

Welcome to Black Oak Heights Baptist Church

Mother's Day Out

And all thy children shall be taught of Jehovah; and great shall be the peace of thy children.

Isaiah 54:1



Dear Parents,

Welcome to our Mother's Day Out program at Black Oak Heights Baptist Church. We consider it a privilege and an honor that you have chosen our program for your child. At BOHBC, we believe that teaching children about Jesus in a loving and structured environment will prepare them for a successful future. Your child will be learning about many different bible characters, bible stories, and bible verses all while preparing them academically for school. We hope that your child will grow just like Jesus did...in wisdom, stature, and in favor with God!

Train a child in the way he should go, and when he is old, he will not depart from it.

Proverbs 22:6

Your child will be learning a Christian curriculum that incorporates many academic skills. Your child will be participating in small group times, phonics lessons, math lessons, science lessons, and learning through play. Children learn so many lessons through cooperative play time, songs, and art activities. Along with academic lessons, your child will be learning about the bible and the love of Jesus for them.

Our program at BOHBC is supervised by caring teachers trained to meet the needs of individual children and provide positive adult role models. This program is designed to supplement and support the family experience at home. We are not babysitters; we are quality educators who want to educate your child to the best of their ability.

Our MDO is a ministry of Black Oak Heights Baptist Church and exists to serve families of our church and community.

This handbook has been created for you to have as a resource to answer any questions you might have. My name is Amy Plumlee and I am a retire educator of the Knox County School System. I have a Bachelor's degree in Early Childhood Education and a Master's degree in Curriculum and Instruction. I have a passion for educating children and pushing them to become the best human they can possibly be. My passion includes what we all at BOHBC want, children to

find Jesus and accept them into their lives. If you have any questions, please feel free to contact me at:

Welcome and Excited in Jesus Name,

Amy M. Plumlee

BOHBC-MDO Director



Licensing

We do not have to be licensed because we operate as a part-time childcare facility. Will do however, follow the DHS guidelines. It is not required to be licensed by section 71-3-503 (2005)(12)(2).

Ratios and Tuition*Mother's Day Out Ratio and Tuition*

BOHBC-MDO program has classes to accommodate children for 6 months old to Pre-Kindergarten. The following milestones must be reached for consideration for certain classes:

<u>CLASS</u>	<u>RATIO</u>	<u>MILESTONES</u>
6-12-month class	2:5	6 months old
1 year-old class	2:8	walking and self-feeding
2-year-old class	2:10	Potty training in progress
3-year-old class	2:10	Potty trained
4-year-old class	2:12	turning 5 after 12/22
5-year-old class	1:10	turning 5 before 12/22

****Children will be grouped according to their chronological age. There may, however, be occasions when a child will be placed out of their age group. These developmental decisions will be made by the director, teacher(s), and the child's parent. We will always be doing what is best for the child.**

Tuition for 2022-2023-year

pg2

BOHBC MDO has a tuition that is fee free. We do not have any other fees added to our tuition. The following prices for students are below:

6-12-month class-----2 days a week-----\$200.00 a month

1 day a week-----\$125.00 a month

1 year and up classes-----2 days a week-----\$175.00 a month

1 day a week-----\$100.00 a month

**Each additional sibling will be discounted \$10.00 off the above price.

***Tuition is to be paid on the 1st of the month. If payment is not received by the 10th of the month, a late charge of \$20.00 will be added to your account. We will have it set up to pay online through Subsplash at the following link:

**You may also pay by check and put it in the box located inside the building but outside the doors of MDO. There will be a \$10.00 returned check fee for any NSF check.

***BOHBC MDO reserves the right to drop a child from the program if tuition is not paid for 2 months of childcare.

*If a child is absent due to sickness, vacation, etc. parents are still responsible for payments. (See Illness policy on page)

Days and Hours of Operation

BOHBC-MDO is open on Mondays, Tuesdays, Wednesdays, and Thursdays. Tennessee state law for MDO programs allows children to be in our care for no more than 2 days a week for 12 hours per week. Parents will need to choose the following schedule:

*Monday and Wednesday -----9:00-2:00

*Tuesday and Thursday -----9:00-2:00

Children may enter at 9:00 am and should be pickup PROMPTLY by 2:00. *Note that if you are consistently late picking up your child you will be charged an additional \$20.00 per month.

* Our MDO follows the Knox County School District Schedule. We will observe all Knox County School holidays. If any changes occur due to sickness, BOHBC-MDO has the right to make any decision about closing for the protection of our students and staff. If Knox County School District is closed for inclement weather, we will be closed or delayed.

