

Mother's Day Out

Parent Handbook

2008-2009



**“...growing in the knowledge of God”
Colossians 1:9**

A Ministry of First Baptist Church

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Mother's Day Out Ministry
First Baptist Church
Atlanta, Texas
2008 - 2009

Dear Parents,

We are thrilled your family has chose to be apart of the Mother's Day Out Ministry! We have been praying for your family and are excited to care, love, and teach your child. We pray that this ministry will be just that – a ministry to your family. We are here to serve you.

Enjoy your “day out” and be assured that your child is being well taken care of, loved and appreciated. We feel that “children are a gift of the Lord” (Psalm 127:3) and will partner with you so that each child will be “growing in the knowledge of God” (Colossians 1:10).

Please feel free to contact me with any questions, concerns, or comments. I am happy to help and feel so humbled to serve the Lord and you in this special ministry.

God's blessings to your family,

Elizabeth Webb
Director of Mother's Day Out Ministry

Contact Information

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For your child we pray...

“...[W]e have not stopped praying for you and asking God to fill you with the knowledge of his will through all spiritual wisdom and understanding.

And we pray this in order that you may live a life worthy of the Lord and may please him in every way: bearing fruit in every good work, growing in the knowledge of God,”

Colossians 1:10 NIV

Ministry Purpose

Mother's Day Out Ministry is a Children's Ministry of First Baptist Church. The purpose is two fold. We minister to parents, grandparents and guardians by providing a "day out" and time of refreshment. We also minister to the family and their children by providing a happy, loving, and Christ-centered environment for children. It is our goal for each child to increase in his or her knowledge of God, laying a foundation to live a life worthy of the Lord.

Curriculum

Our program provides a variety of positive learning experiences through loving relationships and happy times at church. Children will engage in daily activities such as art time, story time, Bible lesson, outside or gym play, and small age appropriate preschool lessons such as colors, shapes, numbers/counting, and the alphabet. Some materials used will be taken from the Wee Learn Curriculum. Note: We are not a Pre-School; children will have no learning requirements. We are simply making the most of our time with the children; teaching skills is fun!

The activities look a lot like play – the way children learn – but they also teach skills, spiritual truths and introduce children to the joy of learning!

Teaching Staff

Our teachers are committed to sharing Christ's love with each child in our care and exhibit His love and devotion to Him in all areas of life. They share in the heart of this ministry to love and care for the child/ family. All teachers are committed to meet each MDO morning to pray for daily needs, their students and fellow teachers.

As our program grows, additional teachers may be hired or moved into different classrooms to accommodate changing needs. Parents will be kept up to date on all changes and should know with confidence the very best are placed in teaching positions.

Our Calendar

MDO will follow the Atlanta I.S.D. calendar except for the starting and ending dates. We will begin each year on the second Tuesday of September and end on the third Thursday in May. We will follow the A.I.S.D. for Thanksgiving, Christmas, Spring Break, and Teacher-In-Services. The Atlanta I.S.D. calendar can be found at www.atlantaisd.com.

Our program will operate on Tuesdays and Thursdays from 9:00 am until 2:30 pm.

Fees and Monthly Tuition

A registration fee is required to hold a place for your child. **This is a \$45.00 fee per child/family and is non-refundable and non-transferable.** To ensure a place for your child, early registration is wise, as enrollment is based on order of registration and availability for each age group. You may enroll your child for one day or for both days.

Tuition fees are due on the first Tuesday of the month. All accounts must be kept current. After the 15th of the month, a \$10 late fee is charged, and past the 25th, a letter will be sent home stating the child may not attend until the account is current. The child's place in the class will be lost without making arrangements with the Director.

Tuition payments may be given to the Director directly or slipped into the Mother's Day Out Office Payment box located in the MDO Office (in the Nursery Area). Please *do not* give payments to teachers to ensure against lost payments or credit not given to the appropriate account.

Mother's Day Out is a ministry to parents and children in our community. If any monthly assistance is needed for any reason, please contact the Director.

