MOTHER'S DAY OUT

Parent Handbook

2019 - 2020

Director	Tera Teekel	
Contact Us	998-1083 Office tera.teekel@firstdenham.com ****e-mail is the best way to reach me unless it is urgent**** 664-4102 Church Office (For emergencies only) https://firstdenham.com/connect/mothers-day-out/	
Days	3 day classes: Monday, Wednesday & Friday 2 day classes: Tuesday & Thursday	
Time	9:00 a.m. until 1:30 p.m.	
Registration	$175 Non-refundable	
Monthly Tuition	Two Day Three Day	$160.00 $180.00

We observe all Livingston Parish school holidays. Our Christmas holidays differ slightly, so please note these dates. In the event that the public schools are closed due to unfavorable weather conditions, flooding, etc., we will also be closed. The television, website and/or radio will keep you informed of school closures.

Mission Statement:

Our mission is to provide a Biblically based, developmentally appropriate early childhood education through an enriched environment that stimulates curiosity and learning, while nurturing the child's emotional, social and spiritual growth. As a ministry of First Baptist Church, we strive to teach children and families about the love of Jesus.

Vision Statement:

Our vision is to provide an exceptional Christian Early Childhood Program to young families in our community. It is our desire that each family would recognize the importance of raising their children with Christian values and understanding the love of God. Our interactive program is designed to foster friendships, encouragement, growth opportunities and support services for parents through First Baptist Church and the community.

Health Regulations

We can only accept well children. We are depending on parents to help us maintain this policy. If symptoms of illness are observed, you will be called to pick up your child. Symptoms that are cause for keeping your child home are: fever, diarrhea, vomiting, excessive coughing, eye infections, chills, headache, rashes, thick or greenish discharge from their nose, or any other contagious diseases. **Children must be fever free without the aid of fever reducing medications, for at least twenty-four hours before returning to school. Children must be diarrhea free without the aid of diarrhea reducing medications for at least twenty-four hours, and have had a regular bowel movement before returning to school. Children must be free of vomiting for at least twenty-four hours, and have eaten a regular meal before returning to school.**

These policies are in place for the protection and best interest of ALL of our students to prevent the spread of sickness.

All children are required to show proof of immunization within thirty days of enrollment in order to remain in school and provide updated immunization records as needed.
Teachers are not allowed to administer any form of medication. **Please let your child's teacher know if you have administered any form of medication to your child before arriving at school.**

Personal Belongings and Clothing

Please clearly label all items your child brings to MDO; clothing, blankets, lunch boxes, diaper bags, pacifiers, bottles, coats, hats, etc. Also, please write your child's name on each diaper/pull up you send to MDO.

Dress your child in clothes that are comfortable and appropriate for play. For children that are in diapers, it is helpful if your child wears clothing that is easily removed for diaper changing. Pants that have snaps at the bottom or elastic waistbands that slip on and off easily work very well. If your child is toilet trained, it helps if they wear clothes that they can easily handle by themselves. **Please send an extra change of clothes in a Ziploc bag, including socks and underwear (if potty trained), in your child's bag every day in case of emergencies.**

Tuition

You will receive a payment booklet to use when making your tuition payments. Tuition is due on the 1st MDO day of each month. Your payment will be considered past due if not paid by the 15th of the month and your account will be charged a $10 late fee. **On the 20th of the month, your child will not be able to return to school until the current month's tuition is paid including the $10 late fee.** All checks should be made payable to **FBCMDO or First Baptist Church, Mother's Day Out.** No refunds are given for sickness, vacations, or bad weather days. If there is a problem with paying tuition, please contact the director immediately. We prefer all payments be made by check or money order, however; if paying with cash, you must personally give it to the Director so that a receipt may be issued.

NSF Charges

A $25.00 fee is charged on all NSF checks. After one NSF check is received from you, all tuition payments must be made by money order or cash. This policy will be strictly enforced.

Biting

We are aware that biting can be a serious problem in the classroom. We make every effort to work with parents and child when biting becomes a problem, however when a child bites twice in the same day you will be called to pick up your child immediately. If this plan of action does not work after repeated biting, we reserve the right to dismiss your child from MDO.

Discipline

Our facility will not tolerate any form of physical punishment. Redirection of your child will be handled in a positive manner. Redirection is intended to be a learning experience. Children must learn self control. The teacher will discuss continuing behavioral problems with the parents and Director. Every effort will be made to correct the problem and encourage good behavior. If the child does not respond to discipline, we will call you to pick up the child. However, after a reasonable period of time, if your child's behavior is still causing problems, your child will be dismissed from our facility.

Lunches & Snacks

Please send foods that your child can easily handle and eat by themselves. If you send hot dogs or carrots, please chop them into small pieces. If you send grapes, please chop them in half. These items pose severe choking hazards. Do not send hard candy in your child's lunch. We do not heat up lunches unless your child is in the nursery. **NO** pizza Lunchables or squirt yogurt. Please send a spoon or fork if needed.

Please send an **empty and clean** sippy cup with your child each day. Make sure your child's name is clearly marked on the sippy cup. Drink will be provided.

Parents are asked to sign up with their child's teacher to provide snack twice per semester for the entire class.

Dropping Off & Picking Up Children

Drop off is from 9-9:30am. You may drop your child off no earlier than 9:00 a.m. in their classrooms, children's wing doors will be not be open until 9:00am. Pick up is from 1:00-1:30. Children are to be picked up no later than 1:30 p.m. If someone other than yourself will be picking up your child we must be notified. We are not allowed to release your child to anyone unless they have a security card or unless we are notified by you.

Late Pickup Fees

If you pick up your child after 1:31 you will be charged $1 per minute that you are late.
We reserve the right to dismiss any child from our program who is picked up late on a repeated basis.

Security
Each child will receive laminated cards with his/her name on it. These cards are to be given out to relatives or friends who have permission to pick up your child. Please ask them to show us the card when they come to get your child. If they do not have a security card they must present a valid ID and be listed as an approved person on your child's registration form.

Withdrawals
Two weeks notice should be given when a child is withdrawing from MDO.

Dismissal of a Child
MDO reserves the privilege of dismissing any child, if after entering, he/she seems unable to participate in group experiences or if tuition has not been paid for one month.

Allergies
If a child has allergies of any kind, please alert the teacher and office staff so that the appropriate precautions can be taken in order to protect your child's health. Allergies should be noted on your child's registration form.

If a child in a classroom has a severe allergic reaction to a particular food, the entire classroom will be asked to refrain from sending that particular food. We ask for your cooperation in this matter for the child's well-being and safety.

Toys
Please do not allow your child to bring toys to school with them. We have toys and equipment in the classrooms. We cannot be responsible for lost toys.

Parties
You may be asked to help provide treats for parties or special days. We do not put a lot of emphasis on parties and parents are asked not to attend on party day. On your child's birthday you may provide special treats for the class if you wish, after checking with the teachers.

Custody Orders
Certified custody orders must be provided to the Director any time a limitation is put on a parent or legal guardian of a child.

Reporting Child Abuse and Neglect
We are required by law to report any signs of suspected child abuse or neglect, to the Louisiana Department of Social Services.

We are looking forward to a great school year with your children!
If you have any questions don't hesitate to email me or call the school office. Please check out church website for information and updates.