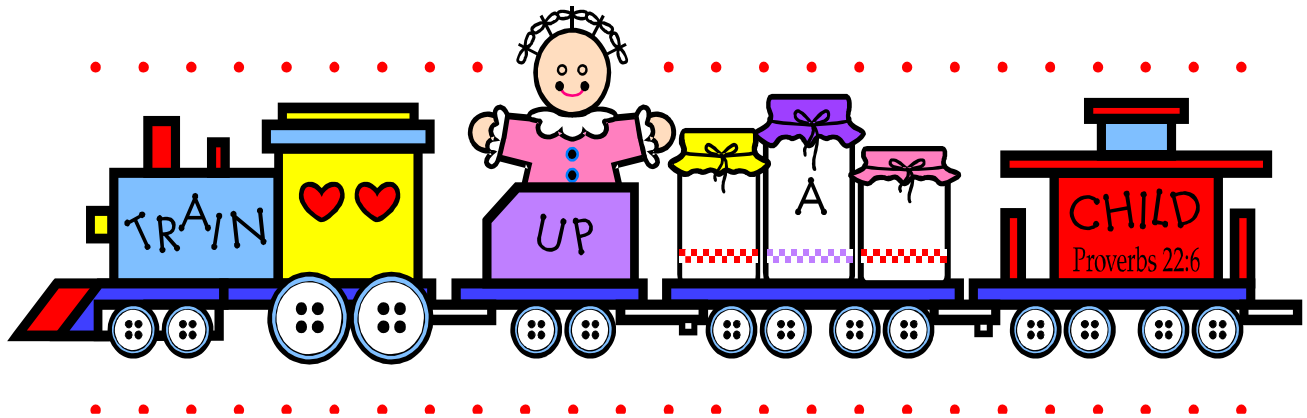


# The Training Depot Childcare And Learning Center



## Parent Handbook

The Training Depot is a ministry of  
Ft. Worth First Church of the Nazarene  
2001 E. Main Street, Crowley, TX 76036  
817-297-7003 x114 [www.fwf.org](http://www.fwf.org)

# Welcome To The Training Depot Childcare & Learning Center

## *Our Mission*

As a ministry of Fort Worth First Church of the Nazarene, it is our desire to provide you and your child with the following:

- Quality care for your child by qualified and trained staff. Our staff is required to receive training in Child Development throughout the year.
- Spiritual development and awareness through Weekly Chapel, Bible Stories, Memory Verses, Songs, and Prayer.
- Educational class times structured to meet the needs of each child according to their abilities. Learning will include cognitive skills, social interactions, sensory awareness, science and health, cooking, art, music, and creative movement.
- Physical development through indoor and outdoor recreation.
- Emotional development through positive reinforcement, encouragement, and love.

## *Training Depot Motto*

*Train up a child in the way he should go; and when he is old, he will not depart from it.*  
*Proverbs 22:6*

## *A Word from the Director*

It is an honor and privilege to be able to partner with you as parents to help train up your child. The Training Depot is more than just childcare - we design our program and curriculum to help your child succeed. Our teachers will help your child develop skills that will help them succeed in school and life while teaching them about God's love and grace. It is our desire to partner with you to help your child grow physically, academically, and spiritually. We understand that your children are your most precious gift from the Lord and we thank you for allowing us to be a part of your child's life.



## *Requirements for Admission*

The application for enrollment must be completed, a current copy of your child's shot records, physician statement, policies & procedures signature pages, and a signed parent-provider agreement must be completed and turned in before a child may start. The enrollment fee as well as the first week's tuition and a deposit for the last week's tuition (which can be used as long as we receive a 2 week's withdrawal notice) must be paid in advance before a child may start.

## ***Policies and Procedures***

### ***Tuition and Fees***

An enrollment fee in the amount of \$65 is due at the time of enrollment. The enrollment fee is nonrefundable.

Weekly tuition fees are due and payable in advance on Friday for the following week. Tuition checks may not be postdated. If tuition is not received by 6pm on Monday, a \$25 late fee will be added to your account. The Training Depot accepts payment via the following methods: cash, check, or credit card. Tuition rates are subject to change as needed.

For each insufficient check returned there will be a \$25.00 service charge. If two checks are returned as having insufficient funds, payment will have to be made by cash, money order, or credit card.

A deposit of one week's tuition is due before a child may attend. The deposit will be reimbursed once a child is withdrawn from the center or applied to the child's last week of tuition if your account is current and a two-week withdrawal notice is turned into our office staff.

