

Mother's Day OUT



First Baptist Church
Jackson, Mississippi

**Parent's Handbook &
Registration Information**

First Baptist Church Mother's Day Out

Weekday Ministry office: (601) 949-1997 431 N. State St., Jackson, MS 39201
Preschool lobby/kitchen: (601) 949-1915
Weekday Preschool Ministry Director: Michelle Sansing

Ages: 2 months to preschoolers who have completed kindergarten

Registration Fee: \$50.00 per child for Fall/Spring Session (September through May)
\$50.00 per child for Summer Session (June through August)
Supply Fee: \$50.00 per child for Fall/Spring Session (September through May)

The registration fee will reserve your child's space for the session and is **not refundable**.

Monthly Tuition:

Staff is employed according to the number of children registered per day. Your registration is your financial commitment to pay monthly tuition for the number of days indicated whether your child is present or absent. Salaries and overhead expenses cannot be reduced because of "absentee losses" in income. Therefore, MDO must charge, regardless of attendance, in order to support the enrollment space guaranteed for your child. First Baptist Church appreciates your cooperation in this matter. A paid two week notice is required for withdrawal.

1 day weekly	\$75 one child	2 days weekly	\$115 one child
	\$125 two children		\$200 two children
	\$175 three children		\$265 three children
	\$225 four children		\$325 four children

Drop-Ins: \$20.00 one child
\$15 for each additional child in same family
\$12 for 1/2 day (up to 3 hours) per child
Early Room: \$4.00/day (8:00 a.m. - 8:50 a.m.)

All drop-ins are accepted only if space is available without changing teacher/child ratio. **Before dropping-in a child parents must contact** the director at church to confirm the availability of space.

Hours: 9:00 a.m. to 2:00 p.m.

Children are to arrive no earlier than **8:50 a.m.** and picked up no later than **2:10 p.m.**
A fee for late pickup will be due when child is picked up. (\$4 per 10 minutes)

Registration procedures:

1. Registration/Medical release form completed.
2. Registration fee paid.

Updated 2/01/10

Tuition

Make all checks payable to **First Baptist Church**.

Tuition is a monthly fee and due on the first MDO day of the month. No refunds or reductions in tuition are given for illness, vacations, or bad-weather days. Salaries and overhead expenses cannot be reduced because of "absentee losses" in income. Therefore, MDO must charge, regardless of attendance, in order to support the enrollment space guaranteed for your child. To change a preschooler's status to a drop-in from an enrolled class member give a two week written/paid notice and the child will be accepted on a space-available basis.

A late fee of \$5.00 will be due if tuition is paid after the 10th of the month. Notes will be sent giving you a statement of your account if it is past due. Children will be subject to being dropped from enrollment when an account is two weeks past due.

Withdrawal

If a child needs to withdraw from MDO, two weeks **paid** notice is required so that the vacancy can be filled by another child. Should more notice be possible, it would be greatly appreciated.

Pickup and Delivery of Children

MDO hours are Tuesday and Thursday, from 9:00 a.m. until 2:00 p.m. Children may not arrive before 8:50 a.m. and must never be left in a MDO classroom without a teacher present. (If you arrive before 8:50 and do not want to pay for the 'early' room, please wait in the preschool lobby and not your child's room as the teachers are preparing for the day.) Our 'early' room is available from 8 a.m. to 8:50 a.m. for a fee of \$4.00/day. Please don't arrive before 8:00 as we will not be ready for your child.

Parents are asked to pick up the child from the classroom at 2:00 p.m. Teachers will not be available more than 10 minutes after class is over. ***If a child is left later than 2:10 a fee of \$4.00 for every 10 minutes, or portion thereof, will be collected when the child is picked up.***

If someone, other than a person authorized on the registration form, is to pick up your child, you must notify the director. This person must show his/her drivers license for identification when he/she comes for the child.

Drop-in Policy

Drop-ins will be accepted on a daily basis. A registration form must be complete and on file. Parents must first call the Weekday Ministry office to inquire if space is available. Children who are dropping in must first check in at the Weekday office before going to the classroom.

