



**“JESUS’ LITTLE LAMBS”
FIRST BAPTIST DAY SCHOOL
FALL 2026 - SPRING 2027 ENROLLMENT FORM**

Enroll my child for: **TUESDAY THURSDAY BOTH (Circle One)**

Child’s Name: _____ Birthday: _____ Gender: _____

Address: _____ City: _____ ZIP _____

Home #: _____ Email: _____

Cell #: _____ Cell Phone Carrier: _____

Do you attend church (Circle one)? Yes No

If so, where? _____ How often? _____

Father’s Name: _____ DL #: _____

Mother’s Name: _____ DL #: _____

******* A PHOTO COPY OF ALL DRIVER’S LICENSES IS REQUIRED *******

******* IN ORDER FOR YOUR CHILD TO LEAVE THE DAY CARE FACILITY *******

Phone number to be reached at while child is in care:

Father’s Work: _____ Mother’s Work: _____

Cell: _____ Cell: _____

Emergency Contact (If parents cannot be reached):

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Pediatrician’s Name: _____ Phone: _____

Name and ages of any siblings _____

I hereby authorize my child to leave the daycare facility ONLY with the following persons (In addition to parents):

Name: _____ DL #: _____ Phone: _____

Name: _____ DL #: _____ Phone: _____

Parent / Guardian Signature: _____ DATE: _____

~ “Jesus’ Little Lambs” Day School ~
209 Meredith St. Eustace, TX 75124
(903) 425-2261 ~ First Baptist Church
Fax: (903) 425-6054 ~ FBCEustace.net

OFFICE USE: REG PD: _____

Check: _____ Cash: _____ Tithely: _____

**“JESUS’ LITTLE LAMBS”
FIRST BAPTIST DAY SCHOOL
ADMISSION AGREEMENT**

1. BASIC SERVICES

“Jesus’ Little Lambs” Day School shall provide the following basic services for:

(Name of Child being enrolled)

(Birth Date)

Whose parent or guardian is:

(Name of Parent enrolling child)

(Relationship)

- a. In return for the sum which the parent agrees to pay, “Jesus’ Little Lambs” will give regular care to the above named child from **9:00 AM** to **2:30 PM** on **Tuesdays and/or Thursdays.**
- b. The Director or a teacher will examine the children daily for symptoms of contagious disease or illnesses before they are admitted for the day. If a child has a fever, that child will not be admitted until free of fever for 24 hours without the aid of medicine.
- c. We will exercise reasonable care and judgement in all matters related to the welfare and safety of the child.
- d. In case of an accident or illness to the child, the Director or teacher will promptly take such reasonable measures as are, in his/her judgement, in the best interests of the child and will notify the parents as soon as possible.
- e. We will not release the child to anyone other than the parent/guardian or designated representatives of parent/guardian listed on enrollment form. If someone other than the listed person is to pick-up the child, we will need written permission in advance and a copy of the valid ID of the one picking up the child.
- f. The child shall be administered physician-prescribed medication only upon the parent filling out and signing an “Authorization for Dispensing Medication” form. The day school shall have no responsibility of any kind whatsoever for failure to provide requested prescription medication nor for the adverse reactions caused by the administration of such prescription medication.
- g. “Jesus’ Little Lambs” will give a written notice in the event of any exposure to a contagious disease within the group.
- h. “Jesus’ Little Lambs” is committed to providing a happy, healthy, caring, and Christ-centered environment for early childhood development and education. The child shall be involved in a program of play and learning experiences that are appropriate for the ages of children enrolled in the day school. A balance of active and quiet play is provided for, with individual and group activities geared toward the emotional, social, physical, spiritual, and individual growth of young children.

**“JESUS’ LITTLE LAMBS”
FIRST BAPTIST DAY SCHOOL
ADMISSION AGREEMENT**

- i. “Jesus’ Little Lambs” will make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items. **All belongings must be labeled with the child’s name.**
- j. The Director will be notified immediately if child abuse is suspected. It will be the Director’s responsibility, **by law**, to notify the authorities.

