

MMO Parent Handbook

Welcome to our MMO 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 their children play and learn. This handbook contains policies and procedures for MMO. 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.

MMO Mission Statement

Glorifying God by encouraging children and their families in developing their relationship with God while providing a warm, caring, fun and loving environment for children ages 12 months through 4 years.

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
- introduce academic concepts
- learn to follow directions and participate in a group setting
- begin to grow in the understanding of the Bible, God, and Jesus
- 4-year-olds focus on kindergarten readiness

Themes for 2020/21 MMO year:

September	“The Bible is a Special Book”
October	“Creation”
November	“Thank You God for Families”
December	“Christmas”
January	“God Wants Me to be a Helper”
February	“God Wants Me to Love Others”
March	“Easter”
April	“God Loves Children”
May	“God Wants Me to Obey”

Below is a list of concepts covered during the year by age groups.

1s

Colors

Shapes

Seasons

Body parts

Verbal name recognition

Social Skills: walking in line; taking turns

2s

Continue colors, shapes, seasons, body parts
5 Senses
Sight name recognition
Opposites
Counting Numbers 1 - 10
Social Skills: walking in line; taking turns

3s

Continue colors, shapes, seasons, body parts, 5 senses, opposites
Counting Numbers 1 - 20
Number Recognition 1 - 10
Sight name recognition
Name tracing/printing
Weather
Days of Week
Common Letters
Cutting with scissors
Social Skills: walking in line; taking turns, raising hands

4s

Continue 1s-3s skills such as colors, shapes, seasons, body parts, 5 senses, opposites
Work on letter sounds (phonics) on all letters
Recognition of capital and lowercase letters
Count and recognize numbers 1 – 20
Introduce Numbers 20+
Recognize first and last name
Work on spelling first and last name
Work on printing first and last name
Work on printing letters and numbers
Sequencing
Positional words (under/over) (bottom/top) (front/back)
Rhyming words
Sorting
Patterns
Learn birth date
Foundational Bible verses
Days of week
Months of the year
Introduction of sight words
Work on beginning reading concepts and concepts of print
Cutting, Lacing, Stacking
Hopping, running, and jumping
Social Skills: walking in line, taking turns, raising hands, working in groups
Learning independent self care skills such as handling all bathroom needs, putting on jackets, managing zippers & buttons, putting on shoes, blowing/wiping nose

MMO Schedule

MMO at First Baptist Fort Mill offers a two day-a-week program for 1s, 2s and 3s that meets on Monday/Wednesday or Tuesday/Thursday. Our PK-4 classes meet 3 days-a-week (Tues/Wed/Thurs) or 4 days-a-week (Mon/Tues/Wed/Thurs). Children are placed in age appropriate classrooms and do not promote during the school year. Our children range from 12 months through 4-year-olds. Class size is as follows:

Lambs	Younger ones	8 children per 2 teachers
Chipmunks	Older ones	10 children per 2 teachers
Bear Cubs (Tues/Thurs)	Twos	12 children per 2 teachers
Penguins	Twos	12 children per 2 teachers
Bear Cubs (Mon/Wed)	Threes	14 children per 2 teachers
Red Birds	Threes	14 children per 2 teachers
Blue Birds	Fours	16 children per 2 teachers
Eagles	Fours	12 children per 2 teachers
Owls	Fours	12 children per 2 teachers

We do not have scheduled parent/teacher conferences. If you have a question or concern, please ask your child's teachers or contact the MMO Director.

A typical day for a child at MMO consists of free play, music, Bible story and verse, snack time, large motor play (inside or outside), and activities based on the theme for the month.

1 – 3s classes are from 9:00-12:00. PK-4 classes are from 9:00 – 12:10. With a few exceptions, MMO 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 running on a delayed schedule.

