

Parent Handbook
for
Dellview Baptist Church



Mother's Day Out
Program
2019-2020

Mission Statement

The mission statement of the Mother's Day Out of Dellview Baptist Church is to provide a loving, nurturing, Christian environment for the families of young children in our church and community.

Program Description

The Mother's Day Out of Dellview Baptist Church (DBC) is a Christian program. Your children will spend their time in a fun-filled, safe "home away from home" where basic Bible principles will be taught and practiced. It is vital to us that your child leaves our program with a better understanding of God's beautiful Creation and feel secure in the knowledge of Christ's love for them. Some academic skills will be taught.

You are welcome to visit your child's class at any time. Appointments for conferences with the Director or your child's teacher may be made by calling the Director.

Our pledge to you is that we will do our utmost to make your child feel happy and secure in your absence. We realize the importance of treating each child as an individual and meeting his or her needs on that basis.

Please feel free to contact the DBC Mother's Day Out Director with any questions or comments.

Days and Hours of Operation

1. Mother's Day Out will operate Monday through Friday. Semester dates and holidays will be posted. Monday and Fridays are fun days. Tuesday through Thursdays are teaching days. See fee schedule for hours of operation.
2. Mother's Day Out will publish a calendar of holidays. Notice will be given in advance of closings. You will not be charged for scheduled holidays.
3. NEISD DECISIONS CONCERNING SCHOOL CLOSINGS DUE TO BAD WEATHER WILL BE FOLLOWED. LISTEN TO THE TV OR RADIO FOR ANNOUNCEMENTS IN THE EVENT OF BAD WEATHER, UNLESS OTHERWISE NOTIFIED. IF THE NEISD IS NOT IN SESSION DUE TO THE WEATHER, WE WILL NOT BE EITHER. YOU WILL NOT BE CHARGED FOR ANY OF THESE SCHOOL CLOSURES.

Admission

1. Children from the age of 2 months to kindergarten will be admitted into the program.
2. A completed enrollment and medical form is required on each child before admittance.
3. A current copy of your child's immunization record will be kept on file. Parents MUST update the record as needed.
4. Parents must sign a form acknowledging receipt and understanding of Parent Handbook. This will be kept on file.

Fees and Rates

1. A current fee schedule will be available and given to the parents.
2. Payment for intended days of attendance must be made on **MONDAY OF EACH WEEK**. Speak to the Director if discussion is needed regarding this payment arrangement.

Credit will be given for days child not attended.

\$50 late fee will be added – if fees not paid by Friday of each week.

If payment is more than 1 week late, child(ren) will not be allowed to return until payment is made in FULL (including late payment).

3. In the event of returned checks, the parents are responsible for any bank charges incurred.
4. An annual registration fee will be charged for each child. This fee is non-refundable. See fee schedule.
5. If a child is not picked up by 3:00 p.m. a late charge will be assessed and added to the next month's statement, unless prior arrangements have been made.

Reservations and Credits

1. Children must enroll for at least 1 day a week. Your child's place is automatically reserved for each semester. The fiscal year is from September to September. You may choose which day(s) to attend.
2. Credit may be extended for absences, however, please remember, the teachers are paid out of tuition funds. Teachers will be in place to receive your child. To ensure an adequate number of care givers, please make every effort to bring your child the registered number of days during the week. It is important that we provide an adequately staffed, safe, playing, learning environment that makes you feel comfortable when dropping your child in our care.

Curriculum

The Wee Learn preschool curriculum is used along with other well studied preschool publications. Each month we focus on a Bible principle for our central theme. Simple math skills, vocabulary, science and social studies will be introduced. Seasonal holidays will be studied and celebrated.

All ages will participate in music, art, library and physical activity according to age ability. Parents should always remember that the process is more important than the product. Your child will not take home perfect assembly line art (unless that is what he or she produces)!

The 2-year-old class room will study some personal habits, i.e., potty training, correct food flatware use, hygiene, etc. Please put pull-ups on training children. Send extra pull-ups on training children unless they are already in underwear. Please provide an extra change of clothing.

Nutrition

1. A mid-morning snack will be served daily. Please be sure your child's teacher is notified of any allergies and list them on the registration sheet. Notify the office as soon as you are aware of any allergies not previously disclosed.
2. Each child must bring his/her own lunch. Microwave meals that take only a few minutes are permitted. Refrigerated items are okay. We have the capability to heat foods and keep foods cold.
3. Infants still on baby food should bring an adequate number of jars and a spoon for feeding. Bottles will be refrigerated if needed. Instructions should be left regarding feedings and heating of bottles.
4. Be sure your child has had an adequate breakfast before arriving. If the child arrives after 9:00 a.m., they will not be allowed to eat their breakfast. The scheduled day begins at 9:00 a.m. and therefore would not provide a convenient time for breakfast consumption and clean up. Remember, we do feed the children a snack at about 9:45 a.m.
5. Please mark all personal items with names.
6. With the exception of baby items, please do not send glass jarred items.

