

First Baptist Jacksonville
Mother's Day Out



PARENT HANDBOOK

2019-2020



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I. OUR PURPOSE

We believe children need to have a strong physical and educational foundation, but above all else we believe that their training in the Lord is the greatest thing we can give them in this life. Our program will strive to show God's love and truths on their individual level, no matter what their age or educational background. We will do this through our everyday interactions, group learning time, prayer for and with the children in our care, and teaching through play-based learning.

We believe all children have unlimited potential, both physically and spiritually. No matter where a child is joining our Mother's Day Out family, they will be challenged to reach for the next level of understanding and we guide them to be their best in all areas of this life.

II. HOURS OF OPERATION

FBCJ Mother's Day Out will operate Tuesdays and Thursdays from 9am to 2pm. We will begin the Tuesday after Jacksonville North Pulaski School District begins and will end the Thursday before JNPSD dismisses for the summer. We will also follow JNPSD lead for inclement weather closings.

III. REGISTRATION INFORMATION

A. Program Classes

Our classes are generally divided into four age groups; 6 Weeks-1 Year, 1-2 years, 2-3 years, and a PreK class with children who are 4 by August 1st. With exception to the PreK class, ages given for each class are used strictly as a guideline and may vary according to student readiness, enrollment and space availability.

B. Application and Waiting List

New applicants are accepted as space becomes available throughout the year. New enrollment will be prioritized as follows: (1) siblings of current students, (2) members of FBC Jacksonville, and (3) all others according to date of placement on the waiting list.

A waiting list is maintained when full enrollment is reached for any age group. Once a spot is confirmed for the child, parents will then have 72 hours to complete the registration form and submit the enrollment fees, listed at the end of this handbook, in order to claim the spot for your child. You may choose to stay on the wait list if a spot becomes available and you are not able to fill it at that time.

C. Tuition and Fees

Tuition is due by the 1st of the month for the upcoming month. Tuition can be paid by cash or check.

There is a \$40.00 insufficient fund charge when a check or draft is returned as unpaid. After three such incidents, payments can only be made by cash, money order or cashier's check.

A request to change between one and two days a week must be received Thirty (30) days in advance and are subject to space availability. ALL TUITION AND FEES ARE NON-REFUNDABLE FOR ANY REASON.

IV. SCHOOL POLICIES

A. Inclement Weather and Other Closure Policy

During inclement weather, FBCJ Mother's Day Out may open late or close early for the safety of all students and staff. Additionally, FBCJ Mother's Day Out will close when Jacksonville North Pulaski School District ("JNPSD") is closed. In the event that Mother's Day Out is unable to operate for any reason beyond its control (i.e. fire, flood, electrical outage, etc.), tuition will not be waived, reduced or abated unless such discontinuance is for more than two consecutive business days. If the school is closed due to inclement weather, full payment will still be expected.

B. Supplies

Parents are to provide basic supplies as listed on the class supply list, such as change of clothes, diapers, lunch, etc. *PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME.*

Families are also welcome to provide craft supplies, outgrown clothes, toys, etc. as they feel led. Please see the director if you would like to provide supplies of this sort.

C. Attendance

Attendance is not required, however when in attendance we must have record of your child's arrival and departure by you simply signing your child in and out. If your child will be out for an extended absence, please notify the school as soon as possible. Days missed cannot be made up and will not be deducted from tuition.

D. Illness

Please do not send your child to school if they have any of the following symptoms:

- Fever of 100° Fahrenheit or above;
- Obvious pain;
- Severe or frequent coughing;
- Unidentified rash;
- Matted eyes;
- Vomiting;
- Diarrhea;
- Adult Lice, Nits (Eggs), or Nymphs (Immature Lice).
- Child's inability to participate in daily activities

If your child contracts a **contagious disease** and there is a possibility that other children may have been exposed, please notify the school. We will inform the other parents as soon as possible of potential contagion, but we will never give details concerning who is sick. **A child must be free of symptoms, or on an antibiotic (prescribed by a physician) for at least 24 hours before returning to school.**

In the case of fever, your child must be fever-free ***without medication*** for at least 24 hours. If the child has a contagious illness, a note from a physician is required stating when the child is safe to return to school.

Children must be free of Adult Lice, Nits (Eggs), or Nymphs (Immature Lice) for at least 72 hours from the time that the condition was discovered, be it at home or at school. Children will be able to rejoin the program after being checked by the director in charge.

If a child develops symptoms of illness while at school, a parent will be telephoned, and the condition will be discussed. Some symptoms will require the child to be picked up ***immediately***.

The following will require *immediate pick-up*:

- a fever of 100° Fahrenheit or more;
- 3 occurrences of diarrhea; or 2 within one hour.
- 1 occurrence of vomiting; and/or
- a contagious condition such as conjunctivitis or lice.