The A Beka Curriculum fee of \$87 is due annually for all Two years old – Pre K children. For children ages 18 months – 24 months, the Abeka Curriculum fee of \$45 is due annually. This covers the curriculum workbooks and educational material that is used throughout the school year. The curriculum fee is nonrefundable.

### ***Vacations, Sick Days, and Absences***

It is our desire to provide your child with the best possible care each day, in an effort to maintain our high standards we budget for 52 weeks worth of expenses related to our teachers and educational resources. To help us cover these costs, we charge a full week's tuition if your child is currently enrolled in the center. If your child is absent, you are still required to make your tuition payment unless you apply vacation days. After your child has been enrolled for six consecutive months, each child will accrue five days of vacation; after one year of consecutive enrollment, each child will accrue another five days of vacation; and every year thereafter if your child continues in enrollment they will continue to accrue ten days of vacation annually. Vacation days do not carry over year to year.

Request must be submitted within 30 days of the absence in order to receive credit.



### ***TD Image Policy***

Attendance at The Training Depot grants The Training Depot and/or its agents permission to take photographs and/or videos of participants and utilize event media in all forms and in all manners for the marketing, promotion, and future event development.

For the safety of all children parents may not take pictures or videos of their child while at the center. There is danger of other children being included in these pictures or videos; therefore, Training Depot is a camera free zone unless it is a scheduled part of our classroom activities.

## ***Hours of Operation, Attendance, School Closing, and Holidays***

The Training Depot is open year round Monday through Friday, 6:00am to 6:00pm.

In order to attend for the day, all children must be present by 11:00am. Please schedule any appointments so that your child may be in attendance by 11:00am or after your child is picked up. Once your child has been picked up for the day, they may not return after an appointment.

Parents are expected to be on time when picking their child up at the end of the day. There will be an additional charge of \$5.00 from 6:01 to 6:05, then \$2 per minute thereafter. Late charges will double the day before holidays.

### **The Training Depot will observe the following holidays:**

|                      |                           |               |
|----------------------|---------------------------|---------------|
| New Year's Day       | Martin Luther King        | Memorial Day  |
| July 4 <sup>th</sup> | Labor Day                 | Columbus Day  |
| Thanksgiving Day     | Friday after Thanksgiving | Christmas Eve |
| Christmas Day        |                           |               |

### ***The Training Depot will close early at 4:00 pm on the following holidays:***

|             |                         |                |
|-------------|-------------------------|----------------|
| Good Friday | Day before Thanksgiving | New Year's Eve |
|-------------|-------------------------|----------------|

There will not be any reduction in tuition for these days except the week of Thanksgiving. The week of Thanksgiving your tuition will be reduced by one day and no sibling discount will be given this week. A tuition schedule for that week will be available in the office prior to that week.

If any of these holidays should fall on a Saturday, we will be closed on Friday prior to the holiday. If the holiday falls on a Sunday, the center will be closed on the Monday following the holiday. A notice will be posted prior to the holiday.

When weather conditions are questionable, Training Depot will post on our website & change our voicemail to let you know if we are closed at all. There will be no reduction in tuition for these days.

## ***Meals and Snacks***

Breakfast may be brought to school from 6:00am to 7:30am.

Children arriving after 7:30am will be asked to save their breakfast for morning snack at 9:00am. The Training Depot will furnish a morning snack and afternoon snack. We serve lunch at 11:00am; all children must be present by 11:00am. A menu is posted in the classroom and on the parent information board. If your child is going to arrive after 9:30am, please call before 9:30am or you will be asked to provide your own lunch for that day. Before eating, children will pray and during eating times the teachers will encourage table manners. **\*\* If food or drink is**

***brought into the center by the parent, Training Depot will not be held responsible for meeting the nutritional needs of the child. This will include snacks, meals and drinks brought by the parent and served to the child.***



## ***Discipline Policy***

We want your child to feel that their school is a fun place to be. It is the goal of each staff member to create a loving atmosphere where each child can succeed and feel good about themselves. Discipline is based on positive reinforcements with an emphasis on self-discipline. We want to encourage all children to make good choices throughout the day. Most situations can be resolved by redirecting a child to another activity or talking with them about the choices they are making. The use of physical punishment is not permitted.

Training Depot has a detailed policy on biting which every parent is required to sign for your child to attend. Our biting policy is included with all of the required enrollment paperwork. Please read this thoroughly and see our office staff if you have any questions.