Monthly Tuition:

Two Days a Week

\$100 per month – One child

\$90 per month – Second child or more

One Day a Week

\$70 per month – One child

\$60 per month – Second child or more

Absences:

If your child is to be absent from MDO, please call so we can allow another child to drop-in for the day. No price adjustments will be made for absences. This includes times the school is closed for holidays or other occasions because tuition is based on the total number of school days.

Withdrawal:

If for any reason you decide to withdraw your child from the program, please notify the Director immediately. We ask no less than two weeks notice given to the Director. Our budget is based on the tuition income, and advanced notice will assist us in balancing the operating expenses.

Drop-Ins:

We will make every effort to allow a child to attend for the day (drop-in) in an absent child's place. The fee for those will be \$25 per child, per day.

Health – Safety

Arrival and Departure

Children are required to be signed in and out by the parent or guardian every day at the child's classroom door. Drop off time is 9:00 am. Please do not bring your child earlier

than 9:00 am. Teachers will be in a staff prayer meeting until class time as well as preparing for the day. They will be unable to care for your child prior to class time.

Please be prompt in picking up your child from MDO. Any child remaining after 2:30 pm will be kept by the MDO staff until the parent/guardian arrives. A late fee of \$1.00 per minute will be charged every minute after 2:30 pm as our teachers are only being paid during the operating hours. It is simply not fair to them or to your child who may become anxious as all their classmates have left and feel they have been forgotten. This applies unless prior arrangements have been made with the Director or Teacher.

Custody

The parent/guardian that enrolls the child in MDO and signs the agreement/release form has the right to say who may or may not pick up the child from Mother's Day Out. There is a place on the enrollment form to list all persons allowed to pick up the child. The MDO staff will verify names and valid driver's licenses with the list.

Any changes needing to be made concerning the release of your child must be given to the Director in writing by the parent/guardian. Your child will not be released to anyone other than the parent or guardian unless we are notified in writing.

Health: _____

Only healthy children will be accepted to the MDO program. **We are depending on your help to maintain this policy.** We cannot accept a child who has had any of the following :

fever, diarrhea, vomiting, skin rash, impetigo, chicken pox, persistent cough, head lice, colored nasal discharge, fifth disease or thrush.

Your child is to be symptom free or cleared by a doctor 24 hours prior to returning to MDO. For example, if your child experienced symptoms of a stomach bug during the weekend and stopped having symptoms Monday at noon, your child will not be allowed to return until noon on Tuesday.

If your child develops the above symptoms during the day, a parent will be contacted and asked to pick up their child immediately.

If your child's illness prevents him/her from participating comfortably in MDO or results in greater need for care than the MDO staff can provide without compromising the health, safety and supervision of the other children, we ask that your child not attend. This is also for the health of other children, their families, teachers and their families.

Parents will be notified when their child has been exposed to a communicable disease while attending MDO. Parents/guardians should likewise notify the Director immediately when their child has been exposed to a communicable disease. The child will be restricted to attend until a doctor states that it is safe for the child to return to school.

Immunization

Each child is required to have a current immunization record. We must have a copy of this record on file for your child. If immunizations are not current, they must be completed as soon as medically possible to remain enrolled.

Medication

If medication needs to be dispensed during the day, a parent should hand deliver all medications to the Director. The Director will dispense the medication only if it is labeled and in the original container. A parent must sign the medicine consent form when delivering the medication to the Director. All medicine administered will be documented.

Please tell your child's teacher of any allergies.

Accidents

In case of serious accident or sudden emergency, the parent/guardian or the persons listed on the enrollment form will be notified immediately. In extreme emergency, the child will be taken to the emergency room at Atlanta Memorial Hospital.

In case of minor injury while at MDO, there will be an accident report filled out for you to sign at the end of the day. This report will remain a part of your child's file as long as he/she is enrolled in Mother's Day Out.

Please notify us with any changes to emergency contact numbers.