E. Health Records

All immunizations must be current and a copy of the immunization record kept on file with the office. If you are on a delayed schedule, exempt or otherwise not up to date on immunizations, a note from the child's doctor must be submitted for their file.

F. Medications

Over-the-counter medications (teething tablets, Tylenol, diaper cream, etc.) cannot be given to your child without a written doctor's note. The doctor's note must include dosage amount, dates and times to be given and to whom the medication is for. All medications will be administered based on the doctor's written instructions. All prescribed medications must be in the original labeled container with the child's name and have a doctor's note with the dosage information listed above. All medications must be kept outside of the classroom in the medication box, at the directors' desk.

G. Communication

We encourage open communication between parents and staff. Parents may phone, email or visit the school at any time during the day. As we only have one phone line, if you get the answering machine, please leave a message and your call will be returned as soon as possible. Cell phone use is prohibited while children are present so if you need to get ahold of your child's teacher please call the school line. Daily sheets are provided each day with information regarding what a child has done that day and personal information, such as how the child ate, slept, and some highlights of their day.

H. Discipline

Disruptive or inappropriate behavior is handled by a combination of techniques including prevention, redirection, time-away, and a calm down time with the director. If a time-away is

given, the child may be gently removed from the group activity in a non-punitive manner to allow the child to regain self-control or to “feel better inside.” Time-aways will never keep a child from eating lunch or snack at the scheduled time. Time-away is limited to children who have reached the age of 2 and is limited to no longer than 1 minute for each year of age.

I. Discharge

FBCJ Mother’s Day Out reserves the right to discharge a child at any time whose presence, in the opinion of the faculty and the director, becomes so disruptive that the behavior prevents a positive learning environment for other children; poses a danger to the child’s classmates; or danger to themselves. Additionally, FBCJ Mother’s Day Out reserves the right to discharge a child whose tuition and/or fees are past due if the family has not made an arrangement to resolve the situation within 1 week of due date.

J. Toys From Home

We request that children not bring in personal items for play from home unless requested or approved by the school, such as for Show and Tell. If a child brings in personal possessions, please assist the child in leaving these possessions in their cubby to be taken home at the end of the day. Blankets and lovies are acceptable for rest time but otherwise need to remain in the child’s cubby.

K. Withdrawing a Child

Written notice of withdrawal is required 30 days prior to withdrawing a child from the program. Tuition will not be prorated if less than 30 days are given.

L. Family Participation

Families are encouraged to volunteer to help with special activities, as well as to share their unique talents with the students. From time to time the teachers may request volunteers to assist in planning special activities to go along with our lesson unit. If you would like to volunteer, please contact your child’s teacher or the director. Only individuals listed on the child’s authorization to pick up form will be allowed in the school at any time.

M. Dress Code

We suggest that children be sent in “play clothes” that are appropriate for the weather and comfortable for active and creative play. Parents must provide the school with a complete change of seasonal clothing for their child. Each article should be clearly labeled with the child’s name. Once your child begins walking, please send shoes with your child on a daily basis. We strongly recommend that children wear athletic-type shoes and socks in order to reduce injuries and encourage active play.

Please remember to check your child’s supply of extra clothing regularly to be sure that items used are replaced after use and the child’s clothes are appropriate for the season and size changes. If your child comes home in an FBCJ Mother’s Day Out article of clothing, please launder it and send back as soon as possible.

N. Naptime

Arkansas State Law requires that children be given at least one-hour rest period during the day. Children under 1 year old will nap in cribs or playpens. All other children will nap on cots/mats. All cribs and cots will be provided by Mother's Day Out. Parents must provide a crib sheet and small blanket (labeled with child's name) to cover the cot or crib. Bedding will be sent home at the end of each day for laundering. If your child has a special naptime lovie, please feel free to bring it to school to keep in the child's cubby until naptime. Children are not required to sleep but must be given the opportunity to rest. If you do not want your child to sleep while at school, please make arrangement to pick up your child before their scheduled rest time.

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS, however several sleeping practices have been linked to an increased risk for SIDS. Therefore, FBCJ Mother's Day Out has a strict policy for infant sleep placement.

All children less than one year will be placed on their back to sleep.

Children shall not be allowed to sleep in a car seat, bouncer or swing for a period of longer than 15 minutes at a time.

Once a child has been placed in his or her crib for nap, if the child rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the child sleeping on his or her stomach. NO heavy blankets, stuffed toys or pillows, even if from home, should ever be placed in a crib with the child.

A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request and kept in the child's file.

O. Drop Off

Upon arrival, children should be taken to their appropriate group, unless otherwise instructed by the director in charge. Children must be checked in everyday to meet Arkansas State Laws and to ensure everyone is accounted for in the event of an emergency. Please do not allow children to play in other classrooms, due to safety concerns for all involved.

P. Pick-Up

No child will be released to anyone other than a parent unless written permission has been given to the director and or teacher/staff prior to pick up. Staff will require identification of anyone they do not recognize as an authorized pick up. Staff are not allowed to leave the facility with your child unless they are on the child's pick-up list.

