrollment card, written authorization signed and dated by all those sharing custody or guardianship, is required.

SECURITY SYSTEM:

Our doors are locked and will remain locked at all times for the safety of the children and our staff. There will be a staff member at the front desk during drop off and in the afternoon to let you in our area. Ring the bell if you do not see an attendant.

ABSENCES:

Please notify the center if your child is unable to attend. Remember, you will be charged the regular fee if your child is absent.

BIRTHDAYS:

We will be glad for you to send a birthday cookie, cake, or regular cookies for your child's birthday. Please, no gifts. Birthday invitations will not be given out unless your child's complete class is included.

CLASS PARTIES:

We will have parties on the following dates: Times will be determined based on the activities.

Promotion Celebration	August 4, 2025
Fall	October 31, 2025
Thanksgiving Feast	November 20, 2025
Christmas Party	December 18, 2025
Valentine's Day	February 13, 2026
Easter Celebration	April 2, 2026

DISCIPLINE AND GUIDANCE:

The term discipline refers to teaching or guiding. Our main goal is to prevent situations that may lead to misbehavior instead of implementing shame and punishment. The children are taught acceptable behavior through positive guidance and reinforcement. Our first technique is being positive role models. Redirection is used to channel excess energy or inappropriate behavior into more constructive purposes. We offer acceptable age appropriate choices to the children to help encourage independence and show respect for the children. Conflict resolution is also encouraged. We start with even the youngest child to role model and teach them to talk out problems. They are shown how to express feelings through words not actions. Positive time out is used at times to change disruptive behavior to constructive behavior. The length of time out will be determined by the child as this time is used to give the child time to regain control. Explanations are always given on which certain behavior is acceptable. Our role in child guidance is in developing children's independence and self-esteem.

After inappropriate behavior is addressed, teachers will express trust and confidence in the child's ability to control behavior. Learning self-control is more difficult than learning colors or numbers but just as important.

BITING:

Behaviors such as biting, scratching or hitting are unacceptable. The director will notify the parent immediately upon the first occurrence of an incident and a conference will be scheduled to discuss a plan of action. A discipline form will be completed with the plan attached. If there is a second incident, the parent will be contacted and asked to pick up the child for a designated amount of time to be determined from the plan of action. After 3 incidences, the child may be removed from the program.

WITHDRAWAL/DISMISSAL:

Should it become necessary for a child to withdraw from our program, a two-week notice in writing must be given to the director to fill his/her place.

Failure of parents or children to comply with policies, requirements, or procedures is sufficient cause for dismissal of a child. No refund will be given. If a child is a threat to himself/herself, the other children or the caregiver, immediate expulsion will be necessary. *We reserve the right to make this decision.*

GENERAL:

Children must be fully dressed, including shoes, before they are placed in their class. Please be sure that children's shoes are the proper fit and they are safe for walking and playing. For the safety of your children, tennis shoes are the best choice for playtime. Sandals and flip-flops are not suitable for outside or gym play.

Please do not ask if a teacher could transport your child to or from school. Our insurance policy will not allow this, nor will the Department of Special Programs. We DO NOT provide liability accident insurance coverage for your child.

If someone else is coming for your child, or if your child is going home with another child, written permission is required.

It is imperative that you have a backup person for pickup when your child is ill or you are unable to pick up by 5:30 pm.

WE DO NOT RELEASE CHILDREN TO ANYONE OTHER THAN THE PERSON DESIGNATED ON THE APPLICATION FORM WITHOUT **WRITTEN** PERMISSION. WE MAKE NO APOLOGIES FOR BEING VERY, VERY STRICT AND VERY, VERY PARTICULAR ABOUT THE WELFARE OF YOUR CHILDREN.

When you change employment, address, or phone number, please advise us so that we can change our records. Remembering that emergencies may arise very unexpectedly and we need to know how to get in touch with you immediately.

Information pertaining to admission, progress, health, or discharge of an individual child shall be confidential and limited to First Baptist administration/staff designated by the Director and the licensing agency unless the parent(s) of the child has granted written permission for disclosure or dissemination.

