

Parent Handbook 2018-2019

Contents

Welcome	3
Statement of Cooperation.....	3
Teachers/Staff	4
Registration Requirements.....	5
Contact Information	5
Fees	5
Tuition.....	6
Hours of Operation.....	6
Attendance/Absences.....	6
Withdrawals	7
Early Drop-Off.....	7
Drop-In Days.....	7
Early Dismissal	8
Emergency Closing.....	8
Shelter-In-Place.....	8
Pick-Up Policy	8
Facility Entrance and Parking	9
Cell Phone Policy.....	9
Car Seat Policy.....	9
What to Bring (Supply List).....	10
What NOT to Bring.....	10
Dress Code	11
Illness	11
Allergy Notification	12
Lunch	12
Snack.....	12
Bottle Authorization.....	12
Birthday Parties.....	13
Curriculum	12
Bible Story Time	13
Outdoor Play	13

Discipline	14
Biting	14
Toilet Training	15
Open Door Policy	15
Photo/Social Media.....	15
2018-2019 Calendar.....	16
Mother's Day Committee	16

Welcome

The Mother's Day Out (MDO) Program at First Baptist Church of Broussard was created as a ministry to families with preschoolers in the Broussard/Youngsville area. The purpose of the our program is to offer a Christian setting that provides a loving, caring, and safe environment for young children. The program is an extension of the ministries provided by First Baptist Church (FBC). The goals are to care for the children's physical needs, to provide age-appropriate teacher-directed activities, and free play indoors and outside. Stories, music, and art are incorporated into each age group. Our desire is to teach every child to love God and one another.

We are blessed that you have chosen our program for your child. We will strive to meet every expectation that you may have. We have carefully chosen our staff and will provide your child with the utmost of care and love in your absence. Feel free to contact the Director at any time to express any concerns that you may have.

Statement of Cooperation

Mother's Day Out is an extension of ministry to families by FBC. To effectively work toward the common purpose of fulfilling the Great Commission, we commit to the following goals:

- Provide a nurturing, developmentally appropriate environment that encourages each child to develop mentally, physically, spiritually, socially and emotionally.
- Provide ministry to families.
- Provide a witness of Christ and His church to the children and their families.

In order to achieve these goals, we commit to provide:

- A quality Mother's Day Out program built on developmentally appropriate practices.

- Curriculum that is biblically based and includes Bible stories and thoughts appropriate to the child's level of understanding.
- Staff who profess Christ as Savior and exhibit Christian traits in caring for children and in interaction with families and coworkers.
- Positive guidance for the children that encourages problem solving and managing negative emotions.
- Respect and understanding of others without regard to race, gender, nationality, religion, or background.
- Planned small and large group activities that permit each child to progress and enjoy success.

First Baptist Church of Broussard will demonstrate intentional ministry by:

- Having ministerial representation at family events such as parent orientation, the Christmas program, and Graduation.
- Inviting enrolled families to participate in other church programs/events.
- Including the MDO Director in church staff and business meetings and overall program and calendar planning.
- Responding to ministerial and counseling needs of the MDO program families and staff.
- Including children enrolled in the MDO program in Vacation Bible School and similar events.

Teachers/Staff

We are very proud of our teaching staff. They are Christians, have a love for children, and experience with preschoolers. All of our teachers have CPR training and have undergone a criminal background check. Please feel free to discuss any aspect of your child's experience here at MDO with your child's teachers. You are also encouraged to talk to the Director about any concerns you might have.

We have two teachers staffed in every room, with excellent teacher/child ratios that exceed the Louisiana minimum standards.

Registration Requirements

- Completed Registration Form
- Current immunization records
(Please note: each time your child gets an immunization, an updated record needs to be given to the Director.)
- Registration and Curriculum Fees

Contact Information

Please provide Mother's Day Out with your current address, phone number, and all emergency contacts. It is your responsibility to provide us with changes to this information.

Fees

A non-refundable registration fee of \$75.00 is charged for each child. This fee secures a place in the class for your child and is used to purchase the necessary supplies for the year.