It is our desire to partner with the parent to correct these behavior/discipline problems; however certain circumstances may result in a child being dismissed from the center. The Training Depot reserves the right to withdraw any child from enrollment that will not cooperate.

If your child displays continual disruptive behavior, you will be notified. Since we provide childcare in a group setting, we have to consider the welfare and safety of all our children and staff. If your child's behavior threatens the safety of other children, becomes abusive towards other children, or continually disrupts the learning process in the classroom, then we reserve the right to indefinitely remove the child from the Center.

## ***Class Parties***

Parents are welcome to celebrate their child's birthday at the center unless otherwise mandated through Childcare Licensing. We ask that you notify your child's teacher one week in advance and you may bring in cupcakes, cookies, or a cake to share with the class at their afternoon snack time.



Parents will be notified of class parties, such as Thanksgiving Feast, Christmas, Valentine, Easter, etc. Parents are encouraged to participate in class parties unless otherwise mandated through Childcare Licensing.

## ***Personal Belongings***

Children should not bring personal items to the Training Depot unless it is Show and Tell day. On this day, they may bring in an item as long as it is safe, appropriate, and labeled with the child's name. Pokemon, Yugio, and those types of trading cards as well as electronic devices are not allowed at school (game boys, cell phones, i-pods, i-pads, etc). The Training Depot is not responsible for lost or broken items.

## ***Clothing***

Parents please make sure that your child wears comfortable, washable clothes, and shoes at the center. Only children in Pre-Kindergarten or above may wear flip flops to school. Your child's day will include a variety of activities like: painting, eating, dancing, indoor and outdoor play, and exercise. Please make sure that your child's jacket or coat is labeled with their name along with any extra clothes that are kept at the center.



## ***Outdoor Activities***

The Training Depot has covered playground areas that are divided and designed for active play. Our outside time is a time for fresh air, exercise, and learning activities. Each class will have time outside when the weather permits. Please make sure you send a jacket/coat with your child because we will go outside each day that the weather is above 35 degrees. During the hotter months, we may change our schedule to go outside earlier in the day. Water jugs will also be on the playground when it is hot outside.

## ***Water Activities***

During the summer we have splash days that consist of water sprinklers and wade pools. These activities are designed for 12 month olds and older. Children who participate in splash day must have a permission slip signed for water activities. A calendar will be posted and sent home to inform you when we will have splash days. All splash day activities will be conducted under the rules and regulations of the Texas Minimum Standards.

## ***Rest Periods***

A rest period is provided each day for the children. This is a great down time for the children especially after a morning of stimulating activities and learning. The rest period is for 2 hours. The Training Depot provides a mat for each child. To make nap more comfortable for your child you may want to provide a crib sheet, small blanket, and small pillow. Please make sure these items will fit inside your child's cubby. All items should be clearly labeled with your child's name and they will be sent home on Friday to be washed.

## ***Class Schedules***

The classroom schedules are designed to meet the needs of children depending on their age. A schedule of activities is posted inside your child's classroom. Children should not arrive during naptime or after 11:00am. We encourage parents to bring children in early so they will receive the full benefit of the curriculum being taught. If your child is going to arrive after 9:30am, please notify the office so we may count them for lunch. We ask that all children enrolled in our Pre-Kindergarten classrooms arrive by 8am. In order for your child to be ready for Kindergarten, it is very important that they receive the full benefit of the curriculum that is taught during the morning time.



## ***Field Trips***

During the summer and on school holidays, the school age children may participate in field trips. The field trips are designed to provide your child with real-world learning experiences, exercise, and fun. Field trips may include parks, museums, bowling, etc. A permission slip must be completed before any child may participate in a field trip activity. Parents will be notified in advance of all field trips.

## ***Health and Medical Policies***

### ***Vaccinations & Physician Statement***

The Training Depot is required by state law to keep a physician statement and current immunization records on all children who are enrolled in our center ages infants through preschool children. The Centers for Disease Control (CDC) has released recommended guidelines for vaccinating your child. These records must be updated in accordance with state law. Training Depot Teachers are not required to have immunizations.

In order for your child to attend Training Depot, these records must be current. Within the first week of your child attending Training Depot, we must receive a physician statement from your child's doctor stating that your child is in good health and may attend childcare as well as current immunization records for your child. If we have not received this within the first week, your child will not be able to attend until you are able to provide this documentation.

