

First Baptist Church of Atoka
Mother's Day Out
Parent Handbook
2024-2025



**“But grow in grace, and in the knowledge of
our Lord and Saviour Jesus Christ.” – II Peter 3:18**

102 Kimbrough Ave.

Atoka, TN 38004

901-313-2919

www.fbcatoka.org

Ministry Purpose:

Mother's Day Out (MDO) is a ministry of First Baptist Church of Atoka. The purpose of this ministry is two-fold: 1) to minister to parents, grandparents, and guardians by providing a "day out" and time of refreshment; 2) to minister to the family and their children by providing an encouraging, loving, and Christ-centered environment for children. It is our goal for each child to increase in his knowledge of God, and to lay a foundation to live a life worthy of the Lord.

Curriculum:

Our program provides a variety of positive learning experiences through loving relationships and encouragement at church. Children will engage in daily physical activities such as art time, story time, song time, outside or gym play. They will also engage in daily intellectual activities through age appropriate preschool lessons such as colors, shapes, numbers, counting, the alphabet, and much more. However, please note that we are not a Pre-School; therefore, children will have no "learning requirements" or grades. We are making the most of our time with the children, teaching skills in fun.

Our Teachers & Staff:

Our teachers and staff are committed to sharing Christ's love with each child in our care and exhibit His love and devotion to Him in all areas of life. They share in the heart of this ministry to love and care for the child and family. All teachers are committed to meet each Mother's Day Out morning to pray for daily needs, their students and families, and fellow teachers and staff.

All of our teachers and staff have been certified in both CPR, First Aid and Anti Choking Device. Also, First Baptist Church of Atoka requires a background check on all of our teachers and staff.

Our Calendar:

MDO will follow the Tipton County School's calendar. We will begin on Monday, August 12, 2024, and our last day will be on Wednesday, May 15, 2025. We will follow the TCS calendar for any other holidays and days off, including school closures due to inclement weather. A list of all holidays and days off can be found on page 5-6, in the Tuition section.

Our program will operate on Mondays and Wednesdays from 9:00am until 2:00pm.

Health & Safety:

Arrival & Departure: Children are required to be signed in and out by the MDO Staff every day at the child's entrance door. Drop off time begins at 8:45am. Please do not bring your child earlier than 8:45am. Teachers will be in staff prayer time, as well as getting ready for the day. They will be unable to care for your child prior to drop-off time. If you are dropping off after 9:15 please notify the MDO Director(s)—the doors are locked and only an MDO Director will let you in (**901-313-2919**).

Please do not park under the overhang in front of the doors. We ask that you please park in a parking space (you may use the handicap spaces to do this) and walk your child inside since we need to check them in. In the case of inclement weather, you may drop off your child under the overhang so they can go inside, and then go park and walk them to their room. In such a case, a staff member will be present at the entrance door to assist. This policy also applies for picking up your child in the afternoon.

Please be prompt in picking up your child from MDO. Any child remaining after 2:15 pm will be kept by the MDO staff until the parent or guardian arrives. A late pick-up fee of \$1.00 per minute per child will be charged for children not picked up by 2:15 pm. It is possible to have the late pick-up fee waived if arrangements are made with either the MDO Director or Pastoral Administrator prior to the beginning of the day.

Further, family pets are not to be brought into the building or playground area at any time. While your child may be comfortable with animals, others may be fearful.

Custody: The parent or guardian that enrolls the child in MDO and signs the parental agreement and release form has the right to say who may or may not pick up the child from MDO. There is a form for the parent (s) to complete indicating those allowed to pick up the child. The MDO staff will verify names and driver's licenses with the list provided.

Any changes needing to be made concerning the release of your child must be given to the Directors in writing by the parent or guardian. Your child will not be released to anyone other than the parent, guardian, or person listed on the application unless we are notified in writing. A phone call or text before or during the start of MDO will not be accepted—the release must be in writing. A Director may ask for ID of the person picking your child up.