Classroom Guidelines

Schedule

Each class will maintain a guideline of daily activities so the day runs smoothly. Your child will also grow to appreciate the routine. A schedule will be posted in the classroom as well as a copy given to the parents. Times are approximate.

Snacks

A small snack will be provided mid-morning to toddlers and older. As organized by the teacher, a different child in the class is to provide a snack for all children on his/her assigned date. These snacks should be nutritious such as: fruit cups, pudding cups, variety of crackers, etc. Please send with your child an additional drink for snack time. Please make teachers aware of food allergies.

Lunch

Children are to bring their own nutritious lunch. It should be finger foods or easy to eat items that do not need to be microwaved or refrigerated. Infants are an exception to this guideline. Please send food in throw away containers for easy clean up. If your child drinks all sent with them for the day, water will refill their cup unless otherwise notified.

Nap/Rest Time

For One – Four Year Old classes, nap mats are provided by the church. You may send your own if you prefer. Either way, each child needs to bring a blanket and if needed, a pillow.

Children will be required to rest on their nap mats for the allotted time. They are not required to sleep. A quiet activity may be provided while others sleep. An appropriate, G-rated movie may also be played during this time for older children.

Outside/Gym Play

Weather permitting, the children will have outside play each day. We do not go outside if the weather is below 50 degrees or over 95 degrees. Please bring outerwear that is appropriate for the weather. If playing outside is not appropriate, children will have gym play or a special time to work on large motor skills.

Clothing

Comfortable, washable, season appropriate play clothes are requested. Please dress your child in easy to pull up and down pants.

Tennis shoes and those that tie are preferred. Open toe shoes and those that are not secure to the foot are prohibited. This would include flip-flops and “Crocs”.

A change of clothing including underwear and socks will be needed in case of any accidents. The change of clothing will need to be sealed into a zip lock bag to be stored in the classroom. All clothing needs to be clearly marked with the child’s name. MDO cannot be responsible for items that are not clearly labeled.

Please send your child in season appropriate clothing and outerwear.

Personal Items

Please keep your child’s personal toys at home. This helps so that they do not become lost or broken. If a security item is needed during nap time, please limit it to only one item. Please also label all items brought (nap blankets, pillow, school supplies, drink cups, etc).

Supplies

A list of supplies is requested for each child. These supplies aid in classroom management and in art time. They also aid in keeping Tuition costs at an affordable price. **Please clearly label all supplies as any unused supplies will be returned at the end of the year.**

Potty Training

We do not have requirements regarding children to be potty trained by a certain age/class. Teachers will assist children as needed in their toileting needs. For those currently being potty trained, please share with the teacher special needs and requests.

All efforts will be made to aid in the potty training process. We do ask that those that are not completely potty trained to wear pull-ups

Class Parties and Birthdays

We will celebrate Fall, Thanksgiving, Christmas, Valentine's Day, Easter, Spring and the End of the Year with a party. Teachers will be coordinating all the details for their class. Each child will need to contribute to the party's meal. A sign up sheet provided by the teacher will help coordinate the needed items. Parties will be held at lunchtime to ensure a nutritious meal rather than a snack of too many sweets. Parents are welcome to attend. Teachers also welcome any parent who would like to serve as a helper in the party.

Birthdays are very special especially to children. If your child wishes to bring a treat to share with the class, it is welcomed. Snack Time is the recommended time to celebrate. Bringing a treat to share with the class would take place of the mid-morning snack. Teachers will try to coordinate the snack schedule according to the week closest to the child's birthday. Children with summer birthdays are welcome to pick a day to celebrate in the year. **Please arrange all details with the teacher.**

Ministry Projects

Throughout the year, we will participate in outreach projects in some form. The children, taking an active role in helping others, will experience first hand the spiritual truths taught such as giving, loving others and putting others first. Ministry project information will be sent home in the monthly newsletter.

Discipline

Our main objective is to love your child as Jesus does. Our discipline will be positive and will encourage children to make good choices instead of punishment. Should a problem arise, corrective measures of a verbal reminder, restriction of privileges or a brief time-out period will be used by the teacher. Should a child demonstrate a more aggressive or disruptive behavior the parent will be contacted, and the MDO staff will work together with the parent to solve the problem.

