

St. Paul Community Church

Mother's Day Out Program

2019-2020 Handbook

Mission Statement:

St. Paul Community Church seeks to serve families with children ages twelve months through four and a half years old, by integrating age appropriate mental, emotional, physical, and social skills with a love for Jesus Christ, establishing a firm foundation from which to grow.

“Love the LORD your God with all your heart and with all your soul and with all your strength. ⁶These commandments that I give you today are to be on your hearts. ⁷Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deut. 6:5-7a

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Dear Parents,

Thank you so much for enrolling your child in St. Paul Community Church's Mother's Day Out Program. The MDOP is a ministry of the church. We stand on the verse from Luke 10:27, 'Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind'; and, Love your neighbor as yourself.'

We are here to partner with you to provide the children with a firm foundation from which they can learn and grow in the love of Christ. MDO will provide age appropriate activities, playtime and learning experiences, which will nurture the whole child through these very important developmental years of their lives. Welcome to our family!

We commit to nurture and love on the greatest gift that God has given us, our children.

St. Paul Community Church is a family oriented church and we want you, as parents to feel comfortable in calling us if there is any thing we can do to help you. If you do not have a church home that is helping you build a growing and loving relationship with Jesus, we invite you to visit with us, Sunday School at 9:00am and Worship Service at 10:00am. Childcare is provided for both Sunday School and Worship and classes are also available for infant through 6th grade.

God bless you as we grow together in the love of Christ,

Gayle Smith, MDO/Preschool Director

Definition of Programs

We believe that a child is a gift from God and our goal is to celebrate each stage and uniqueness of your child's development and growth by offering a variety of age appropriate experiences.

A child's play is his/her work, so teaching will be presented in fun, meaningful ways through group time, building the attention span and mental skills, physical activities and games, developing gross motor skills, manipulatives and puzzles, building fine motor skills, music, books, and dramatic play to encourage the creative talents. Each one of these activities will be laced with God's Word, as understanding the love of Jesus is the firmest foundation we can offer a child.

Each classroom will have a set schedule that will be followed each day giving your child the security of knowing "what's coming next." Playground time will be scheduled by age group for the safety and security of all. Each class will have a time of rest after lunch on mats provided by the MDO. The youngest class will use pack-n-plays which are provided by MDO.

Curriculum

St. Paul will use a combination of curriculums each geared toward helping a child develop mentally, physically, socially and spiritually. The predominant curriculums used will be *Wee Learn Weekday Early Childhood Curriculum*, written and published by Lifeway Christian Resources and *The Creative Curriculum*. We are base our curriculum on the Fruits of the Spirit.

Each month there will be a particular mental skill, physical skill, social skill, and a Bible verse and Fruit of the Spirit that will tie into the social skill being emphasized that month. The entire school will be emphasizing the same basic ideas, just catered to be age appropriate. Everything will be taught in several ways so that all learning styles will be addressed, and everything will be fun to learn!

The curriculum has been reviewed by the Lower School Academic Coordinator from St. Paul Christian Academy to ensure that our children are being exposed to the skills needed to enter a Junior Kindergarten program upon graduation from the Mother's Day Out Program.

Communication

Communication is very important for everyone and we want you to feel free to contact us anytime. Each teacher will be calling you during the month of August to introduce themselves and invite you to our Open House. Teachers communicate through emails, text and/or Daily Reports. Monthly emails or newsletters will be sent home from the Director, so that you will stay informed of special events or reminders. We also have a website and Facebook page where we will be sharing activities each month. If you have given permission for us to use photos of your child, you might find them on our Facebook page. The MDO Calendar will be given out at the Open House.

You may request a parent teacher conference at anytime, we just ask that an appointment be made in advance, so the teacher can give you their undivided attention and make necessary arrangements for a time after the 2:20pm.

You should receive a daily report in their backpack/lunchbox, emailed or verbally communicated, concerning your child's day's activities and any information that you may need.

