

First Baptist Church-Joelton

Mother's Day Out Ministry Parent Handbook

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Karen Hunt, Director

Mother's Day Out (MDO) has been a ministry of First Baptist Church-Joelton since 1971. Quality childcare is provided in a loving Christian environment to children ages 3 months to pre-K. Our greatest desire is that the MDO program is a safe and enjoyable place for your child to grow developmentally, socially, and spiritually. All children are welcome in our program regardless of race, religion or culture.

SCHEDULE: Mother's Day Out meets on **Tuesday** and **Thursday** from 9:00 am to 2:00 pm during the months of August to May. There is also a summer session from mid-June through July (on Tues/Thurs from 9-2) for those currently enrolled who wish to attend. Space is limited for those not currently enrolled who only want summer care. **Fall 2021 will begin on August 17th.**

REGISTRATION: Fall registration begins in March of each year, and continues throughout the year as space is available. There is a non-refundable \$50 registration/supply fee **per child** that must accompany the registration forms. **Each child must have current proof of a physical examination and immunizations on file in the director's office. Your pediatrician can fax this to our office.** Registration is complete when all registration forms, immunization/health record, and registration fee are submitted. Children will be assigned to classes on a first come, first serve basis as space is available. Should a class be full, your child will be placed on a waiting list.
****Children in the 3 and 4 yr. old rooms must be fully potty trained**

TUITION PAYMENTS: Tuition is \$160/month with a 20% discount for siblings. Tuition is due by the 10th of each month unless other arrangements are made with the director. Overdue accounts will be assessed a \$10 late fee. **If no payment is received by the end of the month, your child may not continue to attend until the payment and late fee are received. There is not a tuition discount for fall and spring break.**

STAFF: Mother's Day Out is staffed by well-qualified Christian individuals who are active in a local church. Each classroom has a minimum of two caregivers. All staff is carefully screened prior to hiring, including a criminal background check and drug screen. Each staff member is also trained and certified in CPR and First Aid.

CURRICULUM: For ages 2 to pre-K, we will be using a variety of educational and biblically-based resources. Each month there is a different theme to be covered.
****Occasionally, age appropriate, rated G videos may be shown. If you do not wish for your child to watch any videos, please let the teacher know****

LUNCH: Children will need to bring their own lunch and drink from home. We strongly encourage parents to send a lunch with a variety of healthy choices. A snack and drink will be provided for your child during the day. **Please note any food allergies on your registration form, and make sure your child's teacher is also aware.**

SUPPLIES: All school/craft supplies will be provided for your child. Children will need a backpack/bag to carry things as well as an extra set of clothing in case of accidents or spills. **All belongings need to be clearly labeled with your child's name, including sippy cups and lunch boxes.**

NAP/REST TIME: Children in the toddler room up through the younger 3 yr. old room will have a nap/rest time after lunch. The 2 yr. old and younger 3 yr. old rooms will use a sleep mat for rest time. We have mats available if your child does not have one of their own. Please send a crib sheet and blanket for your child to use during rest time. Cribs/mats are both available in the toddler room.

PARTIES AND PROGRAMS: We will have a variety of celebrations throughout the year. Parents may schedule a birthday celebration for their child by arranging with the teacher ahead of time.

DISCIPLINE POLICY: Corporal punishment **will not** be used at First Baptist Church-Joelton. Most misbehavior can be handled within the classroom setting. Occasionally, time away from the group may be necessary (time-out). If serious behavior problems persist, a parent conference with the teacher and director may be scheduled to develop a plan to modify behavior. **If harmful behavior persists, the Mother's Day Out ministry reserves the right to remove a child from the program.**

DROP-OFF/PICK-UP: **MDO begins at 9 am.** You may walk your child to their classroom or use our convenient car rider line. Children cannot be dropped off before 8:50 am. This is to allow the teachers preparation time for the day, and to ensure proper supervision of your child. During car rider line, a staff member will greet you and your child and walk your child directly to their class.

MDO ends at 2 pm. Again, you may walk in to pick up your child, or use the car rider line. **It is extremely important that you be on time to pick up your child. SEE LATE FEE POLICY**

Your child MUST be signed in and out each day. They will only be released to a parent/guardian or persons authorized on your transportation plan. Notify the director of any changes to this plan.

**** Children will not be released, even with prior authorization, to anyone appearing unsafe to transport children (ie; out of control, intoxicated, etc.). In this instance, an emergency contact will be called to pick up the child****

LATE FEE POLICY: **For every minute after 2:10 pm (to allow for car rider line) you are late, you will be charged \$1.00/min payable immediately to the teacher for her extra time caring for your child.** Arriving a few minutes before 2:00 will ensure a prompt pick-up.

ILLNESS: **Each child must have current proof of a physical examination and immunizations on file in the Preschool office. Your pediatrician can fax the form to our office.**

Children showing any sign of illness should be kept home until they are symptom free for at least 24 hours. If your child becomes ill while at Mother's Day Out, you will be called to come pick them up immediately. **We do not administer medications at MDO, and none should be kept in their diaper bags or backpacks. EXCEPTION:** Children who have Epi-pens/Inhalers.

FIRST AID/MEDICAL EMERGENCIES: Our staff will administer **basic** first aid as needed. In the event of a medical emergency parents will be contacted first, and if unsuccessful, the designated emergency contact second. For life-threatening emergencies, EMS will be called.

SAFETY: The teachers are trained to handle emergency situations, such as fire, tornado, or other environmental issues. Regular drills will be held with the classes throughout the year.

****PLEASE SEE THE EMERGENCY PLAN HANDOUT****

The church building remains locked at all times. You must be enter by activating the intercom system at the front entrance. Outside doors to classrooms also remain locked.

INCLEMENT WEATHER: In the case of inclement weather, you can call the preschool office directly at 876-8763 after 6:30am for information about closing. You may also watch the major news networks or check our Facebook page (PATH Preschool/Mother's Day Out) for information about closing. Should there be a need to close MDO early, parents will be notified by the director or teacher via phone call. **Please make sure your emergency phone numbers are kept current.**

GRIEVANCE PROCEDURE:

If issues arise that are of concern to you, please follow this procedure:

- Share your concern with your child's teacher if it is related to your child or the classroom.
- Share your concern with the Weekday Education Director if your concern is not resolved with the teacher, or if it is with something other than the classroom.
- If you feel additional assistance is needed, you may contact the Minister of Preschool and Children to set up a meeting. (876-0527)