MMO 2020/21 Calendar Dates

Monday, September 14	Open House 4:00 p.m. – 7:00 p.m.
Tuesday, September 15	MMO Teacher Workday
Wednesday, September 16	First Day of MMO
Tuesday, November 3	MMO closed - Election Day
Wednesday, November 25	MMO closed - Thanksgiving
Thursday, November 26	MMO closed - Thanksgiving
Wednesday, Dec 16– Jan 3, 2021	MMO closed - Christmas holiday
Monday, January 4	MMO closed - Teacher Workday
Tuesday, January 5	MMO closed - Teacher Training Day
Wednesday, January 6	MMO resumes for 2 nd semester
Monday, January 18	MMO closed - Martin Luther King
Monday, January 25	MMO closed- FMSD Teacher Workday
Monday, February 15	MMO closed - Presidents Day
Monday, April 5 – 8	MMO closed - Spring Break
Wednesday, May 27	Last Day of MMO/ PK Graduation
Thursday, May 28	MMO Picnic at the Park

Inclusion Policy

FBC MMO is not equipped to offer its preschool program to children with severe disabilities or special needs. A parent/guardian must discuss with the Director any special conditions or circumstances involving their child prior to registration so that we can advise you as to whether we can make reasonable accommodations for your child.

Enrollment of a special needs child is decided on a case-by-case basis.

Fees

There is a \$75 non-refundable registration fee when enrolling your child for the first time as well as each year you return.

Monthly Tuition:

\$100	1s, 2s, 3s	Mon/Wed or Tues/Thurs
\$140 for PK-4	3 days	Tues/Wed/Thurs
\$180 for PK-4	4 days	Mon/Tues/Wed/Thurs

** If you are sending siblings to the program, the older child is the full-tuition rate; additional siblings will receive a discount. \$10 discount for 2 days; \$20 discount for 3 days; \$30 discount for 4 days.*

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. Tuition is divided into 9 equal payments. The payment is the same August – April.

Your payment is due on the first school day of each month for the following month and is not considered late if paid by the 15th of the month. For example, October tuition is due September 1 but will not be considered late as long as it is paid by September 15th. Any payment made after the 15th is considered late and must be accompanied by a \$10.00 late fee. Exception, September tuition is due August 1. To guarantee enrollment, the first month's tuition must be paid no later than August 1.

A tuition box is located in the pre-school Welcome Center. Please place your check or cash in the tuition box the beginning of each month. Please note in the memo line of the check the child's name. If paying cash, please put in envelope with child's name. You may pay more than one month at a time. 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.

Please make checks payable to First Baptist Church. There is a \$10.00 charge for any returned checks.

You may also arrange for your bank to send us the monthly check. The check needs to include MMO and the child's name on the memo line. The address needs to include: Attn: Ashley Dodson.

Withdrawal

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

The director reserves the right to withdraw any child under the following conditions:

- Failure to pay tuition.
- If a child is continuously disruptive in a class.
- If a child's behavior (i.e., physical, verbal, or emotional that is categorized as developmentally inappropriate) causes undue stress on either the teachers or the other students in the class.

Inclement Weather

MMO follows the Fort Mill School schedule regarding weather related closings.

Check out the website:

www.fortmillschools.org

When Fort Mill Schools are closed, MMO will be closed.

When Fort Mill Schools are delayed, MMO will be delayed. If the schools are delayed by 2 hours, MMO will begin at 10:30 a.m. Dismissal would stay the same as a normal day.

If we are already at MMO and it is announced that Fort Mill schools will dismiss early due to weather, parents will be contacted as soon as possible and asked to come to the classroom for pick-up.

We will not be serving a snack on the days when we have a delayed start.

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 pre-school entrance under the covered breezeway. Please do not drop off your children before 8:55 a.m. Teachers are not available to accept children into the classroom before that time.

Dismissal for the 1s-3s classes is from 11:50 - 12:05 p.m.

Dismissal for the PK-4 classes is from 12:05 - 12:15 p.m.

