



FIRST BAPTIST JACKSON

MOTHER'S DAY OUT

Family Handbook 2020-2021

Weekday Preschool Ministry Director:

Bonnie Snellgrove

601-949-1997 / bsnellgrove@fbcj.org



Welcome to FBJ Mother's Day Out!

Our Mission

The mission of FBJ MDO is to love and care for the children, help them grow, and strengthen families.

Ages

2 months to preschoolers who have completed kindergarten

Hours of Operation and School Calendar

MDO is from 9am – 2pm on Tuesday and Thursday.

Our calendar is similar to JPS and we will follow their inclement weather closing and delays as close as possible.

Holidays: Thanksgiving Day, Christmas Break, Spring Break, Fourth of July

There is a 2-week break between Spring and Summer and between Summer and Fall semesters.

Tuition

Tuition is auto-drafted through our online portal each month and must be received by the 15th of the month. The registration/supply fee is due upon application. All registration/supply fees are non-refundable. Your registration is your financial commitment to pay monthly tuition whether your child is present or absent. Salaries and overhead expenses cannot be reduced because of "absentee losses" in income. Therefore, MDO must charge, regardless of attendance, in order to support the enrollment space guaranteed for your child.

If tuition payments are not received on time, there will be a five dollar late fee. If your account exceeds one week overdue, your child will not be allowed to come to MDO until all payments are brought current. Additionally, No refunds or reductions in tuition are given for illness, vacations, or inclement-weather days.

Registration/Supply Fee: \$50.00 per child for each semester (Fall, Spring, & Summer)

1 day weekly/month

\$110 one child

\$200 two children

\$300 three children

\$400 four children

2 days weekly/month

\$160 one child

\$300 two children

\$425 three children

\$525 four children

Withdrawal

If a child needs to withdraw from MDO, two weeks **paid** notice is required so that the vacancy can be filled by another child. Should more notice be possible, it would be greatly appreciated.

Drop-in Policy

Drop-ins will only be accepted if space is available without changing teacher/child ratio. **Before dropping-in a child,** parents must contact the director 24 hours before requested session to confirm the availability of space and supplies. A registration form must be on file for each child dropping in. When arriving, all drop-ins must check in with the director before checking in using the app.

If you are a parent not using your regularly reserved space (due to illness, vacation, etc.), it would be greatly appreciated if you would notify the director so the space might be released for use by another child.

Drop-In Rates: \$35/day for one child

\$25/day for each additional child in same family

Curriculum

This year we will be using the curriculum from Pocket of Preschool along with God's Little Explorers. They are both theme-based curriculums that are designed to facilitate learning through hands-on activities both teacher-led and student-led. We offer lessons and activities in the areas of language and literacy, math, science, creative arts, gross and fine motor, social skills, and biblical teachings. It is based on current research, national standards, and common core.

Communication

It is important for us to work as a team to ensure your child's success at MDO. If you ever have any questions, concerns, or other important information that you believe I should know, please do not hesitate to contact me. If I am not available and you need to get in contact with someone immediately, you may contact our Preschool Minister.

Weekday Preschool/MDO Director: Bonnie Snellgrove / 601-949-1997 / bsnellgrove@fbcj.org

Preschool Minister: Marlee Howard / 601-949-1911 / mhoward@fbcj.org

Newsletters

Each month, I will publish a newsletter to update you on what new exciting topics we are learning about and other things happening in our program. The newsletter will include important dates, upcoming activities and events, a summary of previous learning, previewing new centers and studies. I will email the newsletter the first of every month to all the families. I will also post the newsletters on the Brightwheel app.

Drop-Off & Pick-Up

Drop off time is from 8:45 am to 9:00 am. Pick up time is from 1:45 pm to 2 pm. Please respect these times so we can focus our attention on learning during our day. A late pick-up fee of \$2 a minute will be charged for any child in our care after 2 pm.

Only custodial parents/guardians and those listed on approved pick up list will be allowed to pick up a child. Your parent/guardian tag will be required for pick-up and photo ID will also be required for those whom we have not met in person previously. It is required that anyone listed on your emergency contact list must be at least 18 years of age. We will not release your child to anyone under the age of 18.

The Early Room is available from 8 am to 8:45 am. You may register for the early room during registration for it to be automatically drafted and added into your tuition for a reduced rate, or you may use it when needed with 24 hour prior notice to the director and will be charged a \$5/per day used. You will receive a statement at the end of each month with your early room total and may pay by cash, check or card to the MDO director.

Check in and Check out

All children must be checked in and out by an adult every day they attend on the Brightwheel app.

Parking

Please park under the covered drive through on the capital side of State St to drop off or pick up.

Photographs & Videos

As a way to document and share all the wonderful activities and learning that happens in our program, we will take photos and videos of the children from time to time. If you have chosen for your child's photo to not be shared, photos of your child will only be sent to you personally or used in slide shows that will only be shown within our program (examples would be Christmas or End of the Year programs where parents would be in attendance).

Illness

Your child may not be accepted for care if he/she has any of the following symptoms:

- Fever of 100 degrees or above
- Contagious skin or eye irritation
- Unexplained rash or sores
- Discharge from eye, nose, or ears
- Vomiting
- Diarrhea, more than 3 times in two hours
- Cough lasting more than 1 week without a doctor's note
- Excessive crying, with the inability to be consoled
- Any illness that keeps a child from participation in regular activities

If your child displays any of these symptoms while in our care, we will call you and your child will need to be picked up within one hour. Your child will need to be symptom and fever free for 24 hours before returning to the program (24 hours fever free without fever reducing medication).