Health: Upon the recommendation of the Department of Infectious Diseases of the American Academy of Pediatrics, your child must be symptom and fever free for 24 hours prior to returning to MDO. Symptoms and illnesses that are cause for keeping your child home are:

- * Fever within the last 24 hours
- * Vomiting
- * Diarrhea
- * Sore throat/ear infection
- * Croup/excessive coughing
- * Flu/Covid /RSV positive diagnosis
- * Any unexplained rash (impetigo, ringworm, boils, etc.)
- * Pink eye or other eye infection
- * *Head Lice*

Please notify your child's teacher or one of the MDO Directors of any cases of lice. Children who have had lice should have two treatments before returning to MDO, and all nits should be gone. If your child's illness is not listed, but prevents him or her from participating comfortably in MDO or results in greater need for care than the MDO staff can provide without compromising the health, safety, and supervision of the other children, we ask that your child not attend that day.

Parents will be notified when their child has been exposed to a communicable disease while attending MDO. Parents and guardians should likewise notify the Director immediately if and when their child has been exposed to a communicable disease. The child will be restricted to attend until a doctor states that it is safe for the child to return to MDO.

Your cooperation as a parent or guardian with the aforementioned health policy will protect the health of all our children. If your child shows signs of any of the aforementioned health concerns, you will be called and asked to come pick up your child.

Your child must be symptom free or cleared by a doctor 24 hours prior to returning to MDO.

Immunization: Each child is required to have either a current immunization record or doctor's written excuse as per TCS guidelines. If immunizations are not current, they must be **completed and submitted by August 12, 2024 (the first day of school) to remain enrolled. If your child is returning you do not need to resubmit the record we will move it to his/her new file.**

Accidents, Injuries, & Medical Emergencies: All of our teachers and assistants are certified in First Aid and CPR. First Aid supplies are kept in the office and strategic locations throughout the building. If an accident occurs, the staff will attend to the child's needs immediately. If the injury or accident warrants, parents will be notified immediately by phone. The attending staff will fill out an accident report as soon as possible. Parents will receive a copy of the report and a copy will be kept on file in the Director's office. If a minor accident or injury occurs at the end of the day, staff will verbally notify the parent of the occurrence with a written report due to the parent the next MDO morning.

When treatment of a doctor may be necessary, MDO will make every effort to contact the parent, or the emergency contact if the parent cannot be reached. There is a Medical Release Form for authorization of emergency treatment which is included in the enrollment packet.

Medications: Please do not send medications with your child, as MDO Staff are not qualified to administer medication. The only exception to this is an Epi -Pen in the event the child is allergic to bee stings or a food that may cause breathing difficulties. Please label the Epi Pen with your child's name and we will keep it in the MDO Office.

Allergies: Please inform your child's teacher of any and all allergies that your child may have. This would include allergies to medicines, food or insects. (i.e., red dye, peanuts, chocolate, bees, mosquitos).

Sunscreen: Please apply sunscreen on your child before sending to MDO and place extra in his/her backpack as we do go outside in warm sunny weather.

Monthly Tuition and Fees:

Registration /Art & Book Fees: A \$100.00 Registration and Art/Book fee is required to hold a place for your child (each child) in the MDO program. *Art & Book* covers craft supplies, snacks, printed materials, letter cards, books, and any other material provided for your child during the course of the year. This is a standard fee for the year—there is no price difference/break for partial year enrollments. Please realize that the same amount of paperwork, filing, data entry, and software adjustments are required no matter when your child is enrolled. The fee is non-refundable and non-transferable. To ensure a place for your child, early registration is wise, as enrollment is based on the order of registration and availability for each age group and class availability. Early registration is available to families that have a child currently enrolled in the FBCA MDO Program. The early registration period will run from March 1 to March 31. Beginning April 1, the early enrollment period will end, and enrollment will be open to the community on a first-come-first-serve basis.

