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Mother's Day Out Philosophy

Trinity Baptist Church's Mother's Day Out is a program of care and education for children, eight weeks of age until entrance into Kindergarten. Trinity provides a Christian environment for children to learn and grow. The Mother's Day Out program is a part of the Preschool Ministry of Trinity and a vital aspect of the outreach ministry of the church to the community. Trinity believes that based on Proverbs 22:6 our responsibility is to "Train a child in the way he should go, and when he is old he will not turn from it."

Fees and Registration Information

Required Fees for participation in MDO includes:

- Registration Fee - \$45.00 per semester or \$30.00 for Summer semester
- Monthly Tuition - 1 day - \$120/ mo, 2 days - \$180/ mo, 3 days - \$215/ mo
- Book Fees –Older Toddlers - \$15, 2's - \$40, 3's - \$45, 4's - \$60

Incidental, Optional or One-time fees for participation in MDO:

- Delayed Pick-up Fee - \$1 per minute after 2:05pm
- Drop In Fee - \$20/ registered, \$25/ not registered
- Late Payment Fee - add \$15.00 if bill is paid after the 20th of the month.
- MDO Lunch Fee - \$1.50/ day
- Nap Mat Fee - \$25

Detailed information on these fees is provided below.

Registration Fee

Registration materials are available at the Mother's Day Out Welcome Center. All forms must be filled out and fees paid before entrance into the program is allowed. The Fall registration fee is \$45.00 for the first child and \$30.00 for each additional child. Spring semester fee (automatically billed) is \$45.00 for the first child and \$30.00 for each additional child. The Summer registration fee is \$30.00 for the first child and \$20 for each additional child. The registration fee is nonrefundable and holds the child's placement within the program. This fee helps cover the cost of copies, snacks, supplies, and other items needed to have a successful program.

Monthly Tuition

One day per week--\$120.00 per month
Two days per week--\$180.00 per month
Three days per week--\$215.00 per month

A 15% discount is given to families with more than one child enrolled in the program.

Book Fee

A book fee is charged for all children ages 18 months to four years old. Book fees are non-refundable.

- Older Toddlers - \$15.00
- Twos - \$40.00
- Threes - \$45.00
- Fours - \$60.00

Classroom Supplies

Each teacher has an established list of supplies for the children in their care. A supply list will be given to each parent with their fall packet.

Delayed Pick-Up Fee

Late pick-up fees are \$1.00 per minute after 2:05 pm.

Drop-In Fee

Children are allowed to attend MDO on days for which they are not registered only if a spot is available. Parents must contact the front office to check availability. Typically, it is not known until 9:30am if a spot will be available that day. Drop-in rates are \$20 per day and \$25 per day for children who are not enrolled.

MDO Lunch Fee

A daily hot lunch is offered to children at a charge of \$1.50 per day. A complete menu may be picked up at the welcome center. When checking your child into Parent Pager, please indicate whether or not the child will be eating the program lunch or a lunch from home.

Nap Mat Fee

MDO Nap Mat and small blanket is required for your child to take a nap on.

(Purchase the MDO Nap Mat in the MDO Office \$25.00)

Billing & Payments

- The tuition payment must be given to the Mother's Day Out Director, or placed in the tuition basket ONLY!
- Monthly bills are sent home on the first Tuesday of each month.
- Please note your child's name somewhere on the payment to ensure accurate processing.
- Checks should be made payable to Trinity Baptist Church.
- Payment is due by the 15th of each month.
- Any payment received after the 20th should include a \$15.00 late payment fee.
- Payments left in your child's diaper bag or folder will not be processed!

MDO is not responsible for lost payments. The monthly tuition is NOT pro-rated for partial months that MDO is in session (August and December) or for holidays, bad weather or child absences.

Attendance & Withdrawing from MDO

Children may attend MDO on the day(s) for which they are enrolled. If your child does not attend on his or her assigned day, their absence may not be made up on a different day.

The Director must receive a full two week notice when withdrawing a child from the program; otherwise the tuition payment will be expected.

