

2010/2011

Mother's Morning Out Handbook



Mother's Morning Out Handbook

Welcome to the Mother's Morning Out program at First Baptist Church of Fort Mill! We are thrilled that your family has chosen to join us here. MMO is designed to provide a safe, fun-loving Christian environment where parents can leave their children and take a much-deserved break in the mornings while the children play and learn. This handbook contains the policies and procedures for Mother's Morning Out. If you have any questions please feel free to contact any of the staff. Thank you for allowing us the opportunity to love and care for your children.

Mother's Morning Out Mission Statement

The mission of the MMO program is to provide a warm, caring, loving environment for children ages 12 months through 4 years old. Our goal is for your child/children to:

- have a successful separation experience from parents
- learn to socialize with other children
- develop a sense of self away from home
- learn to follow directions and participate in a group setting
- begin to grow in the understanding of the Bible, God, and Jesus
- be introduced to learning concepts
- 4 year olds focus on kindergarten readiness

Schedule for Mother's Morning Out

Mother's Morning Out at First Baptist of Fort Mill is a one day class for Younger 1s. It is a two day a week program for Older 1s, 2s and 3s. We have Monday/Wednesday classes and Tuesday/Thursday classes. Our 4 year old class meets 3 days a week (Mon/Tues/Wed) with an optional 4th day. We follow the Fort Mill School system guidelines regarding which age class to place the child. Our children range from 12 months through 4 year olds. Class size is as follows:

Bunnies	Younger 1s	7 children per 2 teachers
Doodle Bugs	Older 1s	10 children per 2 teachers
Bear Cubs	Twos	12 children per 2 teachers
Penguins	Threes	14 children per 2 teachers
Blue Birds	Fours	16 children per 2 teachers

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A typical day for a child at Mother's Morning Out consists of free play, circle time which includes music, Bible story and verse, snack time, large motor play, and activities based on the theme for the month.

The hours for Mother's Morning Out are from 9:00-12:00. Mother's Morning Out follows the Fort Mill School District schedule related to closings for holidays, teacher workdays, and inclement weather. If the Fort Mill schools are running on a delayed schedule due to bad weather, MMO will be closed.

MMO 2010/11 Calendar Dates

Tuesday, August 31	Open House 5:30 – 7:30 p.m.
Wednesday, September 8	MMO begins
Monday, October 11	MMO closed/Ft Mill School Teacher Work Day
Tuesday, November 2	MMO closed/Election Day
Wednesday, November 24	MMO closed/Thanksgiving
Thursday, November 25	MMO closed/Thanksgiving
Monday, December 20 – 30	MMO closed/Christmas holiday
Thursday, January 13	MMO closed/MMO Teacher Enrichment Day/Fort Mill school ½ day
Monday, January 17	MMO closed/Martin Luther King
Monday, February 21	MMO closed/Presidents Day
Monday, April 18-21	MMO closed/Spring Break
Thursday, May 26	Last day of MMO

Fees

A one-time non-refundable registration fee of \$50.00 per child must be included with the Application for Enrollment form.

Our Younger 1s class which meets one day a week has a tuition rate of \$50.00 per month. Tuition rate is \$85.00 per month for 2 days a week. If you choose to sign your children up for both Monday/Wednesday and Tuesday/Thursday classes the fee is \$170.00. The cost for the 4 year old three-day program (Monday/Wednesday/Thursday) is \$130.00 per month. The 4 year old four-day program is \$170 per month.

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** If you are sending siblings to the program, the first child is the full-tuition rate; additional siblings will receive a 25% discount rate. This does not apply to the Younger 1s class.*

There will be no tuition allowance made for illness, voluntary absences, or school closings due to the Fort Mill School schedule. We are not designed to allow children to switch days during the week. For instance, children assigned to Monday/Wednesday may not choose to attend Tuesday/Wednesday on a particular week.

Please notify the Morning Programs Director at least two weeks in advance of withdrawing your child from the program. Failure to do this will result in charging you for next month's tuition.

Your payment is due on the first school day of each month, no later than the 10th of each month. Any payment made after the 10th is considered late and must be accompanied by a \$10.00 late fee. Failure to pay will be reason for dismissal.

A tuition box is located in the pre-school welcome center. Please place your check in the tuition box the beginning of each month. Do not give your tuition checks to the teachers or send them in the child's folder. Do not hand tuition checks to any MMO staff in the car line.

There is a \$20.00 charge for any returned checks.

Please make checks payable to: First Baptist Church

Drop Off and Pick Up

We ask that you walk your child to their classroom for drop off each morning. You may enter the church through the preschool entrance under the covered walkway. Please do not drop off your children before 9:00 a.m. Teachers are not available to accept children into the classroom before that time.

For pick-up you may form a car line beginning at 11:45 a.m. at the end of the pre-school hallway. Please pull forward to the 2nd set of white columns. We will deliver your children to your car but will not buckle them in due to insurance reasons. Please pull to the back parking lot away from the horseshoe area after receiving your child to properly buckle them in their seat. During rainy days, please use the covered breezeway for pick up. Parents who have children in the 4 year old classroom, please do not get in the car line until 11:55 a.m.

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Below are late pick-up charges:

12:05-12:09 \$5.00

12:10-12:14 \$7.50

12:15-12:19 \$10.00

12:20-12:30 \$15.00

The late fee will be added to your next month's tuition.

