

**Central Baptist Church
Mother's Day Out
Parent Handbook 2016-2017**



“And he took the children
in his arms, put his hands
on them and blessed them.”

Mark 10:16

**5200 Fairway Avenue
North Little Rock, AR 72116
501-771-112**

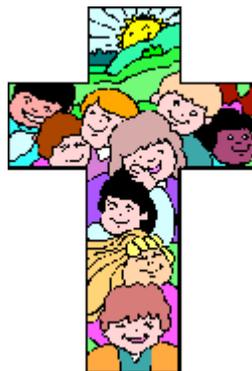
Mother's Day Out Mission Statement Central Baptist Church

Having been entrusted with the care of these children, who have been created in the very image of God, we recognize that each is uniquely different in stature, yet all have the same needs in the areas of social, physical, emotional and spiritual growth.

We strive to meet all of these needs by creating an atmosphere that reflects security, love and acceptance expressed in a Christian manner.

It is our hope that this environment will encourage the children we serve to learn more about themselves and the world around them, enabling them to demonstrate Godly values in the years ahead.

Train up a child in the way he should go; and when he is old, he will not depart from it. Proverbs 22:6



Rates & Fees

Registration Fee

\$40.00* per child each year

*Due at time of enrollment to ensure placement.
Registration is on a first-come, first-served basis.

Supply Fee

\$10.00 per child, per month

Daily Rates for All Classes

Babies through Four-Year-Olds--\$16.00 per day

Your child will be placed based on their age as of
August 1, 2016.

**You will receive a \$1.00 discount for each additional
child enrolled.

PAYMENT POLICY

Payments are due one week after monthly statements go home.

Monthly invoices will depict charges for the upcoming month.

A late charge of \$5.00 will be applied to payments received after the 10th of the month.

A two-week notice is required upon leaving the program. If a two-week notice is not given, you will be responsible for paying the next two weeks' tuition.

If payments are not current on the last day of the month, child's name will be removed from enrollment.

If it is necessary to drop a child's name due to non-payment, they may be re-enrolled after paying another registration fee, if space remains available.

There will be a \$25.00 charge for returned checks.

Daily fees are due whether your child is present each day or not due to illness, etc.

Daily fees and monthly supply fees are non-refundable if your child is withdrawn from the program.

If we are not in session, you will not be charged for that day.

Credit will be issued for *full day* closure due to inclement weather.

DISCIPLINE POLICY

- CBC does not advocate the use of physical punishment to children of any age.
- When a rule is broken the child will initially be verbally reminded.
- Further discipline shall consist of child being withdrawn from current activity and placed in a position apart from his classmates, in the classroom. Prior to placing the child in time-out, the adult worker shall get at child's eye level, make eye contact and explain why they are being placed in time-out.
- The length of time a child is placed in time out shall not exceed one minute, per year of child's age. (e.g., 3 minutes in time out for a 3 year old.)
- Following time-out, the child should be allowed to rejoin the group and should be restored in a positive, loving way.
- For continual disruptive behavior problems, the Mother's Day Out Director will be contacted and will make the determination of contacting parents for intervention.
- Parents shall be given any information on incidents requiring discipline upon their request.
- CBC recognizes that most misbehavior is a plea for attention. Often moving the child closer to the teacher or giving a hug and some individual attention will correct the problem.
- **CBC reserves the right to dismiss any child if their behavior becomes so disruptive that they prevent a positive learning environment for other children or pose a danger to their classmates or teachers.**

HEALTH AND SICKNESS POLICY

In consideration of others, a child should stay home when any of the following exist (State Reg. 1101.1):

1. Fever (must be fever free for 24 hours)
2. Vomiting or diarrhea (symptom free for 24 hours)
3. Any symptom of childhood diseases:
scarlet fever, measles, mumps, chicken pox
and whooping cough
4. Common cold-from onset through one week
5. Sore throat
6. Runny nose that is green or yellow
7. Severe coughing (episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing)
8. Croup
9. Any unexplained rash (not associated with diapering, heat or allergic reactions)
10. Any skin infection-ringworm, impetigo, etc.
11. Pink eye and other eye infections

For the protection of your child and other children, parents are requested not to leave a child who "APPEARS ILL." While it is sometimes difficult to determine whether your child is teething, suffering from allergies or really sick, it is best to follow the "when in doubt" rule and stay at home.

An injury to a child will be reported immediately or when the child is picked up depending on the nature and severity of the injury.

POLICIES & REGULATIONS FOR CHILDREN

1. Hours of operation are 9:00-2:00 Tuesday and Thursday based on school year.
2. Infants must be 6 weeks old before enrolled.
3. Children will be enrolled on a first-come, first-served basis.
4. Each child must have a written registration and emergency medical form on file.
5. Each child must present his immunization record at registration. All state immunization's requirements must be met to maintain enrollment.
6. A non-refundable, non-transferable registration fee of \$40.00 per child is due with application.
7. Each child must rest every afternoon. Each child (above nursery age) should bring a plastic-covered rest mat and cover. (No towels, blankets or rugs, please.) A security toy or blanket is allowed during rest time. A king size pillow case works well to cover the mat.
8. Each child should bring their own lunch and a beverage, NO SODAS, please. Nutritional snacks are provided.
9. Proper clothing should be: Labeled, easy to handle, washable and weather appropriate. DISPOSABLE DIAPERS ONLY.
10. Please label EVERYTHING that your child brings to MDO (clothing, cups, bottles, diaper bags, etc.). **Continue throughout the year to maintain clear labeling. This is extremely important for our substitute teachers.**
11. On days with suitable weather (wind chill above 40), the children will play outside on a fenced playground.
12. Children are NOT allowed to bring toys, money, candy or chewing gum. Children will not be allowed to play activities that promote violence.