Neither smoking, tobacco products, alcohol, nor illegal drugs are allowed in the facility or on its premises.

We are required to report any suspected child neglect or abuse to the Department of Human Services.

During custody disputes, marital problems, or divorce we will not deny parental rights without court documentation.

Parents have the right to enter our facility at any time; however, they may not be disruptive to our normal activities.

CONFERENCES:

Open communication is highly encouraged between parents and teachers. This enables both sides to best benefit the child. Should you feel the need to speak with your child's teacher, please feel free to schedule a time that you can both sit down and talk. Parents are welcome at any time, but since our first responsibility is to the children, we ask that you plan a conference either before or after class time. Should any changes occur at home that might change the behavior of your child, please inform us so that we might be sensitive to your child's need. Our open communication policy also includes any complaints or concerns you may have about our program or staff. The director will investigate these concerns until a solution is found. Our goal is to resolve all concerns or complaints as quickly as possible with the benefit of the child involved.

HEALTH/ILLNESSES:

A Health Certificate is required from every child and must be filled out by the child's physician. The State Department of Health only accepts Form 121, Certificate of Immunization Compliance, for shot records. This form is required from every child and must be filled out by the child's physician or the DeSoto County Health Department. The signature of your child's physician as well as the signature and title of issuing individual is required. All appropriate boxes must be checked and date of next immunization must be listed giving month, day, and year. An incomplete form will not be accepted.

Report all communicable diseases to the teacher immediately, so that other parents can be notified. The rules vary regarding the return to school after a communicable disease. Generally it is as follows:

Covid – 19	10 days after exposure / IF diagnosed, must receive a negative test or quarantine for the recommended 10 days OR as advised by a Doctor
Chicken Pox -	one week after the last sore appears, usually 10 days after onset. (Sore must be dry)
Measles -	seven days after rash appears. (Consult physician about red measles)
Mumps -	when all swelling is gone.

The following must receive a physician's care and a physician's permission slip in order to return to daycare. If your child has a rash that we are unable to determine, we must have a physician's statement regarding rash and date when he/she may return to center.

Impetigo -	When physician indicates child is under his care and may return.
Strep Throat -	When physician advises...usually when children are on medication for 24 hours without aid of medication and free of temperature for 24 hours.
Scarlet Fever -	When physician advises.
Pink Eye -	When physician advises. However, eyes must be clear without drainage.
Thrush -	When physician advises and white patches are not visible in child's mouth.

Children with the following symptoms should not be in school:

Ear Ache	Swollen Glands	Discharging Eyes	Sore Throat
Vomiting	Severe Coughing	Shortness of Breath	<u>Fever of 100*</u>
Continuous irritability and crying		Excessive Nose Drainage	Diarrhea

We do not have the staff or facilities to care for children who are too ill to take part in regular activities. Therefore, we ask that you not bring your child to the center if he/she has had a fever in the past 24 hours of 100° or is vomiting or has diarrhea. **Your child must be free of fever, vomiting, and diarrhea for 24 HOURS WITHOUT THE AID OF MEDICATION**, including Advil, Motrin, Tylenol, etc. before returning to the center.

We reserve the right to determine your child's return to daycare.

Any time your child becomes ill during the day, the supervisor will call you. At times you may be asked to come for your child. **You will need to pick up your child within an hour.** If you are unable to pick up your child when called, **you must have a backup person available.** This will be done in order to benefit your child as well as the other children in the center. All children will be isolated (in an Isolation Room) from all classes until picked up.

HOLIDAYS:	Labor Day.....	September 1, 2025
	Thanksgiving.....	November 27-28, 2025
	*Holiday Week (no charge) Christmas.....	December 22, 2025-December 26, 2025
	New Year's Day Observed.....	January 1, 2026
	Martin Luther King Jr. Day/ Robert E. Lee Day.....	January 19, 2026
	Good Friday/Easter Holiday.....	April 3-6, 2026
	Memorial Day Observed	May 25, 2026
	Independence Day	July 3, 2026

*Daycare will close early on Wednesday, November 26, 2025 at 2pm to begin the Thanksgiving Holiday.

