

2017/18

Mother's Morning Out Handbook



MMO Handbook

Welcome to our MMO program at First Baptist Church of Fort Mill! We are thrilled that your family has chosen to join us here. MMO is designed to provide a safe, fun-loving Christian environment where parents can leave their children and take a much-deserved break in the mornings while the children play and learn. This handbook contains policies and procedures for MMO. If you have any questions please feel free to contact any of the staff. Thank you for allowing us the opportunity to love and care for your children.

MMO Mission Statement

Glorifying God by encouraging children and their families in developing their relationship with God while providing a warm, caring, fun and loving environment for children ages 12 months through 4 years. Our goal is for your child/children to:

- have a successful separation experience from parents
- learn to socialize with other children
- develop a sense of self away from home
- learn to follow directions and participate in a group setting
- begin to grow in the understanding of the Bible, God, and Jesus
- 4 year-olds focus on kindergarten readiness

Themes for 2017/2018 MMO year:

September	“God Loves Children”
October	“Creation”
November	“Thank You God for Families”
December	“Christmas”
January	“God Wants Me to be a Helper”
February	“God Wants Me to Love Others”
March	“The Bible is a Special Book”, “Palm Sunday”, “Easter”
April	“I Can Learn and Grow”
May	“God Wants Me to Obey”

Below is a list of concepts covered during the year by age groups.

Younger and Older 1s

Colors

Shapes

Seasons

Social Skills: walking in line; taking turns

2s

Colors
Shapes
Seasons
5 Senses
Numbers 1 - 10
Name recognition
Opposites
Social Skills: walking in line; taking turns

3s

Colors
Shapes
Seasons
5 Senses
Opposites
Weather
Number Recognition 1 – 10
Counting 1 - 20
Name recognition
Name tracing/printing
Days of Week
Common Letters
Cutting with scissors
Social Skills: walking in line; taking turns, raising hands

4s

Work on letter sounds (phonics) on all letters
Recognition of capital and lowercase letters
Count and recognize numbers 1 – 30
Recognize colors & shapes
Recognize first and last name
Sequencing
Work on spelling first and last name
Work on printing name
Body Parts
Opposites
Positional words (under/over) (bottom/top) (front/back)
Rhyming words
Sorting
Shapes
Patterns
Learn birth date
Foundational Bible verses
Days of week
Months of the year
Introduction of sight words
Work on beginning reading concepts and concepts of print
Cutting, Lacing, Stacking
Hopping, running, and jumping
Social Skills: walking in line, taking turns, raising hands

MMO Schedule

MMO at First Baptist Fort Mill offers a two day-a-week program for Younger 1s, Older 1s, 2s and 3s that meets on Monday/Wednesday or Tuesday/Thursday. Our PK-4 classes meet 3 days-a-week (Tues/Wed/Thurs) or 4 days-a-week (Mon/Tues/Wed/Thurs). Children are placed in age appropriate classrooms and do not promote during the school year. Our children range from 12 months through 4 year-olds. Class size is as follows:

Lambs	Younger ones	7 children per 2 teachers
Caterpillars	Older ones	10 children per 2 teachers
Chipmunks (Mon/Wed)	Twos	12 children per 2 teachers
Bear Cubs	Twos	12 children per 2 teachers
Chipmunks (Tues/Thurs)	Threes	12 children per 2 teachers
Penguins	Threes	14 children per 2 teachers
Red Birds	Fours	16 children per 2 teachers
Eagles	Fours	12 children per 2 teachers
Owls	Fours	12 children per 2 teachers

We do not arrange parent/teacher conferences. If you have a question or concern, please ask your child's teachers, or contact the MMO Director.

A typical day for a child at MMO consists of free play, circle time which includes music, Bible story and verse, snack time, large motor play (inside or outside), and activities based on the theme for the month.

Younger 1 – 3s classes are from 9:00-12:00. PK-4 classes are from 9:00 – 12:10. With a few exceptions, MMO follows the Fort Mill School District schedule related to closings for holidays, teacher workdays, and inclement weather. If the Fort Mill schools are running on a delayed schedule due to bad weather, MMO will be running on a delayed schedule.

MMO 2017/18 Calendar Dates

Tuesday, August 29	Open House 5:30 p.m. – 7:30 p.m.
Wednesday, August 30	MMO begins
Monday, September 4	MMO closed/Labor Day
Monday, October 30	MMO closed/Fort Mill Schools closed
Wednesday, November 22	MMO closed/Thanksgiving
Thursday, November 23	MMO closed/Thanksgiving
Wed, Dec 20 – Jan 3, 2018	MMO closed/Christmas holiday
Thursday, January 4, 2018	MMO closed/MMO Teacher Training
Monday, January 8	MMO resumes
Monday, January 15	MMO closed/Martin Luther King
Monday, February 19	MMO closed/Presidents Day
Monday, April 2 - 5	MMO closed/Spring Break
Thursday, May 17	Last day of MMO

Fees

There is a \$25 non-refundable registration fee when enrolling your child for the first time as well as each year you return.

