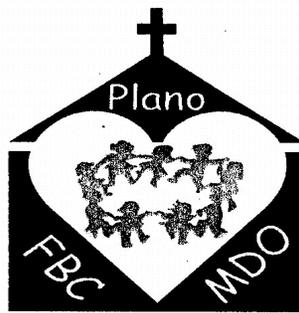


Parent Handbook 2011-2012

Mother's Day Out Program



First Baptist Church of Plano

1300 East 15th Street
Plano, Texas 75074
fbcpsmallgroups.org/mdo
972-424-8551

Director

Brenda Boyd, Ext. 122
brendab@fbcplano.org

Assistant Director

Ashlea Davis, Ext. 124
ashlead@fbcplano.org

Welcome to Mother's Day Out at First Baptist Church of Plano

Thank you for choosing the Mother's Day Out Program at First Baptist Church of Plano. It is our goal to provide a Christian atmosphere for each child and to promote spiritual, physical, social, emotional, and cognitive growth. We hope to enrich the lives of young families in the Plano area, as we strive to meet each child's individual needs. Christian teachers are trained with the "WEE Learn" curriculum, which is published by the Lifeway Church Resources. This curriculum is known for its age-appropriate and multi-sensory focus. It is used as a guide to provide a wide range of activities and experiences that meet the developmental needs of each child. Daily activities include art, science, pre-reading, language development, pre-writing, mathematical skills, snacks and large motor or outside play. Classes are offered beginning at 9:00 a.m. until 2:00 p.m. on Tuesdays and Thursdays. The MDO program year begins in September and ends in May. Mother's Day Out follows the PISD calendar and its inclement weather closings. If PISD has a delayed opening time, we will open one hour following.

Registration and Tuition

As you register your child for Mother's Day Out, you will receive several forms, which must be completed and returned to the Mother's Day Out office with a \$75 non-refundable registration fee per each child enrolling in MDO. We invite parents to come and tour the facilities prior to registering. Tuition is \$200 a month and is **due by the 5th of each month**, even if the child is absent. If tuition has not been received by the 5th of the month (and no arrangements have been made with the Director), a late fee of \$5 per MDO day, per child, will be charged. By signing this Parent Handbook, parents recognize that, if tuition payments are two weeks past due, their child(ren) may be dropped from the program unless other arrangements have been made with the Director. A Supply Fee of \$50 per child is due in January. An individual class supply list will be available at meet the teacher night. All supplies are to be received no later than the first week of school in September. Please make tuition and supply payments to First Baptist Church of Plano by check, money order, or cash. Payment should be placed in the purple payment envelope and dropped into the tuition box by the MDO Office. Payment envelopes will be returned to parents via their child's cubby and act as a receipt.

NOTE: Registration fee is non-refundable and non transferable. A two-week notice to the MDO office is required before a child can be removed from the program. Full tuition will be required per child if no notification has been received in the MDO office.

The following items are required for enrollment:

- Registration form
- Emergency contact card
- \$75.00 non-refundable fee per child
- Medical release form
- Parent handbook contract form
- Up-to-date shot record

Wee Learn Curriculum

The WEE Learn Curriculum seeks to develop the whole child according to Luke 2:52: “and Jesus increased in wisdom (mental), and stature (physical), and in favor with God (spiritual) and man (social and emotional).” **Teachers implement the curriculum with the understanding of how and when a child develops (“Age appropriate” category on table below).** With this curriculum your child’s teacher ensures a positive learning experience with **age-appropriate** activities in each learning center that relate to a specific unit of study. WEE Learn provides each child with an opportunity to develop mentally, physically, spiritually, socially and emotionally at his/her own pace. The resources also provide each child the opportunity to learn concepts related to God, Jesus, Bible, Church, Family, Nature, Self, and Others and to have **age-appropriate** experiences in pre-writing, pre-reading, and math. Learning concepts are introduced by the teacher and then interwoven into the activities and experiences throughout the day.

