



FIRST BAPTIST
WEEKDAY
EDUCATION

**MOTHER'S
DAY OUT
HANDBOOK
2022-2023**



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 2022-2023 school year. We look forward to getting to know your child throughout the year as we walk alongside you through this valuable time of educational development. Our goal is to partner with you in providing a safe, warm, and loving environment that nurtures the spiritual, mental, social, emotional, and physical development of each child.

We understand that making a choice for your child's education is a significant decision. We continue to strive for honest communication and integrity of leadership during a time in which many aspects of our future seem uncertain. Although we realize that we must continue to remain flexible, we have made plans to provide each child in our program a meaningful year of learning and enrichment. Our teachers and staff are so excited to meet you and your families.

This handbook is an overview of our policies and procedures. **Even if you have been part of our program for many years, please take time to review these policies as changes and updates have been made.** The information will be helpful as you prepare to begin a new school year. Please remember that upon registration you were asked sign a statement that you have read this handbook and agree to abide by the policies outlined. Any updates made in the future will be provided on our website. Please read this handbook carefully and keep it for future reference.

You are always welcome to contact me with any questions or concerns.

Grace and Peace,

Martha Kate Hall
Minister to Preschool and Families
First Baptist Church of Augusta
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Communication

Communication between parents and teachers is especially important. We want you to feel as if you can contact your child's teacher with any questions or concerns you may have. Please do keep in mind that 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.

Our school has two primary methods for parent/teacher contact: email and Class Dojo. Each teacher in our program has an email address using the following format: `firstname.lastname@weekdayfbc.org`. Each student will be placed in a classroom on Class Dojo which will also allow for sharing of photos, school wide information, class updates and messaging your student's teacher or school administration.

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. School wide information will often be shared on Class Dojo. 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. Teachers will be happy to share about the child's day during pick up and/or through messages.

Arrival and Dismissal

All MDO traffic should enter and exit through the Walton Way stoplight entrance to avoid carline traffic.

Each MDO child is given 2 color-coded bag tags at the beginning of the school year. Please ensure your child has the most up to date tags on his/her bag. These colors will help teachers ensure students get to the right classrooms. If additional or replacement tags are needed, they can be purchased in the office. Bag tags are 2 for \$5.

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.

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 into carline to retrieve your child.

If a parent/guardian is late in picking up a child, a late fee will be assessed after 5 minutes. The parent will be charged \$10 for the first 5 minutes he/she is late and \$1 for each additional minute. This late fee will be automatically 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 especially 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 or 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

Parents will only be allowed to walk their child TO THE DOOR of the classroom for the first week of class. After this, children will be dropped off just inside the double doors of the preschool building. **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.

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 with 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 or Class Dojo message 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.

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 clothing 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 extremely 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. If a child is experiencing multiple accidents during the school day, teachers may return a child to pull-ups to help maintain a sanitized classroom. We will work with you and your child to help with this transition.

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.
- If you want to check on your child during the first week or two, please feel free to call the office and ask a member of the administrative staff to check for you.
- Please tell the teacher if you want them to call you after a set period.
- The book "Bye-Bye Time" and others can be helpful to read with your child. We have a few copies in the office for parents to borrow.

Food Allergies

Currently, our program is not "peanut free." However, we do have students with severe food allergies. 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. This

information will be communicated through email and on class dojo. Any allergies will also be posted in the classroom for substitutes and other visitors to be aware of.

Lunch

Breast fed babies must be able to take a bottle. If possible, please pre-mix formula bottles before sending them to school. Our baby classroom does have a way to warm bottles in the classroom. 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.

We encourage you to 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 while at school. We are unable to heat or prepare foods inside the classroom. It is most helpful if lunches are items that can be self-fed. Teachers are able to assist in opening containers as needed but cannot feed students individually outside of the infant classroom. Please be sure that items such as grapes and hotdogs are cut into small bite size pieces to avoid choking hazards.

Birthdays

We will be happy to celebrate your child's birthday in the classroom. We do require that any treat shared with the class be prepared in a commercial kitchen and arrive in the original packaging. Items prepared at home may NOT be sent. We encourage you to send smaller items and ask that you do NOT SEND CUPCAKES. Small cookies, mini muffins and donut holes make great birthday treats! Individually packaged items such as rice crispy treats or bagged cookies may also be sent. Non-edible treats are also welcome.

Media Usage

Visual media may be used to supplement education or for indoor recess activities. Only movies or show that are rated G will be shown in the classroom. If a teacher wants to show a movie rated PG, parental permission must be given for all students present in the classroom.

Tuition

A statement will be sent by email on the 25th of each month, and payments are due by the 1st. 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 1st of

the month. If the balance has not been paid by the 15th of the month an additional \$25 late fee will be added. If payment is late for three months, the child is subject to dismissal from the program. Also, after three months of late payments, you will be required to sign up for auto-payment.

You may always access your account balance and make payments through 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).

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 on tuition. A one-time discount will be offered for anyone choosing to enroll in autopay or for anyone who chooses to pay in full. First Baptist Church Members will receive a 50% discount on all registration fees.

Withdraw Policy

All registration fees are non-refundable unless you move out of the CSRA and notify us prior to July 1st. If for any reason your child must withdraw, a written request must be submitted one month prior to the child's last day. Tuition must be paid through the official withdraw date regardless of attendance.

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.

School Closings

We will follow the ruling of the Columbia County School system for inclement weather closings. All other closings (i.e., illness) will be determined by the FBC Weekday administration. Text message, Class Dojo and email notifications will also be sent, when possible, to notify parents of 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.

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, Carla or Martha Kate know. Applications are available in the office. Substitutes must undergo a background check.

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.