Behavior Issues

We will continually work with you child in a Christian attitude. We will use positive behavior techniques, but when a child is doing something inappropriate for the learning situation, he/she will be corrected and respectfully redirected to a more positive behavior.

While in our care, if there are any instances of biting or harmful behaviors the child will have consequences. If all appropriate actions have been followed, BOHBC MDO has the right to drop a child from the program. We want a safe environment for all our children to learn and grow without any harmful distractions.



WELLNESS POLICY

*Children who have had the following symptoms **within the last 24 hours SHOULD NOT be dropped off at BOHBC-MDO!**

Fever, Vomiting, Diarrhea, Green or Cloudy runny nose, inflamed throat, or mouth, runny or pink eyes, croup, coughing or sneezing, skin infections (unexplained rash, ringworm, or impetigo) symptoms of childhood diseases (mumps, chicken pox, measles), Covid 19 symptoms.

Illness policy

We work hard to clean and disinfect our work and play area, surfaces, and toys. As we all know, children are going to be in contact with germs. Please read the notice above and make sure that you do not send your child if they have/or have had in the last 24 hours. Children should be symptom free for the last 48 hours to return to MDO. This protects the other children, teachers, and your child so they will not recatch any sicknesses!

Head Lice

Head lice is a common problem in any group of children. If it is found that your child has headlice, your child will not be allowed to return until he/she has been treated and found to be lice/nit free. All parents will be notified of any lice outbreak. I know all to well about lice. We will work hard to keep those suckers at bay!

Medication

If your child requires medication while at MDO, please ask the director for a medication form. The Director will administer all medications per parent written instructions. All medications will be kept in Director's office. NO MEDICATION will be applied or given without written permission from a parent or guardian (including diaper

cream). **Please do not leave any medications in diaper bags or backpack. **Sunscreen will not be applied at MDO so please apply it to your child in the morning for the day!

Allergies

BOHBC -MDO is a peanut/tree nut free environment. Please DO NOT send any food items containing any type of nuts in your child's lunch. Will only serve nut free snacks. If your child requires any additional allergy restricted food, for your child's best protection, you will need to provide their particular snacks for your child while in our care. Please make sure to list any food allergies on the registration forms and Getting To Know You forms. Please make sure you tell the Director of any food restrictions!

Clock In and Clock Out

When entering in the morning, you will need to clock your child in with your fob. This will generate our list of attendance. We will use this to keep track of everyone and in case of an emergency. At dismissal, we will need you to check your child out. This will be a record to keep your child safe by knowing who picked up the child, and when the child was picked up.

Covid 19 Protocol

As with all sicknesses, we will send children and/or staff home that are running a temperature over 99.7. They will remain at home until they are 24-hour fever free.

Employees are required to wash their hands with soap and water/hand sanitizer multiple times a day. Staff will again be cleaning

surfaces daily and toys will be washed and sanitized in the dishwashers in the kitchen.



What to Know about MDO!!!

1. What should my child bring with them to MDO?

- *Labeled backpack with complete change of clothes (including underwear and socks)

- *Adequate supply of disposable diapers (if not potty trained yet)

- *Nut free lunch (including beverage in spill proof cup, napkin, and utensils)

- *Please DO NOT send food that needs to be heated!

- *a rest mat will be needed for nap time in 1- and 2-year-old. 3,4-, and 5-year-old students will be so busy that a nap will not fit in the time allotted.

2. What will my child be doing each day?

- *Learning in group time, learning in centers, working together through cooperative play.

- *Interacting to develop physically, emotionally, socially, mentally, and spiritually.

- *Story time, Letters, Phonics, Math-numbers, Art, Music, and Bible knowledge will all be included in your child's learning.

3. What if my child cries?

*Your child will be attended to and distracted to get them interacting with fun things in the classroom. Do not linger! We will take very good care of your child, but they will cry out for you if they see you. We will love your child like our own and make sure they feel safe and loved while in our care. We will work to make this a very positive place for your child to learn and grow.

4. Who can pick up my child?

*Your child may ONLY be picked up by adults listed on the registration form. The adult picking up the child will be required to show valid driver's license or photo identification. This is a REQUIREMENT, so please make sure those picking up have valid identification.

* If there are any custody issues, PLEASE make these known to the director. Our facility is very secure, but we do need to know how to make sure any child in a custody situation needs to be protected by our staff.

Withdrawal

A minimum of 2 weeks notification of withdrawal is required in writing and submitted to the director. If it is not received in writing, you will continue to be charged. This is needed to invite new students wanting a spot in our program and to prepare for any staffing changes.

If a child is absent for more than 2 weeks, without explanation, the child will be dropped and will not be guaranteed a space in the program.

