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## Welcome

The Mother's Day Out Program (MDO) of First Baptist Church of Broussard was created as a ministry to preschoolers and their parents. The purpose of the Mother's Day Out Program is to offer a Christian setting that provides a loving, caring and safe environment for young preschoolers. This program is an extension of the ministries provided by the church. 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 goal is to teach every child to love God and others.

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

The MDO is an extension of ministry to families by the 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.



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 certified money order. In the event that you are not able to make your payment by the 10<sup>th</sup> of the month, please contact the Director to make arrangements.

## Hours of Operation

Monday through Thursday 9:00am -2:00pm

All children need to be here by **9:30am**. If your child has an appointment and will be late, please let the teacher or Director know in advance. We cannot accept any children after **10:00am**. Pick-Up begins at **1:45pm** and ends at **2:00pm**. Please notify the Director if you will be later than 2:00. Anything after 2:10pm will be charged \$1.00 per minute.

## Attendance/Absences

Consistent attendance contributes greatly to your child having a great 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 withdrawal is made before the 15<sup>th</sup> of the month, half of the tuition for that month will be due. If the withdrawal is after the 15<sup>th</sup> of the

month, the full tuition for the month will be required. If you must temporarily withdraw your child for any reason, his/her place may be assured by continuing the monthly tuition.

## Early Drop-Off

We do offer an early drop-off at the cost of \$10 per day. Children can be brought at 8:15am. This is intended for occasional use only. Please ask the Director at least one day before you need to drop-off early. Before 9:00am the teachers are preparing crafts and lessons. 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 will only be possible if your child's teacher has a spot available that day. The fee is \$25 a day. This must be approved by the Director and teacher, so please ask at least 24 hours in advance.

## 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 you have listed on your registration form. Please notify us if the regular person will not be picking

up your child that day. 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. Phone calls are not accepted to change people on the list.

## 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 2 or younger we ask that you use the left lane (closest to the building). If your child is 3 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 in the building.

If you come through the drive-thru, you must stay with your car. A staff member will bring your child to your vehicle. This keeps the line moving for everyone. Please drive slowly and watch carefully for children.

We ask that you 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

The following are the car seat laws issued by the Louisiana Highway Safety Commission. If the MDO staff does not see the proper car seat, we may not be able to release your child.

Louisiana Highway Safety Commission believes child safety seats provide infants and young children the absolute best protection in the car.

If your child fits within more than one category due to age or weight, please place him or her in the more protective option.

- Birth - 1 year old and less than 20 lbs.: **Rear-facing infant or convertible seat.**
- 1 up to 4 years old and from 20 to 40 lbs: Must ride **forward facing** in a **convertible** or **combination seat** with an internal harness as required by Louisiana law.
- 4 up to 6 years old and from 40 to 60 lbs.: Must ride in a **belt-positioning booster seat** (backless or high-backed).
- At least 6 years old and more than 60 lbs.: **Lap-shoulder belt** or **belt-positioning booster seat.**

## What to Bring

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

- 2" Rest Mat (green & blue)
- Small Blanket
- Change of clothes – please be sure to send weather appropriate clothing
- Lunch & Drink – please send manageable finger foods for ones and older (nothing that needs to be heated).
- Sippie Cup (for infants and ones)
- Bag of diapers or pull-ups – as needed
- Back-pack – please send a full size back-pack to fit all of your child's belongings and crafts.
- One plastic pocket folder
- One package of unscented baby wipes
- One package of Clorox wipes

## 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 comfort item that will aid with sleep, they are welcome to use it at rest time.

## Illness

Please be considerate of others if your child is ill. If your child has had any of the following symptoms they need to remain at home:

- Vomiting or diarrhea in the last 24 hours. Make sure your child has a normal bowel movement before they return.
- Oral temperature over 100 degrees in 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 not accept a child who displays any of the above symptoms.

If your child becomes ill while at MDO, they will be taken out of the room and we will notify the parent. The child will need to be picked up immediately. 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.

## Snack

We are required to give milk and a snack 1½ hours prior to lunch. If your child cannot have milk, please let your teacher know immediately. The parent will be responsible for bringing an alternative milk product such as soy, goat, or lactose-free milk.

## Outside Food

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 will need to be store bought.

## Bottle Authorization

If your child takes a bottle, you will need to sign a bottle authorization. Your teacher has a copy of the authorization.

## Curriculum

Your child's time with us is planned using multiple curriculums and developmentally appropriate practices. ABeka 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 Study

On the first Thursday and third Wednesday, children ages 2 and older will participate in a Bible study with one of the pastors at 10:00am in the sanctuary. Parents are welcome to attend with their children for this special time. If your child has had a hard time adjusting, 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 Policy

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 the group activity to redirect their 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 MDO 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 at FBC MDO.

In rare cases, if a child is continually disruptive or misbehaving, repeat visits to the Director may be necessary. In such cases removal from the program may occur.

## 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, First Baptist Church of Broussard Mother's Day Out reserves the right to withdraw any child from the program at any time if behavioral and/or emotional problems of a child disrupt the day to day operations, if another person's safety is

jeopardized, or if the Mother's Day Out Director determines that the child's behavior makes it unreasonably difficult to meet the needs of the other children in the program.

## Biting Policy

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. If the teacher feels the child needs medical attention, you will be notified at the time of the bite. 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 order to come to some kind of solution to solve the problem.

## Potty Training

Due to the nature of our facilities, we require that all children entering the 4-year old class be potty trained. Teachers will work with potty training children starting at age 2. Please let your child's teacher know if you have begun potty training at home.

## 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.