*Daycare will close early on December 19, 2025 at 2pm and be closed the week of December 22, 2025 through December 26, 2025, for Christmas holidays. We will be closed January 1, 2026 in observance of New Year's Day. ***There will be no charge for Holiday Week, December 22, 2025 through December 26, 2025.** Daycare will resume Monday, December 29, 2025.

*When July 4th falls on a weekend, we will observe the holiday the day immediately prior or following the fourth.

MEALS & SNACKS:

Morning Snack	8:00-8:30 am
Lunch – Daycare	11:00-11:30 am
Lunch – After K-4	12:00 noon
1 st Afternoon Snack	2:00 pm
2 nd Afternoon Snack	5:00 pm

NOTE – Do not send food or snacks into the center unless it is for birthdays, holidays, or special occasions. If your child is finishing breakfast, it must be eaten outside the daycare area. This also applies to early arrivers.

Please call if your child is unable to attend for any reason or is going to be after 8:30am. If your child is going to arrive after 8:30 am, you must call the center before 8:00 am. All children must be in the center by 9:30 am. NO exceptions!

Special instructions for infants, toddlers, and 2's

...Only disposable diapers are used. No cloth diapers.

...Formula or breast milk shall be brought to the child care facility daily, ready to be warmed and fed. Each bottle shall be labeled with the infant's name and the date.

...Iron-fortified dry infant cereal shall be brought in sealed containers premeasured for each feeding and labeled with the infant's name.

...Baby food shall be brought in unopened jars and labeled with the infant's name. Home prepared, blended, and home canned infant foods shall not be served.

...Children under 2 years of age will receive whole milk.

At the age of two years, children in our facility will be switched to fat-free milk.

MEDICATION:

Medication will not be given at our center. The following exceptions will be made:

-Advil, Motrin, Tylenol, etc...Before immunization and 24 hours following.

-Gas drops for infants.

-Numbing gel for those cutting teeth.

A medication form must be signed for the above by parent or guardian. All other medication or breathing treatments must be administered by the parent or guardian.

NAP TIME: 12:00-2:00 pm

If your child will not take a nap, he/she must rest on a mat during this time. When your child moves to the Toddler room, please send a mat for nap time – it will be left at school. Also, send a mat cover and blanket each Monday – they will be sent home on Friday to be washed. If your child uses a pillow, it must be one that is sewn into the mat cover. Be sure all items are marked with your child's name.

POTTY TRAINING:

A parent/caregiver consultation is required prior to toilet training. (Page 50 State Regulations.) At that time you will be asked to sign a "Potty Training Contract" with your child's teacher. Children must be in pull-ups for potty training. If both parents and teachers are working together, this procedure will be easier for all concerned. According to state regulations, clothing soiled with fecal material will not be rinsed (appendix H-4.) If fecal matter cannot be emptied into toilet, underwear will be disposed of. All soiled clothing will be placed in a plastic bag.

Children must be potty trained before entering the 3-year old class. They must be able to wipe themselves.

SPECIAL INSTRUCTIONS:

If your child has any allergy or special attention required, please be sure the center is advised and has a written statement to this effect.

There will be a list at the front desk for you to sign when you arrive. Please sign in and out each day, give the time you arrive and leave, and note any special instructions. Your signature is required for both arrival and departure time.

SPECIAL NOTE TO PARENTS:

The First Baptist Daycare is maintained as a non-profit but self-supporting center. Policies and fees are subject to change. The First Baptist Daycare reserves the right to discontinue service to any family.

First Baptist Daycare admits children of any race, color, and national or ethnic origin.

TOYS:

Please do not send toys, stuffed animals, etc. into daycare with your child unless it is show & tell day. Guns, knives, swords, or any toy that represents violence is not permitted.

TRANSPORTATION:

We do not transport children to and from our center for any reason.

