



FIRST BAPTIST  
WEEKDAY  
EDUCATION

**MOTHER'S  
DAY OUT  
HANDBOOK  
2021-2022**





I want to welcome personally welcome you to the Mother's Day Out Program of First Baptist Church Weekday Education. We are so grateful that you and your family have chosen to be a part of our family for the 2021-2022 school year. We look forward to getting to know your child throughout the year as we walk alongside you through this important time of educational development. Our goal is to partner with you in providing the best safe, warm, and loving care that nurtures the spiritual, mental, social, emotional, and physical development of each child.

This past year has brought several unique challenges to our community and our school. We realize as we look ahead to this next year that we must continue to remain flexible and as prepared as possible for a multitude of situations. Many plans have been made to provide each child a meaningful year of learning and enrichment. Our teachers and staff are so very excited to meet you and your families.

This handbook is an overview of our policies and procedures. We have done our best to plan for any number of scenarios as well as update some specific polices to reflect the unique circumstances of this past year. The information will be helpful as you prepare to begin a new school year. Please read it and keep it for future reference.

Feel free to contact me with any questions or concerns throughout the school year.

Grace and Peace,

A handwritten signature in cursive script that reads 'Martha Kate Hall'.

Martha Kate Hall  
Director of Weekday Education  
First Baptist Church of Augusta  
706-731-5366  
mkhall@fbcaugusta.org

## **Communication**

Communication between parents and teachers is very important. Our teachers use a variety of methods for communication including email, text, Class Dojo and Remind. There may be times when you want to contact your child's teacher as well. Each teacher in our program has an email address using the following format: `firstname.lastname@weekdayfbc.org`. While in the classroom, teachers are focusing on the students and not attending to their phone or email messages so we ask that if you have a message that you would like to get to a teacher quickly, call our office (706-731-5366) and leave a message.

You will also receive "Wednesday Wrap Up" communications from the director by email. Most weeks these email communications will provide updates and important information for the school. If the school administration needs to notify parents of something quickly, we will communicate via text message through the ProCare system. Cell phone numbers and email addresses provided at the time of registration will be considered official means of contact unless additional methods are provided.

For younger children, it helps to know when their routines change, if they are teething, potty training, or experiencing other changes so please help teachers by communicating these things. Many classes have created a note to send home each day to share updates about your child's activities during the day this year.

## **Arrival and Dismissal**

Drop off will begin at 8:50 am and end at 9:10 am. Please plan your arrival for that time. If you have a child in our Kindergarten/Preschool program you may drop them off in carline, park and walk your child to the covered walkway for MDO drop off.

When parking in the parking lot on the playground side of the building, please always park away from the curb in the designated MDO section. We ask that you drive carefully and slowly in the parking lot. Watch for merging traffic and on-coming cars from the back of the property, as well as for parents and children crossing the parking lot.

All MDO class (Babies-2's) will be picked up from the main entrance of the Preschool building under the covered walkway. Pick up will begin at 12:30 for MDO classes and ends promptly at 1:00. Please allow for social distancing when coming for drop off and pick up.

If you have children in both Mother's Day Out and Preschool, please pick up your child from MDO then proceed to carline to pick up your preschooler. Please do not walk through carline to retrieve your child.

If a parent is late in picking up a child, a late fee will be assessed after 10 minutes. The parent will be charged \$10 for the first 10 minutes he/she is late and \$1 for each additional minute. This late fee will be added to the child's tuition account in ProCare.

## **Parking Lot Reminders**

**DO NOT PARK ALONG THE CURB IN THE MORNING OR AFTERNOON**

**Please always use extreme caution when in the parking lot.** Drive slowly. Look before merging into traffic, watching for cars and children. When walking children in, please hold their hands. Everyone's safety is our first concern.

If possible, refrain from being on the phone when dropping off and picking up your child. If you must be on the phone, please remember to remain hands free. Your complete attention to the situation at hand is compromised by the distraction of the phone. This is very important to our children's safety.

Be aware of cars dropping off children in front of the Children's Building (where staff will be standing for carline.) If you are walking your child up for drop off, please cross at the sidewalk by the playground. When you walk in the middle of carline, drivers are distracted by their children and may not see you.

Always walk a child across the parking lot for arrival or dismissal and do not let them go ahead. All children crossing travel paths must be accompanied (and held) by an adult.