Accident Reports

Accidents will be reported both verbally and in written form for all age groups. A copy of the accident report will be given to you for a signature, as well as a copy added to your child's file.

We will make every effort possible to keep accidents from happening. However, if you see unexplained marks on your child that were not reported, please call us immediately, so we can further investigate the cause. Also, if an accident occurs on church property that requires medical attention, you are asked to file all charges on your personal insurance. If there are expenses that are not covered by your personal insurance, you may submit in writing a request for reimbursement from St. Paul Community Church for consideration. Please keep us informed if there is anything we may need to know about your child's day at Mother's Day Out. Please discuss concerns with your teachers & the director.

Illness

For the protection of our children and teachers' health, we ask that you keep your child home if he or she displays any of the following within a **24 hour period** before the school day:

- Temperature 100 degrees or above within 24 hours
- Diarrhea or vomiting in the last 24 hours
- Conjunctivitis/pink eye (often with matted eyelids after sleep)
- Undetermined skin rash or infections
- Persistent cough or sore throat
- Colored discharge from nose or eyes
- Constant runny nose so that it is disruptive to the child's normal routine
- Head lice (free of nits)
- Streptococcal infection (24 hrs. after treatment has been started)
- OTHER VIRUSES as directed by your doctor for returning to school
- **A note from the doctor will be required for viral or bacterial infections and concussions.**

We will have an illness agreement to sign at Open House. Many parents and pediatricians who treat children with allergies say it is normal during seasonal allergy times to have a green or yellow nasal discharge; however, we will need a note from the doctor stating that the child is **not contagious**.

If a child becomes sick during school, at the discretion of the teacher and the director, you may be contacted to pick them up. They will be isolated from the other children to prevent further exposure until you arrive. Medication will not be administered to your child during school with the exception of extreme allergic reaction medication. If your child has severe allergies that would cause a need for such medication, a signed emergency medication authorization will need to be on file with the school. This medication must be in the original prescription container with the child's name and required dosage on the label.

There is a diaper ointment permission slip in each classroom. If you wish to have diaper cream applied during MDO hours, we will need your permission. Since there are so many kinds and allergies to certain brands, you will need to supply your own ointment and we will keep it in a bag marked with your child's name.

Bring

Each day your child needs to bring the following items in a large tote bag or back pack:

- A regular size crib sheet to fit the mats and light weight blanket. In the Loving Lambs class, we use a pack-n-play for napping, so you will need a pack-n-play sheet.
- Any special soft toy, stuffed animal or their blanket that makes them feel secure and cozy.
- A complete set of clothes including underwear and socks and shoes in a large zip lock bag.
- Appropriate outerwear for playing outside, closed toed shoes only, please no flip-flops or sandals due to the rocks. Provide extra shoes if they wear rain boots to school, as these are not suitable for play.
- 4-5 diapers or pull-ups, if not potty trained.
- A nutritious lunch with at least 3 food groups. Because of the severity of **nut allergies** to many children, **no peanut or almond butter** will be allowed in the school. Soy butter or sun butter is a great alternative.
- See your teacher's suggestion list for things to send for lunch and how to cut them to avoid choking hazards.
- Please make sure that your child's name is on everything. We don't want to lose anything that may be a special treasure.

What **Not** to Bring

Personal toys should be left at home unless requested by the teacher as a "show and tell" item. We cannot take responsibility for a favorite toy, etc. getting damaged or misplaced.

Please do not send gum, candy and cough drops to school. Do not send bug spray, sunscreen or diaper ointment in their bag.

No flip-flops, sandals or rain boots, snow boots! If your child must wear rain boots or snow boots, **then please bring another pair of shoes for them to wear while at MDO.**

Snacks and Food Allergies

Mother's Day Out will provide a snack and water, for your child each morning. Because food allergies are so prevalent, all allergies must be noted on the application and verbally communicated to the teacher. These will be posted in the classrooms and common areas. **Nut foods such as peanut butter and almond butter are not allowed** in any MDO classrooms. Soy or sunflower butters are recommended.