We follow the Tipton County Schools' policy that a child's "grade" is determined by their age as of August 15, 2024. The age of your child on August 15, 2024, will place them in one of the four age-based classes that our MDO program provides. Therefore, if a child turns three on August 19, that child will be placed in our two-year-old room. A child must be one prior to August 15th to be enrolled in the one year old class. However, the child may be registered for the MDO program and begin attending MDO after the child turns one. Please note that a child in which this condition applies, if re-enrolled in the MDO program next year, will be placed in the one-year-old room again.

Tuition: The monthly cost for the MDO Program tuition has increased slightly this year and is **\$160 per month**. Tuition payments are due on the first Monday of the month in which the MDO program operates. All payments whether cash or check, must be placed in an envelope with the amount enclosed and the child's name placed on the envelope. MDO envelopes will be located at the counter as you enter the building. **Tuition payments may be given to the MDO Directors directly, or taken to the MDO Office. Please do not give payments to teachers or assistants and do not put payments in your child's backpack folder.** This is to ensure against lost payments or credit not being put on the appropriate account. Also, please do not give any payment to the church secretary. Tuition payments may also be made on-line through EGiving. **Be sure to pay by ACH (from your bank account) as there is no additional charge. Additional instructions for ACH payments are in your packet.**

However, if you choose to pay by credit card you will incur an additional \$20.00 service charge.

All accounts must be kept current. **A \$25.00 late fee will be charged if payment is not received by the 15th of the month.** If the monthly tuition fee and late fee are not paid by the 21st of the month, a letter will be sent home stating that the child will not be allowed to attend until the account is current. The child's place may be lost to one on the waiting list if arrangements are not made with the MDO Directors or Pastoral Administrator.

Mother's Day Out is a ministry of First Baptist Church of Atoka to parents and children in our community. If any monthly assistance is needed for any reason, please contact the Directors to set up a meeting in which options can be discussed.

Multiple Children Discount: There is a multiple-child discount available for families that have enrolled more than one child in our MDO Program. The second child enrolled in FBCA's MDO Program will be a charged of \$145 per month. The third, and any subsequent child, will be a charge of \$130 per month. This discount applies only to the monthly tuition cost. This discount does not apply to registration fees, book fees, late fees or credit card fees.

Listed below, is the holiday calendar for 2024-2025. As a reminder, the MDO calendar follows the Tipton County Schools 2024-2025 calendar.

IMPORTANT DATES/HOLIDAYS

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|----------------|----------------------|------------|-----------------|
| Aug. 12 | First Day MDO | Jan. 6 | MDO Resumes |
| Sept. 2 | Labor Day | Jan. 20 | MLK Day |
| Oct. 7-11 | Fall Break | Feb. 17 | President's Day |
| Nov. 25-29 | Thanksgiving | Mar. 17-21 | Spring Break |
| Dec. 23-Jan. 5 | Christmas/New Year's | May 14 | Last Day MDO |

Absences: **No price adjustment will be made for absences.** If your child is sick for an extended period of time, and misses multiple days of MDO, no price adjustment will be made. This also includes times that the MDO Program is closed for holidays or other occasions such as snow days. The above listed tuition is based on the total number of days that the MDO Program is available

Withdrawals: If for any reason you decide to withdraw your child from the MDO program, please notify the Director immediately. We ask that no less than two weeks notice be given to the Director before you withdraw your child; however, we do know that certain circumstances arise that do not allow you to give this two weeks notice. Our budget is based on the tuition income, and advanced notice will assist us in balancing the operating expenses.

Classroom Guidelines:

Schedule: Each class will maintain a guideline of daily activities so that the day runs smoothly. Your child will also grow to appreciate the routine and stability of the classroom. A schedule will be posted in the classroom, as well as a copy given to the parents. Please remember that all times are approximate, and the teacher or Director reserves the right to alter the schedule for a particular day to accommodate various activities (i.e. class party, program practice, special visitors, etc.).

