



Rev 1/17

The Mom's Day Out and Preschool programs at First Baptist Church of Chickamauga exist as a part of FBC Chickamauga's Children's Ministry and as such are exempt from state licensure. Our mission as a Mom's Day Out and preschool program is to provide a safe, Christian environment in which children experience spiritual, social, emotional, and educational growth while exploring God's truths in activities, in music, in word, and in nature. Embracing the idea that children learn best by experience, we will provide specific, age-appropriate times for art, fine and gross motor movement, crafts, music, indoor and outdoor recreation, snack, reading, storytelling, group games, crayon and paper activities, and centers for housekeeping, role play, transportation, blocks, and manipulatives.

POLICIES

AGES AND SPECIAL NEEDS

Children ages 2-4 years old are welcome to the program. Attempts are made to individualize learning for all of our students as much as possible. Special needs children who can function in an average preschool-type setting are welcome. We recognize that preschool age children may have conditions, delays, or limiting behaviors not yet observed outside of a preschool setting, and these conditions, delays, or limiting behaviors may prohibit a child from functioning in a typical preschool setting. In such instances, when these types of difficulties are realized after the child has started preschool, the preschool may offer parents the option to pay an increased tuition, sufficient to cover the cost of employing an additional helper in the classroom, solely to assist that child in the classroom. This option may be deemed appropriate by the preschool staff at any point in the registration process or at any point in the school year if the preschool staff considers it necessary for the good of the child and/or the class as a whole. Our preschool is a ministry, and, as such, we want to serve all children in our community. Our preschool has had students with varying degrees of special needs. Most of these children were a tremendous blessing to our staff, and we were able to serve and help prepare them for kindergarten. However, our experience has also taught us that we are not qualified to meet the special needs of every child. As a result, in the event that a child's conditions, delays, limiting behaviors, particular needs, or negative behaviors require constant or near-constant, one-on-one attention from the MDO/preschool staff, that child will be dismissed or withdrawn from the program.

DAYS AND TIME OF OPERATION

2 year old Mom's Day Out

Wednesdays 8:00 – 11:45

3 year old preschool class

Mondays, Tuesdays, Thursdays 8:00 – 11:45

4 year old preschool class

Mondays through Thursdays 8:00 – 11:45

WEATHER DELAYS AND CANCELLATIONS

MDO and Preschool will follow the Chickamauga City School's weather-related closings and delays.

Delays will be treated as follows:

<u>Chickamauga</u>	<u>MDO</u>	<u>Preschool</u>
Closed	Closed	Closed
1 hour delay	Start at 9:00	Start at 9:00
1 ½ hour delay	Start at 9:30	Start at 9:30
2 hour delay	Start at 10:00	Start at 10:00

FEES AND COST OF ATTENDING

A non-refundable fee will be charged each year for every child registering. First Baptist Church of Chickamauga members whose child attends FBC MDO & Preschool will receive a 15% tuition discount per child. Staff members of FBC Chickamauga will receive a 20% tuition discount. For siblings attending at the same time, the second child will receive a 10% tuition discount, the third child will receive a 20% tuition discount, and the fourth child will receive a 30% tuition discount. No discounts are given for the registration fee.

Tuition is due on the first school day of each month. Checks made payable to "FBC Chickamauga MDO & Preschool" are to be left in the green box at the registration desk. Tuition payments made on or after the 11th of the month will be assessed a \$10 late fee. Tuition payments made on or after the 15th of the month will be assessed a \$15 late fee. In addition, a \$10 fee will accompany any check returned for insufficient funds. If a check is returned for insufficient funds twice, payment from that point on must be paid by cash or money order. If paying by cash or money order, please put payment in an envelope on which the date and child's name are written. Tuition may be paid in full in September or at any other point in the school year. No discounts are given for early payment.

<u>Non-refundable Registration Fees</u>	<u>Tuition</u>
Mom's Day Out/2s: \$25	\$65/month
Preschool 3s: \$50	\$130/month
Preschool 4s: \$55	\$165/month

REGISTRATION AND WITHDRAWAL

A completed and signed registration form, emergency medical authorization consent, birth certificate photocopy, and proof of up-to-date immunizations are required for every child attending FBC MDO & Preschool. If a child is withdrawn from the program, parents are asked to provide a written, two-week notice to MDO staff. In the event that another child or a staff member is endangered by a child's behavior, such as habitual biting or fighting, or in the event that a child's particular needs and/or behavior require constant or near-constant one-on-one attendance from MDO staff, that child will be dismissed or withdrawn from the program.

