



Mother's Day Out Program 2020-2021



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Welcome to the Mother's Day Out Program

We are so happy that you have chosen to be a part of the Mother's Day Out Program at First Baptist Church. The Mother's Day Out Program is a ministry that God continues to bless year after year, and we are excited about the things He has in store for the 2020-2021 school year.

This handbook has been put together as a brief introduction to the details of the 2020-2021 year. We know that you have questions, and you want to know all there is to know about the things of which your children are a part. We hope this handbook will serve to answer any questions you may have and set your minds at ease by communicating with you important information concerning the ministry of the Mother's Day Out Program. Please know that the guidelines laid out in this handbook serve to provide you and your family with the best quality care possible.

Thank you for sharing your child with us. First Baptist Church is committed to ministering to you and your family. You are important to us, and we would love to have you join us anytime for worship, Bible study, or for any other program or ministry offered through our church.

The Staff of FBC Mother's Day Out.



Again, we would like to welcome you and your child to the Mother's Day Out Program at First Baptist Church. The teachers and staff are excited about what God has in store for you and your child this year!

School Calendar

Sep 8	First Day
Oct 16	No School
Oct 19-23	Fall Break
Nov 23-27	Thanksgiving Break
Dec 4	No School
Dec 21-Jan 1	Christmas Break
Jan 4	No School
Jan 15	No School
Feb 15-19	Winter Break
Mar 22-26	Spring Break
April 2-5	Easter Break
May 12	Last Day

Operational Hours

Mom's Day Out
Monday-Thursday
8:00 a.m.-12:00 p.m

School Closing Due to Weather

In case of severe weather, we will follow the same policy as the Natchitoches Parish School System. Please listen to Natchitoches radio stations for school closings to be announced. If the public school is closed because of bad weather, we are also closed.

NOTE: We do not announce our closing on the radio or television stations. We just follow the public school closings for our city in the event of bad weather.

Admission

The program provides for children from the age of two months (provided they have had their immunizations) through four years of age.

An application form must be filled out for each child and submitted with the registration and supply fees, which are nonrefundable. Children currently enrolled and their siblings are given first opportunity when registering for the next school year.

Tuition and Fees

Registration Fee - \$50 per school year
Supply Fee - \$50 per school year

Babies	Toddlers - Three's
4 days \$240	4 days \$230

Tuition is due by the 1st day of the month, but no later than the 10th day of each month. Tuition is considered late after the 10th day of the month. There will be a \$20 late fee added to the month's payment for tuition that is received late. It is understood that there may be times when there are extenuating circumstances that hinder one's ability to make payments in a timely manner. Should such circumstances arise, the individual who is responsible for tuition should talk with the Director immediately, so that arrangements can be made for a suitable payment plan. Please understand that failure to make payments could result in the removal of your child from the program.

If a child must withdraw from the program, **two** weeks notice must be given to the Director. No refunds will be made for part of a month's tuition. **Tuition payments must be kept current regardless of attendance.**

Health Regulations

The health and safety of your children are of utmost importance to us.

Please keep your child at home if he/she has had a sore throat, swollen glands, elevated temperature (99 or above), red and draining eyes, undiagnosed skin eruptions or contagious skin eruptions, diarrhea (3 times or more overnight), vomiting or any other sign of illness in the previous 24 hours.

If a child becomes ill during the day, he/she will be isolated from the group and the parent will be notified to come immediately.

NO MEDICATION WILL BE GIVEN AT SCHOOL

Children who have severe allergic reactions will be the exception to this rule. The medical release form portion of the application is to be signed by both parents and given to the teacher along with your child's immunization record on the first day of school.