Structured

***Age-appropriate** (FBC Plano’s Preferred format)

Teacher	Determines and initiates activities; provides direct instructions to the Class	Plans and sets up learning center environment; facilitates learning.
Child	Sits and follows instructions. Has limited movement and not allowed verbal expression.	Chooses learning centers; has freedom of movement and verbal expression.
Methods	Directs formal instruction of reading, writing, and math; same abstract concepts taught to all children at the same time.	Children choose learning center activities with emphasis on learning by doing, problem solving, and discovery.
Materials	Uses prepared worksheets and pencils to copy abstract symbols/ concepts (letters, words, numbers).	Child interacts creatively with objects in learning centers through a play environment, according to individual interests.
Expectations	All children are expected to learn the same academic skills at the same time.	Each individual child is encouraged to grow mentally, physically, spiritually, socially, and emotionally at his own pace.

All children are placed in age-appropriate classes in accordance with child/teacher ratios when enrolled in Mother's Day Out. Some accommodations can be made for children with special needs. Please speak with the Director if you feel your child has special needs beyond our regular program format or curriculum.

MDO Teachers:

All teachers are required to be a Christian, preferably a member of FBC Plano and have experience working with preschool age children. She/he must be 18 years old or older. Teachers should have a degree/certificate or equivalent life work experience. A minimum qualification of a high school diploma is required. Teachers must have 3-5 years teaching experience and a basic knowledge of child development. Teachers must receive at least 7.5 hours of training in early childhood education each year. Teachers report to the Director and the Assistant Director and coordinate with the music/movement teacher to insure continuity. All teachers and substitutes are required to have completed the FBC Child Protection Policy training. Everyone must wear their employee badge at all times.

Policies and Procedures

Security:

For the security of your child, it is imperative that Daily Sign-in Sheets, a Medical Release form and an Emergency Contact card be complete, current and kept on file. These forms provide us with vital information in the event of illness or emergency (During a fire or fire drill, sign in sheets are used for head count.)

The Medical Release form allows us to seek emergency medical services on behalf of your child until you can be reached. The Emergency Contact card allows us to have up-to-date numbers where you or other responsible parties can be contacted at times of possible illness or in an emergency situation that requires your attention. Parents are responsible for keeping all information current.

The Emergency Contact card also provides us with general contact information, allergies, special needs, and the driver's license numbers for release of your child to parents

guardians, or other pre-authorized individuals. **Children will not be released without prior written consent.** It is the parent or guardian's responsibility to notify the Mother's Day Out office of any changes to the Security forms on file. Pre-authorized individuals listed on the back of the Emergency Contact card must present a valid state issued Driver's License or ID card to the MDO Director or Assistant Director prior to pick-up.

Daily sign-in sheets are posted outside every classroom. Parents are required to sign their child in BEFORE leaving the Mother's Day Out area. These sheets provide us with an attendance record and daily emergency contact numbers that may temporarily vary from the information on the Emergency Contact cards (number where you can be reached while away from home or work, cell phone number, and name of person other than parent who will be picking up the child).

Parents are asked to enter through the front double doors located between the Chapel and the Worship Center on the north side of the church. Doors will be unlocked at 9:00 a.m. and remain unlocked until 9:30 a.m. Doors will again be unlocked from 1:30 p.m. to 2:00 p.m. All other doors will remain locked. If you wish to enter during operating hours, when the doors are locked, please use the callbox located by the main Church Offices on the east side of the Worship Center.

If there are domestic security concerns (custody lawsuits, restraining orders, etc), please discuss these with the Director prior to enrollment. All pertinent official documents may also be required for our records.

