**Faith Family Baptist Church**

Mother’s Day Out

mdo@faithfbc.org

(281) 348-5679



Student / Parent Handbook

2019-2020

Mark 10:14-16

But when Jesus saw it, he was indignant and said to them, “Let the children come to me; do not hinder them, for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it.” And he took them in his arms and blessed them, laying his hands on them.

Dear Parents,

Hello, and welcome to Faith Family’s Mother’s Day Out! We are looking forward to meeting you and your beautiful children!

The mission of MDO is simple, we are here to teach the children about Jesus and love them as He loves them as well as teaching them their ABC’s and 123’s. We will help them develop mentally, physically, spiritually, and socially with age appropriate activities and guidance. We use ABEKA and FFBC MDO customized curriculum with our students to help them succeed to the best of their ability. We also incorporate a Bible and Music into our curriculum.

Our staff will help your child discover their abilities and talents, exercise creativity and initiative, develop independence, self-worth, and 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 experience. If at any time you have questions or concerns, please feel free to call.

Thank you again for entrusting your precious little one to our wonderful staff here at Faith Family. We look forward to meeting each of you and getting to know your children.

Welcome to MDO!

FAITH FAMILY BAPTIST CHURCH

MOTHER’S DAY OUT

**Faith Family** welcomes you and your child (ren). Our teaching staff is dedicated to making MDO a positive experience for children from 12 months (by September 1st) to five 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 (9:15 a.m. – 2:15 p.m.) No before or extended care is available. MDO is a two-day a week program. The classroom will not be ready before 9:05am. The front doors will be locked until this time. For security purposes the front doors to the building will ALWAYS remain LOCKED between 9:45 a.m. and 1:45 p.m. If you arrive after 9:45 you will need to call 281-348-5679 and the director will let you in. You may pick your child up beginning at 1:45 and no later than 2:15. **Your tardiness is not only difficult for the teacher but it is also difficult for the children left behind. There is a $5.00 late charge for parents arriving after 2:20 p.m. One dollar will be charged for every minute after 2:25 p.m. This is strictly adhered to and added to your next months tuition.**

Class begins at 9:15 a.m*. 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 children. **Children must be signed in and signed out each school day.** Please let the teacher know ahead of time if you will not be 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 & DROP OFF

Please do not block or park under the covered walkway during drop-off and pick-up. Please use the provided parking spaces on the right-hand side of parking lot. To avoid traffic jams we ask that you ENTER from the 59 feeder and EXIT at the back of the church parking lot onto one-way Kingwood Place Dr. Please do not leave unattended children in the car when dropping off or picking up your child.

EMERGENCY INFORMATION

An Authorization for Emergency Medical Treatment Form must be on file before your child will be allowed to attend our program. This form is included in the Enrollment Form Packet on the MDO website. The hospital or physician requires this form in the event your child should need emergency medical care. If your child should need emergency treatment, they will be taken to Kingwood Hospital. Parents are responsible for any costs incurred should emergency treatment become necessary.

**WHAT TO BRING TO MDO**

PLEASE MAKE SURE EVERYTHING IS LABELED WITH YOUR CHILD’S NAME

***Backpack & Water Bottle***– The backpack should contain extra clothes and a school folder to be taken home with notes and important upcoming information and homework.

A water bottle will allow your child to have his own personal water throughout the day. Please only fill with water.

***Lunch*** – each child will need his/her own lunch and a drink. (**No carbonated or caffeinated drinks**) Children should have food they can manage and 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 throughout the year. If your child does not nap, they are still expected to lay on their nap mats and be quiet during naptime. If they can’t remain quietly on their mat during naptime, it may be required that they be picked up early as to not keep the other children awake during that time. ***This does not apply to our Preschool 3’s & Pre-K4 classes.***

***Change of Clothes*** – Please include top, bottoms, socks, and underwear (if applicable) for a spare change of clothes. *Please label each piece of clothing.* ***Children 3 years and older MUST be potty trained.***

*All children in diapers should bring* ***at least 5 diapers*** *every school day.*

**------------------------------------------------------------------------------------------------------**

**REGISTRATION:**

The annual registration fee for the 2019-2020 school year is $150. Please pay with check or money order. This is a once a year fee that is non-refundable nor applicable to the monthly tuition fee. The fee is used to purchase supplies for the year and also covers a monthly hot meal. Your child’s spot is not held until registration has been paid.

**TUITION:**

Tuition is $180.00 a month per child. Children attend classes two days a week. The first month’s tuition will be due on Meet the Teacher Day. This will pay for September’s tuition. Tuition will then be due on the first day of each month. Tuition received after the 3rd of the month will incur a $25.00 late fee. If an automatic payment is declined and not paid by the 3rd of the month, there will be a late fee charged. The tuition due date is strictly adhered to. MDO salaries and overhead expenses cannot be reduced because of “Absentee losses” in income. Therefore, we must charge regardless of attendance, 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. We accept credit/debit payments at our front desk. We also accept checks and money orders. No cash will be accepted. Should you need to withdraw your child from the program, we require that you provide the MDO Director with two-weeks notice.

**DRESS CODE:**

We ask that you dress your child in closed toed shoes, this is to protect their feet from the woodchips on the playground and they allow your child to run and play to the fullest. We ask for shorts under dresses.

**MDO T-SHIRT:**

Each month we will have a designated “T-Shirt” day for all students, one t-shirt is included in your child’s registration fee. Additional shirts for adults and children will be available to purchase at Meet the Teacher for $10.

**Problem Solving Guidelines:**

It is the desire of the leadership of Faith Family Mother’s Day Out to have a school that God can use and bless to the fullest. We do not believe this can happen if there is disharmony among the FFBC MDO families. Scripture teaches us that God desires unity for His children. (John 17; 1 Corinthians 12:12-26; Ephesians 4:1-6; 13) With a desire to honor the Lord Jesus Christ with our conduct, words, attitudes, we ask you to abide by the following guidelines when a problem arises with a teacher, the administration, or another parent.