### ***Illness***

In efforts to stop the spread of illness, we ask that sick children (with fever, diarrhea, vomiting) not be brought to the center. Children must be fever free for 48 hours without the use of fever reducing medication before returning to the center or a release from the physician that has been signed and dated. The exceptions to this policy are if a child is diagnosed with the flu, with Hand, Foot, & Mouth Disease, or with the Coronavirus. In the case of these diagnosis, children are required to be out at least 5 days from the date of the diagnosis and must be at least 24 hours fever free without medication before returning. In the case of a diagnosis of Coronavirus, please see our detailed COVID-19 policy for information on how this is handled.

If a child becomes ill while being at the Training Depot and we feel that it is better for the child not to be in a group setting, we will contact the parent and ask for the child to be picked up. Children will be sent home if they develop a fever of 100.0 or higher and are showing other signs of illness. If a child has one or more episodes of diarrhea or vomiting, the parent will be contacted to make arrangements for their child to be picked up from the center. If your child has been sent home for diarrhea or vomiting, your child will not be allowed to return to the center the next day; however, they may return the day after as long as they are symptom free. If you keep your child home with an illness, please contact the office and let us know.

### ***Communicable/Contagious Diseases***

We will inform you of any contagious disease if your child has been directly exposed to it at the center and we will immediately notify the local health department. If a child is absent because of a contagious disease, they may not return to the Training Depot without a physician note.

Children with lice will be sent home immediately for treatment. A child who has had lice and has been treated must check in with the office before returning to their classroom. A child must be lice and/or nit free in order to attend Training Depot.

Upon enrollment, you will receive our detailed policy on COVID-19 and how it will be handled if any diagnosis of this virus occurs in our center.



## ***Hand Washing***

We want to teach your child the importance of hand washing. In doing so, we require children to wash their hands before eating, after going to the restroom, and any other appropriate times.

## ***Allergies***

Please inform the office of any allergies your child may have. If the allergies, restrict them from certain foods then a note from their physician will be required.

## ***Hearing and Vision Screening***

All children enrolled in a Pre-Kindergarten class will have their vision and hearing screened during the school year. A notice will be sent to you by the certified screener if your child does not pass.

## ***Medications***

The Training Depot will administer medication if it is in the original container indicating the child's name, name of the medication, the date of expiration, dosage amount, and time to administer. Samples of medication will not be administered. Over-the-counter medications must indicate proper dosage for your child's age/weight or your physician must give written instructions on the dosage amount and times to be given. The instructions must have the physician's signature and date on them. Parents must complete a Medication Authorization form for each day/week your child needs medication. This form and the medication must be signed into our office staff. Medication may not be left in your child's backpack, cubby, or classroom.

## ***Medical Emergencies***

An emergency medical form must be filled out, dated, and signed by the parent. This form is part of your child's file and will be used in case of an emergency. In an emergency, the center will make every attempt to contact the child's parent or a designated contact person. The center will administer CPR and first aid if necessary. If additional medical care is needed, 911 will be called.





## *Safety Policies*

### *Transportation*

Transportation to and from the center is available for Deer Creek Elementary and S.H. Crowley. We will consider transportation to other schools based upon parent request. We will also transport children to and from sponsored field trips. The Training Depot has licensed and insured vehicles and the staff has received additional training in transportation safety. All children will be required to wear a seat belt at all times while being transported. Children under the age of 8 will be required to ride in a booster seat. The Training Depot Staff is not allowed to transport children in their own vehicles during regular center hours.

### *Severe Weather, Lockdown and Fire Drills*

The Training Depot will conduct monthly fire drills and quarterly severe weather and lockdown drills throughout the year to help the children practice what they should do in case of a real situation. If an actual emergency requires evacuation of our center, we will notify you as soon as the children are safe. If it is necessary to relocate the children to another site, the children will be relocated to the Community Center at Bicentennial Park. A copy of our Emergency Preparedness Plan is available in the office.



### *Arrival and Departures*

To insure the safety of your child, you are required to personally take your child to their classroom, make sure you've made visual contact with a teacher for the teacher to sign them in, and release them to a staff member. Your child must walk with a parent to and from their classroom; according to State Standards we may not have children unattended in our hallways. This is our policy unless otherwise mandated through Childcare Licensing due to COVID-19. **Children will only be released to the people designated on their pick up list and enrollment forms.** Anyone picking up a child from the center must have a valid picture ID.

All visitors are required to check in at the office and show a picture ID to your child's teachers and/or our office staff.