At any time MDO has reason to believe that your child has a communicable disease, we can request that he/she be seen by a doctor and that a note be provided from the doctor stating that your child is not contagious or a date that the doctor says that the child is clear to return to the program. If your child has been diagnosed with a contagious illness, you need to notify us immediately so that we can notify the other families and staff.

Injury

In case of a minor injury, we will administer basic first aid. All injuries require immediate parental notification and will be documented in the form of an Accident Report and notified via Brightwheel app, text message, or phone call.

In case of a minor injury in which an ambulance is not needed but immediate medical attention is required, our staff will contact the parents. If parents cannot be reached, emergency contacts will be notified.

MDO staff cannot transport children to a hospital or doctor's office. Injured students shall be transported for medical attention by parents or calling 911 for an ambulance.

Medication

Prescribed medication can only be administered by the MDO director and a Prescription Form must be filed out by the parent and signed by both the parent and MDO director.

Dress and Extra Clothing

We request that all children wear play clothes that are practical, comfortable, and washable. Please dress children for active play. We will go outside at least one of the 2 days in the week when the weather allows. Be sure your child is adequately dressed so they can enjoy the outdoor activities.

We ask that you provide an extra set of clothing, appropriate for the season, that can be kept at school (socks and undergarments as well). Be sure to put your child's name on ALL clothing that is removable. Athletic shoes are preferred. Your child will be running and playing. If not wearing athletic shoes, we recommend that all footwear have a strap to keep the shoes on the child's feet while playing.

Children who are not potty trained need to come with a daily supply of diapers and wipes.

Items from home

Please do not allow your child to bring in items from home unless it is a security item. We are not responsible for any lost or broken items.

Birthdays

A birthday is a very special day for children. To celebrate your child's birthday, you may bring in birthday treats for their class. All treats must be approved by the MDO director prior to bringing them into our facility.

Lunches and Snacks

Infant Room: Babies need to bring the appropriate food, snacks, spoon and/or bottles all properly labeled. Give written instruction concerning feeding on the sign-in sheet. All bottles must be plastic or have the appropriate silicone sleeve for glass bottles.

Toddlers and Older Preschoolers: Parents are to provide their preschooler with a lunch of simple finger foods that require no special preparation or heating by the teacher and a cup with your choice of beverage that is clearly labeled with your child's name. Children **may not** bring nuts, whole grapes (grapes should be cut in half), glass bottles or carbonated drink in a thermos.

Snack:

Each day we will provide a healthy snack. The snack menu will be in the monthly newsletter. If your child has a known food allergy or special diet, please provide us with a doctor's note or plan.

Rest Time

Infants will rest in baby beds or swings and may bring a special sleep toy or blanket if needed. Children eighteen months and older need to bring a mat and blanket for rest time. Mats may be stored in the MDO room and will be sent home when needed for cleaning. Plastic mats are disinfected each day before storage. Each day after lunch a rest time is observed. Children are required to rest quietly on their mat, but are not required to sleep. (Summer schedule may differ for older children.)

Field Trips (for 3 year olds and older only)

Each time a field trip is made, parents will be informed and asked to sign a permission form allowing the child to go on the trip. Parents are invited to chaperone field trips. Church vans are driven by licensed drivers twenty-one years old or older who been approved by the church. Children required by law to use a car seat must provide one for the trip. Children are instructed to stay seated at all times with their back against the back of the seat with feet in front of them and their seat belt buckled. The vans are maintained in good repair and have appropriate insurance coverage. Sufficient staff is provided in vehicles to care for children when being transported.

Emergency Drills

We strive to make sure our children are safe with us everyday they are here. We do this by making sure that our children and staff are prepared for a variety of emergencies. We will practice fire drills (once a month), tornado drills and earthquake drills (quarterly).

Behavior and Guidance

At FBJ MDO we are committed to providing a safe environment for learning. We try our best to provide a consistent, challenging learning environment with physical activity to promote good behavior. We use Green (good) and Red (bad) choices to teach the children appropriate "green behaviors". If a behavior issue arises, teachers may use a verbal redirection, state the expected behavior, give behavior choices, provide a visual support, and/or take the child the safe spot in the classroom for a "time-out" (usually 1 minute per year of age). If the behavior continues, the child will be brought to the Weekday Preschool Ministry office and the director will talk with the child. If the director feels further action is needed, parents will be contacted.

Biting Policy

Here are the specific actions our caregivers take to prevent biting in the classroom.

- Our toddler classes are limited in size so that close supervision is a constant factor.
- Children who bite will be "shadowed" by a caregiver who stays in close proximity and quickly intervenes when a biting situation occurs.
- The caregiver will clean the bite with antiseptic and apply a bandage, even if the skin is not broken.
- An incident report will be completed on every bite.
- We cannot tell parents who bit their child.

Termination of Enrollment

In some circumstances, it may be necessary to discontinue a child's enrollment in the MDO program. This decision will be based on the best interest for the children and staff. Termination of enrollment may be a result of the following:

- Non-payment of tuition
- Abusive, destructive, and/or dangerous behavior to children, staff, or property by a child, parent, or family member.
- Failure to follow our Family Handbook policies and procedures.

Conclusion

We are excited you have joined our family here at FBJ Mother's Day Out. If you have any questions about our handbook, our classrooms, or our policies, please ask.



431 N State St. Jackson, MS 39201 / 601-949-1900

Weekday Preschool/MDO Director: Bonnie Snellgrove / 601-949-1997 / bsnellgrove@fbcj.org

Preschool Minister: Marlee Howard / 601-949-1911 / mhoward@fbcj.org

Tax ID: 64-030-8401