



**Student Handbook
2020-2021**

Welcome to HMUMC MMO!

We are so excited to welcome your child to a wonderful year of love, laughter, and growth at HMUMC MMO! Our goal is to create a Christ centered program for your little one so that s/he can grow spiritually, socially, physically, mentally, and emotionally in a loving Christian atmosphere.

Even though everything seems different this year, our love and dedication to the children of this community remains the same. We are looking forward to a wonderful fourteenth year of MMO ministry. If you have any questions or concerns, feel free to contact me at 770-271-8855 ext.302. We look forward to working with you and your child.

Dana Terry
Director of MMO Ministry

People were also bringing babies to Jesus to have him touch them. When the disciples saw this, they rebuked them. But Jesus called the children to him and said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it."

Luke 18:15-17

2020-2021 CALENDAR

Our first day of school will be January 6 or 7, 2021. We follow the Gwinnett County Public Schools calendar for student holidays and school breaks. In the event of inclement weather, we will follow the guidance of GCPS in determine school closures. If Gwinnett county schools are closed, we will be closed also. Our last day of school will be May 20, 2021.

A master calendar for the school year is posted on the MMO page of hmumc.org and a monthly calendar will be in your child's folder. In addition, each class has a Shutterfly site with a calendar of special events throughout the year.

Communication

Open communication between parent and teacher is imperative for a successful school year. Please feel free to ask questions or request to talk to the teacher or director at any time. Our teachers are busy during the school day but will be happy to call you before or after school. Each teacher will send home a monthly calendar and newsletter with information specific to your child's class. All communication and reminders will be sent mainly through email and Shutterfly. Please let us know if you are not receiving regular Shutterfly emails.

Notes Home

The MMO office must approve any communication to a MMO parent or student. Our class lists are not to be used for solicitation purposes. If you wish to send any correspondence home, it must be approved by the director.

MMO Days and Hours

We are open Monday through Thursday from 8:55am-12:45. Class hours are as follows:

12-18months: 9:00am—12:00 noon

19-23 months: 9:00am—12:15pm

2 Year Olds: 9:00am—12:15pm

Class Ratios

12-18 months 8:2
19-23 months 10:2
2 year old 10:2

Class Time

These are activities that will be included in your child's class schedule:

Playground
Lunch
Circle
Center
Music and movement
Free Play and/or centers

We incorporate a monthly theme for children 12 months through 2 years that is age appropriate and flexible to all stages throughout these 2 years. Each month we will also be using a Bible verse and song that will be repeated for an entire month. The theme is meant to be a guide for the MMO teachers. Children learn through play and repetition. Our most important goal with the children attending the MMO Ministry is to know God's love for them by experiencing a positive, nurturing and loving environment in a Christ-centered atmosphere.

Birthdays and Parties

Parents may send in special treats or snacks on their child's birthday. Treats must be commercially made and individually packaged. Please notify the teacher well in advance of the birthday. We will be glad to send home birthday invitations for children if the entire class is invited.

MMO Clothing and Personal Belongings

MMO can be very messy! We recommend that children wear play clothes that are practical, comfortable, diaper or potty friendly, and washable. Please note the following list of items to send each class time. Please label all personal items with your child's name.

- * A spill proof cup or thermos of water, or clear juice
- * A complete change of clothing.
- * Diapers or pull-ups labeled with child's name (if needed).

- * Pacifier with clips, if needed
- * Special comfort item (limit one per child)
- * Lunch
- * Jacket or Coat, if necessary
- * A smile!

When weather is chilly, we will still go outside. Please send a jacket or sweater for your child. Children should wear appropriate shoes for climbing and playing on outdoor equipment- closed toe shoes are best and no crocs, please!

What not to bring from home:

- *Candy or gum
- *Toys

Security

Your child's safety and security are our top priority. For this reason, we adhere to a strict security policy. In order to retrieve your child, you must show your driver's license at pick-up. (The teachers will get to know parents, but there could be a substitute in the class who may not be familiar with the parents.)

You must provide, in writing, a request for anyone other than a previously authorized adult to pick up your child. We will also request proper identification, such as a driver's license, be presented by the appointed guardian.