Calendar: A monthly calendar will be sent home in your child's folder. Please review the events so that you child can participate, for example; Show and Tell, holiday dress-up, sport day, farm day etc.

Snacks: A small snack will be provided by the MDO program mid-morning. All snacks will include some kind of finger food. **Please make teachers aware of any food allergies.**

Lunch: Children are to bring their own nutritious lunch. Lunches should be sent in clearly **labeled** lunch "box" or bag. Any drink container/cup sent with the child will be refilled with water unless extra drink has been included with their lunch or given to the teacher. The heating or reheating of food will not be available. **Please label all cups, containers and lunch boxes.**

Nap Time: Each class will have a time set aside for nap/rest time. The children are not required to sleep, but will be encouraged to do so. A quiet activity will be provided for children who cannot sleep. You will find that "nap mats" are listed on the required supply list. If needed, you may also send a blanket or pillow for your child to use during nap time. Please be sure that the child's name is **labeled** somewhere on every item. If your child requires a stuffed animal, pacifier, or other special item to rest, please include the item in the child's backpack. Again, please be sure the child's name appears on this item. Also, this "rest helper" will not be made available to the child at any other time during the day.

It will be given to the child at the beginning of nap time, and placed back in the child's backpack at the end of nap time.

Outside/Gym Time: The children will have play time/recess each day. Outside play time is of course determined by the weather. We will not go outside if the weather is below 50 degrees or over 90 degrees. Please have your child bring outerwear that is appropriate for the weather. If playing outside is not feasible, children will have gym play time.

Clothing: Comfortable, washable, season appropriate play clothes are requested. Please dress your child in easy to pull up and down pants. **Tennis shoes and those that tie or have Velcro are preferred. Open toe shoes and those that are not secure to the foot are prohibited. This would include flip-flops, backless sandals, and most "Crocs."** Shoes are to be worn at all times except during nap time. **If teachers use MDO clothing please was and return them.**

A change of clothing, including underwear and socks, will be needed in case of any accidents, spills, falls, etc. The change of clothing will need to be sealed in a **labeled** zip lock bag to be stored in the child's locker. All clothing needs to be clearly labeled with the child's name—especially coats and jackets. The MDO program cannot be responsible for items that are not clearly labeled.

Personal Items: Please keep your child's personal toys at home. This helps to avoid any child's toy from being broken or lost. However, as stated in the "Nap Time" section of the handbook, any security item or "rest helper" may be sent in the child's backpack. (Please reference the "Nap Time" section for a reminder of the guidelines for these type items.)

Supplies: A list of supplies required for each child will be posted for each class. These supplies will assist in classroom management, craft time, and other miscellaneous times. They also assist in keeping the tuition costs down.

Toilet: **All 3 and 4 year olds must be completely toilet trained by the first day of school. All 1 and 2 year old's who are in the process of being potty trained must wear a pull-up.** Any 1 or 2 year old who has more than one toileting accident per week must wear a pull-up. Teachers and assistants will assist children with their toileting needs. Also, please inform the teacher of any special words or phrases that your child may use to let you know that they need to use the restroom.

Class Parties and Birthdays: We will celebrate Thanksgiving, Christmas, Valentine's Day, Easter, and the end of the year with a party. Teachers will be coordinating all the details for their parties will be held at lunchtime to ensure a nutritious meal rather than a snack of too many sweets. Parents are welcome to attend. Teachers also welcome parents who would like to serve as a helper in the party.

Birthdays are very special events in the lives of children. If your child wishes to bring a treat to share with the class, it is welcomed. Please refrain from bring treats with red icing (often children are allergic to red dye). Bringing a treat to share with the class would take the place of the snack. Children with summer birthdays are welcome to pick a day during the year to celebrate. **Please arrange all details with the teacher. If you are bringing cupcakes bring the mini-cupcakes.**

Discipline:

Our main objective is to love your child as the Lord Jesus Christ loves them. Our discipline will be positive and will encourage children to make good choices instead of punishment. Should a problem arise, corrective measures of a verbal reminder, "Time Out," moving on the "behavior chart," restriction of privileges, or other form of approved discipline will be used by the teacher. Should a child demonstrate a more aggressive or disruptive behavior, the parent will be contacted, and the MDO staff will work together with the parent to solve the problem.

