

Mother's Day Out

Handbook of Policies and Procedures

A Ministry of
Community Bible Church

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Dear Parents and Families,

It is our desire at Mother's Day Out to allow you to bring your child(ren) into an environment that will love and nurture them, care for their needs, teach them the basic standards of learning for children their age, and teach them the Word of God that is found in the Holy Bible. When you drop off your child(ren) at our program, we want you to know their safety is of utmost importance.

Above all, we desire to "Train up a child in the way he should go, and when he is old he shall not depart from it" Proverbs 22:6 and also "These words I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise" Deuteronomy 6:6-7. Whether you enroll your child because you have career-based childcare needs, you want to expand your child's social environment, or you want to better prepare them for entering kindergarten, each child in our program is individually treated with love and kindness and according to his or her individual needs. They are taught that God loves them and has a plan for their lives. They are taught the Gospel of Jesus Christ. God created a perfect world, but man sinned and needed rescuing, so God created a plan to rescue His people. He sent His only son and poured out His wrath on Christ on the cross, so that we wouldn't have to endure the punishment for our own sin. This created a way for us to be in heaven for eternity to worship the Creator that loves us. This is the Good News! "This is how God showed his love among us: He sent his one and only Son into the world that we might live through him." 1 John 1:9. Through each Bible story taught to the children, we point them to Christ through the story. He is our Hope in this broken world.

It is my prayer that each child would come to Christ some time in their lives, and we are thankful that we have the opportunity to share the love of Jesus with your little ones at Mother's Day Out.

Thank you,

Meredith Brooks
Mother's Day Out Director

MISSION

The Mother's Day Out ministry at Community Bible Church is driven by one foundational purpose: the exaltation and worship of our God and Savior. That purpose is summed up in Psalm 78:1, 4-7: "1Listen, O my people, to my instruction; Incline your ears to the words of my mouth. ...4We will not conceal them...but tell to the generation to come the glorious deeds of the Lord, and his strength and his wondrous works that he has done. 5For He established a testimony in Jacob, and appointed a law in Israel, which He commanded our fathers that they should teach them to their children, 6that the generation to come might know, even the children yet to be born, that they may arise and tell them to their children, 7that they should put their confidence in God and not forget the works of God, but keep His commandments."

We strive to display the Lord in His majesty so that children will put their confidence in Him, know and appreciate His works, and keep His commands.

MINISTRY TO PARENTS The Scriptures teach that parents bear the primary responsibility to "bring their children up in the nurture and admonition of the Lord."

TO CHILDREN We seek to encourage children in every way to put their confidence in Christ, to know and appreciate the works of God, and to obey the word of God. This normally occurs as they learn to obey their parents and as they develop a vital personal connection to the body of Christ in the local church. This is our goal through the use of the following:

BIBLE STUDY Using a God-centered, biblically sound curriculum to provide exposure to the whole counsel of God's word.

EVANGELISM Our staff is committed and challenged to proclaim the saving work of Christ in His death on the cross and His resurrection.

PRAYER We pray often, providing a model of prayerful dependence, as well as praying for children, their families, and our ministry to them.

CONTEXT Although many of the children have not come to saving faith in Jesus, we believe that worship, fellowship, and service all fulfill our calling to "train up a child in the way he should go..."

TO ALL

SAFETY As an expression of worshipful stewardship, we strive to maintain a set of policies designed to ensure the safety and well-being of all involved.

Months of Operation

Summer Session:

8 week program in June and July

School Program

Runs August through May.

Classes Offered:

Ages 12 months through Pre-K are offered. Number of classes vary based on registration. Children age 3 and up are required to attend both Wednesday and Thursday.

Registration Procedures:

Priority registration will be given to returning families. Summer/Fall registration begins in February for returning families and March for new families. There is a \$150 non refundable registration fee for fall and a \$50 non-refundable registration fee for summer per child.

Tuition:

- 1 child one day: \$100/month
- 1 child both days: \$200/month
- 2 children both days: \$390/month
- 1 child both days/1 child one day: \$290/month

Payment Policy:

Monthly tuition payments are due the first day of school each month either Wednesday or Thursday, whichever is your child's first day of school that month. If tuition is not paid by the end of the 2nd week of school for the month, there will be a \$15 late fee added. Payments can be made online on our website, by check or by cash. Payments can be mailed in the event of an absence. Make checks payable to CBC.

Mother's Day Out does not prorate tuition. Tuition to Mother's Day Out secures your child's place in the classroom and is our primary means of support that allows our program to operate.

Mother's Day Out reserves the right to terminate enrollment based on non-payment of tuition.

Curriculum:

We will be using the Jesus Storybook Bible Curriculum.

Discipline:

Proverbs 10:17 tells us "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray." A very important part of the preschool experience is teaching the children how to interact with other children and how to listen to their teachers and obey the rules of the classroom. When the rules of the classroom are broken, there are consequences. Teachers will focus on positive behaviors of the children by using incentives in the classroom as well. It is one of our goals to help the children develop self-control and responsibility for their actions.

Discipline strategies vary based on the teacher, the age group, and the individual classroom. Across the board in each classroom, our discipline strategy will contain the following:

- 1: Encouraging children to use their words when faced with a conflict.
- 2: Time Out from the group when necessary, so that the child may have time to think about their actions and be removed from any conflict.
- 3: Individual counseling of a child with a discipline issue, including a visit to the director's office to further talk about behavior problems.

4: Contacting parents and the use of an incident report to document behavior problems.

Disruptive behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally/Physically threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

Discipline procedures for disruptive behavior:

- Disruptive behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and it will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be sent home to be signed and returned the next day to the teacher.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and preschool director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool altogether.

