

Faith Family Baptist Church

Mother's Day Out Center

281-360-7576

Director: Angela Staggs
astaggs@faithfcb.org



Student / Parent Handbook

2008-2009

Mark 10:14-16

Dear Parents,

Hello, and welcome to Faith Family's Mother's Day Out! I am looking forward to meeting you and your beautiful children!

The mission of Mother's Day Out is simple...we are here to teach the children about Jesus and love them as he loves them as well as their ABC's and 123's. We will help them develop mentally, physically, spiritually, and socially with age appropriate activities and guidance. Our curriculum of Frog Street Press and ABEKA is top notch and we are very excited to be able to offer it to our students.

Our staff will help your child discover their abilities and talents, exercise creativity and initiative, develop independence, self-worth, and a strong character, all while learning the truth of God's Word. Together with the staff, we will work to provide an atmosphere of love, care, and concern in which your child may thrive academically, spiritually, and emotionally.

This handbook is designed to help navigate you through our center and explain our procedures and requirements. Guidelines are in place so that your child will have a safe and positive environment. If at any time you have any questions or concerns, please feel free to call me.

Thank you again for entrusting your precious little one to our wonderful, Christian staff here at Faith Family. I look forward to meeting each of you and getting to know more about your families and children.

Welcome to Mother's Day Out!
In Christ,

Angela Staggs
MDO Director
astaggs@faithfbc.org

ENROLLMENT FORM

Faith Family Baptist Church Mother's Day Out Center 281-360-7576

	<u>Registration Fee</u> (Non-Refundable, Non-Transferable)	<u>Monthly Tuition</u>
One Child	\$80.00	\$120.00 / month
Two Children	\$130.00	\$210.00 / month
Three Children	\$170.00	\$255.00 / month



Children are enrolled into our program according to their age as of September 1st. (i.e. A child that is turning 2 on September 15th will go into the 1 year old class.) Children enrolling into our three and four year old classrooms must be potty trained.

This form is to enroll _____ child (ren) into Faith Family Mother's Day Out.

Both Parents' names: _____

Address: _____

Phone # you can be reached at: _____

Child's name: _____ Male or Female: _____

Birthday: _____ Exact age by Sept. 1st 08 _____

Office Use only: Class _____

Second Child's name: _____ Male or Female: _____

Birthday: _____ Exact age by Sept. 1st 08 _____

Office Use only: Class _____

NOTE: Please attach check payable to Faith Family Baptist Church MDO for the registration "fee" only.

FAITH FAMILY BAPTIST CHURCH MOTHER'S DAY OUT CENTER

Faith Family welcomes you and your child (ren). Our teaching staff is dedicated to making the MDO center a positive experience for children from 12 months (by September 1st) to four years old. We want to meet the spiritual, emotional, mental, physical, and social needs of your child in a warm and loving environment.

SCHOOL HOURS

Tuesday and Thursday (9:30a.m. – 2:30p.m.) No before or extended care is available. MDO is a two day a week program where children are required to attend both days. The classroom will not be ready before 9:20am. The front doors will be locked until this time. For security purposes the front doors to the building will ALWAYS remain LOCKED. If you arrive after 9:35am you will need to call 281-360-7576 and the director will let you in. You may pick your child up beginning at 2:20pm and no later than 2:30pm. **Your tardiness is not only hard on the teacher but also on the children left behind. There is a \$5.00 late charge after 2:40 p.m. You will be charged a dollar per minute after 2:45 p.m.**

All classes begin at 9:30am. It is especially important that our 4 year olds arrive on time because their academic lessons begin first thing in the morning.

ARRIVING AND DEPARTING

Only parents and authorized adults will be allowed to pick up the children. **You must sign them in and sign them out each school day.** Please let the teacher know ahead of time if it will not be you picking up your child. When leaving your child, it is very important to make it short and sweet. Crying is usually over very quickly.

PARKING: Please do not block or park under the covered walkway during drop-off or pick-up. Please use the provided parking places. Please do not leave unattended children in your car when you come in to pick up your student.

EMERGENCY INFORMATION

A "Treatment of Minor Consent Form" must be on file before your child will be allowed to attend our program. The hospital or physician requires this form in case your child should ever need emergency medical treatment. If your child should need emergency treatment, they will be taken to Kingwood Hospital. All cost is the responsibility of the parent.

