



FIRST BAPTIST  
WEEKDAY  
EDUCATION

**MOTHER'S  
DAY OUT  
HANDBOOK  
2023-2024**



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 2023-2024 school year. We look forward to getting to know your child throughout the year as we walk alongside you through this momentous 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 and we genuinely appreciate the trust that you have instilled in us for the care and education of your child. We seek 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 quite a few changes and updates have been made.** The information will be helpful as you prepare to begin a new school year and will also be helpful to reflect back over when specific questions or needs arise. Each year you are asked to 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.

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

Grace and Peace,

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

Martha Kate Hall  
Minister to Preschool and Families  
First Baptist Church of Augusta  
706-731-5366  
mkhall@fbcaugusta.org

## **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 valuable 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. If at any time you need to update a phone number or email address, you may do so through your ProCare account.

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 information about the child's day during pick up and/or through messages.

## **Arrival and Dismissal**

Each MDO child is given 2 color-coded bag tags along with 2 color-coded pick up 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 and from the right classrooms. If additional or replacement bag 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 each day. MDO families should enter and exit from the automatic doors by the office. Please plan your arrival for that time. If you have a child in our 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 end promptly at 1:00. Please ensure that the individual picking up has the color coded pick up tag with the child's first name and last initial.

If you have children in both Mother's Day Out and Preschool, please pick up your child from MDO then proceed to carline or the covered walkway 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**

**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.

Please do not park along the curb in the morning or afternoon except in the case of rain.

## **Entry into the School**

Parents will 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. We do ask that all who are picking up children have their car tags or pick up tags each day.

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 two weather appropriate changes of clothing. If your child is in pull-ups, please send extra pull-ups as well.

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**

Our hope is to partner with your children through the potty training process. When your child is showing success with potty training at home, please communicate this with classroom teachers. Teachers 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 with 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 has an accident with a loose stool or has more than 3 accidents in a day, we will opt to put the child in a pull-up for the remainder of the day. 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.

## **NEW NUT FREE POLICY**

Due to an increase in nut allergies as well as the severity of these allergies, we have made the decision to become a nut free school. This means that ALL food items sent to FBC (in lunches, for snack or to be shared in class) may not contain peanuts or tree nuts.

We will be happy to celebrate your child's birthday in the classroom. We do ask that you arrange these days with the teacher's schedule. You must also abide by the nut free policy. No homemade treats will be allowed. Non-edible treats are also welcome.

**ALL products sent to be shared in the classroom (this includes birthdays and class parties) must either be from the provided approved list or be clearly marked "made in a nut free facility."**

Approved shared classroom snacks:

- Mott's or Welch's Fruit Snacks
- Lofthouse Brand Cookies
- Jonny Pops or Outshine Popsicles
- Pirate's Booty or Skinny Pop
- Kellogg's Rice Crispy Treats
- Oreo and Chip's Ahoy Cookies
- Hostess Donettes
- Fresh Fruit
- Applesauce Pouches

## **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, but no other classes have the ability to warm food. 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 food 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.

Please remember that NO nut products should be sent in your child's lunch. If a nut item is seen in the lunch, we will substitute that item for your child and return the food item with a note reminding you of our nut-free policy.

## **Media Usage**

Visual media may be used to supplement education, share Bible lessons or for indoor recess activities. Only movies or shows 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 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. 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](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).

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 1<sup>st</sup>. If for any reason your child must withdraw, a written request must be submitted one month prior to the child's last day. Students who are withdrawn after July 1 will also be expected to pay August tuition. 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 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 messages, 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. Background checks are completed for all substitutes.

## **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, these 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.

### **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 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.

Revised 8/1/23