We would like your child to arrive before 9:30am each day. If they are going to be late because of an appointment, please contact the center so they will be included in the lunch count. If you do not call before 9:30am, you will need to bring a lunch for your child. Any appointments need to be scheduled so that your child will be able to attend for the day by 11am. After 11:00am, children will not be accepted into attendance for the day.

All vehicles must be turned completely off when parked under the Training Depot awning and no children may be left inside a vehicle while a parent drops off or picks up.

## ***Accidents and Injuries***

Although we take every measure and precaution to make sure your child is safe, children will be children and accidents may happen. When an accident does occur and we feel that medical attention is needed, we will call you to come to the center.

## ***Parent-Faculty Communication***

A parent information board is located in each classroom. This board will contain a copy of the classroom schedule, special activities, activity calendar, lunch menus, and any other information the teachers need to communicate with the parents.

A Parent communication board is located outside the daycare office where menus, permits, inspection reports, and other required documents are posted.

Feel free to talk to your child's teacher as long as it does not take them away from the supervision of the other children. Parent-teacher conferences may be scheduled through the office. You may also call our office and ask to speak with your child's teacher.

You may also schedule a conference with the director to discuss any questions or concerns by contacting the office @ 817-736-3117 or email at [rfowler@fwf.org](mailto:rfowler@fwf.org).

We have an open door policy. Please make sure to check in at the office if you are visiting the center. In order to make your child's stay at the center an enjoyable time, we feel that parent involvement is crucial to maintain our program.

This facility is regulated and licensed by the Texas Department of Family and Protective Services. A copy of the Texas Minimum standards is available to view in the Training Depot office. You may also visit [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or call 817-321-8604. We are required to report suspected abuse and neglect. The abuse hotline phone number is 1-800-252-5400.

Routine checks are made for recall toys in our facility. You may obtain a current recall list by visiting [www.cpsc.gov](http://www.cpsc.gov).

The Training Depot is a gang free zone. Gang-related criminal activity or engaging in organized activity within 1000 feet of this center is a violation of the law and is therefore subject to increased penalty under state law. We do not allow loitering or the consumption of alcohol or tobacco on our facility.

Please make sure that your contact information is up to date in your child's file. If you have a change in home address, cell phone number, email address, or work information, please let us know immediately. This is the information we use to contact you in case of an emergency or if your child becomes ill. Please make sure that your emergency contact (the person we call if parents cannot be reached) information is kept current.

Parents will be notified in writing two weeks in advance of any changes in our operational policies, price increases, or any other pertinent information that parents may need.

All forms of communication will also be sent home when parents are unable to come into our center due to COVID-19. All policies are subject to change based on mandates through Texas Childcare Licensing.

## Training Depot Policy on Communicable/Contagious Diseases

A. We recognize the following as symptoms of communicable or contagious diseases and the student must be symptom free for 24 hours (non-medicated) and stay out of school for one full day before returning to school:

1. Fever of 100 degrees or over (child must be out 48 hours due to COVID-19 precautions)
2. Skin rash
3. Diarrhea or vomiting one time in a day
4. Evidence of lice, worms (must be lice/nit free to return to school)
5. Care should also be exercised in cases of sore or swollen joints, nausea, coughs, chills, inflamed eyes, flushed face, earache, sore throat, or enlarged glands.

B. If a parent recognizes any of the above mentioned symptoms at home, we ask that a physician check the student and other arrangements be made for their care. (Student is NOT to be brought to school!)

C. In the event that any of these symptoms are evident when the child is brought in, he/she will not be admitted to the classroom.

D. In the event that any of the above symptoms develop during the day, the parent or designated person shall be called and informed to make arrangements for pick-up of the child as quickly as possible.

E. If a child is dismissed due to a communicable/contagious disease, he/she will be readmitted according to Training Depot policies & the guidelines indicated on the communicable disease chart which reads as follows:

1. Flu – exclusion from school 5 days from the day of the child’s diagnosis
2. Hand, Foot, & Mouth – exclusion from school 5 days from the day of the child’s diagnosis
3. Chicken pox (at least one week, no fresh sores) dried scabs.
4. Strep Throat (exclusion from school until 24 hours after treatment begins).
5. Impetigo (exclusion from school until adequately treated and sores are no longer draining).
6. Covid-19 (see our policy regarding these guidelines).

F. Lice – If a child is sent home due to lice, the child must be lice and/or nit free in order to return to school.

G. COVID 19 – Please read our COVID-19 Action plan for all details regarding this virus.

By signing this contract, all parties are in agreement to the policies, procedures, terms, and conditions.