WHAT TO BRING – PLEASE MAKE SURE EVERYTHING IS LABELED WITH YOUR CHILD'S NAME

Lunch – each child will need his/her own lunch with a drink. (No carbonated drinks please.) Children should have food they can feed themselves. We will be glad to open or help unwrap. However, teachers cannot be responsible to heat or refrigerate any items sent.

Sleeping Equipment – a nap mat, blanket, pillow, etc. should be sent. Sometimes a favorite stuffed animal or blanket helps. Please label everything clearly all through the year.

Change of Clothes – including socks please. *All children in diapers should have with them at least 4 diapers brought every school day. Children 3 and up MUST be potty trained.*

REGISTRATION:

Our registration for the 2008-2009 school year is \$80. This is a once a year fee, neither non refundable nor applicable to monthly tuition fee. Yearly supplies are purchased with these funds. It also secures your child's placement for the coming year.

MDO T-SHIRT:

Each month we will have a designated "T-Shirt" day for all students. These shirts may be purchased in the MDO office.

TUITION

Tuition (based on one child) is \$120.00 a month. Children attend classes two days a week. The first month's tuition will be due August 19, 2008, on Meet the Teacher Day. This will pay for September's tuition. Tuition will then be due on the first day of the month. If tuition is received after the 7th of the month a \$10.00 late fee will incur. MDO salaries and overhead expenses cannot be reduced because of "Absentee losses" in income. Therefore we must charge, regardless of attendance, in order to support the enrollment space guaranteed for your child. We hope that you understand our need for financial stability and we greatly appreciate your cooperation in this manner. Tuition is pro-rated for nine months.

SICKNESS POLICY:

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exists:

1. ANY fever within the last 24 hours
2. vomiting or diarrhea
3. common cold
4. Symptoms of the usual childhood diseases (chicken pox, scarlet fever, etc.)
5. sore throat
6. croup
7. ANY unexplained rash
8. ANY skin infection (boils, ringworms, impetigo, skin, head lice)
9. pink eye infection

**** When in doubt, apply the "Golden Rule" – Do unto others as you would have them do unto you.

The director will notify parents to pick up their children immediately if they show signs of illness.

MDO Center is not allowed to give any type of over the counter/antibiotic medication. Likewise do not send any for the child to take himself.

IMMUNIZATION:

All students must have an updated copy of their immunization records. Please see the attached copy of the minimum state vaccine requirements for Texas children.

WEATHER BULLETINS:

Our program will follow Humble ISD policies concerning cancellations.

SPECIAL EVENTS:

Birthdays are a special time for children. If you would like to bring a special treat to celebrate your child's birthday, please let your child's teacher know ahead of time.

Holidays: Room reps will call and or post sign up sheets for items to bring for our special days.

Parties: The MDO Center celebrates Thanksgiving, Christmas, Valentines, and Easter.

Cooking and Science Experiments: will be done throughout the year. Special supplies will be needed for these exciting learning times. Your child's teacher may ask for help in supplying these items from time to time.

IMPORTANT DATES:

Meet the Teacher Day – August 19, 2008

1ST Day of Classes – August 26, 2008

Last day of classes – May 28, 2009

Fantastic Fours Preschool Graduation – TBA

SCHEDULE OF HOLIDAYS: (Our program will go along with holidays taken by Humble ISD)

Thanksgiving.....November 27, 2008

Christmas Holidays.....December 22 – January 2, 2009

Spring Break.....March 16 – March 20, 2009

NEWSLETTER:

A monthly newsletter and calendar will be sent home to keep you up to date.



Positive Preschool Discipline

Faith Family Baptist Church MDO has established a “No Corporal Punishment” policy. Positive guidance and love are highly stressed at MDO. There are instances, however where discipline is a necessary tool. We will combine rewarding good behavior as much as possible, but when a child breaks the rules, we have a very structured, consistent system. The children will appreciate the consistency when they know what is expected of them. Expectations will be reviewed every morning and the children will eventually begin to memorize the rules.

Children under the age of two will be removed from the situation and attention diverted to another interest.

