

Black Oak Heights Baptist Church

Mother's Day Out



**Parent Handbook
2020- 2021**

Dear Parents,

Welcome to our Mother's Day Out program at Black Oak Heights Baptist Church. We consider it a privilege and honor that you have chosen our program for your child's preschool years. At BOHBC, we believe that teaching children about Jesus in a loving and structured environment will prepare them for a successful future. Proverbs 22:6 reads "Train a child in the way he should go, and when he is old, he will not depart from it." Your child will learn several different bible stories and bible characters while also getting academically prepared for school. Our desire at MDO (Mother's Day Out) is that your child will grow just like Jesus did...in wisdom, stature, and in favor with God!

Children learn best through hands on play. We use several different sources to prepare our curriculum. Each child learns differently and in using these sources, it allows us to incorporate basic academic skills and bible learning through play. The children are going to have fun learning and will love the songs, activities, and crafts with each lesson.

At MDO, we feel our parents are an important part of our program. You are always welcome to call and check on your child at any time during the day. We love our parents to participate in special events, and share your thoughts, ideas, and suggestions during the year. It is essential that we maintain a clear line of communication between you, your child, and our staff.

I look forward to ministering to you and your child this year. I consider it a privilege, responsibility, and a blessing to be able to lead this ministry at BOHBC. My husband, Brian and I have two children, Brandon, 23 and Emily, 18. We have been members of BOHBC for 20 years. We feel we have grown deeper in our faith and have a closer relationship with our Lord and Savior, Jesus Christ, while attending BOHBC. We love our church and are thrilled to be part of such a loving body of Christ. We are dedicated as a family to see "God's Will" be done with this ministry.

This handbook was created for you, so that you understand the procedures and policies of our MDO program. We feel this will ensure a great year for all involved. If you have any questions or comments, feel free to come and discuss them. Thank you for allowing our staff the opportunity to share Jesus with your child during these precious years of growth and development.

In Christ,
Konnie Evans
MDO Director

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SCHOOL YEAR: AUGUST 2020 – MAY 2021

ADMISSION

Our MDO program has classes to accommodate children from 6 Months Old to Pre-Kindergarten. The following milestones must be reached for consideration for certain classes:

<u>Class</u>	<u>Ratio</u>	<u>Milestone</u>
6 -12 Months 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
Preschool 1	2:10	Potty Trained
Pre-K 1	2:12	turning 5 after 12/20
Pre-K 2	1:10	turning 5 before 12/20

Children will be grouped according to their chronological age. There may, however, be occasions when a child will be placed out of his/her age group (Summer or development). These decisions will be made by the director, teachers, and child's parents and always in the best interest of the child.

SCHOOL YEAR 2020 – 2021

Annual Registration Fee (Non-Refundable) \$50.00 upon enrollment
Activity Fee – No Additional Activity Fee

Choice of Monday/ Wednesday* or Tuesday/ Thursday*
or any 1 day*
*based on availability

6 – 12 Months Class = 2 Days a week/Monthly Tuition = \$155.00
1 Day a week/Monthly Tuition = \$105.00

1 Year Old's and Up = 2 Days a week /Monthly Tuition = \$142.00
1 Day a week/Monthly Tuition = \$89.00

***Each additional sibling receives a 15% discount on monthly tuition.**

Tuition is to be paid at the beginning of each month. If payment has not been received by the last day of the month. **A \$20.00 late charge may be added to your account if you have not spoken to the Director/Assistant Director. For each additional week, another \$10.00 charge may be added.** Parents will receive reminders if tuition is not paid. MDO reserves the right to drop a child from the program if tuition is delinquent for 2 months of childcare. If a child is absent due to sickness, vacation, etc., **parents are still responsible for payment.** There will be a \$10.00 returned check fee for any NSF check. A second returned check will result in another \$10.00 fee and CASH ONLY terms accepted for the remainder of the school year.