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Child/Children’s Name(s)

Date

---

Father or Guardian’s Signature

Date

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Mother or Guardian’s Signature

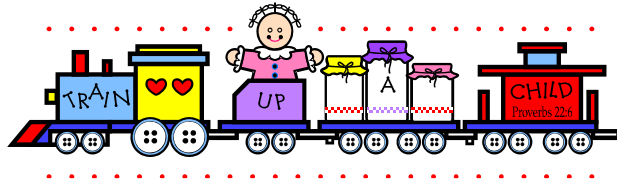
Date

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Director’s Signature

Date

**COPY**  
**Signed Original in Office**



# The Training Depot Childcare And Learning Center

## *Parent-Provider Agreement*

This agreement contains the financial terms that are agreed upon between \_\_\_\_\_ and The Training Depot Childcare and Learning Center for the care of the following children:

\_\_\_\_\_  
DOB \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_  
DOB \_\_\_\_\_ Age \_\_\_\_\_

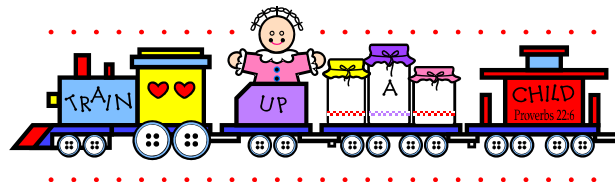
\_\_\_\_\_  
DOB \_\_\_\_\_ Age \_\_\_\_\_

Weekly Tuition Rate (includes activities for the school year, meals, and snack)  
If you choose to pay in cash or check, you will receive a \$3 discount off of the rates below:

|  |  |
|--|--|
| Infant: 6 weeks-12 months              | \$232                                      |
| Toddlers: 12 months-18 months          | \$207                                      |
| Toddlers: 18 months-24 months          | \$201                                      |
| Two Years – Pre K                      | \$195                                      |
|  |  |
| School Age: Public Schools             | \$95                                       |
| School Age: NCA                        | \$70                                       |
| Full Time Christmas & Spring Break     | \$195                                      |
| Full Time Summer-3 or more days a week | \$195                                      |
| Part Time Summer-2 or less days a week | \$95 (for school agers only)               |
| School Age Drop-In Rate                | \$45                                       |
| Early Dismissal (1/2 Day)              | \$20 per day in addition to weekly tuition |
| Full Day (school holiday)              | \$30 per day in addition to weekly tuition |

Parents or Guardians agree to pay according to the rates listed above and agree to make each payment in advance on Friday. Parents or Guardians understand that a \$25 late fee will be added at 6pm on Monday if the full balance on your account is not received.

- A 10% sibling discount is given to the child with the lower tuition rate.
- Year-end statements will be provided by January 31<sup>st</sup>.





# The Training Depot Childcare And Learning Center

## Other Charges

|   |  |                                     |
|---|--|-------------------------------------|
| * | One-time non refundable Enrollment Fee   | \$65                                |
| * | NSF Checks   | \$25 per check                      |
| * | Late Payment   | \$25                                |
| * | Abeka Curriculum Fee (Two Years- Pre K)  | \$87 annually                       |
| * | Abeka Curriculum Fee (Ducks-Ages 18-24mos.)  | \$45 annually                       |
| * | Summer Activity Fee (Ducks – Pre-K)  | \$25 due in June                    |
| * | Summer Activity Fee (Koalas-Graduated Pre-K)   | \$50 due in June                    |
| * | School-Age Summer Field Trip Fee   | \$160 due in June                   |
| * | After-School Search & Recovery Fee   | \$15 per occurrence                 |
| * | Deposit of one week’s tuition is due before a child may start. This deposit will be applied towards your last week of tuition if a two-week notice is given and your account is current. |                                     |
| * | Late Pick Up Fee (6:01 pm – 6:05 pm)   | \$5.00/\$2.00 per minute thereafter |

In the event that the tuition is late, I/we understand our account will be charged an additional \$25 for being late. If not paid by the following week prior to care, including late fees, then I understand that my child may no longer be allowed to attend the Training Depot.

I/we have a copy and have read the Parent Handbook which includes the policies, procedures, and fee structure for the Training Depot.

By signing this contract, all parties are in agreement to the policies, procedures, terms, and conditions.

\_\_\_\_\_  
Child/Children’s Name(s)

\_\_\_\_\_  
Father or Guardian’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother or Guardian’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director’s Signature

\_\_\_\_\_  
Date

COPY  
Signed Original in Office