

FIRST BAPTIST ZACHARY



MOTHER'S
DAY OUT

The graphic features the text 'MOTHER'S DAY OUT' in a playful, multi-colored font. The letters are outlined in black and filled with various colors: 'M' is red, 'O' is blue, 'T' is green, 'H' is a yellow crayon, 'E' is red, 'R' is green, 'S' is blue, 'D' is green, 'A' is yellow, 'Y' is red, 'O' is blue, and 'U' is red. The word 'MOTHER'S' is on the top line and 'DAY OUT' is on the bottom line. Above the main text, the words 'FIRST BAPTIST ZACHARY' are written in a smaller, black, sans-serif font, following the curve of the top of the main text.

Parent Handbook

Welcome to Mother's Day Out! We are excited to be spending this year with you! If you have any questions regarding our policies or handbook, please don't hesitate to ask.

Philosophy

Mother's Day Out program is an extension of the Children and Families ministry of First Baptist Church Zachary. It is the desire of our program to provide excellent, developmentally appropriate, Christ centered instruction to the children entrusted to our care.

Our staff is committed to providing a safe and nurturing environment for children to learn and play while using developmentally appropriate lessons to engage children in play-based learning opportunities. It is our desire to provide parents and children with an educational environment founded in the love of Christ.

Eligibility

In order to register for Mother's Day Out, each child must meet the following criteria:

1. Be 18 months old by September 30
2. Provide proof of current immunizations
3. Complete all registration forms and pay the registration fee

Hours of Operation and School Calendar

Mother's Day Out program hours are Tuesdays and Thursdays beginning at 8:30 am and ending at 2:00 pm from September through mid-May. We follow the Zachary Community School District holiday schedule and inclement weather plan.

Curriculum

Children learn best through play and hands-on activities. Mother's Day Out implements a theme-based curriculum filled with multiple opportunities to learn and grow through circle time, arts and crafts, games, learning centers, sensory activities, and outdoor play.

Chapel

Children will gather for chapel time daily where we will lay the foundation of who God is through Bible stories, music and prayer.

Parent Communication

Communication is key to a successful year in Mother's Day Out. Your child's teacher will provide weekly reports and photos of our fun through the ProCare app. A monthly newsletter will be published to update you on what we are learning as well as keep you informed of any upcoming activities. If you ever have any questions, concerns or other important information that you believe we should know, please do not hesitate to contact your child's teacher or the director.

Tuition

A non-refundable registration/supply fee of \$150 per child is paid each year. \$200 tuition per month is based on a nine-month school year which is divided into equal monthly payments. No money is refunded due to illness, vacation or any other missed days.

Tuition is due the first day of Mother's Day Out of the month. Tuition received after the 15th of the month will be subject to a \$10 late fee. Failure to pay by the end of the month will result in the child being dismissed from the program.

Online payment through Procure or check will be accepted. If paying by check, please write your child's name on the check. Payments can be placed in the payment box upon pick-up or drop off.

Drop off/Pick-up Policies

1. Drop off time is from 8:30 am – 8:45 am. Parents will park in the Family Life Center parking lot and walk their child to their class. At the Mother's Day out entrance, children will be checked in through a no touch temperature check and health screening. Parents will sign their child in with the director using a four-digit access code before walking their child to their class.
2. Pick-up time is at 2:00.** Parents will park in the Family Life Center parking lot and walk in to check out their child. Parents must sign out their child with the director using a four-digit access code before entering the building. All parents and guardians must be on the approved check out list to check out a child. Photo identification is required at pick-up without an access code. It is required that anyone listed on your emergency contact list must be at least 18 years of age. We cannot release your child to anyone under the age of 18.

**A late pick-up fee of \$2.00 per minute will be charged for any child in our care after 2:10 pm.

Health Procedures

1. Temperatures will be checked upon arrival each day. Any child with a temperature over 100 degrees will not be allowed to stay. Any child who has had a fever, vomiting or diarrhea (three or more watery bowel movements) in the previous 24 hours will not be allowed to stay.
2. If your child displays any of the previous symptoms while in our care, we will call you and your child will need to be picked up within one hour. Children sent home due to illness will not be readmitted until they have been free of vomiting, fever or diarrhea for 24 hours without fever reducing medication.
3. If your child has been diagnosed with a contagious disease, please notify the Mother's Day Out director immediately. Discretion will be used when notifying other families.
4. Medications will not be administered at Mother's Day Out. Diaper cream may be administered with a signed note from the parent. EpiPens, inhalers and other emergency medication must have a doctor note and be given to the director.
5. Employees must wash their hands upon entering their classroom each day as well as before administering snack and lunch, after changing diapers or helping a child in the restroom and after coming in from break. Employees must help children wash their hands upon arrival to school, before and after snack and lunch, after playing on the playground and anytime they use the restroom.