DROP OFF, PICK UP, AND LATE FEES

Children may be brought to the registration desk and signed in. Please include a contact number and the name of the adult expected to pick up the child each day when signing in the child. If a change occurs and the person listed is not going to be the person picking up the child that day, please notify the staff before dismissal time. At sign-in, the child and his or her belongings will be handed over to the preschool staff. Parents do not go past the registration desk at any time during the regular school days.

At dismissal, teachers are stationed at the door of their classrooms, at the entrance door, and at the exit door. The preschool director is stationed at the registration desk area and calls the children by name to come to the desk area where they are turned over to the appropriate parents/adults.

A late fee of one dollar (\$1) per minute will be charged. A five (5) minute grace period will be in effect from 11:45-11:50. If the adult arrives after 11:50, the late fee is \$1 per minute past 11:45. For example, if the adult arrives at 11:49, there is no fee. If the adult arrives at 11:52, there is a \$7 late fee.

DRESS AND PERSONAL BELONGINGS

Children are encouraged to be dressed in comfortable clothes appropriate for play. Outdoor play time will take place every day except in rainy or extremely cold weather, so each child should have appropriate outerwear, including hats and gloves in winter. Children will play outside as long as the air temperature is above 25 degrees. Athletic shoes or other soft-soled shoes with laces or Velcro are strongly encouraged. No flip-flops, open-toed sandals, clogs or "Croc" type slip-ons are allowed to be worn by the children for safety concerns. Closed-toe sandals are allowed. Each child should have an extra full set of clothes, including underwear, shirt, socks, and pants/shorts, in his or her cubby at all times. The extra set of clothes should be left in a large zip lock bag in the child's school bag. If a change of clothes is necessary, the soiled clothes will be placed in the zip lock bag or a plastic bag and returned home. Please mark all of the child's belongings, including his or her school bag, with the child's first name and first initial of the last name. Please do not send book bags/backpacks that are more than 12 inches wide and/or 14 inches tall. Larger bags will not fit in all of our cubbies. Please do not send toys to school.

SNACK

Each child should bring his or her own healthy snack each day. Please do not send any food with frosting. Sandwiches, yogurt, crackers, cheese sticks, celery or carrot sticks, and apple slices are some items that are encouraged. Snack will be served about halfway through the class time. Children will be provided with water to drink. Please do not send any drinks with your child. Disposable cups are used for all classes. In the event that a child in the program has a specific food allergy that affects what other children may bring, parents will be notified as soon as the staff is made aware of that allergy.

CURRICULUM

The curriculum at Mom's Day Out is designed by FBC MDO staff and includes age-appropriate material typical for a church setting. Handwriting Without Tears is the curriculum for the three-year-old preschool to teach letters, phonemic awareness, and introductory handwriting. Handwriting Without Tears is also used for the four-year-old preschool to teach all aspects of language, handwriting, and several aspects of math. In addition, each teacher designs her choice of unit studies each week. These unit studies incorporate books, stories, music, art, and some pencil and paper activities to teach assorted topics, such as transportation, farm animals, ocean life, seasons, specific holidays, and community helpers.

STAFF AND STAFFING RATIO

All staff have passed a criminal background check and FBC children's ministry screening. Staff members are trained and certified in CPR and First Aid. One teacher will be present for every six to eight children, depending on the age of the children. Classes are staffed by a teacher and a helper. For safety concerns, the MDO diaper changing room is equipped with a security camera. If less than four children are enrolled in MDO, it will be staffed by one teacher. If less than eight children are enrolled in preschool class, it will be staffed full-time with a teacher and have a helper for academic times.

BUILDING SECURITY

For the safety of the children and staff, doors to the Education Building will be locked during MDO and Preschool operating hours. If you arrive early, please proceed to the church office located in the Glenn Fellowship Hall or call 375-2829 and notify staff of your needs. There is not always someone in the preschool office during preschool hours. During Open House, the preschool director and/or teachers may provide their personal cell numbers. If you need to enter the building during regular hours when the door is locked, you can also text the child's teacher or preschool director with that information.