## **Entry into the School**

At this time, no parents will be allowed to enter the school buildings. **Anyone arriving after 9:10 or before 12:30, must come to the automatic doors of the Preschool Building under the covered walkway to gain access.** All students should be checked in and out of the office, not through a teacher. A camera and intercom will allow us to see our visitors. Those arriving late or picking up early must have a valid excuse (i.e., doctor's appointment). If possible, please notify the office ahead of time, so we can be prepared to meet you.

Upon arrival, students will have their temperature checked and staff will then escort the child to his/her class.

## **Authorization for Pick Up**

Only parents and those listed on the "Pick up and Release" form may pick up a child. If you have changes, please be sure to personally do this in the office. To ensure your

child's safety, we will not take phone calls asking for changes in pick-ups. If someone on the pick-up list is coming for the first time and your child's teacher does not know them, let them know that they will need to show their driver's license as a form of identification before picking up.

Let your child's teacher know by written note if your child's transportation will be different from the usual (and the person is on the pick-up and release form.)

Such notification is important so that the staff may act in the best interest of your child and his/her safety. In the event of a custody settlement, the ruling of the court will be followed as to who may pick up the child.

## **Crying**

Your child may cry when left at the beginning of the year. This is normal and expected. We especially know these first few weeks will be difficult and we are prepared to offer extra consolation. Please know we will continue to work with you through this transition. Here are a few tips for helping to make the transition easier:

- Talk positively about school and your child's teacher.
- Talk about the fun they will have and things they may be doing.
- Bring them to drop off and greet the teacher who is welcoming them. Hug, kiss, say good-bye and assure them you will return.
- Leave promptly without lingering.
- A comfort toy at the first of the year may be helpful.
- You may call the office and have them check on your child.
- Please tell the teacher if you want them to call you after a set period of time.

## **Clothing and Personal Belongings**

If your child is in diapers, please send 5 disposable diapers per day, plus a weather appropriate change of clothing. If your child is in pull-ups, please send extra pull-ups as well. Plan to send 2-4 boxes of wipes during the year for those children still being changed.

Any clothes that will be removed (such as jackets, sweaters, and coats) need to be LABELED. Unfortunately, we have many clothes items that are lost and never claimed each year. Cups/bottles and bags should be labeled as well.

Pacifiers should be attached with a clip to clothing. Please consider labeling the pacifier with initials to help ensure they do not get mixed up.

## **Potty Training**

When your child is showing success with potty training at home, share this information with their teachers. They will help with this process by taking the child to the potty, reminding them of the need to go and helping them with clothing. However, because of the reality of being in a group, we need your help for sanitation requirements. Until a child is very comfortable and skilled in using the potty, please continue to send them in diapers or pull-ups. This helps to prevent leaks in play areas and on other surfaces. We appreciate your understanding as we seek to make this stage of life a positive one for your child and a sanitary one for all the children in the classroom and on the playground.

Be aware that children may be more comfortable in their home setting as they are learning, so accidents may be more likely when away from home. We will work with you and your child to help with this transition.

## **Lunch**

Breast fed babies must be able to take a bottle. If possible, please pre-mix formula bottles before sending them to school. Be sure ALL bottles and cups are labeled. Please give teachers specific information about feeding times.

All children in Mother's Day Out have lunch in their classrooms. Bringing lunch is a great social learning experience for the children as they sit and visit while they eat. Please prepare a simple, healthy, balanced lunch with a drink each day. Monitor what comes home in the lunch box so that you can see if too much is being packed, or if there are some foods that your child is not eating.

## **Food Allergies**

Currently, our program is not "peanut free." However, if anyone in the classroom (child or teacher) has allergies that are so severe that having certain items in the classroom would be a risk for them, we will choose to ask that class to refrain from having those items in the classroom. Any allergies will also be posted in the classroom for substitutes and other visitors to be aware of.

## **Birthdays**

We will be happy to celebrate your child's birthday in the classroom. Any treat shared with the class must be prepared in a commercial kitchen and arrive in the original packaging. Individually packaged items such as rice crispy treats or bagged cookies may also be sent. Please do not send any homemade treats. These can be dropped off in the office and we will deliver to your child's classroom. Non-edible treats are also welcome.

## **Tuition**

A statement will be sent by email on the 25<sup>th</sup> of each month, and payments are due by the 1<sup>st</sup>. Tuition adjustments will not be made for absenteeism regardless of the reason. A LATE FEE OF \$15 will be added to your account if the payment is made after the 1<sup>st</sup> of the month. If the balance has not been paid by the 15<sup>th</sup> of the month an additional \$25 late fee will be added.