Two Day Program: Monthly Tuition - \$185.00

Three Day Program: Monthly Tuition - \$245.00

Four Day Program: Monthly Tuition - \$295.00

Curriculum Fees: 2 year olds - \$40.00
3 year olds - \$50.00
4 year olds - \$70.00

Tuition

Tuition is due on the 1st of each month. Please put your child's name and the month that you are paying for in the memo. Payments are late if not paid by the 10th of each month. Accounts not paid by the 10th will incur a \$10.00 penalty. If your account is not paid by the 15th, your child will not be able to return to school until tuition is paid, and could be removed from the roll if there is a waiting list. There will be a \$25.00 NSF charge for all returned checks. If problems persist, payment will only be accepted in cash or certified money order. In the event that you are not able to make your payment by the 10th of the month, please contact the Director to make arrangements. **There is no reduction in tuition for months in which there is an extended holiday break.**

Hours of Operation

Monday through Thursday 9:00 a.m. - 2:00 p.m.

Morning Drop-Off begins at **9:00 a.m.** and ends at **9:15 a.m.** Children arriving after **9:15 a.m.** will miss class activities.

We will not accept any child after **9:30 a.m. without special permission.** If your child has an appointment and will be late, please let the Director know at least 24 hours in advance. In order to avoid disruption of the class routine, no child will be accepted after **10:00 a.m.**

Afternoon Pick-Up begins at **1:45 p.m.** and ends at **2:00 p.m.** Please notify the Director if you will be later than 2:00 p.m. **Any parent arriving after 2:10 p.m. will be charged \$10.00 plus \$1.00 per minute for each additional minute.**

Attendance/Absences

Consistent attendance contributes greatly to your child's positive experience at MDO. We realize that some children

have separation anxiety. Please reassure your child that you will return and then allow the teacher to take the child. Please do not linger outside the room within view of the child. We will call you if your child is not able to settle in within a reasonable amount of time. Please feel free to call and check-in.

Occasional absences due to illness and family activities are expected. **These absences cannot be made up, and will not reduce your child's tuition.** If your child will be absent, please notify the Director. This keeps the Director and teacher informed of your child's status.

Withdrawals

If you must withdraw your child from the program, please notify the Director as soon as possible. If the child will attend for only part of the month, tuition will be pro-rated at \$25.00 per day.

Early Drop-Off

We do offer an early drop-off at the cost of \$10.00 per day. Children can be brought at 8:15 a.m. This is intended for occasional use only. Please ask the Director at least one day before you need to drop-off early. Early drop-off may not be available every day.

Drop-In Days

Occasionally you may need to bring your child on a day not scheduled. This is only possible if your child's teacher has an opening available that day. The fee is \$25.00 per day. This must be approved by the Director and teacher, so please ask at least 24 hours in advance.

Early Dismissal

MDO will have early dismissal on December 20 (Christmas Program) and on May 16 (End-of-Year Program & Graduation Ceremony). All children must leave with their parents or guardians at the conclusion of these programs. If parents/guardians do not attend, arrangements must be made for children to be picked up no later than 11:30 a.m.

Emergency Closing

In case of emergency closings due to severe weather, we will follow the Lafayette Parish School Board. Please listen to the television or radio for notices on closings.

Shelter-In-Place

In the event of a tornado warning, or other shelter-in-place emergency, all children will be moved to the designated safe zones. If it is necessary for your children to be picked up, we will inform you as soon as possible.

Pick-Up Policy

The security of your child is our top priority. Your child will only be released to those persons listed on the Registration Form. Please notify us if someone other than the usual person will be picking up your child. If we do not know the person picking up the child, they will be asked for photo identification. If you need to add or delete anyone from your pick-up list, you can stop by the desk to make the changes. All changes must be made in writing, as documentation with signature is required. A form is available for you to fill out which will go into your child's file. Changes cannot be made by phone or email.

Facility Entrance and Parking

Our facility offers a drive-thru Drop-Off and Pick-Up driveway. This driveway is designed for two lanes. If your youngest child is two years old or younger we ask that you use the left lane (closest to the building). If your child is three years old or older we ask you to please use the right hand lane. This prevents our youngest children from crossing in front of traffic.

Please **do not block South Morgan Avenue**. If the driveway is full, circle the building, or park and walk your child into the building. If you come through the drive-thru, you must stay with your car. A staff member will get your child in/out of the vehicle. This keeps the line moving for everyone. Please drive slowly and watch carefully for children.