2. PAYMENT PROVISIONS

- a. The nonrefundable registration fee shall be paid upon enrollment.
- b. No credit shall be given for the days the day school is officially closed.
- c. Tuition is due monthly. All tuition is due on or before the first school day of the month and must be paid by the 10th of the month or a \$10 late fee will be charged.
- d. At the end of the year, you will receive a statement showing what you have paid in tuition for the year.

3. OBLIGATIONS OF PARENTS AND GUARDIANS

- a. A parent or guardian shall have on file current immunization records, signed admission agreement, and medical release for each child enrolled no later than the first week of school.
- b. A parent, guardian, or designated representative of the child’s parents or guardians shall bring the child to the school and sign in on the appropriate register.
- c. A parent, guardian, or designated representative of the child’s parents or guardians shall sign the child out on the appropriate register before taking the child from the premises.
- d. The parents or guardians will notify the center in writing when someone other than those named on the enrollment form will be picking up their child.
- e. The parents or guardians shall see that the child is dressed appropriately when brought to the day school, following the guidelines in the Parent handbook.
- f. The parents or guardians shall provide an appropriate lunch (that does not need to be warmed), nap mat/blanket/pillow, and extra change of clothes each day for their child.
- g. The parents or guardians shall notify the day school of the child’s possible exposure to a communicable disease.
- h. The parents or guardians agree to give a two-week notice when the child is to be withdrawn from the day school.
- i. The parents or guardians shall read and understand the guidelines and policies in the “Jesus’ Little Lambs” Parent Handbook. A signature on this form implies an agreement to said policies and a willingness to abide by them.

Parent’s Signature

Date



"JESUS' LITTLE LAMBS"
FIRST BAPTIST DAY SCHOOL
GETTING TO KNOW YOUR CHILD

PLEASE RETURN TO THE TEACHER AS
SOON AS POSSIBLE SO WE CAN GET TO
KNOW YOUR CHILD!

Class: _____

Child's name: _____

Nickname: _____

Birthday: _____

Dad's Name: _____

Occupation: _____

Mom's Name: _____

Occupation: _____

Sibling: _____

Age: _____

Sibling: _____

Age: _____

Sibling: _____

Age: _____

Any pets? _____

Other Important people in your child's life? _____

Any recent major family changes? _____

When is your child's typical naptime? _____

How do you know when your child is sleepy? _____

What routine do you use to get your child to sleep? _____

What does your child sleep with? _____

What comforts your child when they are upset? _____

What is your child afraid of? _____

What is your child's favorite food/drink? _____

What is your child's favorite activity? _____

What is your child's favorite character? _____

Is there any additional information you think the teachers should know? _____

THANK YOU FOR TRUSTING US WITH YOUR CHILD!!
PLEASE LET US KNOW IF THERE IS ANYTHING WE CAN
WORK ON WITH YOUR CHILD SPECIFICALLY.
WE'RE GOING TO HAVE A GREAT YEAR!!!

"Jesus' Little Lambs" Day School ~ First Baptist Church
209 Meredith St. Eustace, TX 75124
(903) 425-2261 ~ Fax: (903) 425-6054
FBCEustace.net ~ FBCEMothersDayOut@Gmail.com

**“JESUS’ LITTLE LAMBS”
FIRST BAPTIST DAY SCHOOL
MEDICAL RELEASE FORM**

AUTHORIZATION FOR MEDICAL TREATMENT OF A MINOR

Name of Minor	Birthdate	Allergies/Other

I/We, being parent(s) or legal guardian(s) of the above named minor do hereby appoint:
**Cindy Roegner, Day School Director, and/or an authorized representative of
First Baptist Church, 209 Meredith Street, Eustace, TX 75124 - (903) 425-2261**

To act on our behalf in authorizing unexpected medical care and hospitalization for the above name minor during the period of my/our absence. I will not hold the church or its sponsors liable, collectively or individually, in the event that an injury or illness should occur. This document shall be presented to a physician or appropriate hospital representative at such time as unexpected medical or surgical care or hospitalization may be required.