Our Goals

1. To love your child and help him/her feel and respond to God's love.
2. To create a safe, secure and happy environment for your child at First Baptist Church.
3. To encourage your child to think for himself/herself, solve problems, follow directions, make good choices, and develop the use of his/her five senses.
4. To help your preschooler experience happy times in group experiences: singing, reading, and sharing information.
5. To help your child listen to others and take turns in play and conversation.
6. To provide physical activities for learning and growth, such as blocks, home-living, nature and puzzles.
7. To help your child nurture good self-esteem by being successful when challenged, not frustrated.
8. To provide opportunities for creativity in art, both in the classroom as well as on the playground and in the gym.
9. To consistently teach and guide your child without pressure and with love.



Discipline

Positive guidance techniques will most frequently be used, such as “re-direction” or “down-time”. Only when necessary and when negative behavior persists, a child may be denied a privilege or isolated from the group. Any physical form of correction by our staff is considered unacceptable in the classroom.

Biting

In spite of our best efforts a child does occasionally bite another one. Should this happen, the biter will be isolated in a bed, playpen, time-out chair, etc., but within eyesight while the bitten child is given immediate attention. The parent of the biter will be notified as well as the parent of the child who was bitten as soon as possible. The name of the biter will not be disclosed. The biter will then be gently, but firmly, told that he/she has hurt his/her friend and it must not happen again then allowed to return to the group play. If biting should continue, after many attempts by the teacher to stop it, the parents may be asked to remove the child for a period of time.

Special Needs Children

If a child cannot function in a group which is age and developmentally appropriate, we may suggest that he/she would need to discontinue our program. Even though we are committed to ministering to all children, our teachers are not certified to work with special needs children.

Arrival and Departure

Children will be received no earlier than 8:00 a.m. Please relay this information to grandparents or sitters who may be dropping off your child. Teachers will be preparing for their day until that time.

Please be sure and sign your child in on the form provided before leaving your child’s room each morning. Sign the form at the end of the day when you pick up your child. We also ask that you wait outside the door for the teacher to receive your child in the morning and to bring him or her to you in the afternoon. Visiting in the classroom upsets other children, takes the attention of the teacher away from the children and could result in an accident. If you wish to talk to you child’s teacher, please make an appointment with her through the Director.

Late Pick-Up

We certainly understand that parents sometimes get into difficult situations which can cause them to be later than 12:00 p.m. Please call and let us know if you will be late. Even the most well adjusted child can become anxious when you don’t arrive on time. Our teachers must have time to clean their rooms and prepare for the next day before they pick up their children at school. Please remember this when planning your day and be prompt when picking up your child.

What to Bring

1. **A change of clothing.** Send a seasonal, complete change of play clothes to keep at school. Please label all clothing and place in a gallon ziplock bag. In the event of accidents children are usually more comfortable with their “own” change of clothes.
2. **Extra diapers, wet wipes and training pants,** if training. If your child is in training, we do ask that you use pull-ups in case of accidents. This will help keep the carpet clean and fresh for all of the children.

What NOT to Bring

1. Any medicine
2. Vitamins in diaper bags
3. Toy guns or knives
4. Candy or gum
5. Money
6. Personal toys, trinkets, etc.
7. Any item that cannot be readily shared with others in the room.

Lost Items

Label! Label! Label! All bottles, diaper bags, blankets, coats, hats, sweaters, etc. with your child’s name. Often children mistake another child’s belongings for their own and we can only be certain it belongs to your child if it is labeled.



Birthdays and Special Occasions

Birthdays are special and parents are encouraged to bring cookies, or small cupcakes to make the day even more special. Please tell your child’s teacher in advance if you intend to bring a special treat. Please do not hand out invitations to a party elsewhere unless all the children in the room are invited, both boys and girls. Please give your invitations to your child’s teacher and she will allow your child to pass them out at the end of the day.

Holiday Parties

Teachers will post a notice for you to sign up to bring items for seasonal celebrations.

Snacks

A substantial mid-morning snack of juice and cookies/crackers will be provided. Occasionally, the older children will prepare their own snack.

The WEE School Program will not serve lunch.