Health and Safety

1. At least two staff workers will be trained in CPR.
2. At least two staff workers will be trained in First Aid.
3. A complete first aid-box is available at all times.
4. Emergency numbers such as fire, police, poison control, etc. is posted by a phone located in the Mother's Day Out Director's office.
5. Any child who has been ill must be free of fever and/or symptoms for at least twenty-four (24) hours prior to attending Mother's Day Out.

Dispensing of Medication

1. Prescriptions must be in original container labeled with child's name, date, physician's name and directions.
2. Medication will be administered as stated on label directions.
3. No medication will be administered after the expiration date.
4. Non-prescription medication will be labeled with child's name.
5. Non-prescription medication must be in original container.
6. Non-prescription medications will be administered according to label directions.
7. All medications will be kept out of children's reach.
8. Medications must not be put in child's bottle or drink.
9. Medications must be given to Director or teacher for dispensing.
10. Each dose of medication will be documented and kept in child's file.
11. Medications will be returned to parent at the end of the day unless parent directs otherwise.

Discipline

1. Proper behavior will be taught through positive reinforcement, redirection and example.
2. Time-out may be used when it is necessary to remove a child from the situation. Time-out will be age-appropriate (one minute per year of age.).
3. Children will be taught proper respect for teachers and peers.
4. Children will be taught common courtesy - please, thank you, excuse me, I'm sorry, etc.
5. Any child with persistent or uncontrollable discipline problems will be brought to the Director. Parent will be contacted if necessary.
6. Any child who poses a persistent discipline problem or who is consistently unable to conform to the program because of behavioral problems will be dropped from the program.

General Information

1. Children should wear simple, durable clothing that is comfortable and easy to care for.
2. All children must wear shoes.
3. **NO TOYS FROM HOME WILL BE ALLOWED WITH THE EXCEPTION OF SPECIAL SECURITY ITEMS.**
4. Any child in diapers must bring an adequate supply of diapers each day.
5. Any child being toilet trained must bring an adequate supply of spare undergarments. Be sure to discuss your method of toilet training with your child's teacher.

**** PULL-UPS ARE PREFERRED.

6. **MARK ALL OF YOUR CHILD'S BELONGINGS.**
7. After lunch all children in the program will have a rest time. Infants will sleep in cribs or playpens.
8. Always tell your child goodbye. Never sneak away, this causes distrust. Do not linger too long when dropping off your child. A child gains confidence when given opportunity to mature.
9. Parents are welcome to visit and observe their child's classroom at any time.
10. Please be sure to sign your child in and out each day.
11. Children will only be released to parents or persons listed on registration form. If someone other than a parent will be picking up a child the Director and teacher must be notified.

FEE SCHEDULE FOR 2019-2020

\$60 ANNUAL REGISTRATION FEE (Non-refundable)

\$25 DAILY RATE (FIRST CHILD)

\$20 DAILY RATE (SECOND CHILD)

\$15 DAILY RATE (THIRD CHILD)

DROP INS - NO REGISTRATION FEE AND \$5 PER HOUR

WEEKLY RATES ARE DUE AHEAD OF TIME — ON THE MONDAY OF THE WEEK THE CHILD WILL BE ATTENDING.

CREDIT WILL BE GIVEN FOR DAYS PAID AHEAD - BUT CHILD DID NOT ATTEND

LATE FEE OF \$50 IF FEES NOT PAID BY FRIDAY OF THE WEEK THE CHILD ATTENDED

AFTER ONE WEEK — CHILD WILL NOT BE ABLE TO ATTEND CLASS UNTIL ALL FEES AND LATE CHARGE ARE PAID IN FULL

=====

WE ARE SORRY TO HAVE TO INCREASE OUR FEES AND CHANGE OUR PAYMENT SCHEDULE. MOST PEOPLE ARE VERY PROMPT IN THEIR PAYMENTS, HOWEVER, WE HAVE HAD AN INCREASING NUMBER OF PEOPLE WHO LEAVE WITHOUT PAYING THEIR BILLS. THANK YOU FOR UNDERSTANDING.

**A \$5 LATE FEE WILL BE
ASSESSED IF YOUR CHILD IS
PICKED UP AFTER 3:00 P.M.**