

# FIRST BAPTIST CHURCH OF SHERWOOD

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## Pre-School Ministry Mother's Day Out Program 2017-2018 Parent Handbook

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*"We will not hide them from their children, but tell to the coming generation  
the glorious deeds of the LORD, and his might, and the wonders that He has done."*

Psalms 78:4

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## **• WELCOME:**

Greetings! Welcome to the Pre-School Ministry of First Baptist Church of Sherwood (FBCS)! The Pre-School Ministry of FBCS exists to glorify God! FBCS believes that God is most glorified in the Pre-School Ministries through the following actions:

- Support parents/guardians as the primary disciple makers of their children: (Deuteronomy 6:4-9 & Ephesians 6:4)
- Teach the Scriptures faithfully to children through ministry programs and events: (II Timothy 3:16-17 & Hebrews 4:12)
- Pray that the Lord will bring salvation to children through the ministry's gospel-centered approach: (Romans 10:17 & Ephesians 2:4-10)
- Help children share the good news in word and in deed: (Matthew 28:18-20 & Acts 1:8)
- Model a godly life style in conversation and in conduct before children: (Matthew 5:16 & Matthew 12:34)

The Mother's Day Out (MDO) Program exists to help FBCS Pre-School Ministry accomplish these objectives with your family. It is a privilege to have your child involved in the MDO Program. MDO provides a nurturing environment along with a Christ-centered age appropriate education. This process involves equipping preschoolers with skills for social, emotional, intellectual, physical and spiritual development.

This handbook has been prepared so you may know the policies and procedures of MDO. Our desire is to partner with you to help your child have a rich and rewarding experience at MDO this year. Please review the following information to become familiar with its contents. If you have any questions, feel free to contact the MDO Director.

Our program and facility are inspected and approved on an annual basis by the Arkansas Child Care Review Board and by the local fire department.

Confidentiality is very important to us. We want you to always feel 100% comfortable having open discussion with the all members of the facility.

## **• LICENSING:**

First Baptist Church of Sherwood's Mother's Day Out is a licensed church childcare facility. We will meet or exceed all requirements as set forth by the State of Arkansas Childcare Licensing Unit.

According to Minimum Licensing Requirements: DCCECE/Child Care Licensing Unit: 200.3, children are subject to be interviewed by licensing staff, by child maltreatment investigators, or by law enforcement for investigative purposes and/or determining compliance with licensing requirements.

**• TEACHER/CHILD RATIO:**

Enrollment permitting, each classroom will have 2 teachers. The teacher to child ratio is as follows:

- Birth – 18 Months 1:5
- 18 Months - 36 Months 1:8
- 2 1/2 Years– 3 Years 1:12
- 4 Years 1:15
- 5 Years 1:18

The ratio will never exceed those required by minimum licensing.

**• ADMISSION:**

MDO will begin registering children for the fall session beginning in March (following Spring Break). Children currently enrolled, their siblings and children of church members will have a priority enrollment period. Enrollment will then open to the community. A non-refundable registration fee of \$75.00 per child must accompany the enrollment form to reserve a child's place in the program.

**• DISMISSAL:**

The following may be cause for dismissal:

- Failure to pay fees and tuition as described in the payment policy
- Consistent discipline problems
- Physical or emotional needs which cannot be met by our staff
- Consistent failure to honor our policies

## **• DISCIPLINE POLICY:**

Parents must sign a form stating that they have been informed of the following discipline policy.

Mother's Day Out staff is committed to an approach of directing children toward positive acceptable behavior. Desired behavior will be praised. A child that behaves unacceptably will be redirected if possible. MDO staff will not use corporal punishment of any kind.

Teachers will set reasonable rules with logical consequences for breaking those rules. Discipline will be consistent and appropriate for the child's level of understanding. Should repeated unacceptable behavior occur, teachers will follow the steps below:

- When a rule is broken the child will be reminded.
- If the behavior continues, the child will be separated away from the group, but within the same classroom. The time away will be one minute per age of the child, not to exceed 5 minutes.
- If the behavior continues to disrupt the class the child will be escorted to the Director for a short conference not to exceed 5 minutes.
- If the child does not respond to the steps above, a parent or guardian will be called to pick up the child.
- Any child who is repeatedly disrespectful or abusive to other children or staff will be dismissed.
- Redirection will be used with children under 2 years old.