Please inform your teachers if there are allergies or medical issues they need to be aware of.

Special Events

We look forward to celebrating birthdays and holidays! If you would like to provide a special snack or treats for your child's birthday, please talk with the teacher ahead of time so she can plan appropriately. Classroom holiday parties will be planned by each class individually. Your help and organization is welcomed!

- The rules concerning foods containing **peanut butter and other nuts** will also apply to special party food.
- Please not a lot of sugar! (no cookies or cupcakes with an inch of icing on top) Please check with your child's teacher to ensure there are no other allergies in the classroom.

Drop-off and Pick-up

- **Mother's Day Out begins promptly at 9:00 am**, and the classrooms will not be staffed until 9:00am, allowing teachers time to get ready for the day and for prayer time.
- Please walk your child to his/her class each morning and pick him/her up in the classroom each afternoon. Sign-in/out sheets will be outside of each classroom. Please make it a point to sign-in and sign-out.
- We do provide early care beginning at 8:00am on Tuesday and Thursday. The fee is \$6.00 per day and \$2.00 to add a sibling. This will be added to your tuition each month or you may pay at drop-off. If you plan to use it on a regular basis, sign up when you come to Open House.
- Please make sure you are aware of the pickup time: **Pickup @ 2:20pm**. After 2:35pm, there will be a charge of \$2.00 per minute. Your signature will be required on the late fee slip in the classroom and may be billed to your tuition or paid at the time of pickup. We ask you to be considerate of the teachers who need to leave MDO on time to pick up their children.
- Should you need to pick up your child early, notify the teacher and the director, especially if it will be during nap time. We will not put them down for a nap if you plan to pick up from 11:45 to 2:00pm. If an emergency arises, please call Gayle @ 615-828-0756, or 615-269-4521 church office with your ETA.
- Your child will not be released to anyone that is not on the authorized pickup list without your approval. Identification will be checked the first time someone picks up your child until we get to know and recognize them. So please make sure to bring your ID in the building with you.

Please know, we respect the fact that this is your child and if you want to call or text after you have dropped them off, please feel free. We want you to feel as secure as your child when leaving them!

(Personal tip from an older mother who has been in your shoes: give him or her a big hug, tell him/her you will be back and that he/she is safe and will have a great day! It may break your heart to hear them cry but I guarantee you that with that extra assurance from you, combined with the teacher getting him/her involved in an activity, the crying will stop before you get to the door! If not, we will contact you)

Security

For safety, there is a security code box by each entrance of the church including the playground. This code number will be given to you at the Open House allowing you to come in to the building and will be your responsibility to provide it to the people on your pickup list. The church office is staffed beginning at 9:00am, so if you forget the code you may ring the call button and the door will be unlocked for you to enter. There is a timer on the doors which only allows entrance with the code from 7:00am to 5:00pm Monday through Friday. The only door this code will not work on is the Fellowship Hall. That entrance is for staff only.

Attendance

Please make every effort to have your child here at 9:00am. It is very disruptive to the class and your child will miss out on developing a routine and being able to follow that schedule. If a child has not been signed in by 9:35am, and we have not been informed that they will not be attending school that day, we will be calling to check on them. If you know that you will be out of town or not attending school, please let the teachers and the director know by noting it on the sign-in/out sheet and also verbally, in person or via text of email.

Discipline Procedures

We believe that good behavior is encouraged by praise for doing well, and well planned activities that help a child stay interested. However, if a child is being overly aggressive or disruptive, the teachers will do the following:

- Make every effort to re-direct a child's behavior, or discuss other choices with him/her.
- If this is not effective the child will be separated from the group. We call this time-in, as the teacher will sit with the child, but not interact with them for the time allotted (no more than a minute per age). If the behavior continues and the teacher is not able to have the child return to class, they will be brought to the director for further assistance.