Arrival & Dismissal of Children:

MDO begins accepting children promptly at 9:00. MDO wants each child to receive the full benefit of the program. If your child is going to be late, please call. Teachers follow a set schedule each day to promote stability and predictability, thus making children feel more comfortable. After 2:05 p.m. all remaining children will be removed from their class and will be available for parents to pick up in the MDO Office. The late fee should be remitted at that time. Due to safety concerns, cleaning of the classrooms cannot begin until all children enrolled in the program are gone for the day. All teachers are responsible for cleaning their individual classrooms, removing trash and preparing for the next program day. Their full attention cannot be on both a late child and their end of day duties. MDO ends at 2:00 p.m. **All children are to be picked up no later than 2:05 p.m.** A late pick up fee of \$1.00 per minute per child will be charged. Many teachers have children in the surrounding schools and need to leave quickly to care for their own families. **PLEASE BE ON TIME!**

Clothing:

Our program includes daily hands-on learning activities that can be messy. **We play “dirty” here.** We ask that you please send your child to Mother's Day Out in comfortable play clothes each day. Children must wear tennis shoes or closed-toe shoes for playground safety. (No flip-flops, sandals, or crocs.) Children who are potty training need to wear clothing that is easy to remove. Please send your child to MDO in shorts/pants/skirts with elastic waists, no belts or hard to fasten pants This will help them gain confidence as they potty train. **We ask that each child bring a labeled change of clothing in a labeled Ziploc Bag to remain in their cubby at all times. Please update clothing periodically according to growth and seasonal weather.** Please remember to label all jackets, sweaters, hats, and gloves. MDO goes outside each day that the temperature is above 50 degrees and weather permitting.

Snacks and Lunches:

MDO provides a snack of water and cookies or crackers. Occasionally, to enhance the learning of a curriculum unit, the teacher provides special snacks. On those special days, an allergy alert sign will be posted outside your child’s classroom. To insure safety from allergic reactions, please alert your child’s teacher to any food allergies. Lunches should be brought from home in a labeled lunch container for each of your children. **ALL** food should be pre-cut in infant, toddler, or child-size portions to prevent choking. (Note: A child is four years or older before he/she develops good chewing capabilities.) Children will sit and eat “family style” to promote social skills. Children are developing their independence and should be able to feed themselves by the age of 18 months. Please send prepared lunches with a healthy variety of food groups, **no pre-packaged pasta meals, frozen meals, or nut products of any kind.** Please see lunch examples below.

Toddlers

Twos

Threes, Fours, & Pre-Kdg

Chopped chicken or turkey	Chopped sandwich meat	Sandwich
Sippy Cup	Sippy Cup	Chips
Fruit yogurt	Chopped grapes	Juice box / Water bottle
Peas or chopped carrots	Chopped carrots	Sliced fruit
Sliced pears or apples	Fruit yogurt	Snack cake
No peanut butter or candy	Crackers or cookies	Sliced vegetable
	No Peanut butter or candy	Fruit yogurt
		No peanut butter or candy

NO PEANUT BUTTER, NUTS OR NUT PRODUCTS ARE ALLOWED AT MDO!

We are a “Nut-Free Zone”. Because of the high percentage of allergic reactions and the potential choking hazard, we ask that you **DO NOT** pack peanut butter, nuts or nut products, or candy in your child’s lunch.

Diaper Changing & Toilet Training:

To insure a safe, healthy environment, staff must follow the MDO Diaper Change Policy. Gloves must be worn at every diaper change. The mat on the changing table will be covered with wax paper during the diaper change and wiped down with a disinfectant or Clorox wipe after every diaper change. The wax paper will be disposed of after every diaper change. Hands will be washed after every diaper change.

To insure a safe, healthy environment, staff must follow the MDO Toileting Training Policy. While wearing gloves, help the child lower pants/shorts and help them sit on the potty. Teachers must stay with the child while they are using the restroom to prevent injury or overflowing toilets. When the child is finished, wipe the child's bottom with either wipes or toilet tissue. Help the child pull pants and wash hands with soap in running water for eight seconds. Remove gloves and dispose after every toileting.

MDO considers a child to be fully potty trained when they are able to inform the teacher of their bathroom needs, have an understanding of healthy habits and remain dry throughout the day. Older children who are potty trained will be encouraged to integrate age-appropriate good health practices such as washing hands before and after handling food, after toileting and after coughing or sneezing into hands. Older children should be able to wipe themselves after toileting.

To be enrolled in the **Four** year old and **Pre-Kindergarten** class, children **are required to be potty trained**. Children enrolled in the **three year old class** are required to be **actively potty training at home** and **must be completely potty trained** by the first day of the second semester.