Each teacher will have her own classroom rules. The following are general guidelines for the safety of all children in the MDO building and playground.

- We walk in the classroom and hallway
- We sit in chairs
- Toys and equipment will be used respectfully
- Children must keep all clothing and shoes on their bodies. (Shoes may be removed at rest time, but must be worn to the restroom)

**• POLICIES OF OPERATION:**

Mother’s Day Out will meet on Tuesday, Wednesday, and Thursday. The program times are 9:00 a.m. – 2:00 p.m. Mother’s Day Out begins the Tuesday following Labor Day, and ends the Thursday before Memorial Day. We follow the Pulaski County Special School District for school holiday closings, inclement weather closings, and teacher conference/training closings. A calendar will be given to each family at the beginning of each school year.

**• FEES AND TUITION:**

A non-refundable registration fee of \$75.00 per child per school year will be charged and must be paid at the time of registration.

The following tuition schedule will be charged for the 2017-2018 school year:

<b>Drop In</b>	<b>\$25.00 Daily</b>	<b>No Registration Fee</b>
1 Day per Week	\$80.00 Monthly	\$75.00 Registration Fee
2 Days per Week	\$160.00 Monthly	\$75.00 Registration Fee
3 Days per Week	\$240.00 Monthly	\$75.00 Registration Fee

A multi-child discount of 10% will be given to the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> child enrolled from one family. Tuition Fees are based on enrollment, not on actual attendance. No refunds will be given for absence, vacation or illness.

MDO accepts checks, cash, Direct Deposit in the exact amount for payment. Please make checks out to FBSC Mother’s Day Out. There will be a \$10.00 fee for checks returned for insufficient funds.

All fees must be paid in full. Tuition is due in advance of services at the beginning of each month. Please make arrangements with the director for any alternative payment schedule. Responsibility for timely payments is that of the parent or guardian. If a parent or guardian believes a payment cannot be made on time, it is the parent or guardian’s responsibility to make acceptable arrangements with the Director before payment is due. If acceptable arrangements have not been made by payment due date plus a two-week grace period, the child will be dismissed.

If a child does not attend MDO for two weeks without giving any notice to the MDO Director, their place may filled, without notice, to the next child on the waiting list.

**• WITHDRAWAL:**

Two weeks written notice is required prior to withdrawal.

### **• ATTENDANCE:**

Please notify us if your child will be absent.

### **• ARRIVAL AND PICK-UP:**

All children must be escorted to classrooms and signed in on the attendance sheet. Children may not enter classrooms alone. Children may not be signed in and then taken to other classrooms to drop off siblings. Teachers are responsible for an accurate attendance count at all times. Please do not allow children to play in sibling classrooms during sign in and pick-up. This is for the safety of all children as each class has materials and toys that are age appropriate for that group.

Children should be picked up no later than 2:00 PM. Please sign your child out each day. A written note of permission is needed if your child is to be picked up by anyone other than those authorized on your enrollment form. Picture identification will be required for the safety of your child.

Please do not leave unattended children in vehicles when dropping off/picking up. Lastly, please do not block the drive or any parking area from steady egress and digress.

### **• LATE PICK-UP CHARGES:**

MDO dismisses at 2:00 PM. Please make arrangements to pick your child up on time. If because of an emergency you will be late, please call immediately. Otherwise, if your child remains in our care past closing time you will be charged \$2.00 for the first 5 minutes and \$1.00 for each additional minute. These charges will pay overtime for teachers. At the third late pick-up a conference with the director will be required.

### **• SECURITY:**

Main door will be open for arrival at 9:00 AM. For the safety of all children all doors will be locked until pick up begins at 1:40 PM. All visitors must sign in at the front desk.

