

Parent Handbook 2017-2018

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Welcome

The Mother's Day Out (MDO) Program of First Baptist Church (FBC) 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.

- 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 open house.
- Inviting enrolled families to participate in other church programs/events.
- Including the MDO Director in the church staff 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 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 your concerns or joys with your child’s teachers. You are also encouraged to talk to the Director at any time 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 (Every time your child gets an immunization, a new updated copy needs to be given to the Director.)
- Registration fee
- Curriculum fee for two’s, three’s and four’s

Contact Information

Please provide FBC MDO 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 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.

2 day program: Registration - \$75.00
 Monthly Tuition - \$170.00

3 day program: Registration - \$75.00
 Monthly Tuition - \$230.00

4 day program: Registration - \$75.00
 Monthly Tuition - \$280.00

Curriculum and Supply 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 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.

Hours of Operation

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

Drop-off begins at **9:00 a.m.** and ends at **9:15 a.m.** All children arriving after **9:15 a.m.** may miss class activities. We cannot accept any children after **9:30 a.m. without special permission.** If your child has an appointment and will be late, please let the teacher or Director know at least 24 hours in advance. 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 plus \$1 per minute for each additional 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 15th of the month, half of the tuition for that month will be due. If the withdrawal is after the 15th 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 \$10.00 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. Before 9:00 a.m. 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 \$25.00 per 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 get your child out of the vehicle and 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

If the MDO staff does not see the proper car seat, we may 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

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

- 2" Rest Mat
- Small Blanket
- Change of clothes – please be sure to send weather appropriate clothing
- Lunch and Drink – please send manageable finger foods for ones and older (nothing that needs to be heated)
- Sippy 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.

Dress Code

The children will be actively playing, painting and having fun during their time with us. 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 ideal.
- If your daughter is wearing a skirt or dress, please put shorts under the skirt/dress for active play.
- Necklaces, including teething necklaces, cannot be worn at MDO due to potential safety hazards.
- Earrings should be stud type only.

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

Each child will be given milk and a snack during the day. 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 10:00 a.m. in the church sanctuary. Please check the calendar as the dates may move due to scheduling conflicts. 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

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

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. 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.

Toilet Training

Due to the nature of our facilities, we require that all children entering the 4-year old class be toilet trained. Teachers will work with toilet training children starting at age 2. Please let

your child's teacher know if you have begun toilet training at home.

If using pull-ups, Velcro pull-ups work the best.

Once children are toilet trained, outfits need to be able to be easily removed by the child for bathroom needs.

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.