There is an **annual non-refundable** enrollment fee of \$50.00 per child. This fee guarantees your child's enrollment in the classroom and is used for snacks and supplies for the school year. Fees are due with any new enrollment regardless of the month enrolled, along with the current month's tuition. Tuition bills will be emailed to you each month with a link to pay directly with card or e-check to BOHBC MDO.

EXTRA CURRICULUM CLASSES

Music Classes: suspended until further notice.

Outside Instruction: (More information upon enrollment)

Soccer Shots- offered during MDO hours (additional cost paid directly to Soccer Shots)

Twinkle Toes Dance Lessons- offered during MDO hours (additional cost paid directly to Twinkle Toes)

WITHDRAWAL

A minimum of two (2) weeks notification of withdrawal is required in writing and should be submitted to the Director. If a written notice is not received, then you will continue to be charged monthly tuition until notice is submitted. This time period is necessary to invite new applicants into the program and adjust staffing, if necessary. If a student is absent for more than 2 weeks, without explanation, the child may be dropped from enrollment and no longer be guaranteed a space in the classroom.

DAYS AND HOURS OF OPERATION

We are open Monday, Tuesday, Wednesday, and Thursday. Tennessee State law for MDO programs allows children to be in our care for no more than 2 days for 12 hours per week. Parents must choose either 1 or 2 days per week for enrollment. Children may enter their classrooms at **9:00 a.m.** and should be picked up promptly by **2:00 p.m.** Please make every effort to pick-up your child by this time. If you are late picking up your child on a consistent basis, you will be charged an additional \$20.00 per month.

Our MDO program follows the Knox County Schools Schedule. With Covid-19 precautions, we reserve the right to change and operate as BOHBC MDO feels is in the best interest of our program. Parents will be notified of any changes to the calendar, in advance. We will observe all holidays and breaks, including in-service days, weather closings and illness days. If the Knox county schools are closed or delayed due to snow or other inclement weather, MDO will be closed/delayed for that day, as well. Reimbursement for excessive snow days will be at the Director's discretion.

ILLNESS POLICY

We clean and disinfect the work and play areas daily, but of course the spread of some germs and diseases is inevitable among children. **Please do not bring your child to MDO if he/she has had a fever over 99.7, diarrhea, or vomiting within 24 hours of our school day.** Also, make sure that emergency contact numbers are correct and current so that you may be reached if your child should become sick or injured while in our care. **If a child has a fever over 99.7 degrees, two episodes of diarrhea or vomiting while at MDO, the child will be required to go home, as soon as possible.** This is to ensure the health and wellbeing of the other children and teachers in the classroom. If your child is diagnosed with **any communicable disease**, you must make the Director/Assistant Director aware of the diagnosis as soon as possible,

HEAD LICE

Please note that Head Lice is common among groups of small children. To protect other children and the possible spread of lice, any child with nits or lice will be excluded from MDO. The child may return after the hair is treated and it is determined the hair is lice/nit free. MDO will clean the facility and notify parents in the event there is a need.

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 and keep the medication in the office. **NO medication will be**

applied or administered to a child without written permission from a parent or other authorized person, including diaper cream and sunscreen. Please do not leave any type of medication in diaper bags or backpacks.

ALLERGIES

BOHBC is a completely **peanut/ tree nut free environment**. Please do not send any food items containing peanuts or tree nuts in your child's lunch. We will only serve nut free snacks. If your child requires any additional allergy restricted food, you may need to provide snacks for your child while in our care. Please notify the Director of any dietary issues your child may have.

BITING/BEHAVIORS

When caring for groups of children, there can be instances of biting or harmful behaviors. If a child has a continued issue with biting the other children or repeated inappropriate behaviors, BOHBC reserves the right to drop a child from enrollment. (If considered a danger to themselves, the other children, or staff).

CLOCK-IN/OUT:

Please be sure to clock-in/out upon arrival/dismissal each day. We use this list in the event of an emergency to determine how many students are in attendance each day. Clocking-Out when you pick-up your child, gives us a record of the time and who picked up your child for our records.

COVID-19 PROCEDURES:

BOHBC MDO follows the guidelines for childcare centers published by the CDC.