Parent/Guardian Signature

Date

Address

Emergency Phone #

INSURANCE COVERAGE FOR ABOVE NAMED MINOR:

Insurance Company Name

ID or Policy Number

Pediatrician's Name

Phone Number

**FOR 3'S & PRE-K STUDENTS ONLY
FIELD TRIP FORM**

No child will be allowed to leave the First Baptist Church campus without written parental consent.
A detailed field trip notice will be sent out prior to a field trip so you have specifics.

I give permission for my child to go on any field trip that is to be taken this year.	Yes	No
I would be able to accompany my child, as a helper, for field trips this year:	Yes	No
I give permission for my child to be transported by a member of the “Jesus’ Little Lambs” staff, If I cannot attend said field trips:	Yes	No
I would be able to provide transportation for field trips, if needed:	Yes	No

Parent/Guardian Signature

Date

STUDENT CARE INSTRUCTION SHEET

Student's Name

Birth Date

Allergies: Food: _____

Skin: _____

Other: _____

Symptoms produced: _____

Skin Care: Ointment: _____ Special Soap: _____

OTHER HELPFUL INFORMATION: _____

Parent Signature

Date

Photos & Social Media

Dear Parents/Grandparents,

I would like to remind each of you that Jesus' Little Lambs has a Facebook page. From time to time, we post pictures of the children participating in various activities. **If you choose to share pictures of your child, please make sure that there are not any other students in the photo unless that child's Parent/Grandparent/Guardian has approved.** Ensuring our student's protection is our top priority.

Thank you,
Cindy Roegner
Jesus' Little Lambs Director

Child's Name: _____

Please read and then CHECK your choice of one of the following statements and sign and date below:

_____ I give my permission for Jesus' Little Lambs, employees of Jesus' Little Lambs, or any paid members of the staff at First Baptist Church of Eustace to post pictures of my child on the **Jesus' Little Lambs Facebook page ONLY.**

_____ I give my permission for Jesus' Little Lambs, employees, of Jesus' Little Lambs, or any paid member of the staff at First Baptist Church of Eustace to post pictures of my child on the **Jesus' Little Lambs Facebook page, the First Baptist Church of Eustace Facebook page, or the First Baptist Church of Eustace website.**

_____ **I DO NOT** give my permission for any pictures of my child to be posted on ANY Facebook page or website.

Signature of Parent or Guardian: _____

Date: _____

Jesus' Little Lambs

First Baptist Day School



Parent Handbook

1. General Information.....	4
1.1. Contact Information.....	4
1.2. Introduction.....	4
1.3. Program Times and Dates.....	4
1.4. Purpose Statement.....	4
1.5. Staff.....	4
2. Fees & Policies.....	5
2.1. Registration Fee.....	5
2.2. Tuition Fees.....	5
2.3. Late Pick-up Fee.....	5
2.4. Drop-In Fee.....	5
2.5. NSF Check.....	5
2.6. Withdrawal Policy.....	5
2.7. Waiting List.....	6
2.8. Termination of Care.....	6
2.9. Children's Absences.....	6
3. Health/Sickness Policy.....	6
3.1. Immunization Record.....	6
3.2. Medical Release.....	6
3.3. Accidents/Emergencies.....	6
3.4. Sick Child Policy.....	7
3.5. Medications.....	7
4. WHAT TO BRING.....	8
4.1. Toddler Lunches.....	8
4.2. Diapers/Pull-Ups.....	8
4.3. Lunch.....	8
4.4. Naptime Items.....	8
4.5. Clothing.....	8
4.6. Toys From Home.....	9
4.7. Label, Label, Label.....	9
5. Discipline of Children.....	9
6. FOOD.....	9
6.1. Food Restrictions for All Children.....	9
6.2. For Children with Food Allergies or Special Diets.....	10
6.3. Other Unsafe Foods.....	10
6.4. Birthday Celebrations.....	10
6.5. Parties.....	10
7. The Day School Day.....	10

7.1. Parking and Entrances.....	10
7.2. Arrival/Departure.....	11
7.3. Sign-In/Sign-Out.....	11
8. Parent Items.....	11
9. Pictures/Video.....	11

**“Jesus’ Little Lambs”
First Baptist Day School
Parent Handbook**

1. General Information

1.1. Contact Information

“Jesus’ Little Lambs” First Baptist Day School
209 Meredith Street
Eustace, TX 75124
(903) 425-2261
FBCEMothersDayOut@Gmail.com

1.2. Introduction

“Jesus’ Little Lambs” wants to encourage your child to become the person God wants them to be. We will stimulate your child mentally, physically, emotionally, and spiritually at his or her individual stage of development.