Please use the parking lot if you want to walk your child to class, or need to visit with the Director or teacher. Please do not use the handicap spaces unless you have the proper car decals.

Cell Phone Policy

For the safety of the children, ***please discontinue all cell phone use in the drive-thru line***. For the courtesy of the staff, please discontinue all cell phone use in the building.

Car Seat Policy

If the MDO staff does not see a proper car seat, we will not be able to release your child. For further car seat information you can visit:

<http://www.dmv.org/la-louisiana/safety-laws.php>
http://saferide4kids.com/technicians_laws/#Louisiana
<http://www.nhtsa.gov/ChildSafety/Guidance>

What to Bring (Supply List)

Please clearly label all items with child's first and last name.

- Full-Size Backpack
Please be sure that ALL of your child's belongings, including their folder, can fit into their backpack.
- Plastic pocket folder
Important information will be sent to/from home in this folder.
- Lunch each day (packed in separate lunchbox)
- Change of clothes
- Small, light blanket for naptime
- 2" Rest/Nap Mat (not needed for babies in the Infant class)
NO ROLL-UP sleep bags are permitted due to safety and sanitation issues. No exceptions.
- Crib Sheet
NO pillowcase-type sheets or attached pillows are permitted due to ease of use and storage issues. No exceptions.
- (1) Package of Diaper Wipes (for use in classroom)
- (1) Container of Clorox Wipes (for use in classroom)
- Diapers and Diaper Wipes (as needed)
-- For babies and children not toilet-trained --

What NOT to Bring

It is best for your child not to bring personal toys to school. Often this leads to problems when other children want to play with the toy. There is also the risk that it will be misplaced or broken. One exception is if your child has a small comfort item that will aid with sleep, they are welcome to use it at rest time.

Dress Code

The children will be actively playing, painting, and having fun during their time with us. Simple play clothes work best for their time here. Shorts/Pants and shirts are recommended.

- Our playground area is covered in small wood mulch, dirt, and grass. Please do not send your children in outfits that cannot get dirty.
- Please make sure shoes are appropriate for play. Closed-toed shoes are preferred.
- If your daughter is wearing a skirt or dress, please put shorts under the skirt/dress for active play.
- All-in-one outfits must have snaps, not buttons, at the legs.
- Long dresses are not recommended due to safety concerns, particularly on the outdoor play set.
- Jewelry such as bracelets and necklaces, including teething necklaces, cannot be worn at MDO due to potential safety hazards. Earrings must be stud type only.

Illness

Please be considerate of the other children at MDO if your child is ill. Your child cannot attend MDO if they have any of the following symptoms:

- Vomiting or diarrhea within the past 24 hours. Make sure your child has a normal bowel movement before returning to MDO.
- Oral temperature over 100° within the past 24 hours.
- Unexplained skin rash.
- Discolored nasal discharge.
- Severe cough.
- Eye discoloration or discharge.
- Any contagious condition.
- General appearance of illness.

Teachers have the ability, as well as the responsibility, to refuse a child who displays any of the above symptoms. If your child becomes ill while at MDO, they will be taken out of their classroom and parents will be notified immediately. The child must be picked up as quickly as possible. In the event of an emergency, we will administer first aid and emergency personnel will be called if necessary.

Allergy Notification

If your child has any allergies, please let the teacher know immediately. Allergies need to be listed on the registration form, along with reaction(s) associated with that allergy.

Lunch

Each child should bring a lunch every day, packed in a separate lunchbox (not in the backpack). Lunches should include age-appropriate foods that the child can eat with little or no assistance (finger foods for toddlers). Do not send foods that need to be warmed up or re-heated; classrooms are not equipped with microwaves.

Snack

Each child will be given milk and a snack during the day. If your child cannot have milk, please let your teacher know immediately. Parents are responsible for sending an alternative milk product such as soy, goat, or lactose-free milk.

Bottle Authorization

If your child takes a bottle, you must sign a Bottle Authorization Form. Your child's teacher has the form. Nursing babies must be bottle-trained.

Birthday Parties

The State of Louisiana Board of Health does not allow homemade items to be brought to school for the children. If you want to bring something in for your child's birthday, it must be store-bought. We ask that you bring cookies or donut holes, not cupcakes or cakes.

