



Mom's Day Out of Batesville

at
Fellowship Bible Church

Parent Handbook

Fellowship Bible Church welcomes you to our part-time childcare program. We would like to take this opportunity to thank you for sharing your child with us. We provide an enriching, Christ-centered environment for your child.

The following handbook contains information that we hope you will find helpful regarding our policies and procedures. We ask that each family read the handbook and sign and return the form at the back of the book.

Thank you for letting us spend time with your child. Please do not hesitate to contact us if you have any questions or concerns. We look forward to getting to know you family.

Brianna Crabtree
Director



Fellowship Bible Church

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Programs

Our program is currently a mom's day out program. We are open on Tuesdays and Thursdays from 8:30-12:30 p.m. Our program follows the Batesville School District's calendar during the school year. This includes holidays and closings for weather. We currently have three rooms open. The baby room is for infants 6 weeks through 18 months. The toddler room is for children 18 months to 2.5 or 3 years. The preschool room is for children 2.5 or 3 years to 5 years old. Children will be promoted from the toddler room to preschool room based on the individual child and room availability.

Open Door Policy

You may stop by at any time to check on your child or observe. Please remember that visitors have an impact on a child's behavior. Sometimes it may upset them to see family members and not be able to leave with them.

Arrival and Departure

Your child must be signed in and out. It is your responsibility to make sure this is done. Teachers will be ready to accept children at 8:30. You may sit with your child in their classroom if you arrive early. Please do not leave them before this time unless you have cleared it with their teacher.

Fees

Fees are based by the hour and are posted at the sign in table. The base fee is \$5 an hour for one child. For a family with multiple children attending a discount is offered: each additional child costs \$2.50 an hour. There are no half hour fees. If you are 5 minutes past the hour mark you will be charged for the next hour. This helps keep our fees minimal. There is also a late pick up fee of \$1 a minute for picking up your child after 12:35 p.m. Please place your payment in the red plastic box on the sign in/out table.

If paying by cash, please place your payment in an envelope with your name and the amount so you may be correctly credited. There is also a one-time registration fee of \$15 for one child and \$25 for a family with multiple children attending. If you have a hardship please talk to the director so arrangements can be made.

Payments should be made at pick up each day. Please make every attempt to keep your account current. You are welcome to make payments in advance but prior arrangements need to be made with the director if you should need to charge for a day of services.

Authorized Pick Up

Your enrollment form must be filled out completely. This includes anyone authorized to pick your child up from the center. Your child will only be allowed to leave with adults on this list and the adult will need to show I.D. before leaving with the child. You may add a person at any time, but it must be done before your child is allowed to leave with the new person.

Nutrition

Infants must bring all food and bottles from home. **Please label everything.** Bottles need to be completely premade at home. We will refrigerate them upon arrival.

All children attending need to bring a lunch that will be refrigerated upon arrival.

If you wish to bring a special treat for your child's class, please check with your child's teacher. There may be classmates with food allergies. We would ask that you be considerate of them when choosing the treat.

Personal Belongings and Clothing

Please make sure everything is labeled with your child's name. Valuable items should not be brought from home. We are not responsible for lost items. If your child is not toilet trained please bring diapers for the day and a change of clothes in case of accidents. Your child may bring a security item as long as needed.

Behavior and Guidance

Behavior and guidance will be individualized and consistent for each child; it shall be appropriate to the child's level of understanding and be directed toward teaching the child acceptable behavior and self-control. Physical punishment will not be administered to any child for any reason. Teachers may use a variety of strategies depending on the child and situation. These strategies include: gaining a child's attention, staying in close proximity, reminding, acknowledging feelings before setting limits, redirecting or diverting, age appropriate choices and natural consequences. Time out will be used as a last response. It is very important that the teacher and parent communicate and work toward a common goal.

On rare instances, if behavior does not improve with staff intervention, parents will be notified and a meeting will be held to discuss concerns. If this is ineffective, we reserve the right to ask you to make other arrangements for childcare.

Illnesses

No child shall be admitted who has a contagious or infectious disease. Parents and guardians shall be notified to pick up the child if the child exhibits any of the symptoms listed below:

- A) Fever-temperature of 100 or greater
- b) Diarrhea-3 or more watery stools in 24 hour period
- c) Vomiting-vomiting on 2 or more occasions within last 24 hrs.
- d) Rash-body rashes not associated with diapering, heat or Allergic reaction
- e) Sore Throat- if associated with fever or swollen glands
- f) Severe Coughing-episodes of coughing which may lead to gagging, vomiting
- g) Pink Eye-pink or red eyes with white or yellow discharge, until on antibiotics for 24 hours
- h) Untreated Scabies, Head Lice, or the presence of nits
- I) Multiple Sores inside mouth with drooling
- j) Ringworm- Fungal infection of scalp or skin
- k) Impetigo- may return after 24 hours of treatment

Medication

Medication will only be given to children with signed parental permission. The parent will always be notified before medicine is given.

Photos

Children may have their photo taken for various reasons (crafts, promotional purposes/including MDO Facebook page). Please let us know if you do not want your child photographed.

Schedules

Baby Room

8:30-9 Dressing/ Breakfast
9-10 Play and interaction
10-10:30 Buggy ride
11-12 Play and Interaction

Babies will follow their own schedule and will be allowed to eat and rest when it is best for them. If your baby has a routine please tell your child’s teacher.

Toddler Schedule

8:30-9 Greeter Activities/Sensory Play
9-9:30 Free play in room
9:30-9:50 Snack and Bible Story
9:50-10:00 Diapering/ restroom Break
10-10:30 Free play in room or Library
10:30-11:00 Art/Craft Activity
11-11:30 Lunches
11:30-11:45 clean up/ restroom break/Diapering
11:45-12:15 Play in Big Room
12:15-12:30 back in room getting ready for pick up

Preschool Schedule

8:30-9 Greeter Activities/Sensory Play
9-9:15 Circle time
9:15-9:40 Snack/Bible Story
9:40-10:15 Games/ play on 3rd floor
10:15-10:30 Bathroom Break
10:30-11:00 Art/craft Activity
11-11:30 Lunches
11:30-11:45 clean up/ Bathroom Break
11:45-12:15 Free play in room
12:15-12:30 Sensory at tables/ reading

Receipt of Handbook- Please return this portion

I _____ have received and read the Parent Handbook for the Mom’s Day Out of Batesville Program at Fellowship Bible Church.

Please initial on each line

Arrival and Departure _____ Nutrition/Lunch _____

Fees _____ Personal Belonging&Clothing _____

Authorized Pick up _____ Illness/Medication _____

Behavior and Guidance _____

This is to certify that I have read and agree to comply with the policies outlined in handbook.

Signed: _____