Our program is designed to meet the needs of your preschooler by utilizing centers. We offer creative art, dramatic play, natural science, story time, blocks, music, outside play, and community awareness. Our program will provide your child a safe and loving place to learn.

1.3. Program Times and Dates

We will open on Tuesday and Thursday from 9:00 AM until 2:30 PM. Children must be picked up no later than 2:30 PM. A holiday schedule for the current year is included in this packet.

1.4. Purpose Statement

To provide a happy, healthy, caring, and Christ-centered environment for early childhood development and education.

1.5. Staff

The Director is the senior staff person who supervises the teachers and any other staff. Our teachers are crucial to the quality of this program. Teachers will develop lesson plans based on the “Wee Learn” curriculum. They will be trained in CPR and in safety procedures. Teachers will be

required to attend a workshop each year that will help them be better prepared to teach. A background check will be conducted on all teachers employed by “Jesus’ Little Lambs”.

2. Fees & Policies

2.1. Registration Fee

A non-refundable \$50 registration fee for each child enrolled is required. This is a once-a-year (September-May) fee. Note that the registration fee remains the same no matter what time of the year a child is enrolled. Enrollment is based on a first come, first served basis. A child is officially registered when the enrollment form is completed and signed and the registration fee is submitted.

2.2. Tuition Fees

TWO DAYS A WEEK

- \$150 per month - One Child in Family
- \$140 per month - Second Child in Family

ONE DAY A WEEK

- \$100 per month - One Child in Family
- \$90 per month - Second Child in Family

Fees are due at the first of each month. If payment is not made by the 10th, a \$10 late fee will be charged.

2.3. Late Pick-up Fee

CHILDREN MUST BE PICKED UP NO LATER THAN 2:30 PM. A \$5 late fee will be charged for every 5 minutes past 2:30 PM.

2.4. Drop-In Fee

The cost is \$30 per child per day. You must call ahead and verify availability.

2.5. NSF Check

Any non-sufficient funds checks will result in a \$30 penalty fee

2.6. Withdrawal Policy

Please give a two-week notice when withdrawing your child from the day school.

2.7. Waiting List

If the day school is full, a waiting list will be kept. Vacancies will be filled as spots become available.

2.8. Termination of Care

On the recommendation of the director and approval of the Children's Council, a parent may be asked to withdraw their child from "Jesus' Little Lambs" if the child does not appear to be benefiting from his/her experience. On rare occasions, even after a period of time, a child may continue to feel extreme distress at being separated from their parents. Such action would only take place after ongoing discussion and in consultation with the child's parent.

2.9. Children's Absences

If you know that your child will not be attending a certain day in the future, please let the teacher or director know. Also, if your child is sick and cannot attend, please phone the director as soon as possible. There may be a child waiting for a spot on that day. Of course, this benefits the school with extra income. (Note that you do not receive any payment if another child accesses your child's spot when they are away.)

3. Health/Sickness Policy

3.1. Immunization Record

We must have a current immunization record at the beginning of the year on each child. Please provide us with an updated copy each time your child is immunized.

3.2. Medical Release

Each child must also have a medical release authorization on file. Parents are responsible for keeping current in our files the name of the child's physician, as well as the name of the person to contact in an emergency when the parents cannot be reached.

3.3. Accidents/Emergencies

If your child has a minor accident while at "Jesus' Little Lambs", staff will comfort your child and provide first aid treatment. If necessary, staff will call you to discuss whether you want to come and take your child for professional medical treatment. Otherwise, staff will advise the parent with a note at the end of the day.

