



**FIRST BAPTIST**  
S A N G E R  
| Experience Life Change |

# MOTHER'S DAY OUT

## Preschool Program

Policies  
and  
Procedures

# Welcome!

We are very excited about our FBC Mother's Day Out Preschool Program. We are a ministry of FBC Sanger committed to providing opportunities for preschoolers and their families to learn about God and their world through biblically-based curriculum and activities. We accept children beginning at 18 months of age through 5 years of age. You and your family have a standing invitation to visit our worship service, Sunday school and to participate in other activities provided by the church. We are not a state licensed daycare facility.

## **Our Purpose**

The purpose of our program is to support the home and extend the ministry of the church by providing a biblical based, age appropriate education in a loving, Christian environment. Our goal is to help your child grow mentally, physically, spiritually, socially and emotionally. In order to achieve these goals, we commit to providing a safe, Christian environment to meet the overall needs of each child.

## **Leadership**

Our staff has been carefully chosen and properly screened. Each person is one who loves children and desires to teach them about God and His love. Our staff is CPR and First Aid certified.

## **Our Facilities**

Our rooms are clean, safe, and well equipped. New materials are added frequently to enrich the teaching environment. All materials and equipment are planned to meet the needs of preschool children.

## **Enrollment Capacities and Class Structure**

- 18 months - Maximum of 6, with 1 worker
- 2 years old - Maximum of 6, with 1 worker
- 3 years old - Maximum of 8 with 1 worker
- Pre-Kindergarten - Maximum of 13, with 1 worker

## **Curriculum**

The FBC Mother's Day Out program uses the Abeka curriculum and Frog Street (which is used by SISD) to guide teachers in the classroom. The curriculum is designed to meet the needs of the children at their level of development. Our semi-structured environment included various centers for the children to explore. Bible lessons, phonic awareness, music, creative artwork are all implemented into the classroom daily.

## **Registration**

Registration begins in February for the coming school year. Children who are currently enrolled in Mother's Day Out are first offered the opportunity to re-enroll. Their siblings are given the opportunity to enroll. We will then begin enrollment for children in the community on March 1<sup>st</sup>. When Mother's Day Out is full, your name will be placed on a waiting list and you will be notified as soon as a vacancy becomes available for placement. An application is required to be placed on the waiting list.

We encourage you to enroll your child in all three days whenever possible. Children who attend three days seem to have an easier time adjusting. There will be no drop-ins accepted, unless approved by the Director.

## **To register your child for our MDO, you will need:**

- A completed registration form.
- A yearly \$30 registration fee (this fee is non-refundable)
- Copy of your child's latest immunization records.

The Texas State Department of Health requires us to keep on file current immunization records. **Due to state mandates, children will not be allowed to attend until we have a current copy of their immunization record, or notarized affidavit for exemption.**

## **Fees**

A yearly **\$30 registration fee** per child is to be paid at the **time of enrollment.**

There is a one-time **\$70.00 supply fee**, due the first day of school.

## **Monthly Tuition Fees**

\$175.00 per month / two days a week (Tuesday & Thursday)

We do offer discounts for families with multiple enrolled children. Tuition is paid on a monthly basis and is due by the 1st school day of the month. A \$10.00 late fee will be added to all tuition fees not paid by the 10th of the month. Although cash payments are accepted, checks are preferred. Checks should be made to FBC or First Baptist Church. A \$25.00 fee will be charged on all returned checks. **All fees are non-refundable.** Full tuition is due each month. Tuition is not prorated for Holiday Breaks or school closings.

## **Absences**

In order to hold a child's spot, tuition must continue to be paid during an absence. There are no deductions for missed days. Please call (425)223-2798 if your child will be absent, especially if they are ill.

If a child is absent for two weeks in a row without notification, a space cannot be held for the child unless payment for the absences has been made in full. If you must withdraw from Mother's Day Out, please give the Director notice at least two weeks in advance.

## **Illness**

### **We will be taking temperatures and a health screening each day.**

A child will be asked to not attend when the following exists:

- Fever (100 degrees and above)
- Vomiting
- Any symptoms of childhood disease such as Scarlet fever, German measles, Mumps, Chicken Pox or Whooping cough
- Any unexplained rash
- Any heavy nasal discharge of color
- Pink eye
- Any communicable disease
- Lice

We ask that you please keep your child at home when showing signs of these illnesses. A child should be fever free for at least 24 hours before returning to the center. Thank you for your help in controlling the spread of illness. We will also do our part by keeping the rooms and toys cleaned and disinfected. We will also notify you if your child has been exposed to any known communicable disease while at the FBC Mother's Day Out. We will be following current CDC guidelines for managing attendance availability for teachers and students.