You may always access your account balance and make payments through [www.myprocare.com](http://www.myprocare.com). You will need to sign in with your email address and create a password. Payments may be made through automatic drafts or by credit card. If you choose to use a credit card, there will be a 2.75% convenience fee added. (We are also able to process credit cards in the office as well.)

If you plan to write a check, please put it in an envelope with your child's name on the outside and send it to school in your child's folder. Your child's teacher will turn it into the office. A drop box is available outside the automatic doors. You may write one check regardless of how many children you have in the program (and whether they are in MDO or Preschool).

If for any reason your child must withdraw, one month's notice is required, and tuition must be paid for that month.

There is a multiple child discount for those with more than one child in the weekday program. Any additional child, after the first child, will receive a 10% discount. A one-time discount will be offered for anyone choosing to enroll in autopay or for anyone who chooses to pay in full.

## **School Closings**

We will follow the ruling of the Columbia County School system for inclement weather closings.

Should a class or the school close due to illness, tuition will continue to be collected during temporary closure as learn from home materials are provided. The FBC Weekday program will continue to make the best decisions possible based on the health and wellbeing of its students and staff.

## **Health and Safety**

If your child has a sore throat, fever (100 or above), chills, body aches, earache, excessively runny nose, or runny nose with discoloration, cough, shortness of breath, etc.,

please keep him/her home. If children are experiencing symptoms or have been diagnosed with any of the following, they should remain home until a doctor advises they are able to return to school: cold, flu, strep throat, hand foot and mouth, pink eye, COVID-19, and any other contagious illness. Also, if your child is diagnosed with one of these contagious illnesses, please notify the school so proper action can be taken. If a child begins to develop symptoms of illness during the school day, he/she will be brought to the office and a parent will be contacted.

**\*\*Children will not be received until 48 hours following fever, vomiting, diarrhea, and other infectious diseases. Children should be fever free without medication Please continue to monitor guidelines as related to specific health within our community.**

Make sure your child has had all the necessary immunizations and that we have a current copy of all immunization forms. Child Care Immunization Certificates 3231 are required. These are needed by September 1.

Please advise us of any allergies your child may have. Send written instructions if special attention is needed. Medications will not be administered at school (except for an epi-pen or an inhaler). Please inform the teachers of changes to emergency numbers and people we can contact should the need arise.

## **Substitutes**

Substitute teachers are employed by the school when a staff member is absent. Many of our substitutes are or have been parents of children in our school. If you are interested in being placed on our substitute list, please let your child's teacher or the director know. Applications are available in the office. Substitutes must undergo a background check and take and pass a drug test.

## **Discipline**

Cooperative behavior is reinforced with positive praise. Uncooperative behavior is discussed with the student, and reminders are given as a chance to make corrections. If this does not correct the situation, then a minute per child's age "time out" is used with discussion and appropriate measures taken, i.e. – apologize, re-establish a relationship, take care of the neglected task, etc. If repeated time outs are ineffective, the teacher may solicit the help of the Director. We will discuss ways the school and the parents may work together to reinforce positive behavior. Corporal punishment is never used.

Discipline Plan – In the event discipline of a child is merited, the following steps will be taken:

1. Talking with the child.

2. Removing the child from the activity and/or redirecting to another activity/
3. Isolating the child from the other children, such as putting them in a chair alone. Children will never be placed out of sight of the staff.
4. Contacting parents.
5. Removing the child from the classroom and taking the child to the office to talk with the director.
6. Contacting parents and requiring a conference to discuss a plan of action followed by both the program and the parents.
7. Removing the child from the program.

\*\*Please see the following Statement of Acceptance and the Statement of Dismissal.

### **Statement of Acceptance**

The Weekday Education Program reserves the right to refuse an applicant we discern is not suitable for our program, to decline admission when we are not able to meet the special needs of a child, or to make exceptions to the “first come” policy when special situations arise. By way of example, such refusal may be for anticipated disruption in the school due to discipline issues or when we believe that we do not have the adequate resources to serve a child with special needs appropriately.

### **Statement of Dismissal**

The Weekday Education Program reserves the right to dismiss any student when it discerns that continued enrollment in the program is disruptive to the school, other students, or is incompatible with the school’s mission. Such reasons may include, but are not limited to: violation of classroom behavioral guidelines and expectations either of a serious or continual nature; failure of parents or guardians to adhere to school terms and policies; misrepresentations or omissions by parents or guardians on enrollment forms or in other interactions with the school personnel; failure to pay tuition in a timely manner, and the school’s inability to meet the special needs of the student.