Visitors:

Parents are welcome to observe or visit the class at any time. Due to Covid protocols, observations must be scheduled ahead of time with the MMO director.

Emergencies

Should your child become ill or injured during school time, the school's policy will be as follows:

1. The MMO Ministry shall attempt to contact the parent.
2. In the event MMO cannot reach the parent, we shall attempt to contact the person listed on the Waiver of Liability signed by the parent and kept on file.

3. Should contact not be made, MMO shall be authorized to secure such medical attention and care for the child as may be deemed necessary.

Enrollment Procedures

All children enrolled are to be the specified age as of September 1 of the given school year. Children enrolled in the 19-23 month and 2 year old classes will be able to register in-house for HMUMC preschool for the following school year. Children enrolled in the 12-18 month class will be able to register in-house for MMO for the 2 year old class for the following year.

Children will be enrolled in the MMO Ministry when the following are completed and on file:

- Application Form
- Registration Fee paid (non-refundable)
- Immunization/health records form
- Waiver of Liability Form

Your child being potty trained is not an expectation of the MMO Ministry. If your child is starting to potty train, please let the teachers know so they can help keep the training consistent while at school. We request that any child remain in pull-ups or diapers until they are able to communicate their potty needs with the teacher. Teachers will question students in-training regularly, but student should be able to communicate their need for a bathroom visit.

Tuition and Fees

The registration fee is an annual fee due at time of registration. The fee schedule for 2020-2021 is as follows:

Registration fee	12-18 month & 19-23 month: \$160.00	2's: \$165
One-time activity fee, all ages		\$30
Monthly tuition	12-18 month & 19-23 month: \$160.00	2's: \$165
Late Pick-up fee, after 12:25		\$1.00 per minute
Returned Check Fee		\$20.00
Late Payment Fee		\$20.00

Monthly tuition is due on the 1st of the month. A \$20.00 charge will be added to payments received after the 10th of each month. For parent's convenience,

we will issue a special envelope to each family prior to the beginning of the month. The envelopes may be returned to the director or teacher each month (by the 10th) via your child's take-home folder. Payments should be made with check, money order, or online bill pay. **No cash will be accepted.** Checks should be made payable to HMUMC MMO. A statement will be sent after the 10th to inform you of late fees.

Withdrawal

We are a non-profit organization. All fees and tuition are used to give you the best teachers, supplies, and equipment possible. This is our only income, and our budget is based on a full year's tuition for each child. Should you find it necessary to withdraw your child, please give one month's notice, in writing, or pay one month's tuition. We regret we are unable to make refunds for illnesses or missed school days.

Fire and Hazardous Weather Drills

Fire and tornado drills will be practiced throughout the year. The teachers will talk to the children about the fire drills being "pretend or make believe" and not real. You may also take the time to explain that they are not real and the importance of having the drills.

Emergency plans

1. In the event that we have a loss in water, electricity or gas we will call parents and have them come pick up their children. We will also put a note on the website and send parents emails. Without water, electricity or gas we would not be able to function throughout the day.
2. In the event that there is a water or gas leak we would contact parents immediately. We would first identify where the problem was and remove children right away. If we could move the children to the modular building we would do that first. If not, we would get the children out of the building and gather in the parking lot. Church staff would help classes and keep the children together until a parent picked them up. If we needed to evacuate to a further destination we would go to our evacuation location, HM Discovery Pointe.

3. In the case of an intruder in the building or notification of a need for a lockdown from authorities because of an emergency in the area we say 'lollipops in' or 'lollipops out' whether they are in the building or outside. The teachers are to take their class to the closest classroom and lock the doors. 911 is called immediately and church staff is used for additional assistance.
4. Each room has an emergency plan route to go outside if there is a fire. Each class is to go outside and then the director will make sure all classes are accounted for through our walkie talkies. The office staff will check restrooms and classrooms.
5. In the event of a medical emergency: The teacher will secure the area and have another staff member then contact someone to help. Depending on the situation 911 may be called, as well as the parents. The office staff will also come and assist with the situation.
6. In the event of a community crisis, if we are able to stay inside we will and will keep the children safe until parents are able to come and get them. We will have on hand extra food and drinks for staff and children. We will also contact parents to make them aware of the situation.
7. In the event of severe weather each class goes to a designated room. They have learned to cover their heads and take shelter in these rooms. The weather radio would be used to listen to the weather information.
8. In the event that we needed to evacuate the school, we would make sure we had all of the children, coats on, and all of the emergency information in the back pack. We would call our evacuation location and have them come and get us. We would evacuate to the modular or parking lot if needed to get out of immediate danger. Church staff would help keeping children together. Once we were over at the HM Discovery Point location and safe, we would begin to contact parents.
9. This is in the handbook for you to be aware of in case of any type of emergency. If parents know of a situation in the area they should come