Please pick up your child promptly at the end of the child's scheduled day. FBCJ Mother's Day Out closes at 2:00 P.M. sharp. Beginning five minutes after the scheduled day has ended, a fee of \$1.00 per minute will be charged until you pick up your child, in order to cover the staff's overtime.

Q. Suspected Child Maltreatment

All suspensions of child maltreatment, no matter how small, must be reported due to Arkansas State Law. The state may require children to be interviewed by licensing staff, child maltreatment investigators or by law enforcement for investigative purposes.

V. FOOD POLICIES

A. Food

- a. Ages 6 weeks to 6 months: Please send enough bottles to accommodate your child's personal feeding schedule, with a minimum of at least one bottle every three hours. We also advise you to bring one extra bottle. Bottles must be fully prepared and labeled with your child's name. We will store prepared bottles in the refrigerator and warm them in the warmer when it is time for your child to eat.
- b. Ages 6 months to 1 year: Please send enough bottles to accommodate your child's personal feeding schedule, with a minimum of at least one bottle every three hours. We also advise you to bring one extra bottle. Bottles must be fully prepared and labeled with your child's name. Once you begin sending baby food, please label all containers with your child's name and the designated meal at which to serve it (i.e. snack, lunch). All food must be fully prepared (mixed, cut, etc.) and in separate containers for each feeding. Please note that state regulations require that the lunch be balanced and meet the following requirements: One protein, one bread, two fruit and/or vegetables, and a serving of milk, must be provided for lunch once the child begins table food, no matter what their age.
- c. FBCJ Mother's Day Out provides a morning snack for children 1 year and older, as a part of your tuition cost. Parents are responsible for providing lunch daily. Please note that state regulations require that the lunch be balanced and meet the following requirements: One protein, one bread, two fruit and/or vegetables, and a serving of milk, must be provided for each lunch.

B. Birthdays

Our time together at Mother's Day Out is short and packed with activities so classroom parties are not ideal. However, we encourage you to celebrate children's birthdays by bringing in a special snack to share with the class and/or by sending home age appropriate gifts or invitations to your own get-togethers, please consult your child's teacher or the director for planning purposes.

C. Themed Snacks

We love family involvement! If you would like to provide your child's class with a snack themed around that week's lesson, please see the director for planning purposes.

VI. CURRICULUM

A. Themed Lessons

Curriculum at FBCJ Mother's Day Out includes child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their

development physically, emotionally, socially, cognitively and spiritually. FBCJ Mother's Day Out uses a combination of Creative Curriculum for Infants, Toddlers and Twos, Creative Curriculum for Preschool, Adventures in Learning, and WEE Learn, as guides for planning weekly lessons for each age group.

Each classroom has weekly lesson plans, posted in the classroom and distributed to families. These plans contain several activities, designed to foster each child's development, and the development of the group as a whole.

Each classroom is set-up in centers or learning areas, some of which include blocks, dramatic play, books, fine motor activities, and art. Outdoor play is important to a child's physical development as well as their creativity and shall be included in the classes daily schedule, when weather permits. Self-selection or "free-play" is the largest part of our day and gives the child the opportunity to choose which activity he/she participates in, and to an extent-how they participate, while still benefiting from the weekly theme.

B. Bible Curriculum

We believe that the most important thing our students can learn is that God loves them and wants them to love Him too. Every week we will have a Bible story on the child's level that connects with our themed lesson. We also incorporate Biblical songs and activities throughout our learning day. Our Bible story will be sent home weekly so that you can also enjoy studying as a family!

TUITION AND FEES

	One Day a Week (Monthly)	Two Days a Week (Monthly)	Drop In (Daily)
General Enrollment	\$80	\$160	\$25
FBCJ Employee	\$60	\$120	\$20

Registration and Supply Fee	\$25.00	Non-refundable registration and supply fee due upon initial enrollment and upon enrollment for each school year.
Returned Check	\$40.00	Fee charged by the bank for a returned or NSF check
Pick Up After 2:05 PM or 5 minutes after Early Closing time	\$1.00	Per minute; due with or before the next tuition payment
Failure to Provide Diapers	\$5.00	Per day, each day 3 or more diapers are not provided.
Failure to Provide a Lunch	\$8.00	Cost for lunch that must be provided by the school.
Wait List Fee	\$15.00	Non-refundable fee applied towards registration fee once a spot becomes available

CERTIFICATION OF RECEIPT AND UNDERSTANDING

Parents/guardians must certify that they have received all FBCJ Mother's Day Out Policies listed in this parent handbook.

**I HAVE READ THIS MANUAL AND UNDERSTAND THAT
BY ENROLLING MY CHILD IN FBCJ MOTHER'S DAY
OUT I WILL BE HELD TO THESE STANDARDS.**

Childs Name: _____

Guardians Name: _____ Date: _____

Signature: _____