All staff and children will be required to have their temperatures taken upon arrival (non-contact process). Any staff member or child with a temperature read of 99.7 or over will not be allowed to stay at MDO that day and remain at home for 24 hours.

Everyone must wash their hands with either soap/water or hand sanitizer before entering their classrooms. There will be scheduled times for children/staff to use soap/water for hand washing throughout the day, as well as hand sanitizer at any time. Masks are not required at this time but may be in the future. (7/2020)

Staff have a scheduled cleaning protocol that is posted in each room. They must adhere to these procedures before, during and after the MDO day. Toys and equipment will be sanitized regularly with Clorox/Water solution, Lysol spray and antibacterial wipes.

Each class will have individual playground/gym time and eat snack/lunch in their individual classroom.

FAQs

- **What should my child bring with him to MDO?**
 - Labeled backpack with a complete change of clothes, including socks and underwear.
 - Adequate supply of disposable diapers, if child is not yet potty-trained.
 - Nut free Lunch (including beverage in a spill-proof cup, napkin and utensils). **Please avoid items that must be heated.** A snack will be provided each day by our program.
 - Rest mat, as well as a favorite blanket or stuffed animal (if desired). (2 and under) **We may have extra mats, ask before purchasing!**

- **What will my child be doing each day?**

Our curriculum is jam –packed with activities that will nurture your child’s growth physically, emotionally, mentally and spiritually! The students will be involved in creative play, story time, art projects, outside play (weather-permitting!), music/drama...just to name a few.

- **What if my child cries when I leave?**

Most children will cry when being dropped off for the first time in a new classroom, with new teachers. Try not to linger in the classroom; the longer you stay, the harder it will be on you and your child. Reassure your child that they will have a good time and that you will return soon to get them. If your child continues to cry or be upset longer than 30 minutes, the Director will call you. We want this to be a positive experience for all concerned and we will not allow your child to be upset all day!

- **Who may pick up my child?**

Children may only be picked up only by those adults listed on the registration form as emergency contacts. MDO reserves the right to ask for identification of any unfamiliar adult attempting to pick up a child. Please place on file with the Director any custody papers that may be relevant to whom is allowed/not allowed to pick up a child.

BOHBC MDO is so blessed that you have chosen to become a part of our family! We look forward to getting to know and love your family. If you ever have any questions or concerns, PLEASE let someone know. We can only try to correct things that we know about, so please let us know! Welcome!

Sincerely,

Konnie Evans
Preschool/MDO Director

*All enrolled families please request to join the **MDO Facebook page (Black Oak Heights MDO)**. Daily updates and information about upcoming events are found there.

Black Oak Heights Baptist Church

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2020 – 2021 School Calendar

(Subject to change due to Covid-19)

<u>August 21st (Friday)</u>	Open House (5pm -7pm)
<u>August 24th (Monday)</u>	First Day for Students
<u>September 7th (Monday)</u>	MDO Closed (Labor Day)
<u>October 12th –15th</u>	MDO Closed (Fall Break)
<u>November 3rd (Tuesday)</u>	KC In-Service- MDO CLOSED
<u>November 25th & 26th (Wed.& Thurs)</u>	(Thanksgiving Holidays)
<u>Dec. 18th - Jan. 4th</u>	MDO Closed (Christmas Break)
<u>January 5th (Tuesday)</u>	Students Return
<u>January 18th (Monday)</u>	MDO Closed (M L K Day)
<u>February 15th (Monday)</u>	KC In-Service- MDO CLOSED
<u>March 15th – 18th</u>	MDO Closed (Spring Break)
<u>April 5th (Monday)</u>	KC Holiday - MDO CLOSED
<u>May 5th (Wednesday)</u>	Last Day for MDO Students
<u>May 6th (Thursday)</u>	Spring Program/Graduation

PLEASE JOIN OUR **FACEBOOK PAGE** FOR WEEKLY UPDATES
AND INFORMATION: **Black Oak Heights MDO**