ABEKA Curriculum

Our program offers the ABEKA curriculum to children ages two and above. Many basic concepts are taught & encouraged such as: self, others, the world, shapes, colors, numbers, letters, manners, etiquette, art, music, developmental skills, and reading skills. Activities are included that help children grow emotionally, mentally, physically, socially, and spiritually. The desire is for each preschooler to develop a positive self-image and be confident and eager to learn.

Two-Year-Old ABEKA Program

UPON ENTERING THE PROGRAM:

Every child should be able to perform simple tasks such as some counting, singing, and coloring. Each child should be able to sit still for short increments of time to learn and to rest. Every child should be starting the process of potty-training.

Three-Year-Old ABEKA Program

UPON ENTERING THE PROGRAM:

Every child should be able to perform simple tasks such as sitting in a chair or on a mat and to follow simple instructions such as cleaning up and walking in a line. Each child should be potty-trained, possible pull-up at nap time. Every child should be able to recognize basic shapes and colors, able to sing the alphabet, and able to count 1-20.

Four-Year-Old ABEKA Program

UPON ENTERING THE PROGRAM:

Every child should be able to perform expected age appropriate tasks and to follow instructions given by the teachers. Each child must be potty-trained. Every child should be able to recognize basic shapes and colors, able to say the alphabet and recognize most letters, and able to count and recognize numbers 1-15. Each child should know how to sit appropriately in a chair and to walk quietly down the hall.

Special Needs Children

Any child with special needs is welcome to attend Mother's Day Out. Should any child with special needs require additional staffing, parents are responsible for providing this for their child.

Preschooler To Teacher Ratios

Babies	3:1	(9:3 per class)
Toddlers	5:1	(10:2 per class)
Twos	7:1	(14:2 per class)
Threes	8:1	(16:2 per class)
Fours	9:1	(18:2 per class)

General Policies

Health and Hygiene Policy

In order to provide a safe and healthy environment for all children, teachers will not admit a sick child into a classroom. Additionally, children who become ill while at MDO will be isolated immediately until parents can pick up the child. When a child becomes ill, parents will be notified immediately. For this reason, it is vital that the Director has current parent information. Please make it a priority to inform the Mother's Day Out Director of any phone number changes.

Please keep your child at home if:

- Child has had a fever of 100 degrees or higher within the last 24 hours
- Child has had diarrhea or vomiting within the last 24 hours
- Child has been on an antibiotic less than 24 hours
- Child has green nasal discharge
- Child has a constant cough
- Child has symptoms of a communicable disease
- Child has pink eye (Medication must be given at least 24 hours and be symptom free before returning.)
- Child has a draining rash
- Child has blisters indicative of Hand-Foot-and-Mouth. (Will be out for at least six days.)
- Child has lice or nits
- Child must be kept indoors when weather permits outdoor activities
- Child is too irritable, too tired or too ill to participate in normal activities

If your child has been exposed to or has contracted a contagious disease, please inform the Director immediately! If necessary, notifications will then be made to the parents of the other children that have been exposed.

Infectious Diseases:

May Return When:

Chicken pox & hand foot and mouth.....	after all lesions are crusted
Diarrhea	when stool is firm
Fevers.....	must be fever-free for 24 hours
Lice.....	after medicated shampoo treatment
Pinkeye.....	on medication 24 hours and without redness or discharge
Rashes (unknown origin).....	when rash has disappeared
Respiratory Syncytial Virus (RSV).....	when cough and runny nose has stopped usually 5 to 7 days
Ringworm.....	after medication for 24 hours/ then area

covered at MDO until gone
Strep throat.....after medication for 24 hours
Vomiting.....after 24 hours

Medication Policy

If any child requires medication during school hours, parents must complete a Medication Consent Form received from the Director. Medication will be administered by the Mother's Day Out Director. All prescriptions must be in the original container and properly labeled with the child's full name, date prescription was filled or expiration date, and legible instructions for administration. Non-prescription medication can be given with written consent only as to the dose, duration, and method specified by the manufacturer's label. A physician's authorization is needed for any non-prescription medication to be taken differently than indicated on the label. Any unused medication will be returned to the parent or properly disposed of.