For pick-up of children 1s – 3s, 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 liability issues. Please park in 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. 4s will follow the same procedure beginning at 12:05.

***See Covid changes for 4s pickup this year**

Below are late pick-up charges for 1s – 3s:

12:05-12:09	\$5.00
12:10-12:14	\$7.50
12:15-12:19	\$10.00

Below are late pick-up charges for the PK-4 classes

12:15 - 12:19	\$5.00
12:20 - 12:24	\$7.50
12:25 - 12:29	\$10.00

The late fee may be paid on your next month's tuition or may be paid at the time of pick-up.

Colored car tags will be distributed at Open House. These tags help us during the car line dismissal and are the only approved tags for child pick-up. Please display them on the front dashboard and keep them displayed until the child is placed in the car.

If you choose not to use the car line, please park in the parking lot walk inside the building to pick up your child. It is also fine for PK-4 families to pick up their child while on the playground at the end of the morning. You will still need to show your colored pickup tag.

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 Fort Mill. For that reason, we ask that you fill out a Pick-Up Authorization Form before your child starts MMO. Children will not be released to anyone other than the parent/guardian or those listed on the Pick-Up Authorization form. **A pick-up authorization form must have an emergency contact person in addition to the child's parents. This person must live locally and be available to pick up your child should you be unable to do so.** A parent must notify the director or teacher if someone, other than those listed, is going to pick up their child. We will ask for photo identification before releasing your child into their care if they do not have the colored pick-up tag.

All the doors in the Children's Building are locked. We keep the front door open the first 15 minutes while children are arriving. Someone from the MMO staff will be at the front entrance during this time. After 15 minutes, we place a doorbell on the door. Please ring the doorbell if you arrive after 9:15.

There are security cameras installed in the hallways and classrooms.

Discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching, and encouragement. Our goal in guiding children's behavior is not to punish, but to educate and help children develop self-control. All children are encouraged to use appropriate behavior. It provides security, produces

character, prepares for life, and is evidence of God's love. MMO discipline policy consists of the following: Re-direction, Warning, and Time Out.

When trouble occurs, the child will be allowed to experience natural and logical consequences of the behavior when feasible. The child will be praised for appropriate behaviors.

How can the parent help with discipline?

*Discipline your child properly and consistently at home.

*Talk with your child about expectations you have for him/her during MMO.

*Talk to the teachers about concerns you may have.

*Pray for your child and your child's teacher.

Redirection

Our primary form of discipline is redirection. The child will be moved to another location where he/she can interact with other toys and children. Redirection generally works well with our younger children.

Time Out

Time Out is removal of the child from the group for a short period of time. Time Out is utilized in a situation in which the child is misbehaving and has not responded to re-direction or verbal warnings. The Time Out space is located away from the classroom activity but within the teacher's sight. During Time Out the child has the opportunity to think about the misbehavior which led to his/her being removed from the group. After a period of no more minutes than your child's age, the teacher will discuss the incident and appropriate behaviors with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect as the other children. If Time Out is not having the desired effect, the child will be sent to talk to the MMO Director.

Children causing physical harm to others (scratching, biting, etc.) during MMO will be sent to the Director's office and parents will be notified of the behavior. The parents may be asked by the Director to pick up their child. If the problem continues, a conference will be scheduled between parent, teacher, and Director.

If the class can't maintain a productive learning environment due to a child's behavior, suspension or withdrawal may occur.

Illness/Injury

A parent will be notified immediately of any illness or injury requiring medical attention. If a parent cannot be reached, their emergency contact person will be notified. 911 will be called if an illness or injury requires immediate professional medical attention.

An incident report will be filled out and sent home any time scratches, bumps or bruises are treated during MMO.

CRYING: We know how difficult it is to leave a crying child. Please know that we will notify you if your child continues crying for a prolonged period of time. We want your child's experience at MMO to be a happy one and we will work together with you to make that happen. Linger during drop-off typically makes crying worse. A quick, happy good-bye from mom or dad helps the child know they are safe and that this is a fun place to be.