13. **Children should be fed BEFORE they enter the facility. Please do not send breakfast with your child to eat after arrival.**

14. Birthday refreshments for individual children are welcome. Please notify the teacher in advance. Holiday parties include: Christmas, Valentine and Easter

15. Latex balloons are not allowed.

16. CBC follows the school calendar of the NLR School District. Thanksgiving, Christmas, Spring Break holidays will be taken.

17. CBC follows the inclement weather policy of the NLR School district. *In the event that the NLR School District cancels school or implements a delayed start, MDO will NOT be in session for the day.*

18. Medicine, prescription and non-prescription (including diaper ointments & teething gels) will not be given without a signed consent form from the parent or guardian. Please label all medication with child's name.

19. Children will only be released to adults who have been authorized by the parent/guardian to pick up their child. Identification may be requested if the adult is unfamiliar to workers.

20. **Children may not be dropped off before 9:00 am and must be picked up by 2:00 pm.** Late pick-up fee: A charge of \$5.00 for every five minutes that you are late will be due immediately. Please phone 771-1125 in case of a delay due to an emergency. Early drop-off fee of \$5.00 will be charged per five minutes that your child is dropped off before 9:00 am. Habitual charges of early drop off/late pick up may be grounds for dismissal of your child from the program.

21. Children enrolled in the Three Year Old and Four Year Old classes must be potty trained. Pull-ups, if necessary, are acceptable during nap time only.

22. **For health and safety reasons, we ask that children NOT wear open-toe shoes, (e.g., flip-flops, sandals, etc.). Please send an extra pair of socks.**

CLASSROOM OBJECTIVES

NURSERY

- Lots of loving & rocking!
- Age permitting:
 - Finger plays
 - Songs
 - Nursery Rhymes
 - Prayer at mealtime

TODDLERS

- Daily Bible Lesson
- Introduction to classroom structure
- Finger plays
- Songs
- Nursery Rhymes
- Arts/Crafts
- Thematic Units
- Development of hand-eye coordination

TWO YEAR OLDS

- Daily Bible Lesson
- Thematic Units
- Count 1-10
- Recognize colors and shapes
- Pledge of Allegiance
- Classroom conduct
- Development of hand-eye coordination:
coloring, play-dough, puzzles, etc.
- Care of possessions
 - Putting away toys
 - Folding rest mat
 - Taking care of lunch
- Concepts of:
 - Sharing
 - Taking Turns
 - Lining Up
 - Forming circles

THREE YEAR OLDS

- Daily Bible Lesson
- Beginning Scripture memorization
- Recognize numbers 1-10
- Recognize/name shapes
- Recognize/name colors
- Recognize alphabet letters
- Pledge of Allegiance
- Classroom conduct
- Name recognition
- Thematic Units
- Arts/crafts
- Hand-eye coordination
- Gross motor/fine motor coordination
- Care of possessions
 - Putting away toys
 - Folding rest mat
 - Taking care of lunch
- Concepts of:
 - Sharing
 - Taking Turns
 - Lining Up
 - Forming circles

PRESCHOOL CLASS

Four Year Olds

- Daily Bible Lesson
- Beginning Scripture memorization
- Sharing
- Developing language skills
- Concepts: over, under, above, below, etc.
- Count & Write 1-10
- Recognize alphabet letters & sounds
- Recognize & name shapes
- Recognize & name colors
- Sequencing
- Matching: Part/whole
- Pledge of Allegiance
- Days of the week, months, seasons
- Thematic Units
- Arts/Crafts
- Kindergarten Readiness:
 - Lining Up
 - Following directions
 - Developing Listening Skills
 - Taking care of bathroom needs
 - Taking care of personal possessions

PARENT AGREEMENT FORM
MDO 2016-2017 Enrollment Period

1. I wish to place my child/children in the Mother's Day Out Program at Central Baptist Church.
2. I agree to be responsible for timely payment.
3. I understand that if I do not pay within one week of the monthly statement, my child may be removed from the program and forfeit his/her space. If the space remains available, I will be required to pay an additional enrollment fee for them to return.
4. I have read the **MDO Parent Handbook** and understand the policies set forth. I agree to meet the terms of the handbook.

Print Child's or Children's name(s)

*

Parent/Guardian Signature

Date

Please sign this form, detach, and return to the MDO Director by September 6th or within one week of enrollment. Keep your copy of the Parent Handbook for reference.

*The MDO Director and teachers occasionally take photos of children for use in personalized crafts and other activities directly related to MDO. Your signature on this form serves as acknowledgement and permission for use of photos in our program.