Tuition:

\$100	Younger 1s	Mon/Wed or Tues/Thurs
\$90	Older 1s, 2s, 3s	Mon/Wed or Tues/Thurs
\$130 for PK-4	3 days	Tues/Wed/Thurs
\$170 for PK-4	4 days	Mon/Tues/Wed/Thurs

** If you are sending siblings to the program, the older child is the full-tuition rate; additional siblings will receive a discount. \$20 discount for 2 days; \$30 discount for 3 days; \$40 discount for 4 days. No sibling discount for younger 1s class.*

There will be no tuition allowance made for illness, voluntary absences, or school closings due to the Fort Mill School schedule. We are not designed to allow children to switch days during the week.

Incllement Weather
**MMO follows the Fort Mill School schedule
regarding weather related closings.**

Check out the website:

www.fortmillschools.org

When Fort Mill Schools are closed, MMO will be closed.

When Fort Mill Schools are delayed, MMO will be delayed. If the schools are delayed by 2 hours, MMO will begin at 10:30 a.m. If the schools are delayed by one hour, we will begin at 9:30 a.m.

Please Note: If Fort Mill Schools have early dismissal due to weather.....dismissing at 11:30 a.m. for elementary children, we will have MMO from 9:00 a.m. to 11:00 a.m. We will dismiss children from 10:45 – 11:00 for the younger children. Our PK-4 class will dismiss from 11:10 – 11:20.

MMO is closed when the church offices are closed.

Please notify the MMO Director at least one month in advance of withdrawing your child from the program. Failure to do this will result in charging you for the next month's tuition.

Your payment is due on the first school day of each month for the following month and is not considered late if paid by the 10th of the month. For example, October tuition is due September 1 but will not be considered late as long as it is paid by September 10th. Exception, September tuition is due August 1. To guarantee enrollment, the first month's tuition must be paid by August 1. Any payment made after the 10th is considered late and must be accompanied by a \$10.00 late fee. Failure to pay will be reason for dismissal.

A tuition box is located in the pre-school Welcome Center. Please place your check or cash in the tuition box the beginning of each month. Please note in the memo line of the check the child's name. If paying cash, please put in envelope with child's name. You may pay more than one month at a time. Do not give your tuition checks to the teachers or send them in the child's folder. Do not hand tuition checks to any MMO staff in the car line.

Please make checks payable to First Baptist Church. There is a \$10.00 charge for any returned checks.

You may also arrange for your bank to send us the monthly check. The check needs to include MMO on the memo line. The address needs to include: Attn: Marsha Jones.

Drop Off and Pick Up

We ask that you walk your child to their classroom for drop off each morning. You may enter the church through the pre-school entrance under the covered breezeway. Please do not drop off your children before 8:55 a.m. Teachers are not available to accept children into the classroom before that time.

For pick-up of children Younger 1 – 3s, you may form a car line beginning at 11:45 a.m. at the end of the pre-school hallway. Please pull forward to the 2nd set of white columns. We will deliver your children to your car but will not buckle them in due to liability issues. Please pull to the back parking lot away from the horseshoe area after receiving your child to properly buckle them in their seat. During rainy days, please use the covered breezeway for pick up.

Below are late pick-up charges:

12:05-12:09	\$5.00
12:10-12:14	\$7.50
12:15-12:19	\$10.00
12:20-12:30	\$15.00

The late fee will be added to your next month's tuition or may be paid at the time of pick-up.

Dismissal for the PK-4 classes is from 12:10 – 12:20 p.m.

Below are late pick-up charges for the PK-4 classes

12:20 - 12:24	\$5.00
12:25 - 12:29	\$7.50
12:30 - 12:35	\$10.00

Security

One of our main goals is to make sure that your child is safe at all times while in our care at First Baptist Church Fort Mill. For that reason, we ask that you fill out a Pick-Up Authorization Form before your child starts MMO. Children will not be released to anyone other than the parent/guardian or those listed on the Pick-Up Authorization form. A parent must notify the director or teacher if someone, other than those listed, is going to pick up their child. We will ask for photo identification before releasing your child into their care.

Discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching, and encouragement. All children are encouraged to use appropriate behavior. It brings security, produces character, prepares for life, is evidence of love and is God's heart. MMO policy consists of the following: Re-direction, Warning, and Time Out.

How can the parent help with discipline?

- *Discipline your child properly and consistently at home.
- *Talk with your child about expectations you have for him/her during MMO.
- *Talk to the teachers about concerns you may have.
- *Pray for your child and your child's teacher.