In the discipline of two year old children and older, we will use the clip system. We have four colors on our clip stick and each color represents a different consequence. This system allows for children to have a visual reminder of behavior. Each child will have a clip with his name on it. You will receive a report in your child’s folder each day on how he did with his behavior. Here is a brief explanation of the system:

Green	Each day the child starts on green which indicates EXCELLENT behavior.
Yellow	After a warning, child moves clip to yellow and teacher talks with child, re-enforcing positive behavior.
Blue	If clip is moved to blue, then child has to sit out of the activity for the number of minutes of his age. Teacher will continue to get on child’s level and re-enforce positive behavior.
Red	If clip is moved to red, the child will sit with the director. Parent will be notified so we can work on encouraging the desired behavior together.

If a child bites (either breaking the skin or leaving a mark) or intentionally injures another child twice in the same school year, the aggressor will need to be removed for a period of 30 days. In every case, parents of both children will receive a “behavioral incident” report that will be signed. All information concerning the incident will be kept confidential by MDO staff. The Children’s Preschool Minister of FFBC will be available for consultation in aiding the child

and parents. If a third incident occurs the same school year, the child will not be permitted to return to school for the remainder of the school year.

We understand that children go through many phases, so we work hard at creating a structured, predictable discipline system in which the children know the expectations and know what to expect if they chose not to follow the rules. These boundaries make the children feel safe and secure which is essential to creating an environment where they can learn. If you have any questions, please do not hesitate to call.

Angela Staggs
Director
832-477-7198

Faith Family Baptist Church
Mother's Day Out

Handbook Receipt
2008-2009

I have read and agree to the policies outlined in the
Parent/Student Handbook.

Student's Name

Date

Parent / Guardian Signature

General Information Sheet / Faith Family Baptist Church
Mother's Day Out Center

Child's Name: _____

Child's Address: _____

City: _____ Zip: _____

Phone Number: _____

Email Address: _____

Date of Birth: _____

Parent's Name: (Mom) _____ (Dad) _____

Name of church you attend: _____

With whom does your child live with most of the time? _____

Do you mind teachers giving your phone number to other parents or room reps for parties, etc...?

Please do not OR I do not mind at all.

Circle appropriate response above.

Your child's teacher would like to know:

Name of pets: _____

Favorite activity: _____

Child's fears: _____

Medical problems / allergies: _____

Eating habits: _____

Nap habits: _____

Toilet training status: _____

(Children in the 3 and 4 year old classes MUST be trained)

EMERGENCY PHONE NUMBERS

Mother's cell# _____ Dad's cell# _____

Mother's work# _____ Dad's work# _____

Mom: _____ / _____ Dad: _____ / _____
Place of employment Company's main number Place of employment Company's main number

Mom Email: _____ Dad Email: _____

In case of emergency and you cannot be reached, please list names of friends/relatives for us to contact.

Name/ph.# _____

Name/ph.# _____

List ALL people authorized to pick up your child other than yourself.

Name/ph.# _____

Name/ph.# _____

Signature of parent / legal guardian: _____ Date: _____

Faith Family Mother's Day Out
Over-the-Counter Product Release
2008-2009

Dear Parents,

Occasionally your child may require first aid during the day. For these occasions, we maintain a limited supply of first aid products. Please complete the following form and return it with enrollment materials.

Child's Name: _____

I/we give permission for my child to *have* these first aid products administered when deemed necessary. Please indicate with a check mark any / all items your child may receive.

	Bactine (<i>abrasions, cuts</i>)		Caladryl or Cala-Gel (<i>itching</i>)
	After Bite (<i>insect bites</i>)		Sterile Eye Wash
	Hydrogen Peroxide (<i>abrasions</i>)		Betadine (<i>abrasions</i>)
	Ammonia Inhalant (<i>faintness</i>)		Sunblock Lotion (<i>in the event a child failed to provide his/her own lotion</i>)
	Benzalkonium Chloride Towelette (<i>antiseptic for abrasions</i>)		Triple Antibiotic Ointment (<i>Bacitracin Neomycin Sulfate, Polymyxin B Sulfate for abrasions</i>)

I authorize the person in charge to administer to my child the above first aid products.

Parent or Guardian Name (please print)

Parent or Guardian Signature

Date

Please Note: The above over-the-counter medications **will not** be given without parental consent.