Medical Emergency Policy

If a child requires emergency medical attention, 9-1-1 will be called immediately. After help is on the way, the child's parents or guardians will be contacted. Should immediate medical attention be required, the child will be taken to Women's and Children's Hospital. Trinity Baptist Church will cover all expenses not covered by the child's primary insurance. Please insure that MDO has a current copy of your child's insurance card.

Nursing Policy

Trinity Baptist Church has provided mothers with a comfortable environment in which to nurse their child. These rooms are furnished with all necessary furniture and supplies and are located in the preschool hall. Mothers will refrain from nursing their child in the presence of others.

Classroom Policies and Procedures

Teacher Evaluations

Each teacher is evaluated within the classroom setting periodically throughout each semester. These evaluations allow teachers the opportunity to grow and improve their teaching skills and techniques. Parents having questions or concerns pertaining to any teacher or classroom are to contact the Director immediately. Conferences between parents, teachers and the Director may be held when a situation deems it necessary. All conferences will take place with the Director present

What to Bring & Not to Bring

- Please bring the following items labeled with the child's name:
- Diaper Bag with at least 4 disposable diapers, a change of clothes, and any security item deemed necessary (babies through unpotty-trained twos)
- Backpack with a change of clothes in case of an accident (twos through fours)
- MDO-approved mat and small blanket which may be left at school each day (toddlers through fours)
- Sack lunch if the child is not eating the MDO lunch.
- Any items requested by the teacher.

Please do not send toys or valuable possessions with children to school unless specified for a specific occasion. MDO will not be held responsible for these items.

Dress Policy

Children should come to Mother's Day Out in comfortable play clothes (socks are **required** in order to play in the Kidz Place). MDO is a part of Trinity Baptist Church; no obscene words or vulgar statements on a child's clothing will be tolerated. MDO reserves the right to send a child home due to inappropriate attire.

Squeaky Shoe Policy

Trinity Baptist Church is officially a "squeak-free" zone. While "squeakers" are completely adorable, it is potentially over-whelming to teachers and other church staff when there are multiple "squeakers" present. Please do not send your child to MDO with squeaky shoes.

Cry Policy

MDO teachers prefer the children in their classrooms to be happy all of the time. In the event that a child becomes upset and cries, teachers will comfort the child but still allow the child to cry for up to 45 minutes to 1 hour. If the child is inconsolable at the 1 hour mark, parents will be contacted.

Biting Policy

Most children are not repeat biters and generally only bite out of frustration. If biting is repeatedly an issue at home, then parents are asked (for the safety of other children) to make the child's teacher aware of this. Also, it may be helpful to let the teacher know how biting is dealt with at home.

If biting is a repeated occurrence:

- Teachers will note each occurrence of biting, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
- Attempts will be consistently made to head off biting situations before they occur.
- Non-biting responses to situations will be taught and reinforced.
- Early transition of a child “stuck” in a biting behavior pattern will be considered only if it is developmentally appropriate.
- If it is deemed in the best interest of the child and other MDO children, the child will be dismissed from MDO enrollment for the duration of the biting stage.
- Parents will be notified before this action is taken.

Discipline Policy

In order to provide a positive learning environment for each preschooler, each classroom needs to establish positive rules and guidelines. Children are taught and encouraged to use good behavior and are often rewarded when they demonstrate acceptable behavior.

When a child does not follow the class guidelines, he/she will be reminded of the rules first. If the reminder is ineffective, the child will be placed in time-out to think about and prepare for appropriate behavior. Time-out will be no longer than one minute per year of the child’s life (for example, a 3 year old will not be in time-out for more than 3 minutes). If the inappropriate behavior persists, the child will be taken to the Mother’s Day Out Director. At this time, the parent will be notified. Together, the Director, teachers and parents can work together to correct the behavior. Any child whose discipline problems persist and continue to disrupt the class after **three parental notifications** will be excused from the program.