If your child becomes ill while at the center, we will isolate them from the group and notify you to come and pick him up. Please be sure contact numbers on file are current as we depend on these numbers to contact you in case of an emergency. If necessary, MDO staff may call an ambulance if parents cannot be located. Parents are expected to assume responsibility for any resultant expenses.

Teachers are not permitted to administer any medication. For your child's protection, as well as the safety of others, do not send or add medications to the child's possessions at any time.

## **Parties**

The Mother's Day Out program will celebrate monthly birthdays, "Make Believe Day" (Oct.), Christmas, Thanksgiving Feast, Valentine's Day, Easter (egg hunt), and the end of the school year.

## **Field Trip**

A Fall and Spring field trip will be taken. Dates and locations to be announced.

## **Arrival and Dismissal**

Children may arrive no earlier than 9:00 a.m. Our teachers are preparing for the day and will be unable to accept children any earlier. Children should be dropped off and picked up at their classroom. We understand that there are times when a child will cry and be unhappy, but in most cases the situation is temporary and your "quick exit" usually makes it easier for the child to adjust. We would also like you to feel free to call us any time during the day to check on your child (425-223-2798). Be sure to sign your child in and out daily.

Children must be picked up promptly at 2:30 p.m. After 2:35 p.m., you will be charged a late fee of \$2.00 per five minutes, to be paid at that time.

**CHILDREN WILL ONLY BE RELEASED TO AUTHORIZED PERSONS PREVIOUSLY IDENTIFIED TO PICK THEM UP.**

If other arrangements need to be made due to unusual circumstances, the Director must be notified. A Driver's License will be required if we have not met the authorized person prior to pick up.

## **Accident Report**

In case of a minor accident such as minor scrapes, bumps or bites, an accident form will be filled out and a copy sent home with the child to notify his parents of the incident.

## **Dismissal**

We reserve the right of dismissing a child if he seems unable to participate in group experiences or if habitual behavior is endangering others.

## **General Information**

1. **Rest Time** - The children rest on nap mats or blankets brought from home. After a busy day, preschooler need this time of quiet. If your child has a security item he needs during rest time, please label it clearly and bring it.
2. **Personal Toys** - **We request that you leave your child's toys at home.** We cannot be responsible for toys brought to the center; however children may bring a special toy for special days or for "show and tell".
3. **Birthdays** - Birthdays are a special occasion and we will be glad to help you celebrate if you wish to bring cookies or cupcakes. We will also help make the day special by recognizing the child with a birthday crown.
4. **Clothing** - Children should be dressed in comfortable clothing. The children will be involved in messy activities such as painting, coloring with markers, etc. Weather permitting, the children will be taken outdoors to play and should dress accordingly. Our playground is cushioned with wood chips, therefore **tennis shoes or boots are best, no flip flops.** Always send a change of clothing in case of accidents.
5. **Discipline** - We do not see discipline as a punishment. The goal of our discipline is to direct children toward acceptable behavior that helps develop self-control. Behaviors that may call for correction include actions that could cause physical or emotional harm to others, actions that disrupt the class or that interfere with the learning process, or willful disrespect toward the instructor.

## **What to Bring**

To attend FBC Mother's Day Out, your child will need to bring the following:

1. A sack lunch consisting of finger foods. Please send foods that do not need heating or refrigerating.
2. A mat or blanket for rest time (NOT needed in the Pre-K class).
3. Clothing appropriate for outdoor play and artwork.
4. A complete change of clothing and a plastic bag for soiled clothing.
5. Disposable diapers, pull-ups, and wipes (for small children). Please be sure everything your child brings to the center is labeled with his name.

We look forward to having you and your child as part of our program. The Director and instructors are here to help you. Please let us know if there is anything we can do. We also welcome your opinions and would like you to feel free to visit our program at any time. We want this to be a fun and relaxing time for you and your child.

## **Contact Information**

Denise Bowles, Mother's Day Out Director

(940) 458-7416 (church office)

(425) 223-2798 ( Director cell)