Clean-up:

Each day, teachers clean our toys using bleach, bleach wipes, disinfectant spray and/or a disinfectant solution. Toys that are mouthed, are soaked in a bleach solution and then washed and rinsed. Teachers wipe down tables, changing pads and tables with bleach wipes after each use. All contact surface areas are sprayed daily with disinfectant solution.

Naptime:

Mats or beds with fitted covers are provided for babies through Two year olds. (Three and Four year olds do not take naps.) Mats or beds are sprayed and wiped with disinfectant solution and covers are washed after each use. Children are welcome to bring a naptime friend that fits into their bag or cubbies. Please leave all toys that are not appropriate for naptime at home unless asked to share for Show and Tell.

Music and Movement:

Every class, from Infants to Pre-Kindergarten, has a scheduled Music time every day. Children learn age-appropriate songs, and play rhythm and other music instruments. Songs learned in Music are used during Chapel time each week and are designed to enhance the learning of the classroom units. Movement activities help develop large and small motor groups important for every child's muscular development. There will be a number of programs during the year where older children will have an opportunity to perform and share what they have learned with their family.

Chapel Time:

Chapel time is held every Tuesday at 9:30 for the Three, and Four-year-olds, and Pre-Kindergarteners. It lasts for approximately 15 minutes. During Chapel, children hear age-appropriate Bible stories found in the "WEE" Curriculum. Children are encouraged to sing and to learn Bible thoughts and stories, such as "God loves me". The Bible truths are age-appropriate and parallel a child's concrete thinking capabilities. All classes use these Bible truths in their daily teachings. A copy of the Bible truths used are available in the MDO office.

Illness:

Your child's health is of major importance to us. **For each child's safety and comfort, we can not care for your sick child.** A child who becomes ill during program hours will be isolated in the office. Parents will be notified to pick up their child promptly. **Please leave an emergency contact number where you or another guardian can be reached at all times on daily sign in sheets.** If a child seems to be ill at arrival, the parent will be asked to wait in the office until the Director or Assistant director is available to assess the child's health. If your child is absent due to hospitalization or an infection or contagious disease, please notify the MDO office and your child's teachers as soon as possible. Signs will be posted by each classroom door or letters will be sent home alerting parents of contagious childhood illness exposure, such as chicken pox, flu, etc. This for the health and consideration of all of our MDO families and teachers. Your child/ family will remain anonymous when we relay any reported health concerns to other families. We ask that you please keep children home with the following symptoms.

- ❖ Fever of 100 or higher
- ❖ Extremely loose bowel movements
- ❖ Abdominal pain
- ❖ Any undiagnosed rash (other than diaper rash)
- ❖ Discharge from eyes or ears
- ❖ Profuse nasal discharge
- ❖ Vomiting
- ❖ Lice or nits (FBC Plano Lice Guidelines available in the MDO Office)
- ❖ Uncontrollably upset behavior for an extended period of time

Medications:

MDO can not give medication to young children, according to Texas state law. If your child is taking medication, please schedule doses before and after MDO hours. If this is not possible, parents are welcome to come to MDO to administer medication. Please speak to the MDO Director or Assistant Director prior to enrollment if your child requires breathing treatments, asthma inhalers, Epipens or other life saving medications.

Absences:

If your child is unable to attend due to illness, vacation, inclement weather closings, or any other reason, please call the MDO office to inform us of your child's absence. **Tuition is still due by the 5th of the month regardless of attendance.** MDO teachers prepare specific hands-on learning activities for your children and we miss them when they are gone. We try to insure every child experiences all seven of the learning centers and we begin class at 9:00 a.m.

If your child attends only one day a week, (option available for infant and toddler classes only) they are expected to attend on that scheduled day. Classes are filled based on specific child/teacher ratios. If you wish your child to begin attending two days you must speak with the Director or Assistant Director to insure the teacher/child ratios are in accordance with church and state policies and tuition for the added day would be due at the time of the change.