Redirection

Our primary form of discipline is redirection. Redirection generally works well with our younger children. For example, if two children are arguing over the same toy, teachers can often offer a different toy to one or both children and the disagreement is forgotten.

Time Out

Time Out is removal of the child from the group for a short period of time. Time Out is utilized in a situation in which the child is misbehaving and has not responded to re-direction or verbal warnings. The Time Out space is located away from the classroom activity but within the teacher's sight. During Time Out the child has the opportunity to think about the misbehavior which led to his/her being removed from the group. After a period of no more minutes than your child's age, the teacher will discuss the incident and appropriate behaviors with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect as the other children. If Time Out is not having the desired effect, the child will be sent to talk to the MMO Director. If we continue to have discipline problems, suspension may be considered.

Children causing physical harm to others (scratching, biting, etc.) during MMO will be sent to the Director's office and parents will be notified of the behavior. At the third occurrence of such behavior, the parents may be asked by the Director to keep the child home from class for two weeks or until such behavior ceases.

Illness/Injury

A parent will be notified immediately of any illness or injury requiring medical attention. If a parent cannot be reached, their emergency contact person will be notified. 911 will be called if an illness or injury requires immediate professional medical attention.

An incident report will be filled out and sent home anytime scratches, bumps or bruises are treated during MMO.

CRYING: We know how difficult it is to leave a crying child. Please know that we will notify you if your child continues crying for a prolonged period of time. We want your child's experience at MMO to be a happy one and we will work together with you to make that happen.

Wellness Policy

In consideration of other children and teaching staff, please do not bring a child to MMO who has shown signs of illness within the last 24 hours.

The following list of symptoms will determine if a child should not be admitted to the classroom:

Persistent coughing	Fever (over 100, must be fever-free 24 hours)
Persistent sneezing	Rash (except diaper rash)
Vomiting in last 24 hours	Runny nose and/or eyes
Inflamed throat	Extreme fatigue or irritability
Earaches	Complaints of stomachache
Swollen glands	Discolored nasal discharge not resulting from allergies per doctor's statement
Diarrhea (2 or more loose bowel movements)	
If a child needs aspirin or Tylenol to control temperature	
Persistent cold symptoms	

If a child shows signs of any of these symptoms while in our care, the child will be isolated from the other children and the parents will be contacted. (In the case of children with allergies who might exhibit some of the above-mentioned symptoms, exceptions will be made. Our desire is to protect all children and

teaching staff from exposure to illness. We appreciate your cooperation in maintaining a healthy ministry environment.

In the event of possible exposure to a contagious disease or parasite in the classroom (pink eye, head lice, etc.) the Director will notify parents. Specific directions regarding how to treat head lice will be given.

Toys

Please do not have your child bring any toys with them to MMO. Your child will be engaged in activities planned by the teacher in the classroom. We also have age appropriate toys in each classroom. If a child brings a toy to the classroom, we may ask you to take it with you to the car or to have the child place it in his/her bag. Exception to this guideline applies to the youngest children who are experiencing separation anxiety.

Labeling Items

Please label all items that you send with your child to MMO. This includes coats, change of clothes, wipe cases, etc.

What to Bring and Wear to MMO

Each child in MMO will receive a tote bag that will comfortably hold a change of clothes, disposable diapers or pullups, and wipes, or underwear. Make sure to label them appropriately and change them throughout the seasons. Please send the tote bag and folder that has been provided by MMO with your child every morning. **Lambs class please bring a sippy cup with their name on it.**

Please keep in mind that we engage in various activities from playing on the playground to using paints and other craft materials. Please dress your child in appropriate clothes and shoes for these activities. Each class will have 30 minutes on the playground (weather permitting). When the weather becomes colder, please remember to send a jacket or sweater. Sunscreen should be applied to the children by the parents/guardians before MMO during the sunny months.

Diapers and Potty Training

We ask that cloth diapers not be used during MMO. Children wearing diapers will be checked twice during the MMO morning.

We will do our best to partner with you when potty training your child. Our schedule permits us to take children to the potty twice during the morning unless

the child requests to be taken. Please take your child to the potty before taking him/her to the classroom. However, we are not able to give individual children treats or stickers.

During potty training, pull-ups that are reattachable (Velcro is an example) is best. Please do not send your child in underwear unless the child is able to tell the teacher when they need to potty. Please contact the MMO Director if there are questions regarding potty training during MMO.

For our PK-4 children, please take them to the potty before dropping them off to the classroom.

Snacks

Snacks are provided for your children while at MMO. Snacks usually consist of some type of cracker, pretzel, or animal cracker and water to drink. First Baptist Church Fort Mill is a peanut-sensitive campus which means we strive not to have peanuts or any products containing peanuts in our classrooms. Please do not send sippy cups with your child to MMO; they are provided in the classroom (exception Younger 1s class).