FLYERS AND ADVERTISEMENTS

Only flyers and advertisements authorized by FBCOB Office Administration will be allowed to be displayed or distributed.

VACATION:

As of January 1 of each year, all current families will receive two weeks' vacation to be used during that calendar year at no cost to you. One of these weeks will consist of a Holiday Week during Christmas/New Year's and the other at your choosing. Vacation days for week 2 must be used consecutively for the entire family. Days cannot be split between multiple weeks. Due to our new billing system we ask that you let us know when you would like to use your vacation week as soon as possible. Preferably a month in advance so you are not billed for that week in your monthly invoice. In order to use vacation time, children CANNOT be present.

Those children starting Daycare in the summer or those that begin randomly throughout the year due to available space, will receive the 1 week Holiday vacation (Christmas/New Year's) to be used during that particular year. If you continue in our program, you will then receive two weeks' vacation the following year. Vacation time will not accumulate. You must be in our program for 1 full year before receiving the two weeks of vacation time.

WEATHER & SUNSCREEN INSTRUCTIONS:

Weather permitting; children shall have outside play daily. Sunscreen is required May through September. Please be sure sunscreen has your child's name on it and is in his/her cubby by the last of April.

INCLEMENT WEATHER INSTRUCTIONS:

If DeSoto County Schools are closed due to inclement weather in the mornings, Daycare will be closed, also. Please watch local television news stations and social media in this event. However, if DCS opens and has early dismissal, Daycare will remain open until close or the last child is picked up. Daycare will be open from 7 a.m. to 5:30 p.m. on DCS partial days. If three (3) or more FULL inclement weather days are observed, tuition will be reimbursed 50% per day after day three (3) and any additional days closed due to inclement weather. EX. We are closed for snow Monday – Monday of the next week. You will receive 50% tuition per day for Thursday, Friday, and Monday.

WHAT TO BRING:

Each day when you bring your child, you must also bring supplies for that day. Be sure that all these supplies are clearly marked with your child's name. If your infant is on formula or baby food, please mark these too.

<u>Each day</u> , be sure to bring:	<u>Disposable diapers or training pants</u> - we recommend one diaper for each hour. <u>Plastic Bag</u> – for soiled or wet clothes <u>Wipes</u> – if your child is in diapers <u>Powders, Ointments, or Lotions</u> – for treatment of diaper rash <u>Shoes, coat, hat, and mittens</u> – and an extra change of clothes
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Individual cubbies are provided for your child's personal belongings.

EMERGENCY PLAN

FIRST BAPTIST CHURCH DAYCARE

DAYCARE AND KINDERGARTEN

MAXIMUM OCCUPANCY: Licensed for 100 students

FIRE-POLICE- AMBULANCE

EMERGENCY: 911

ALTERNATE: 662-895-4111

EMERGENCY MANAGEMENT: 662-429-1359

ALTERNATE: 662-429-1360

EMERGENCY CONTACTS: DAYCARE

TELEPHONE NUMBER: 662-895-7242 (Daycare Center)

ALTERNATE: 662-895-5481 (Church Office)

CONTACT PERSON: Stacey Doss or Lindy Wiedower

TELEPHONE: 901-626-9936 (Stacey) / 901-550-8171 (Lindy)

EMERGENCY CONTACTS: KINDERGARTEN

TELEPHONE NUMBER: 662-895-7242 (Daycare Center)

ALTERNATE: 662-895-5481 (Church Office)

CONTACT PERSON: Kim Wilson

TELEPHONE: 575-693-1398 (Cell/Home)

ALTERNATE CONTACT: Stacey Doss

TELEPHONE: 901-626-9936 (Cell/Home)

EVACUATION

I. EVACUATION

- A. Evacuation of the First Baptist Church facility may be due to several reasons. These include, but are not limited to:
 - 1. Hazardous Materials incidents requiring the evacuation of the central part of Olive Branch.
 - 2. Fire.
 - 3. Storm damage.
 - 4. Any cause which makes the facility unsuitable for occupancy.