CHILD SECURITY

Children are to be signed in by the parent or adult dropping off the child. At the time of registration or during Open House, each child will be given a personal information number (PIN). Adults unknown to the preschool staff member overseeing dismissal will be asked to provide that PIN before the child is dismissed. Children will not be allowed to leave with someone who does not have a PIN for them. If someone other than a parent or regular caregiver will be picking up a child, please provide them the child's PIN and notify the MDO staff of the change. In addition, if at any point an adult arriving to pick up a child is impaired by drugs or alcohol, the child will not be released to that adult, and emergency contacts will be used.

MEDICATIONS

Staff will not administer any non-emergency medication. Examples of emergency medications that may be administered include asthma inhalers, severe allergic reaction medications, or antiseizure medications. Preschool staff may contact parents for permission to administer acetaminophen or ibuprofen if needed during the preschool day.

ILLNESS

American Academy of Pediatrics guidelines for illness as listed below are to be followed in regard to ill children and their return to Mom's Day Out and Preschool. If a child becomes ill while at school, parents will be contacted and asked to pick up the child right away. In some cases of illness, the child may be taken to the church office and allowed to remain with church staff until the parent arrives if staff feels that the sick child's presence in the classroom is harmful to other children.

Guidelines for returning to school or daycare settings with these specific illnesses:

Strep throat, until after 24 hours on antibiotics

Tuberculosis, until an appropriate health care provider or health official certifies that the child is in appropriate therapy and can attend care.

Impetigo, until 24 hours after treatment has been initiated.

Chickenpox until all sores have dried and crusted (usually 6 days). Mumps, until 9 days after an onset of parotid gland swelling.

Hepatitis A virus, until 1 week after an onset of illness or jaundice or as directed by the health department.

Measles, until 4 days after an onset of rash.

Rubella, until 6 days after an onset of rash.

Guidelines for staying home from school or daycare settings with undiagnosed illnesses:

Fever, above 100.4 or when accompanied by behavioral changes or other symptoms such as a sore throat, rash, vomiting, diarrhea, earache, etc. Diarrhea (frequent, runny, watery stools).

Blood in the stool not explained by dietary change, medication, or hard stool.
Vomiting two or more times in a 24-hour period.
Body rash with fever.
Sore throat with fever and swollen glands or mouth sores with drooling.
Severe coughing with the child getting red or blue in the face or making a high-pitched whooping sound after coughing.
Persistent abdominal pain (more than 2 hours) or intermittent pain with other signs and symptoms.
Signs of possible severe illness such as irritability, unusual tiredness, or neediness that compromises caregivers' ability to care for others.
Uncontrolled coughing or wheezing, continuous crying, or difficulty breathing

COMMUNICABLE DISEASE AND LICE

If any member of the staff becomes aware of a communicable disease situation, including but not limited to chicken pox, RSV, or lice infestation, parents will be notified immediately.

DISCIPLINE

Children will be praised for appropriate, positive, and obedient behavior. We take seriously our responsibility to lovingly train and instruct children in the nurture and admonition of the Lord. Upon inappropriate or unacceptable behavior, the misbehaving child will be instructed in correction of that behavior and redirected to another activity. If the misbehavior continues, the child will be instructed to sit in the "timeout chair" or will lose play time during recess. The number of minutes in time-out will equal the child's age in years.

HOLIDAYS AND OBSERVANCES

Special parties or activities will be held at preschool for Thanksgiving, Christmas, and the last day of school. We will be happy to help celebrate your child's birthday. Please let your child's teacher know if you are bringing special birthday snacks. Parents are welcome to provide special birthday plates and/or napkins. Birthday cookies, muffins, or doughnut holes may be provided by the parents as well if desired.

COMMUNICATION

Communication between parents and staff is encouraged. The preschool's email address is fbcchickmdo@gmail.com. The preschool's office number is 706.375.2829. The church office number is 706.375.2733. Phone numbers of the preschool staff will be included on monthly newsletters which will be distributed either via email or in the form of a hard copy placed in the magazine rack hanging on the wall beside the registration desk. If any policies change or are added during the school year, written notice will be placed in the child's bag and on the white board in the foyer. In addition, often throughout the school morning teachers may text or email to parents photos of their child. If you would prefer we not text or email you during the day, please let your child's teacher know.