Aggressive or disruptive behavior must not be overlooked because it sends a message to the other students in our care that this behavior is acceptable. A child needs to know that it is never "okay" to hurt another child or adult. If at any time the MDO staff observes behavior that puts the child, another child or the staff's physical safety or well-being in jeopardy, MDO reserves the right to remove that child from the program.

If you do have any concerns about your child, please feel free to talk with the teacher or the Director. We will refrain from talking about the child in their presence but will be happy to coordinate a set aside time to discuss any issues.

Communication

We strive to work with your family in partnership to love and teach your child. Please feel free to talk with your child's teacher or the Director.

Correspondence

A monthly newsletter from the Director will be sent home with upcoming events and important information. This is the primary means of communicating information.

A monthly class news report will also be sent home from the teacher with what the class will be learning or special events.

All correspondence including class papers will be sent home in a folder provided for your child. Please open and read papers at the end of each MDO day. Return the folder with your child each day.

Concerns

With any concerns you may have with the program or with your child, please talk with either the child's teacher or the Director so issues can be quickly resolved. Your suggestions are welcome as well, as we seek to constantly improve.

A Note About Your Child/ Separation Anxiety

During these infant and preschool years, it is normal for children to show signs of separation anxiety, which is the most common fear in children. Typically beginning about 9 months through age 2, many children begin to exhibit signs of separation anxiety if left for any period of time with others or even another parent.

At Mother's Day Out, because so many of the children enrolled are cared for daily by a parent or grandparent and have not been exposed to the full-time daycare environment, many children will be anxious, cry and be upset when left. This is common for the first couple of days a child attends. We assure you that we will care, love and reassure your child. You will be notified if your child does not calm down within 15 minutes. The following are tips given from therapists from Purdue University Anxiety Clinic when dealing with children who are experiencing separation anxiety. They are just suggestions that should help.

- Stand your ground. Make sure your child knows they will be alright while you are gone. Try to settle them in the environment with the teacher before leaving, and then leave.
- Leave after reassuring and goodbyes. Lingering around or staying in the classroom will only prolong the situation. Hand your child over to the teacher and know he or she is in good hands.
- Compliment your child's brave behavior.

- Talk to your child about what is going to happen beforehand. Spend some time talking to your child about what to expect, assuring that you will return.
- Establish a ritual. When leaving, try to do the same things every day such as a hug, kiss, and saying, “See you later, alligator!”
- Push the positives. Talk to your child about the fun things that happen at MDO such as story time, lunch with friends, snack time, art, etc.
- Make sure your child gets enough rest. If tired, your child may be cranky and even more clingy. On average, preschoolers require 12 hours of sleep.
- Know the crying will stop. Most of the crying stops within minutes of the parent leaving, so take comfort in that reality. Teachers are trained to engage your child in a fun activity or to begin playing with friends.
- Take perspective. Give your newly established routine two weeks. Most children will have adjusted in that amount of time and find they love playing with new friends, new activities and love their teacher. The separation can be harder on you than on your child, but short periods away from your child will leave you feeling more refreshed and balanced. Enjoy your time!

Thank you for your time! We look forward to spending the year with you and your child – What fun we’ll have!

Parent Agreement

Child's Name

Parents, please read, sign/date and detach for our records:

Yes, I have read the Mother's Day Out Parent Handbook and am acquainted with all the stated guidelines. Our family will adhere to these rules and are responsible for following them.

I have read the due date for the Monthly Tuition and commit to turning payments in on time.

Parent's Signature

Date

_____ **Yes, I am willing to volunteer to help within the classroom from time to time. I would like to help specifically in this area(s):**

_____ **No, I am not interested in helping.**

_____ **Yes, I am interested in being a paid substitute on occasion when teachers may be out sick or attending to personal matters.**

_____ **Yes, I would be interested in serving as a teacher in the future.**