II. RELOCATION

- A. Localized emergency affecting only the First Baptist Church facility
 - 1. Weather permitting, students will be evacuated to the property surrounding the **A-Frame house at the southwest corner of the church property.**
 - 2. If weather prohibits outside activity, the students will be evacuated to the **A-Frame house pending arrival of transportation.**
- B. In the event that the local Fire or Emergency Officials order an evacuation which will affect the FBC facility.
 - 1. The students and faculty will be evacuated to a safe facility outside the danger area. It is understood that evacuation routes may become blocked or impassible as a result of the emergency; therefore, alternate shelter sites are available. The **FBC Person in Charge** must make a determination as to which shelter will be used based on factors present at time of emergency.
 - 2. Temporary Shelter locations
 - a. Longview Heights Baptist Church
4501 Goodman Rd.
895-1900
 - b. New Prospect Baptist Church
310 Hwy. 305
893-6722

III. TRANSPORTATION

- A. Transportation to the shelters will be by church van, personal automobiles or by transportation requested from The DeSoto County Emergency Management Agency.

IV. NOTIFICATION OF PARENTS

- A. News media may be used to provide notification to parents by contacting the Public Information Officer at the Emergency Management Office. (662-429-1359)
- B. Personal telephone calls from FBC staff.

BOMB THREAT

I. NOTIFY OLIVE BRANCH POLICE DEPARTMENT

- A. Record and report the time and exact words of the message with particular emphasis on the description and the possible location of the device.
- B. If the police determine the threat is valid, follow the Evacuation Plan.

FIRE – 2 short whistles

I. FIRE SAFETY

- A. The FBC facility undergoes periodic inspections by the Olive Branch Fire Department.
- B. Staff members are familiar with the locations of fire extinguishers and their use.
- C. Practice fire drills are conducted monthly.

II. FIRE EMERGENCY

- A. Sound the fire alarm and notify fire department
- B. Rescue those in immediate danger
- C. Contain the fire by closing doors
- D. Evacuate the building
- E. Extinguish the fire if possible without endangering self

Earthquake – 3 Short whistles

I. EARTHQUAKE SAFETY

- A. Staff members are familiar with the procedures for earthquake safety.
- B. Practice earthquake drills are conducted periodically.

II. FIRE EMERGENCY

- A. Sound the warning device and notify all personnel and church staff personnel of danger.
- B. Rescue those in immediate danger/have all children take cover appropriately.
- C. Have students and teachers take cover under a table/piece of furniture to cover the body to protect from falling debris.
- D. Wait for all clear and then Evacuate the building if necessary.
- E. Report all severe injuries and damage to the local Fire & EMS authorities

MEDICAL EMERGENCY

I. SAFETY

- A. The FBC facility and staff strive to provide a safe environment for its children and visitors. It is understood that accidents do happen and illness will occur.
- B. Staff members are trained in CPR and Basic First Aid Techniques.

II. MEDICAL EMERGENCY

- A. Prevent further injury from occurring to both the patient and rescuer.
- B. Assess airway, breathing and circulation. Treating any life threatening conditions as found.
- C. In the event of severe injury or illness notify the Fire Department by dialing **911** or **662.895.4111**
- D. Provide aid and comfort to the patient until the arrival of professional rescuers.
- E. A staff member will report to the security door to allow the Fire-EMS responders easy access to the building. This “door person” will remain stationed at the door until the all clear is given by the Fire-EMS commander.