If you would like to bring a special snack to celebrate your child's birthday, please feel free to do so! Cookies make a great snack that is easy to clean-up. If bringing cupcakes, please send only the "mini" cupcakes with little to no icing. This works best for little hands and helps during clean up! Contact your child's teacher ahead of time to make arrangements. Remember, do not bring in any products that may contain peanuts. We ask that you or your family not attend the birthday celebration as it is disruptive to the classroom schedule.

You will have opportunities to sign-up for special snacks during some of our holiday celebrations.

We do not permit chewing gum during MMO.

Please have your child eat breakfast before they arrive to MMO.

Allergies

If your child has any type of allergy please complete the Allergy Information Sheet and submit it to the MMO Director. These sheets are kept in a notebook and the information is given to all teachers working with your child.

Communication

Good communication is a key to a successful relationship between parent and teacher. Many of our teachers communicate through newsletters via email or hard copy as well as Facebook closed groups. The MMO Director does communication by email. Please keep us informed of any changes in email, address, or phone numbers in order that we have current contact information. Please feel free to contact the MMO Director with any questions or concerns.

General Information

Enrollment of a special needs child is decided on a case-by-case basis.

MMO does not advertise or promote business products. MMO does not promote fundraisers or advertise for other ministries or organizations. Please do not promote business products or fundraisers in your closed Facebook groups.

Children in the 4 year-old program are required to be potty trained. If a PK-4 child has a bowel movement accident, we may call parents to assist.

Children in the 3 year-old program are not required to be potty trained the first semester. If a PK-3 child has a bowel movement accident the 2nd semester, we may call parents to assist.

Children who are walking must wear shoes to MMO.

Older 1s must be able to walk.

Younger 1s must be able to use sippy cups.

We do not permit Halloween costumes or scary clothing during our Fall Day celebrations in October or on Halloween Day.

Please do not send your children to MMO in squeaky shoes.

There will be end-of-year picnics and PK-4 graduation celebrations during May. Please do not post pictures of MMO children on your public Facebook page without permission of the parents.

Registration for children enrolled in MMO and their siblings will begin Monday, January 8, 2018

Registration for children not currently enrolled in MMO will begin Monday, February 5, 2018.

MMO Staff 2017/18

Monday/Wednesday

Lambs – Younger 1s

Karin Macheski bobkajm@comporium.net

Nikki Simpson nikkifreedom@hotmail.com

Caterpillars – Older 1s

Maura Riley meriley139@gmail.com

Patti Merritt kmerritt@comporium.net

Bear Cubs – 2s

Dawn Zoeller dzoeller63@gmail.com

Jennifer Johns jennynthewoods@yahoo.com

Chipmunks – 2s

Tracy Green tracykasja@yahoo.com

Shelley Casolare castledapper@hotmail.com

Penguins – 3s

Kelly Stuber krs728@yahoo.com

Carol Wright carolmerrit7@gmail.com

Tuesday/Thursday

Lambs – Younger 1s

Karin Macheski bobkajm@comporium.net

Nikki Simpson nikkifreedom@hotmail.com

Caterpillars – Older 1s

Maura Riley meriley139@gmail.com

Patti Merritt kmerritt@comporium.net

Bear Cubs – 2s

Dawn Zoeller dzoeller63@gmail.com

Jennifer Johns jennynthewoods@yahoo.com

Chipmunks – 3s

Tracy Green tracykasja@yahoo.com

Brenda Phifer brendamossphifer@comporium.net

Penguins – 3s

Kelly Stuber krs728@yahoo.com

Carol Wright carolmerrit7@gmail.com

Tues/Wed/Thurs

Owls – PK-4

Liz Spearman liz@spearmans.com

Ashley Dodson ashleydod@gmail.com

Eagles – PK-4

Meghan Linkous melyons@vt.edu

Molly Mullis mollymullis@gmail.com

Monday/Tuesday/Wednesday/Thursday

Red Birds – PK-4

Lana Turk ana.turk@yahoo.com

Monica Miller chipmiller1956@gmail.com

PK-4 Classroom Assistant

Manuela Hanold manuelahanold@yahoo.com

MMO Assistant Director

Karin Falk

karinfalk51o@gmail.com (845) 988-7138 cell

MMO Director

Marsha Jones

mjones@fbcfm.com; (803) 547-2051(church); (803) 984-6204 cell

I have read and understand the policies and procedures for the MMO program at First Baptist Church Fort Mill. I understand as a parent I am to follow the policies and procedures stated in this handbook. Failure to do so on my part may result in dismissal of my child/children from Mother's Morning Out.

Name of child
(PRINT)_____

Signature of parent_____

Date:_____

Please remove this page from the handbook, sign and return this single page to the MMO Director.