Biting Policy:

If a child bites another child or a teacher, an incident report will be filled out and both parties will be informed of the incident. The child will be put in time out.

If a child bites a second time, he or she will be put in time out and his or her parents will be called to pick him or her up for the day. An incident report will be filled out and both parties will be informed.

If a child bites a third time, unfortunately they will be dismissed from the program.

At Mother's Day Out, we believe the Bible teaches us that the outward behavior we display is a result of our hearts, which are in desperate need of a Savior and are unable to be "good" in and of themselves. It is our desire at Mothers Day Out to point

the children to the Gospel of Jesus Christ. Proverbs 3:11-12 says “My son, do not despise the Lord’s discipline and do not resent His rebuke, because the Lord disciplines those He loves, as a father the son he delights in. “

Arrival:

Children are welcome into their classrooms no earlier than 9:00am. This allows the teachers to be fully prepared for their students. Every child must be checked in at one of the check in stations located either between the ones and twos classrooms, or at the entrance to the 3s and pre-K hall. The staff enjoys being able to greet parents each day. Arrival and pick up times are not the ideal times to have a conference with your child’s teacher(s). If you wish to have a conference, we will be glad to make a special time just for you. Also, we have found it is best if you do not linger after telling your child good-bye. If he/she is upset, the quicker you are out of sight, the quicker he/she can be calmed. If your child is upset and his/her teacher(s) cannot get him/her calmed after a reasonable amount of time, we will contact you. We will not allow a child to continually cry and be extremely upset for long periods of time. Parents, relatives, and friends are requested to avoid coming to MDO during the hours of operation to “check on” or “admire” the children. It disturbs the child to see someone he/she knows at the door. If you need to check on your child, please do so through the MDO Director- Meredith Brooks by calling the church at 615-833-9148 or emailing Meredith@cbcnashville.org.

Dismissal/Release of a child:

Pickup is from 2:45pm – 3:00pm. Please sign your child out at their classroom. If someone else is picking up your child that day, please make sure they are listed on your Child Release Form that is on file in the MDO office. Also, you will need to inform your child’s teacher and the director of this pickup change.

After 3:05pm, a charge of \$1 per minute will be assessed and payable directly to your child’s teacher.

Inclement Weather:

Please check the CBC Mother's Day Out Facebook page, @CBCMDO on Twitter, and local news stations for updates about school closures. We follow both Williamson and Davidson Counties closures. If either system is closed, we will also close. If there is a school delay, we may also delay. Watch local TV stations for updates and look for an email from MDO with the announcement.

Potty Training and Diaper Policy:

Parents of students age 12 months-2 years must provide enough diapers to last throughout the day, usually 3-4 is sufficient. Please inform your child's teacher if they are potty training, so that we may help continue the training you are implementing at home. Students ages 3 and up need to be potty trained.

Personal Belongings:

Children should arrive daily with the laundry hamper (provided by MDO). Inside should be their lunchbox/drink, snack/drink (as directed by their teacher), extra set of clothing (don't forget socks!), diapers (if applicable), nap mat, and blankets, pillows etc.

All Items you bring for your child must be clearly labeled with their name.

Personal items such as stuffed animals and lovies will be brought out at naptime. Please try to refrain from letting your child bring their own toys to class. This typically causes conflict among the children.

Social Media/Communication:

Mother's Day Out maintains both a Facebook Page and a Twitter Account. The twitter account is primarily for announcements while the Facebook page is a private page dedicated to keeping families informed of happenings as well as posting pictures of fun activities your children are busy doing throughout the day. A signed Social Media waiver is required when your child starts at our program stating whether you allow or do not allow your child's photo to be posted on our facebook page. If you do not want your child's picture on our page, we respect your privacy in that matter.

Our primary form of announcements and communication is via email. Please make sure your current email information is on file with us so you do not miss anything. Monthly newsletters are sent out as well as special announcements.

Please also make sure your Vital Information Form info is up to date, including your child's doctor and health information.

Safety and Security:

Our staff abides by Community Bible Church's Policy and Procedures for Ministry Workers with Minors and the Disabled. If you would like a copy, please contact the Director. Each newly hired MDO staff member is assessed by the Director and/Or a staff member of Community Bible Church. Each new hire undergoes a background check during the application process.

We keep all of our external doors locked during school hours. We practice both tornado and fire drills each semester and our staff is trained every two years in CPR and First Aid. If you have any questions about safety and security, please don't hesitate to ask.

In the event of a minor injury, an incident report will be filled out documenting the details of the incident. You will be informed of what happened and you will receive a copy of the incident report and one will go in your child's file.

Wellness Policy:

We want to maintain a healthy environment, so we ask you to please keep your children home if they have any of the following symptoms or illnesses:

- Fever (in the last 24 hours)
- Vomiting (in the last 24 hours)
- Diarrhea (in the last 24 hours)
- Green or yellow runny nose
- Discharge in or around eyes

- Questionable rash
- Excessive coughing
- Pink eye
- Chicken pox
- Mumps
- Impetigo
- Measles
- Lice

If a teacher feels that the child is too ill to continue in the classroom that day or that the child is contagious and the other children are at risk, the teacher will contact the Director and the Director will assess the child and will decide if you need to be called to pick up the child.

Allergy Policy:

We need to know at the point of registration if your child has any life threatening allergies. Please notify the child's teacher verbally and also fill out an Allergy Action Plan so that we may keep it on file for your child. All of our staff have been trained to use an Epi-pen if your child carries one. We do not have a "no peanut" rule here, however, you may speak to your child's teacher and if your child is very sensitive to the allergen, steps can be taken in the classroom to keep these items away from your child. Please include on the allergy form what medications your child takes for their allergies and their reactions to the allergens.