SEVERE WEATHER – 1 long whistle

I. SEVERE WEATHER WATCHES:

A. Severe Weather Watches may be received via several means:

1. NOAA weather radio or Commercial broadcast television and radio
2. Telephone notification from DeSoto County EMA or Olive Branch Police

B. Upon notification of a Severe Weather Watch:

1. Staff will be notified of watch
2. Staff members will review plans for severe weather warnings
3. A Staff member will be assigned to continue monitoring for weather warnings and sound the alarm if necessary

C. Types of Severe Weather Watches

1. Thunderstorm watch:

Conditions are favorable for the formation of severe thunderstorms producing damaging winds, hail, and lightning

2. Tornado watch:

Conditions are favorable for the formation of tornados

II. SEVERE WEATHER WARNINGS:

A. Upon receipt of a Severe Thunderstorm Warning:

1. Alert staff of warning
2. Move to a place of safety -
 - A. **Stay away from windows and doors**

B. Upon receipt of a TORNADO warning:

1. Sound the warning device
2. Move to a place of safety-
 - A. An interior hallway or room on the lowest floor
 - B. Avoid open span areas such as auditoriums or gymnasiums
 - C. Stay away from doors and windows to avoid flying debris
 - D. Crouch on the floor and protect your head with your hands
 - E. If unable to get to the lowest floor move to an interior room and crouch under a large piece of furniture, while protecting head with hands.
3. Staff members must assure that all students and visitors are in a place of safety

C. Upon receiving the all clear or the expiration of the warning

1. Check for damage and injuries
2. Report all severe injuries and damage to the local Fire & EMS authorities



MISSISSIPPI STATE DEPARTMENT OF HEALTH

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The *Regulations Governing Licensure of Child Care Facilities* require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

Licensing Requirements	Health, Hygiene, and Safety	School-Age Care
Right of Entry and Violations	Nutrition and Meals	Summer Day Camp & School-Age Programs
Facility Policies and Procedures	Discipline and Guidance	Hourly Child Care
Personnel Requirements	Transportation	Hearings, Emergency
Records	Diapering and Toileting	Suspensions, Legal Action
Reports	Rest Periods	and Penalties
Staff Requirements	Feeding of Infants and Toddlers	Release of Information
Program of Activities	Swimming and Water Activities	
Equipment, Toys, and Materials	Children with Special Needs	
Building and Grounds	Night Care	

APPENDICIES

Appendix A - Child Abuse and Neglect Reporting Statutes	Appendix F – Hand washing Procedure
Appendix B - Reportable Diseases	Appendix G - Diaper Changing Procedure
Appendix C - Nutritional Standards	Appendix H - Cleaning and Disinfection Procedure
Appendix D – Playground Safety	Appendix I - Communicable Disease/Conditions and Return to Child Care Guidelines
Appendix E - Dishwashing Procedure	Appendix J – Rules and Procedures for State Level Administrative Hearings

A full copy of the Child Care regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.healthymms.com (from the left menu, select Regulations and Licensure, then Child Care). You may direct your questions to the local licensing official, Josenda Dockery at 662-393-2775 or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at **1-866-489-8734**.

Post Office Box 1700 • Jackson, MS 39215-1700
1-866-HLTHY4U • www.HealthyMS.com

Equal Opportunity in Employment and Services

TELEPHONE DIRECTORY

FIRST BAPTIST DAYCARE..... 662.895.7242
First Baptist Church Office..... 662.895.5481
First Baptist Church fax number..... 662.895.0098
Ambulance, Police, and Fire 662.895.4111
Emergency..... 911

FIRST BAPTIST DAYCARE ADMINISTRATION AND STAFF

PASTOR

Bro. Jerrod Brooks 662.895.5481 (church office)

ADMINISTRATOR

Stacey Doss..... 662.895.5481 (church office)
7302 Bluebird Cove 901-626-9936
Olive Branch, MS 38654

DIRECTOR

Lindy Wiedower 901-550-8171
4680 Forest Hill Rd. South
Olive Branch, MS 38654

PRE-KINDERGARTEN DIRECTOR

Kim Wilson..... 575-693-1398 (cell/home)

Olive Branch, MS 38654

CHILDCARE FACILITY COMPLAINT HOTLINE 1.866.489.8734

MSDH LICENSING OFFICIAL

Tina Thibaut..... 662.562.4428

PARENT ACCEPTANCE FORM:

I have received and read a copy of the policies for First Baptist Daycare. I am also aware that the Regulations Governing Licensure of Child Care Facilities is available for my review at the Director's office.

Parent Signature

Child's Name

Date