and get their child immediately. They should realize that we may not have access to the telephone and leaving messages will not work. Our evacuation location is the Hamilton Mill Discovery Pointe Preschool, 2330 HM Parkway, 770-614-3556. Transportation Release must be signed and will be on file.

Parents should always have their cell phones with them and on during MMO hours in order for us to get a hold of them during emergency situations. We will post things on our website if possible.

Communicable Diseases and Illnesses

Parents are asked to notify the MMO Director immediately if their child has contracted a communicable disease. We need your help to keep exposure under control. Children should be kept at home when they have any of the following symptoms:

Unknown rash, sore throat, fever, nausea, upset stomach, vomiting, diarrhea, excessive congestion or runny nose, heavy or persistent cough, enlarged glands, inflamed eyes, earache, or discharging ear.

A child must be free of a fever without medication for a full 24 hours before coming back to school.

Medications

We cannot administer medications to a child. If your child requires emergency medication at school (rescue inhaler, Epi-pen, etc.) an administration of medication form must be filled out and left with the director along with the medication.

Immunizations/Health Records

The immunization/health record form #3231 is to be completed and kept up to date for each student. The state requires these records be in our files before the end of the first month of attendance at MMO.

Child Abuse

We are required by law to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children's Services.

The Council on Ministries of the United Methodist church requires our church and Preschool to have on hand a *Policy for the Prevention of Sexual Abuse*. All of our staff has completed training in Child Abuse. Each staff member has been cleared through background checks. Character references are checked as well. It is our duty to do all we can to prevent harm to any child in our care.

Drop-off and Pickup

Drop off is available from 8:55 am-9:15 am. This year we will be using carpool drop off and pick up for MMO students. Parents will follow the marked traffic pattern through the lower parking lot where staff will be waiting to get the children and take them to their class. Afternoon pickup will follow the same traffic pattern. Pick up for the 12-18 months old class is at 12:00-12:05 pm. Dismissal for 19-23 months and 2s classes will be 12:15-12:20. If you need to drop your child off late or pick him/her up early, you'll need to park and use the office entrance upstairs.

Please be prompt in picking your child up from MMO. After 12:05 for 12-18 month olds and after 12:20pm for all other classes, late fees will be charged. This policy will prevent your child from getting upset and instill confidence in his MMO experience. Emergency situations will be considered. Please notify the Director as soon as you know you will be late: 770-271-8855 ext.302.

A photo ID will be required each day at pick up in order to release your child. If someone other than the parent picks up the child, a written note must be submitted at time of drop off and a photo ID will be required.

Lunches and Snacks

Each child will eat a lunch brought from home while at MMO. We ask that lunches be healthy and nutritious. CANDY, COLA DRINKS, AND GLASS CONTAINERS ARE NOT PERMISSIBLE. We are unable to refrigerate or heat up lunches. Please put items that need to remain cool in insulated bags. Lunches should be prepared ready to eat; please cut up foods at home. We will be unable to do this for each child in the class. Teachers will decide on an individual basis about snacks. Your child's teacher will inform you of the procedure.

Attendance

We hope that your child can attend MMO regularly in order to receive the full

benefit of the Ministry. If your child is ill or cannot attend MMO, please give notify the office. We regret that refunds cannot be given for illnesses or missed days. Please notify us if your child will miss more than one day of class due to illness or vacation.

Outside Play

This is a regular part of the daily schedule unless the weather is rainy or extremely cold. A written request is required for a child to remain indoors during outside playtime. In general, if a child cannot play outside because of illness, he or she should be kept at home.

HMUMC MMO Staff 2020-21

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