Security

One of our main goals is to make sure that your child is safe at all times while in our care at First Baptist Church of Fort Mill. For that reason, we ask that you fill out a Pick-Up Authorization Form before your child starts Mother's Morning Out. Children will not be released to anyone other than the parent or guardian or anyone on the Pick-Up Authorization list unless permission is given by the parent in the form of a written note or phone call to the director or teacher. We will ask for photo identification before releasing your child into their care.

Wellness Policy

We follow the wellness policy stated in the First Baptist Church of Fort Mill Children's Ministry handbook.

In consideration of other children and teaching staff, please do not bring a child to Mother's Morning Out who has shown signs of illness within the last 24 hours.

The following list of symptoms will determine if a child should not be admitted to the classroom:

Persistent coughing	Fever (over 100, must be fever-free 24 hours)
Persistent sneezing	Rash (except diaper rash)
Vomiting	Runny nose and/or eyes
Inflamed throat	Unusual fatigue or irritability
Earaches	Complaints of stomachache
Swollen glands	Any discolored nasal discharge
Diarrhea (2 or more loose bowel movements)	

If a child shows signs of any of these symptoms while in our care, the child will be isolated from the other children and the parents will be contacted. (In the case of children with allergies who might exhibit some of the above-mentioned symptoms, exceptions will be made.)

Our desire is to protect all children and teaching staff from exposure to illness. We appreciate your cooperation in maintaining a healthy ministry environment.

In the event of possible exposure to a contagious disease or parasite in the classroom (pink eye, head lice, etc.) the director will notify parents. Specific directions regarding how to treat head lice will be given.

Toys

Please do not allow your child to bring any toys with them to Mother's Morning Out. Your child will be engaged in activities planned by the teacher in the classroom. We also have age appropriate toys in each classroom. If a child brings a toy to the classroom, we will ask you to take it with you to the car.

Labeling Items

Please label all items that you send in with your child to Mother's Morning Out. This includes coats, change of clothes, wipe cases, etc.

What to Bring to MMO

Each child in MMO will receive a tote bag that will comfortably hold a change of clothes, underwear or diapers and wipes, and their MMO folder. Younger 1s class please bring a sippy cup. Please send the tote bag and folder that has been provided by MMO with your child every morning. Teachers use this folder as a tool for communication between parents and teachers and also a way to send your child's art work home. Do not use the folder to send in your tuition check. Please use the tuition box in the Pre-school Welcome Center for this.

Send a change of clothes, diapers and wipes, or underwear with your child to Mother's Morning Out. Make sure to label them appropriately and change them throughout the seasons. Please keep in mind that we engage in various activities from playing on the playground to using paints and other craft materials. Please dress your child in appropriate clothes and shoes for these activities. When the weather becomes colder, please remember to send a jacket or

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sweater. Sunscreen should be applied to the children during the summer months before you leave home.

Playground

Each class will have 30 minutes on the playground. Please dress your children appropriately for the weather. If outside temperatures are below freezing, we will stay inside.

Snacks

Snacks are provided for your children while at Mother's Morning Out. Snacks usually consist of some type of cracker, pretzel, or animal cracker and water to drink. First Baptist Church of Fort Mill is a peanut-sensitive campus which means we strive not to have peanuts or any products containing peanuts in our classrooms. Please do not send sippy cups with your child to Mother's Morning Out; they are provided in the classroom. Exception - Younger 1s class please bring a sippy cup.

If you would like to bring a special snack to celebrate your child's birthday, please feel free to do so! We ask that if you are making cupcakes, please send in the "mini" cupcakes with little to no icing. This works best for little hands and helps during clean up! Contact your child's teacher ahead of time to make arrangements. Remember, do not bring in any products that may contain peanuts.

Allergies

If your child has any allergies please complete the Allergy Information Sheet and submit it to the Morning Programs Director. These sheets are kept in a notebook and the information is given to all teachers working with your child.

General Information

MMO does not advertise or promote business products.

Children in the 4 year old program are required to be potty trained. Please keep us informed of any changes in email, address, or phone numbers in order that we have current contact information.

Mother's Morning Out Staff 2010/2011

Monday/Wednesday

Doodlebugs

Brenda Light

Mandy Riley

Bear Cubs

Jenny Provin

Dawn Zoeller

Penguins

Robin Witmer

Connie Guynn

Tuesday/Thursday

Doodlebugs

Stephanie McClung

Beth Dempsey

Bear Cubs

Dawn Zoeller

Karolina Burnette

Penguins

Karen Adams

Jonna Storms

Monday/Tuesday/Wednesday (Optional 4th day Thursday) PK - 4

Blue Birds

Amanda Scott

Aminie Ford

Thursday only (Younger 1s class)

Bunnies

Brenda Light

Mandy Riley

Morning Programs Director

Marsha Jones

mjones@bcfm.com; (803) 547-2051

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I have read and understand the policies and procedures for the Mother's Morning Out program at First Baptist Church of Fort Mill. I understand as a parent I am to follow the policies and procedures stated in this handbook. Failure to do so on my part may result in dismissal of my child/children from Mother's Morning Out.

Name of child
(PRINT) _____

Signature of parent _____

Date: _____

Please remove this page from the handbook, sign and return this single page to Morning Programs Director.