Curriculum

Your child's time with us is planned using multiple curriculums and developmentally appropriate practices. A Beka is a Christian curriculum that includes Bible stories, music, and art. Handwriting Without Tears is a curriculum that begins teaching the children to write using manipulatives, games and writing exercises. The letters are taught in appropriate handwriting order. The Letter People is a curriculum that uses puppets to introduce the alphabet in a phonetic order.

Bible Story Time

Once a month, children ages two and older will participate in "Bible Story Time" with one of the church's Pastors or Preschool Minister. Please check the monthly calendar for the specific dates. Parents are welcome to attend with their children. They meet in the church Worship Center at 10:00 a.m. If your child struggles with separation anxiety, please consult your teacher before coming.

Outdoor Play

Each day your child will spend at least 30 minutes playing outdoors, weather permitting. Please dress your child appropriately for the weather. During cold weather, please send coats and hats labeled with your child's first and last name.

We will play outdoors unless the temperature or wind chill is below 32 degrees. Teachers may opt to shorten outdoor time in extreme temperatures.

Discipline

We believe in positive reinforcement. Children are praised for acceptable behavior and are encouraged to stop, think about, and correct unpleasant behavior. If needed, the child will be removed from a group activity to redirect behavior. This "time-out" will be in the same room within sight of the teacher. The "time-out" will be no longer than one minute per age of the child. If further action is needed, the child will be brought to the Director for additional discussion, and parents will be made aware of the situation. Corporal punishment, or any harsh, cruel, or unusual treatment, is not used or tolerated. If a child is continually disruptive or misbehaving, repeat visits to the Director may be necessary.

Behavior Policy

Parents or legal guardians are required to disclose any physical, emotional, or behavioral limitations, needs, or concerns about their child in writing prior to registration. The Director reserves the right to deny your registration if it is determined that our program is not suited or staffed to meet your child's needs. Furthermore, Mother's Day Out reserves the right to dismiss any child from the program at any time if behavioral and/or emotional problems disrupt the day-to-day operations, if another child's safety is jeopardized, or if the Director determines that the child's behavior makes it unreasonably difficult to meet the needs of the other children in the program.

Biting

Biting, although unpleasant, is a normal developmental stage for young children. Children bite for many reasons. If your

child has been bitten by another child while at school, you will be notified as soon as possible. Your child will be taken care of immediately, and an accident report will be completed. We will not release the name of the child that has bitten your child, as this may cause mixed emotions between parents. If your child repeatedly has issues with biting others, we will request a conference in an effort to resolve the problem.

Toilet Training

Teachers will work with toilet training children starting at age two. Please let your child's teacher know if you have begun toilet training at home. If using Pull-Ups, we recommend and prefer the ones with Velcro closures.

Once children are toilet trained, outfits need to be able to be easily removed by the child for bathroom needs. Due to the nature of our facilities, all children entering the PreK-4 class must be toilet trained.

Open Door Policy

Parents are welcome to visit our facilities any day during normal operating hours. Please be aware that you will need to be accompanied by a staff member while in the building.

Photo/Social Media

We ask that each parent sign a photo release for their child each year. This is for us to display your child's picture for our Christmas and End-of-Year Programs.

2018-2019 Calendar

August 20	First Day of School
September 3	Labor Day (MDO Closed)
October 22/23	LPSS Fall Break (MDO Closed)
October 31	Pumpkin Party
November 19-23	Thanksgiving Break (MDO Closed)
December 20	Christmas Program (Early Dismissal)
Dec 24 – Jan 4	Christmas Break (MDO Closed)
January 21	Martin Luther King Day (MDO Closed)
March 4-8	Mardi Gras Break (MDO Closed)
April 11	Easter Egg Hunt
April 15-22	Easter Break (MDO Closed)
May 16	Last Day of School (Early Dismissal) End-of-Year Program & Graduation Ceremony

Mother's Day Out Committee

Alice Porter, Chairman (alice@ragtim.com)
Adam Whitney, Associate Pastor
Vicki Tilley, Preschool/Children's Minister
Genie Bertsch
Nancy Haddox
Dianne Hernandez
Mike Shows