1. **Pray**. Ask God to give you wisdom concerning the situation, to show you what part you may have in the problem, and that you would learn and grow through this situation. (James 1:15)

1. **Do not talk** about the conflict to people who cannot correct or solve it, but do talk to those who can.

The appropriate steps to take would be:

1. Talk to the other person or persons involved, listen to their side of the story and seek understanding.
2. If it is not resolved, make an appointment with Director or Assistant Director for assistance. (Matthew 18:15-17)
3. **Be quick to forgive and show love.** (Matthew 18:21-22; 1Corinthians 13:4-8; 1 Peter 4:8)
4. **Always speak the truth in love.** (Ephesians 4:15)

**SICK 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 within the last 24 hours:

1. ANY fever within the last 24 hours/Fever free without medication for 24 hours
2. Vomiting or diarrhea within the last 24 hours
3. Common cold (runny nose, or cough)
4. Symptoms of the usual childhood diseases (chicken pox, scarlet fever, etc.)
5. Sore throat
6. Croup
7. ANY unexplained rash
8. Pink eye infection (return with a doctor note)
9. ANY skin infection (boils, ringworms, impetigo, skin, hand foot & mouth) (Child will need to stay home for two weeks after first initial outbreak, and longer if spots on skin persist and with a doctor note)
10. Head Lice (must be treated with appropriate lice treatment at home return with proof of treatment)
11. \*\*\*\* When in doubt, apply the “Golden Rule” – Do unto others as you would have them do unto you.

*At the sole discretion of the director, parents will be notified to pick up their children immediately if they show signs of illness. With some illnesses, the director may ask that you keep child home for an extended time. Failure to pick up your child within the hour for illness may result in suspension.*

**MDO will not administer any type of over the counter OR antibiotic medication. Likewise, do not send any medications for the child to take him/her self. Prescribed medication that is not an antibiotic, can be discussed with the MDO Director and will be handled on a case-by-case basis.**

IMMUNIZATIONS:

All students must submit an updated copy of their immunization record or a current Texas State Exempt Letter that has been signed and dated.

INCLEMENT WEATHER:

Our program will follow New Caney 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:* Teachers will post a signup sheet for items to bring for our special days.

*Parties:* MDO celebrates Thanksgiving, Christmas, Valentine’s, and Easter.

**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 reward 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.

No child will be permitted to cause physical harm to other children or to staff. In these cases, the Director may send the child home for the day and/or suspend the child for an extended period of time and in rare cases expel the child for the remainder of the school year. Each situation is handled case-by-case at the sole discretion of the Director.

Failure to pick up your child within the hour for behavioral reasons may result in suspension.

In the discipline of three-year-old children and older we will use a Clip System. We have three 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/her name on it.

Here is a brief explanation of the system:

|  |  |
| --- | --- |
| Green | Each day the child begins his day on green, which indicates EXCELLENT behavior. |
| Yellow | After a warning the child moves her clip to yellow and the teacher talks with child, reinforcing positive behavior. |
| Red | If clip is moved to red, the child will be taken to sit with the Director. Parents will be notified so we can work on encouraging the desired behavior together. |

In the discipline of one and two-year-olds you will receive a behavior report in your child’s folder each day. You will receive a behavior report in your child’s folder each day.

If a child bites (either breaking the skin or leaving a mark) or intentionally injures another child, the child will be sent home for the day. If two incidents happen in the same school year, the aggressor will be removed for a period of 4 consecutive class days (tuition is still expected during suspension to hold the child’s place in the classroom) In every case, parents of both children will receive a Behavioral Incident Report. All information concerning the incident will be kept confidential by MDO staff. The Director of Children’s Ministries 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 know that children can have a rough day, and in those instances, on a case-by-case basis and at the sole discretion of the director, parents may be called to come pick up a child early for the day. Failure to pick up your child within the hour for behavior or for illness may result in suspension.

We understand that children go through many phases, so we work diligently to create a structured, predictable discipline system in which the children know the expectations and know what to expect if they choose not to follow the rules. These boundaries make the children feel safe and secure which is essential to creating a healthy learning environment. If you have any questions, please do not hesitate to speak with the Director.

Brandi Williams, Director

bwilliams@faithfbc.org

(281)348-5679

**IMPORTANT DATES:**

**Parent Meeting** – August 29, 2019 (9:30am)

**Meet the Teacher Day** – August 29, 2019 (10:00-11:00am)

**1ST Day of Classes** – September 3, 2019

**Donuts with Dad** – September 26, 2019 (9:15am-9:45 am)

**Story Book Parade** – October 31, 2019 (9:45am, with Chapel following)

**Christmas Program** – December 17, 2019 (10am, every class)

**Easter Program** – April 7,2020 (10am, 3yr and 4yr classes)

**Mother’s Day Brunch** – May 5, 2020 (10am)

**Fantastic Fours Preschool Graduation** – May 7, 2020 (6pm)

**Last day of classes**– May 12, 2020

**SCHEDULE OF HOLIDAYS:**

MDO follows the New Caney ISD calendar. A link to this calendar can be found on the MDO website.

Fall Break……………………….October 14-18 – Return to school October 22nd

Thanksgiving…………….…… November 25-29 -Return to school December 2nd

Christmas Holidays………….. December 18 -January 6-Return to school January 7th

Winter Break……………………February 17-21 – Return to school February 25th

Spring/Easter Break……………April 9-17- Return to school April 21st

Calendar:

A monthly calendar will be sent home in your child’s folder to keep you up to date and informed.