### **• PROMOTION:**

MDO will use current age cut off dates of August 1<sup>st</sup> as used by the Department of Education when forming classes. Children entering our Pre-Kindergarten class should be eligible to promote to Kindergarten the next school year. Children will remain in the same classrooms throughout the school year. Occasional promotions may be required and will be made at the discretion of the MDO Director.

### **• FORMS:**

A signed copy of the Parent Contract must be in each child's file. The contract states that each parent has read our policies and agrees to follow them. Parents must complete all necessary forms. These include, but are not limited to enrollment, teacher information sheet, discipline notification, parent handbook acceptance and field trip permission forms.

### **• PERMISSION TO PHOTOGRAPH:**

Children at MDO may be photographed for educational or promotional material. Names will not be published. Exceptions will be made if parents submit a written request for their child not to be photographed to the director.

### **• CURRICULUM:**

MDO uses the WEE Learn Curriculum and materials from professional development workshops and professional resources. The curriculum is carefully planned to provide a solid foundation in all areas of development for each age group. We use small group learning activity centers with hands on activities. We emphasize learning through play. Lesson plans will be posted in each classroom. All children will spend time outdoors each day, weather permitting.

### **• CLOTHING:**

Children should wear comfortable play clothes. We feel it is important for children to feel free to play, eat and move without being concerned about their clothing. One of the goals of teaching is to encourage independence. Please dress your child with fastenings they can manage themselves. Sandals and crocs are not appropriate for our gravel play area. Closed toe shoes are required. Please send a complete, labeled change of clothes to be left at MDO. Clothing may need to be exchanged with the seasons or as your child grows.

### **• REST TIME:**

MDO provides mats and mat covers and blankets which will be laundered weekly. Some families choose to send bedding from home. Bedding should be labeled and will be sent home weekly for laundering. Children are required by licensing to remain on mats for one hour. They are not required to sleep. This does not apply to Infants whose schedule will vary to meet each child's individual needs for sleep. Each infant will have an assigned crib and bedding will be laundered after each use. *Please discuss the importance of this quiet time with your child.*

### **• HEALTH:**

Each child and teacher must wash hands upon arrival to the classroom. Visitors are asked to do the same. MDO is committed to providing a healthy environment for children. We follow a three step cleaning and sanitizing procedure for classroom surfaces. Toys and equipment are sanitized regularly and carpets are cleaned on a quarterly schedule.

### **• IMMUNIZATIONS:**

All children enrolled must have up to date immunizations. A copy of a current immunization record is required at registration. Children without required immunization updates may be dismissed from our program with a two week notice.

### **• ILLNESS:**

Each child should be well when attending MDO. Children must be able to participate in all regular activities scheduled for the day. Any child who is not feeling well, for any reason, should remain at home. Children may not be kept indoors during outside play. Outdoor play encourages unless weather conditions are rainy or bitterly cold.

A child may not attend with any of the following:

- Diarrhea (3 or more times) during previous 24 hours
- Vomiting (2 or more times) during previous 24 hours
- Other conditions requiring examination by a physician such as red eyes with discharge and skin rashes not obviously associated with diapering, heat or allergic reactions to medication.
- Fever of more than 100 orally during previous 24 hours
- Symptoms of a cold (Example: runny nose, coughing, etc..)
- Listless or lethargic behavior

Before returning to MDO a child must be symptom free (without fever reducing medication) for 24 hours. In some cases, MDO may ask for a physicians note before readmitting a child. If your child has a communicable disease, please notify us immediately. Parents will be notified if children are exposed to a communicable disease at MDO.

Any child who becomes ill or unable to participate in our daily activities will be isolated with supervision. Parents will be notified to pick up the child. Should we be unable to reach parents we will contact emergency contacts listed on the enrollment form.

### **• MEDICATION:**

When possible MDO would prefer that medication be administered at home. Prescription medication will only be administered with a written permission form. Medication must be in an original container with the child's name and dosage. The completed form and medication should be given to the director to be placed in a locked area. Over the counter and expired medication will not be given. ***A Medication Form must be completed by the parent before staff may administer any medicine. No verbal orders via the phone will be accepted!***

No medication of any kind may be left in diaper bags, classroom cubbies, backpacks or any area in the classroom. This includes Tylenol, teething gels, gas drops and any other substance with the label "Keep out of reach of children". Please check your child's bag regularly and remove any of the above items.