Outdoor/Indoor Play Policy

All children will go outside (weather permitting) each day for fresh air and exercise. Please dress your child to play, including sending appropriate weight jacket, gloves, and a hat or cap during the colder months. Tennis shoes or closed toe shoes are best for the playground because of the pea gravel. Rain or snow boots are not appropriate for school attire, if they wish to wear them, please send other shoes to change into once they arrive at MDO. During inclement weather, all children will have the opportunity to play in the Fellowship Hall. It will be equipped with riding and climbing toys, balls and other toys to encourage developing their gross motor skills.

Holiday & Weather Closings

We follow the same weather policy and holiday calendar as St. Paul Christian Academy as far as Christmas, Thanksgiving, Spring Break, Fall break, etc. There will be a calendar provided at the beginning of school with the dates we will be closed.

- If there is a question concerning the opening of school, please check the local TV News Channels, 2, 4, 5, for St. Paul Church MDO. We will also use text or phone calls to alert you.
- During inclement weather, please listen on the TV stations for early closures due to incoming storms or tornadoes. It will be listed as St. Paul C Church. If there is a tornado warning in affect, the children will be taken into the Fellowship Hall, which is the lowest level of the church. If you choose to pick your child up during a warning, please come to the Fellowship Hall.

As a private school, there is no reduction in tuition due to weather or health closures.

We will do everything in our power to protect and comfort your child during such an emergency. We appreciate you coming to pick up your child as soon as the danger element passes.

Children with Special Needs

Developmental concerns may arise as your child grows and matures. Our teachers will observe and document any concerns they see in a child's behavior and development. These concerns will be immediately communicated to the parent for further observation. Many times in a social setting with their peers a child may display a characteristic that may not be recognized at home with adults. Our goal is to team with you in helping your child receive the help and guidance he/she needs in a timely, loving manner.

If a child's developmental or behavioral needs are not able to be handled in our facility, or if their behavior poses a risk to other children or teachers, termination of the contract may be warranted.

Tuition Information

All children will be enrolled for each Tuesday and Thursday from September 3, 2019 through May 14, 2020.

- The hours of operation for all ages are **9:00am-2:20pm**.
- For the convenience of those who need early drop off, you may also register for Early Childcare, which will be in the Fellowship Hall for an additional \$6.00 per day, to add a sibling will be \$2.00. This amount will be added to your monthly tuition or pay as you drop off.
- The annual tuition for each child is \$.00. There is a 10% discount for siblings in Mother's Day Out.
- Payments may be made monthly - \$.00 per month; or \$ semi-annually.
- Monthly tuition is due by the 15th of each month. After the 15th, a \$20.00 late charge may be incurred.

There is no reduction in tuition for any absences unless it is a life-changing situation. Checks should be made payable to **St. Paul CC MDOP**.

Financial assistance requests may be submitted in writing to the Director at the time of application.

Grievance Procedure/Withdrawal

If issues arise that concern you, please follow these guidelines:

- Share your concerns with your child's teacher if it is related to classroom issues.
- Come and talk to Gayle Smith, Director, or our pastor.
- A 2 week notice is required in writing to withdraw from the MDOP and tuition is non-refundable. If it is an emergency, please talk with the director.

Classroom Teacher/Child Ratios

Loving Lambs

- 2 teachers to 7 children
- Pack-n-Plays are provided for nap time

Kind Caterpillars

- 2 teachers to 8 children
- Mats are provided for naptime

Joyful Ducklings

- 2 teachers to 8 children
- Mats are provided for naptime

Gentle Giraffes

- 2 teachers to 8 children
- Mats are provided for naptime

Patient Puppies

- 2 teachers to 8 children
- Mats are provided for naptime.
- **Children in this class should be working on potty training.**

Peaceful Pandas

- 2 teachers to 12 children
- Mats are provided for naptime
- **Children in this class must be potty trained**

All classrooms will be furnished with age appropriate size furniture arranged in learning centers. The following centers will remain constant in each room: Reading and puzzles, home living and dramatic play, manipulative and blocks, and an art center. Special interest centers such as science, sand and water tables, etc. will be moved in and out of classrooms to enhance hands on activity for the children.

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