

# 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 for 50 years. Quality childcare is provided in a loving Christian environment for children ages 3 months to pre-K. Our greatest desire is that the MDO program be 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. For children currently enrolled, there is also a summer session offered on Tues and Thurs. from mid-June through July. Attendance for summer is optional. **Fall 2023 will begin on August 15th.**

**REGISTRATION:** Once a child is placed in the program from the waiting list, registration forms are then submitted. This can be done online or by picking up a packet at the Preschool Welcome Desk. A non-refundable \$50 registration/supply fee **per child** must accompany the registration forms. **Each child must also have a current immunization/health form or religious exemption letter on file in the director's office. Your pediatrician can fax the immunization/health form to our office.**

Registration is complete when all forms, immunization/health record, and registration fee are received. Children are assigned to classes as space becomes available, and according to the order they are on the waiting list. **\*Children in the 3 and 4 yr. old rooms must be fully potty trained\***

**COMMUNICATION:** A newsletter and tuition envelope will go home with your child each month. Individual classes may also send a calendar or newsletter home. Information and reminders will also be posted on our Facebook page (PATH Preschool/Mother's Day Out). **No photos of your child will be posted on our public Facebook page.**

**TUITION PAYMENTS:** Tuition is **\$160/month with a 20% discount for siblings.** Tuition is due by the 10<sup>th</sup> 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, or when a child is out sick or on vacation.**

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

**CURRICULUM:** A variety of educational and biblically-based resources will be used. Each month there is a different theme that will 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. For the toddler room and above, a reusable sipper cup or water bottle is preferred. This allows refilling throughout the day as necessary. We strongly encourage parents to send a lunch with a variety of healthy choices. A snack 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 in, 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 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. We have mats available if your child does not have one of their own. Please send a crib sheet (for the mat) and blanket for your child to use during rest time. Both cribs/mats are available in the toddler room.

**PARTIES:** 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. If serious behavior problems persist, a parent conference with the teacher and director may be scheduled. **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 and ends at 2 pm.** Children ages 2 and up will be dropped off and picked up using our car rider line. There is no drop-off before 8:50 am to allow teachers time to prepare 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. At dismissal, your child will be brought directly to your vehicle.

**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, your emergency contact will be called to pick up your 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 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:** 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 ask that none be kept in their 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 immediately. If unreachable, the designated emergency contact will then be called. For life-threatening emergencies EMS will be called. **Please notify the director of any phone number changes.**

**SAFETY:** The teachers are trained to handle emergency situations, including fire and tornado. 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. Should there be a need to close MDO early, parents will be notified by the director or teacher via phone call. **Please make sure all your phone numbers are kept current with the teacher and director.**

**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)