Wellness Policy

In consideration of other children and teaching staff, please do not bring a child to MMO 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
- *Persistent sneezing
- *Rash (except diaper rash)
- *Vomiting in last 24 hours
- *Runny nose and/or eyes
- *Inflamed throat
- *Fever (100 or more, must be fever-free without the use of fever-reducing medications)
- *Extreme fatigue or irritability
- *Earaches
- *Complaints of stomachache
- *Swollen glands
- *Discolored nasal discharge (not resulting from allergies per doctor's statement)
- *Diarrhea (2 or more loose bowel movements within a 24 hour period)

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.

Colds: If the child comes to school with a cold, he/she should be able to follow the daily routine, including time outside. If the staff determines they cannot care for the child without compromising their ability to care for the health and safety of the other children, the parent will be notified to pick up the child.

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.

***Please see the Covid Precautions Document for additional information and changes to this year's Wellness Policy**

What to Bring and Wear to MMO

Each child in MMO will receive a tote bag that will comfortably hold a change of clothes as well as disposable diapers & wipes, pullups, or underwear. Make sure to label **all** items in the child's bag and change clothing throughout the seasons. Please send the tote bag and folder that has been provided by MMO with your child every morning. If you lose your child's bag or would like a second bag for separate households, you may purchase additional bags from the MMO director for \$5 each.

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. Each class will have 30 minutes on the playground (weather permitting). When the weather becomes colder, please remember to send a jacket or sweater. If desired, sunscreen should be applied to the children by the parents/guardians before MMO.

Please do not have your child bring any toys with them to MMO. 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 may ask you to take it with you to the car or to have the child place it in his/her bag. Exception to this guideline applies to comfort items for the youngest children who are experiencing separation anxiety.

Diapers and Potty Training

We ask that cloth diapers not be used during MMO. Children wearing diapers will be checked twice during the MMO morning.

We will do our best to partner with you when potty training your child. Our schedule permits us to take children to the potty twice during the morning unless the child requests to be taken. Please take your child to the potty before taking him/her to the classroom. We are not able to give individual potty training rewards in the classroom.

During potty training, pull-ups with velcro sides are preferred. Please do not send your child in underwear unless the child is able to tell the teacher when they need to potty. Please contact the MMO Director if there are questions regarding potty training during MMO.

For our PK-4 children, please take them to the potty before dropping them off to the classroom. PK-4 children must be potty trained for entrance into this program.

A potty-trained child is a child who can do the following:

- 1.Be able to TELL the teacher they have to go to the potty.
- 2.Wear underwear all day without potty accidents (rare accidents are understood)
- 3.Be able to dress and undress themselves in preparation of using the potty.
- 4.Be able to wipe themselves after using the potty.
- 5.Be able to wash and dry hands.
- 6.Be able to postpone going if they must wait their turn.

If a PK-4 child has a bowel movement accident, we may call parents to assist.

Children in our 3s program are not required to be potty trained the first semester. If a child in the 3s class has a bowel movement accident the 2nd semester, we may call parents to assist. Please continue to send your child in pull-ups until you are confident they can make it through the school day without frequent accidents.

Snacks

Snacks are provided for your children while at MMO. Snacks usually consist of some type of cracker, pretzel, or cereal with water to drink. First Baptist Church Fort Mill is a peanut-sensitive campus which means we strive not to have peanuts or any products containing peanuts in our classrooms. **Due to Covid our water fountains will be closed. Please send a SPILL PROOF water bottle with your child each day.**

If you would like to bring a special snack to celebrate your child's birthday, please feel free to do so! Cookies make a great snack that is easy to clean-up. If bringing cupcakes, please send only 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. Please check with your child's teacher regarding any allergies in the classroom before sending in a snack. We ask that you or your family not attend the birthday celebration as it is disruptive to the classroom schedule.