Aggressive or disruptive behavior must not be overlooked because it sends a message to the other children in our care that this type of behavior is both permissible and acceptable. A child needs to know that it is never permissible or acceptable to hurt another child or adult. If at any time the MDO staff observes behavior that puts the child, another child, or the staff's physical safety or wellbeing in jeopardy, the MDO program reserves the right to remove the misbehaving child from the program.

If you do have any concerns about your child, please feel free to talk with the teacher or MDO Director. If the parent wishes, an appointment can be made to discuss the child's situation in private with or without the child present.

Communication:

We strive to create a partnership with your family to love and teach your child. Please feel free to talk with your child's teacher or the Director. Please do not hesitate to set up an appointment with either the teacher or Director to discuss any matter that you deem as important. We want to improve upon our MDO program, or resolve any issues as quickly as possible; and your input will greatly move us in that direction. Your suggestions are welcome as well, as we seek to constantly improve.

Correspondence: A "newsletter" from the Director or teacher will be sent home periodically through the year. These "newsletters" will include communication about upcoming events and other important information.

All correspondence including class papers will be sent home in the child's backpack. Please take the time to read all of the papers that come home. Not only may there be valuable information contained in the papers, but it shows your child that you care about what they have been doing during the day.

A Note About Your Child:

One of the greatest concerns that parents have when leaving their children with another person is a child suffering from separation anxiety. During the infant and preschool years, it is normal for a child to show signs of separation anxiety, which is the most common type of fear in children. Typically, from about 9 months to age 2 years, many children begin to exhibit signs of separation anxiety if left for any period of time with others or even another parent.

At Mother's Day Out, because so many of the children enrolled are cared for daily by a parent or grandparent and have not been exposed to the full-time daycare environment, many of the children will be anxious, cry, and be upset when left. This is common for the first couple of days a child attends. We assure you that we will care, love, and reassure your child. You will be notified if your child does not calm down within the first 20 minutes.

The following are tips given from therapists from the Purdue University Anxiety Clinic when dealing with children who are experiencing separation anxiety. Please note, these are just suggestions, not rules.

- Stand your ground. Make sure your child knows they will be alright while you are gone. Try to settle them in the environment with the teacher before leaving, and then leave.
- Leave after reassuring and goodbyes. Lingering around or staying in the classroom will only prolong the situation. Hand your child over to the teacher and know that your child is in good hands.
- Compliment your child's brave behavior.
- Talk to your child about what is going to happen beforehand. Spend some time talking to your child about what to expect, assuring them that you will return.
- Establish a ritual. When leaving, try to do the same things every day such as a hug, kiss, and saying, "I love you!" or "Have fun. I'll see you later."
- Push the positives. Talk to your child about the fun things that happen at MDO such as story time, lunch with friends, snack time, art, going outside, etc.
- Make sure your child gets enough rest. If tired, your child may be cranky and even more clingy. On average, preschoolers require 12 hours of sleep.
- Know the crying will stop. Most of the crying stops within minutes of the parent leaving. Take comfort in that reality. Teachers are trained to engage your child in a fun activity or to begin playing with friends.
- Take perspective. Give your newly established routine two to three weeks. Most children will have adjusted in that amount of time and find they love playing with new friends, doing new activities, and that they love their teacher. The separation can be harder on you than on your child, but short periods away from your child will leave you feeling more refreshed and balanced. Enjoy your time!

Thank you for your time, and thank you for trusting First Baptist Church of Atoka Mother's Day Out Program with the care of your child. We look forward to spending the year with you and your child. We are looking forward to the fun we will have!

Revised: 7//2024