If your child has an accident that requires immediate medical attention, an ambulance will be called. The Director or staff person will go with the child in the ambulance, taking the child's enrollment form

and medical release. The parent will be contacted as soon as possible. Any expenses incurred for treatment including the ambulance fees, are the responsibility of the parent. Teachers will complete an incident report and a copy will be placed in your child's file.

3.4. Sick Child Policy

Sick children should be kept at home. Children are too sick to attend if they have any of the following symptoms:

- Fever of 100 degrees or more
- Diarrhea or vomiting within the last 24 hours
- Symptoms of usual childhood illnesses, chickenpox, mumps, measles, flu, etc.
- Sore throat
- Common cold
- A communicable disease

Please notify the Director if your child contracts communicable a disease. We will then notify other parents, if necessary.

Your child must be fever-free for 24 hours before returning to school. If your child becomes ill during the day, you will be contacted and asked to pick up your child as soon as possible.

3.5. Medications

Non-prescription Medicines

Staff will not be allowed to administer non-prescription medicines.

Prescription Medicines

Prescription medicines can be administered to children if the following conditions are met:

- An **Authorization for Dispensing Medication** form (available in the Day School office) must be filled out and signed by the parent.
- Medicine is provided in its original container, with the original labeling.
- Medications must be given to the teacher upon arrival at school. Medicine can be refrigerated, if required. **DO NOT** leave medicine in your child's bag.

The Day School shall have no responsibility of any kind whatsoever for failure to provide requested prescription medication nor for the adverse reactions caused by the administration of such prescription medication.

4. WHAT TO BRING

4.1. Toddler Lunches

Please bring foods that your child can self-feed, avoiding those that need to be heated. All food and bottles must be plastic and labeled with the child's name

4.2. Diapers/Pull-Ups

Please provide at least four diapers, plus diaper wipes, each day for any child that needs them. Send disposable diapers only as health regulations do not allow us to use cloth diapers. If pull-ups are a good idea for the day or for nap time, please provide those as well.

4.3. Lunch

You will need to provide your child with a labeled lunch and drink (no soft drinks or glass containers). Please send food that children can easily eat alone. Note: Please put an ice pack in your child's lunch to keep it cool. Please do not send anything that has to be warmed in a microwave.

No nuts or nut products are allowed. It is extremely important to read the ingredient listings on labels. Also, ensure that any home backing sent for your child's lunch is nut-free. For more information, see Section 6.1 of this handbook.

4.4. Naptime Items

All students will need a mat and blanket for rest time. Older students will not be required to sleep, but they will be expected to rest for a specified time. A stuffed animal is allowed for nap time only. Please have mat labeled and in a bag. Washable items will be sent home at the end of each month to be cleaned.

4.5. Clothing

Children should wear play clothes. We believe children learn by actively experiencing their environment. We often engage in messy learning activities that are even messier when several children are involved at the same time. We do use non-toxic, washable paints, however, clothing can be stained.

Children should be dressed in clothing that is appropriate for physical activity and for the weather. The children go outside to play in the playground every day except in very cold or wet weather. If your child is potty training, please do not send them to school in a one-piece outfit (i.e. onesie or overalls).

ALL CHILDREN must bring a complete (labeled) second set of clothes (including underwear and socks) in case they get wet or really dirty. All clothing, both what is worn and the second set, should be labeled.

4.6. Toys From Home

We discourage children from bringing toys from home because they often get lost or broken. The only exception to this is a sleep toy for naptime, if needed.

4.7. Label, Label, Label

Label ALL of your child's clothing and articles with his/her last name (first initial, if necessary). To assist our staff, it is vital that everything be labeled: bags, lunch box, containers, lids, drinking cups, mats, sleep toys, etc.

5. Discipline of Children

When necessary, children are disciplined in order to promote self-control, to ensure health and safety of themselves and others, to learn to respect others' rights, and to maintain equipment. They are disciplined in a positive manner at a level that is appropriate to their actions and their ages. Under no circumstances is corporal punishment, abusive language, harsh, humiliating, or frightening treatment permitted. When the appropriate measures have been consistently applied and have failed to produce a change in a child's behavior to the satisfaction of the staff, the Director will meet with the parents. The situation will be discussed and both parties will agree to an agreeable course of action.