Open and effective communication between parents and MDO staff is essential to providing quality childcare and instruction. When there are circumstances occurring in the life of the child that could affect his or her behavior at school, please share those concerns with the MDO director or teacher.

Pick Up & Drop Off

When arriving at MDO:

- Either park in the right-hand lane of the circle drive or park in the parking lot. DO NOT park in the left-hand lane of the circle drive.
- Check your child(ren) in using the Parent Pager system. The system will print out a check in slip for each child which must be presented by the parent or guardian directly to the child’s teacher.
- Children may be dropped off beginning at 8:55am; prior to this time, teachers are preparing for the day and are not free to supervise children.
- Routine is important for providing an environment that children feel secure in. ALL children regardless of age should be in his or her classroom before 9:15am.

When leaving MDO:

- Either park in the right-hand lane of the circle drive or park in the parking lot. DO NOT park in the left-hand lane of the circle drive.
- Check your child(ren) out using the Parent Pager system. The system will print out a check out slip for each child which must be presented by the parent or guardian directly to the child's teacher.
- Children are to be checked out of the Parent Pager system and picked up from their classroom by 2:00 pm.

Teachers are not allowed to release any child to any adult who does not have a check out slip, so please do not ask them to.

Late fees are \$1.00 per minute after 2:05 pm. If an early pick-up is needed, please inform the child's teachers in advance. This will allow teachers to have the child ready with minimal disturbance to the rest of the class.

Communication

Accident Reports

Accident reports will be filled out and submitted to the office regardless of how small the incident may seem. MDO office personnel will contact the parent to let them know what happened.

Conferences

Parent/Teacher/Director Conferences may be held when it is deemed necessary. All conferences will take place with the Director present. Parents should direct any teacher concerns, questions, or unreasonable expectations from teachers to the Director. Allowing the Director to handle these situations provides a buffer for parents and teachers should an uncomfortable situation arise.

Grievances

All concerns will be brought directly to the attention of the Director in a private manner. If this has been done and a teacher believes that a concern was improperly addressed, or that further consideration is needed, the Preschool Minister of Trinity Baptist Church is to be notified by the teacher in writing. The Preschool Minister will consider the situation and either deal with the situation personally or schedule a meeting with the parties involved to work to achieve a resolution. All meetings with the Director or Preschool Minister will be held at scheduled times in order to prevent distractions or interruptions.

Holiday Schedule Policies

MDO follows the Calcasieu Parish School System. If the public schools are closed for severe weather, then MDO will be closed as well. Parents may call the church office or Mother's Day Out Office for confirmation.

The school will be closed for the following holidays:

- All holidays set by the Calcasieu Parish School System (see below)
 - These dates may be modified in order to best serve the interests of the MDO staff and their children
- If a CPSB holiday begins on a Friday, MDO will be closed on the Thursday prior to allow MDO teachers to attend their child's holiday activities.
- Vacation Bible School Week in June
- Two weeks in August for employee vacations

MDO 2015 - 2016 School Calendar

School Begins.....Tuesday, August 18, 2015
Veterans Day.....Wednesday, November 11, 2015
Thanksgiving.....Tuesday, November 24, 2015 - Thursday, November 26, 2015 (closed)
Christmas.....Tuesday, December 22, 2015 – Thursday, December 31, 2015 (closed)
(Return to school on Tuesday, January 5, 2016)
Mardi Gras (MDO Spring Break).....Tuesday, February 9, 2016 – Wednesday,
February 10, 2016 (closed)
Easter.....Thursday, March 24, 2016 - Thursday, March 31, 2016 (closed)
Last Day of School..... Thursday, May 12, 2016

School Closure Notification

MDO follows the Calcasieu Parish School System. If the public schools are closed for severe weather, then MDO will be closed as well. Parents may call the welcome center, church office, or Mother's Day Out Director for confirmation. In the event of a fire or natural disaster, all parents will be notified to pick-up children.