If you are a parent not using your regularly reserved space (due to illness, vacation, etc.), it would be greatly appreciated if you would notify the director so the space might be released for use by another child.



Illness

A child who arrives at MDO noticeably ill, with a rash, a fever, or thick or greenish discharge from their nose will not be accepted for that day. Children should have been free of fever or illness a full 24 hours before attending MDO. If a child becomes ill during the day, the parent will be notified immediately. The child will stay in the Weekday Ministry office until the parent arrives to take the child home. We do not administer medication of any kind.

If a child contracts a communicable disease and exposes other children a notice will be posted and parents will be notified when they pick up their children. The ill child will not be allowed to return to MDO until the contagion period has passed and has medical approval to return.

In the event of a medical emergency, a form giving permission for treatment of your child must be signed and on file. The form provides a place for parents to give name of the doctor to call or hospital emergency room to be used, if possible. If an emergency occurs the staff will call 911 and parents will be notified as quickly as possible.

First Aid

Minor cuts and scrapes will be cleaned and bandaged by staff. Preschool staff will wear latex gloves whenever the skin is broken and blood is present. Bumps to the head or any swelling due to an injury will be treated with ice and parents notified to pick up their child.

Clothing

Please label everything!! Your child should dress in clothing appropriate for play. Tennis shoes are preferred because they are safer when climbing on play equipment. Preschoolers need to feel free to participate in the activities without worrying about their clothes. Please label all indoor and outdoor clothing.

A change of clothes (for emergencies) is needed by all children. Extra clothing may be left in your child's "cubby" in the MDO room, if you prefer.

Children who are not potty trained need to come with a daily supply of diapers.

Lunches and Snacks

Babies need to bring the appropriate food, spoon and/or bottles **all properly labeled**. Give written instruction concerning feeding on the sign-in sheet. All bottles must be plastic. Toddlers and twos need to bring a sippy cup in their diaper bag each day (**labeled with child's name**).

Parents are to provide their older preschooler with a lunch of simple finger foods that require no special preparation or heating by the Mother's Day Out teacher and a beverage. Children **may not** bring nuts, whole grapes (grapes should be cut in half), glass bottles or carbonated drink in a thermos. Children under three may not bring popcorn.

Children will be furnished a snack each morning of crackers or cookies and apple juice.

Birthday treats may be brought for a class with advance notice. Please no hard candy or gum.



Rest Time

Infants and toddlers will rest in baby beds and may bring a special sleep toy or blanket if needed.

Children eighteen months and older need to bring a mat, towel or blanket for rest time. Mats may be stored in the MDO room. Plastic mats are disinfected before storage. Parents will be asked to launder towels and blankets when needed.

Each day after lunch a rest time is observed. Children are required to rest quietly on their mat, but are not required to nap. (Summer schedule may differ for older children.)

Field Trips (for 3year olds and older only)

Each time a field trip is made, parents will be informed and asked to sign a permission form allowing the child to go on the trip. Parents are invited to help with field trips.

Transportation for Field Trips

Church vans are driven by licensed drivers twenty-one years old or older. Children required by law to use a car seat must provide one. Children are instructed to stay seated at all times with their back against the back of the seat with feet in front of them and their seat belt buckled. The vans are maintained in good repair and have appropriate insurance coverage.

Private cars are to be driven by a licensed driver. Children are to use their car seat and/or seat belts and are required to remain seated at all time. Car owner is required to have appropriate insurance.

Sufficient staff is provided in vehicles to care for children when being transported.

Behavior and Guidance

Discipline is directed to help each child learn "self-control". Children are praised for acceptable behavior, and are encouraged to stop and think about his unpleasant behavior enabling the child to work at redirecting his actions, thus achieving self-control.

When a child needs further reminders of correct behavior "time-out" is recommended. Time-out is to take place in the room using an isolated spot away from on-going activities. Usually one minute of time-out per year of age is recommended.

In the event these measures do not bring about acceptable behavior, the child will be brought to the Weekday Preschool Ministry office and the director will talk with the child. If the director feels further help is needed, parents will be contacted.