Injury

1. In the case of minor injuries, we will administer basic first aid. All injuries will be documented in the form of an Incident Report and parents will be notified through text or email.
2. In the case of a minor injury in which an ambulance is not required, but immediate medical attention is required, the director will notify the parents. If parents cannot be reached, emergency contacts will be called.
3. Mother's Day Out staff cannot transport students to a hospital or doctor's office. Injured students must be transported by parents or by calling 911 for an ambulance.

Emergency Preparedness & Drills

1. In the event of an emergency, Mother's Day Out has developed an emergency response plan. If an emergency arises, we will make every attempt to contact you. Please keep your emergency contact information up to date. Emergency response plans will be posted in each classroom and available for parents at Meet the Teacher.
2. Your child's safety is of utmost importance to us. We will prepare our students for emergency situations by practicing fire drills, severe weather drills and shelter in place drills throughout the year.
3. Each classroom is equipped with an emergency backpack. It contains a small first aid kit, hand sanitizer, wipes, a flashlight, and contact and emergency information for each child. Any life-saving medication will be kept in the classroom emergency backpack (epi pens, inhalers)

Supplies

The \$150 registration/supply fee covers all costs of school and classroom supplies. Occasionally, your child's teacher might make a request for a special supply for a seasonal activity.

Toys from home

We have so many fun toys and games at Mother's Day Out. Please do not send your child to school with a toy from home. We would hate for a favorite toy to be lost, broken or left at school.

Dress and Extra Clothing

1. From playing on the playground, to making arts and crafts, we are an active bunch! Comfortable, washable, play clothes your child can button, snap or belt by themselves are best.
2. Accidents happen. Please send an extra full set of clothing (appropriate for the season) in a Ziploc bag in your child's backpack each day. Parents will be required to bring clothes up to Mother's Day Out for their child if extra clothes are not supplied in the backpack. Mother's Day Out will not supply extra clothes.

Snack

We will have a snack each day around 9:45. Snacks will be provided by one of the students in each class on a rotating basis. A calendar will be sent home each month indicating when each child will be asked to bring snack for their class. With limited time to snack, it is best if easy, non-messy snacks are sent. (Goldfish, veggie straws, animal crackers, etc.) Please send all snacks in their original, unopened container. If it is your child's birthday, feel free to send store bought cupcakes or treats to share with the class, otherwise please do not send a sweet snack.

Food Allergies

If your child has a known food allergy, please notify your child's teacher.

Water Bottles

Please send a filled (and labeled) water bottle with your child each day to Mother's Day out. Please only send water in your child's water bottle. We will use these during snack, on the playground and if your child gets thirsty throughout the day. Please send a water bottle with a pop top that your child can open and close themselves.

Lunch

Parents will send their child's lunch each day. We ask parents to send (pre-cut) finger foods their child can feed themselves. Lunches will not be able to be reheated or refrigerated.

Nap

Children will lie down for nap time after lunch. Mother's Day Out will provide a kinder mat that will be sanitized daily. Please send a blanket and one stuffed animal or lovey (if applicable) in your child's backpack each day to be used during nap time. Pacifiers may be sent for nap time but must remain in the backpack until nap. (Caterpillar room excluded) Children in our oldest class will rest for a short period but will not be required to nap.

Lost and Found

All backpacks, clothing, blankets and other personal belongings should be labeled with your child's first and last name in permanent marker. Items found that are not labeled will be placed in the Lost and Found. Lost and found will be available for parents to look through. All items left at Mother's Day Out for extended periods of time will be donated to charity.

Field Trips

We will not take field trips away from the facility at Mother's Day Out.

Behavior Management

At Mother's Day Out we are committed to providing a safe environment for learning. Our goal is to provide a consistent, challenging, age-appropriate learning environment that encourages activity while discouraging boredom and poor choices. We will always teach, and model expected behaviors throughout the year. Social skills such as sharing, taking turns and using our words with one another are skills that take time and practice.

If a behavior issue arises, teachers may use any of the following strategies: redirection, giving the child choices (you may do this or this), reminder of the classroom rules, having the child practice the expected behavior (please go back and walk), or if necessary, a short time out based on the child's age. (One minute per year of age) Time out will only be utilized with children who are two years old and older.

Mother's Day Out will never use corporal punishment. If a child continuously makes inappropriate, dangerous or destructive choices, an incident report will be used to document the behavior and given to the parent at pick up.

I, the undersigned, acknowledge that I have received a copy of the parent handbook for Mother's Day Out at First Baptist Church, Zachary. I understand that it is my responsibility to read and understand the policies and procedures contained in the parent handbook. I understand that the contents of the parent handbook are subject to change, and that any changes made by the Mother's Day Out administration will be given to me in writing.

Please sign and return to your child's teacher.

Name of Child attending Mother's Day Out: _____

Parent/Guardian Signature: _____

Date: _____