### **• ALLERGIES:**

Please notify the director and teacher of any allergies. Allergies will be posted in each classroom.

### **• INJURIES (OUCHIES):**

Accidents happen. We strive to keep injuries to a minimum, but sometimes accidents still occur. Most bumps and scraped elbows and knees are treated at school with basic first aid. Cuts and bruises will be cleaned, antibiotic cream and band aid applied if need. Proper care coupled with lots of hugs will get most children through the "crisis".

If a child sustains an injury that does not require immediate medical attention, parents will be notified by phone or at pick up with a copy of a written accident/injury report. However, if your child received a head bump/injury we will inform you as soon as possible. We want you as the parent to determine whether the child should be taken to the doctor.

### **• EMERGENCIES:**

In the event of a medical emergency, parents will be called immediately. In a life threatening situation, an emergency medical service will be called to transport the child to a medical facility. Records containing parental emergency medical release will accompany the child.

### **• LUNCHESS AND SNACKS:**

Parents are responsible for packing each child a lunch clearly labeled with the child's name. MDO is responsible for working with parents to make certain that lunches brought from home meet 1/3 the minimum daily nutritional requirements.

Lunch Requirements: NO PEANUTS!

- 1 serving of protein (meat or meat alternative (cheese, egg, etc..))
- 2 servings of fruit and/or vegetables (1 from each or 2 from the same)
- 1 serving of a bread or grain
- 1 serving of Milk (provided by MDO)

MDO will provide parents with nutritional information and sample lunch menus. A copy of the snack calendar will be posted.

### **• SNACK:**

Toddlers will be served a nutritious snack daily. Snack time will be posted on each class schedule. Preschool classrooms participate in a Smart Snack program. Parents may sign up on a snack calendar to bring a healthy snack for the class on a rotating basis. Participation is voluntary and MDO will provide snack on any day that no parent has signed up. This is a wonderful opportunity to introduce preschoolers to a wide variety of fruits, vegetables and healthy whole grain items. We encourage each family to participate.

### **• FIRE OR NATURAL DISASTER:**

In the event of a fire requiring us to evacuate our facility, parents will be notified by telephone. If possible we will relocate to another location on our church campus. In the event of a natural disaster that causes damage to our church parents should meet at the Sherwood Recreation Center. The center is located at the corner of Wildwood and Sherwood Ave. MDO staff will care for children until parents can safely arrive to pick them up.

## **• HOME/MDO COOPERATION:**

Please notify MDO staff of any allergies. Some food items may be prohibited in certain classrooms due to extreme allergies. Toys are provided. Please leave personal toys at home unless your child's teacher requests items for a special activity (favorite toy day, show & tell, etc.). Label everything with your child's name: lunch boxes, spare clothes, diaper bags, cups, bottles, pacifiers, etc.

Please notify the MDO Director of any changes of address, phone number or emergency contacts.

MDO staff would appreciate notification of any changes that may be affecting your child. Please let us know if your child has experienced the death of a family member or pet, a deployment of a parent, a separation or divorce in the home or any other event that will help teachers care for your child. All information shared will be kept confidential and will only be shared at prayer time with your permission.

MDO will keep parents informed through newsletters, take home notes, and postings on parent bulletin boards. Teachers may post door signs and sign up sheets for upcoming events.

MDO will follow PCSSD for inclement weather closings. Please tune in to local media stations for updates. If possible, the MDO web page will also be updated.

## **• SPECIAL ACTIVITIES:**

We want to make your child's birthday a special occasion. Please coordinate with your child's teacher if you want plan a special snack or activity. Please do not send treat bags or balloons. If you are inviting children to a party away from MDO please mail the invitations unless the entire class is invited.

Family fun days are occasionally scheduled for Fridays throughout the year. Previous events have included trips to the pumpkin patch. Participation is voluntary and parents will provide transportation. Visitors are welcome to our program and will occasionally be scheduled according to the thematic unit being studied. All visitors must sign in at the front desk.