Safety and Security

Parent Pager

The Parent Pager Check-In System provides MDO employees with a means to visually identify any adult who is attempting to leave the premises with a child. If an adults'

picture does not appear on a child's check out slip, that child will not be permitted to leave with the adult.

If parents wish authorize other adults to pick up their child, parents must fill out the appropriate form and submit it to the MDO Director. Completion of this process requires that the newly authorized person has their photo and identification information entered into the Parent Pager database. MDO reserves the right to request photo identification before the child will be dismissed into their care. For the safety of all children, children will not be released to anyone not authorized by the parent in writing.

If for some reason during the semester it is determined that a parent or relative is not to be in contact with his or her child, a copy of a court-ordered document must be submitted directly to the Mother's Day Out Director.

The safety and security of the children entrusted to us is paramount. Parents are expected to help by following the rules for Parent Pager. The success of the Parent Pager safety measure depends upon every individual doing his or her part to adhere to the policies set forth in this handbook.

Child Protection Policy

For the safety of teachers and children, as well as for the peace of mind of parents, teachers will adhere to the following:

- Two-person Rule - Two workers must be present in each classroom at all times.
- Punishment involving physical pain is not ever appropriate. Any person witnessing a co-worker inappropriately disciplining a child should report the action to the MDO Director or church minister.
- Mother's Day Out employees follow that statues set forth under Louisiana Law, Code Section §14:403 Criminal; Article 609 & 603 Children's Code.
- This law requires that any teacher or child care provider report any suspected abuse immediately to the Calcasieu Parish Department of Child Protective Services.
- Failure to abide by this statute will result in immediate dismissal of the MDO employee from his or her position with MDO as well as being charged with a misdemeanor and up to \$500 fine and/or 6 months jail.
- In order to protect Mother's Day Out and its employees, and to avoid making erroneous reports, decisions to involve CPS will be made by the consensus of at least three individuals who are employed by Trinity Baptist Church.

Fire Drills

Due to the size of Trinity Baptist Church, MDO is now required to conduct fire drills at least once per month. Teachers are aware that these will take place but are not told when they will happen. Any questions or concerns that parents may have with this policy must be directed to the MDO Director.

About Us

TBC Core Values Statement

- There is only one Holy and Sovereign God of the universe and nothing is more important than Him. (*Isa. 45:5-6; Ex. 20:2-3; Heb. 3:3-4*)
- This being so, it is our hearts desire that every man, woman and child everywhere have a relationship with God and that their relationship with Him is superior to all other relationships. (*Matt. 28:19-20; Matt. 22:37-40*)
- The only means to a relationship with God is by accepting Jesus as Savior and Lord through faith. (*John 14:6; 1 John 3:11; Acts 4:12; John 3:17-18*)
- After beginning a relationship with God our life's goal is to grow in our relationship with Him to the point that we love the things He loves and hate the things He hates and to live our lives accordingly. (*John 17:20-23; 1 John 4:7-8; 1 John 5:2-3*)
- God loves all people and so do we. God hates sin and the destruction sin brings to peoples' lives and so do we. (*John 3:16; Gen. 4:6-7; Luke 13:34-35*)
- Sin is any disobedience to God's will whether by actions, inaction, thought or attitude. (*Matt. 5:21-22; Matt. 5:27-28; Matt. 6:14-15; Matt. 19:16-21*) The means to growth in our relationship with God is through frequent prayer to Him, Bible study about Him, worship of Him and obedience to Him. (*Eph.6:18; Col. 3:16; Ps. 100:2-3; Deut. 12:32*)

Kids Court Rules

Trinity Baptist Church has been blessed to have the opportunity to provide families with a safe, Christian environment for their younger children to play in. Should you wish to stay after MDO is closed to allow your child to play in Kids' Court, please follow the rules.

- No shoes on the playground (Parents, this means you, too!).
- No food or drinks on the playground.
- No climbing up the slide.
- No running on the benches.
- No flipping or climbing on the bar.
- Stay off and out of the cement planters.
- Play on the playground and NOT in the classrooms.
- Parents or guardians MUST remain to supervise child(ren) at all times.