Infants:

Parents should fill out an information form on their first day. This helps the teacher better understand each baby's schedule. This form is available through your baby's teacher. Please bring two changes of clothing, **prepared bottles**, bottle bags, **extra formula**, baby food, diaper cream, teething gel, and **one small package of your baby's diapers**. **Everything must be labeled!** MDO provides beds, wipes, appropriate toys, bibs, and other linens and activities.

Toddlers:

Parents should fill out an information sheet on their first day. Please bring a change of clothing, **sippy cup** with name printed clearly on lid, diaper cream, **at least five diapers**, teething gel, a soft naptime friend, a prepared lunch cut into pieces no bigger than a dime. NO FROZEN MEALS OR PREPARED PASTA MEALS. All items must be stored in the child's lunch bag due to limited cubbie space. **Everything must be labeled!** MDO provides mats, wipes, appropriate toys, and activities. **Please leave all toys at home unless requested for Show and Tell.**

Twos:

Parents should fill out an information sheet on their first day. Two's should be dressed in easy on/off clothing to promote potty training confidence. Please bring two changes of clothing, a spill-proof cup with their name clearly printed on top, at least four diapers or pull-ups, and a **prepared lunch in a labeled lunch box** cut into portions no bigger than a nickel. NO FROZEN MEALS OR PREPARED PASTA MEALS. Children need to have a labeled lunch box. All other items must be stored in one bag due to limited cubbie space. **Everything must be labeled!** MDO provides mats, wipes, appropriate toys, and activities. **Please leave all toys at home unless requested for Show and Tell.**

Threes:

Parents should fill out an information sheet on their first day. All children in the Three year old class are required to be potty trained by the first day of the second semester. This means the child must be able to inform the teacher of their bathroom needs and remain dry throughout the day. Threes should bring a change of clothing and a **prepared lunch in a labeled lunch box** that is cut into child-size portions no bigger than a nickel. **NO FROZEN MEALS!** Also send a reusable water bottle every day. **Everything must be labeled!** MDO provides appropriate toys and activities. **Please leave all toys at home unless requested for Show and Tell.**

Fours & Pre-Kindergarten:

Parents should fill out an information sheet on their first day. All fours and pre-kindergarten are required to be potty trained and able to care for their bathroom needs. Four's should bring a change of clothing and a **prepared lunch in a labeled lunch box** that is cut into child-size portions no bigger than a nickel. **NO FROZEN MEALS!** Also send a reusable water bottle every day. **Everything must be labeled!** MDO provides appropriate toys and activities. **Please leave all toys at home unless requested for Show and Tell.**

Thank you for choosing the First Baptist Church Mother's Day Out Program. We look forward to offering a loving and caring environment that is combined with age-appropriate Christian learning experiences. If you have any questions or concerns, please contact the Mother's Day Out office at 972-424-8551, extension 122 or 124.

Thank you,



Brenda Boyd



Ashlea Davis

First Baptist Church
Mother's Day Out
Parent Contract
(Please Print)

Child's Name: _____

Current Class Enrolled: _____

Parent's Name: _____

(Please initial where indicated below:)

I understand and will comply with tuition payments due the 1st of the month. _____

I understand and will comply with the \$75 non-refundable, non-transferable registration fee per child and the new semester supply fee of \$50 due with January Tuition and will purchase the supplies on my child's individual class supply list. _____

I understand and will comply with the late tuition fee of \$5 per child per MDO day late.

I understand and will comply with the late pick up fee of \$1.00 per minute late, per child after 2:05 p.m. _____

I understand that my child may be dismissed from Mother's Day Out if payments described are not received by dates indicated. _____

I understand that a two-week notice to the MDO office is required if my child is dropped from the program or tuition for that month will be due by the 5th. _____

I understand and will comply with policies concerning potty training, lunches, snacks, clothing, security, illness, and absences. _____

I have read and understand all information contained in the Mother's Day Out Parent Handbook. I will adhere to and comply with all fees and payments while my child attends Mother's Day Out. I understand and will adhere to and comply with all policies set forth by the Mother's Day Out Parent Handbook while my child attends the Mother's Day Out Program at first Baptist Church, Plano.

Parent Signature : _____ Date: _____