Where there is no evidence that the measures taken are having the desired effect and there is concern for the health and safety of the child, or that of another child, or the group of children, the parent will be asked to remove the child from the program. The final decision to withdraw services will be made jointly by the Director and the Pastor. The parent will be advised in writing of the decision.

6. FOOD

6.1. Food Restrictions for All Children

For the safety of all the children in the school, some who have severe allergies, there are some restrictions on the kinds of food allowed. These restrictions apply to lunches and treats that parents may bring for birthdays and/or parties.

No nuts or nut products are allowed on premises. The restrictions also apply to products that may contain trace amounts of peanuts or nut residues. It is extremely important to read the ingredient listing on labels. You may be surprised what products contain the peanut/nut residue warning.

6.2. For Children with Food Allergies or Special Diets

- It is the parent's responsibility to make the teacher aware of the allergy/special diet need
- The parent will provide an alternative morning snack for the child

A list of the children with food allergies/special diets will be maintained by the staff and posted near the refrigerator.

6.3. Other Unsafe Foods

To guard against choking accidents, the following foods are prohibited:

Seeds (Sunflower)

Hard candies or gum

Popcorn

Whole Hot Dogs

6.4. Birthday Celebrations

Celebrating your child's birthday is completely optional. Birthdays are celebrated at the end of the day. Please consult with your child's teachers about the time.

6.5. Parties

"Jesus' Little Lambs" celebrates several parties each year. For the Christmas and End of the Year parties, the DAY School provides a pizza lunch for all classes. For all parties, teachers will have signup sheets available for parents to bring snacks or whatever they need. Good bags are permitted. Please remember the "No Peanut/Nut Product" rule when selecting candy. Party time is limited to 30 minutes, usually during lunch time, so these are not elaborate affairs.

7. The Day School Day

7.1. Parking and Entrances

The "Jesus' Little Lambs" Day School entrance will be at the north end of the building. A sign will clearly mark the entrance into the building.

7.2. Arrival/Departure

“Jesus’ Little Lambs” is open from 9:00 AM to 2:30 PM on Tuesdays and Thursdays. The doors will be opened at 8:58 AM. Teachers will be in the rooms at 8:45 AM, but will be preparing for the day. Please pick-up your child before 2:30 PM. A late fee will be charged after 2:30 PM. (see 2.3 for late fees).

7.3. Sign-In/Sign-Out

All children must be signed in each morning and signed out each afternoon by their parent/guardian or other authorized representatives listed on the enrollment form. If the parent or other authorized representative will not be picking up the child, the teacher must be informed in writing who will be picking up the child.

8. Parent Items

Parents are invited to call or visit at anytime. If you have any concerns, please talk to your child’s teacher or to the Director. Please note: At 9:20 AM, doors will be locked to insure the safety of your child/children. There will be a doorbell located by the entrance. You may also enter through the main/front office.

9. Pictures/Video

Pictures of the children and classroom will be taken periodically. These may be used in displays at the church and in the newspaper. If there is a problem with your child being photographed, please advise the Director.

Each room is equipped with video surveillance equipment for security purposes and accountability for teachers.

TUITION FEES

Registration is \$50 (non-refundable) for the Fall or Spring semesters and is due at the time of enrollment to secure a classroom spot for your child.

All tuition is due at the first of the month.
After the 10th of the month, a \$10 late fee is charged.

TWO DAYS A WEEK

\$150/month - First-Child Rate
\$140/month - Second-Child Rate

ONE DAY A WEEK

(Tuesday or Thursday will be chosen at time of registration)

\$100/month - First-Child Rate
\$90/month - Second-Child Rate

Drop-In Fee: \$30/day

For employment information,
please contact Cindy Roegner

Cindy Roegner ~ Jesus' Little Lambs Mothers Day Out Director
209 Meredith Street ~ Eustace, Texas 75124
(903) 425-2261 ~ FAX: (903) 425-6054
FBCEustace.net ~ FBCEMothersDayOut@Gmail.com