You will have opportunities to sign up for special snacks during some of our holiday celebrations. Thank you for your help with these special events!

We do not permit chewing gum during MMO.

Please have your child eat breakfast before they arrive to MMO.

MMO Allergy Policy

If your child has any type of allergy, please complete the Allergy Information Sheet and submit it to the MMO Director. These sheets are kept in a notebook and the information is given to all teachers working with your child.

Although First Baptist Children's Ministry is peanut-sensitive, we can't guarantee what other groups may bring on our campus. We strive to purchase snacks for MMO that contain no peanuts or tree nuts. Please note our snacks may contain egg, dairy, and gluten. Our snacks may be made in a facility where peanuts or tree nuts are processed. We will make reasonable efforts to work with individual families regarding allergies. We will ask individual families whose children have allergies to approve any snacks that we serve. If the allergy is severe and the snacks aren't suitable, parents may need to send in their own snack, and/or a special snack for their child if there is going to be a birthday celebration in the classroom. We allow homemade snacks but ask that no peanuts or tree nuts be in the homemade snack. Regarding medications, if we must administer emergency medication to the child (Epi pen), 911 will be contacted. The parent will then be contacted and advised of the situation. Any expenses incurred must be borne by the parent. Parents are responsible for providing all medication, ensuring that all medication is current, and that it will not expire during the course of the school year. If your child has an allergy that requires an epi pen, you may not leave the child at MMO without it.

Communication

Good communication is a key to a successful relationship between parent and teacher. Many of our teachers communicate through newsletters via email or hard copy as well as Facebook closed groups. **The MMO Director communicates primarily by email.** Please keep us informed of any changes in email, address, or phone numbers in order that we have current contact information.

Please feel free to contact the MMO Director with any questions or concerns.

General Information

MMO does not advertise or promote business products. MMO does not promote fundraisers or advertise for other ministries or organizations. Please do not promote business products or fundraisers in your closed Facebook groups.

We ask parents to please refrain from staying in the MMO classroom when dropping off your child or entering into the classroom as teachers prepare for dismissal.

Children who are walking must wear shoes to MMO.

Older 1s must be able to walk.

Younger 1s must be able to use sippy cups.

We do not permit Halloween costumes or scary clothing during our Fall Day celebrations in October or on Halloween.

Please do not send your children to MMO in squeaky shoes.

There will be an end-of-year picnic and PK-4 graduation celebrations during May.

Please do not post pictures of MMO children on your public Facebook page without permission from the parents.

Next year's registration for children currently enrolled in MMO and their siblings will begin Monday, January 11, 2021.

*****Please note that some of these policies and procedures may have to be altered in accordance with Covid-19 Regulations. Parents will be notified as soon as possible if changes need to be made regarding their child's enrollment, class placement, schedule, drop off/pick up procedures, or any other significant changes.**

Please print and sign the following page and bring it to Open House.

I have read and understand the policies and procedures for the MMO program at First Baptist Church Fort Mill. I understand as a parent I am to follow the policies and procedures stated in this handbook. In addition, I agree to abide by the health policies put in place and will not bring my child to MMO if they do not meet the wellness standards stated in the parent handbook and Covid precaution document. Failure to do so on my part may result in dismissal of my child/children from the Mother's Morning Out program.

Child's name (PRINT)_____

Parent's name (PRINT)_____

Signature of parent_____

Date:_____

I have read and understand the precautions that First Baptist Church Fort Mill will be taking to limit the exposure to and spread of the Covid-19 virus. I understand that despite reasonable measures and precautions being taken, First Baptist Church cannot guarantee that my child will not be exposed to illnesses of various kinds, including the Covid-19 virus. I understand that First Baptist Church will not be responsible for any medical expenses related to the treatment of my child/children's illnesses.

Signature of parent_____

Date:_____