



First Christian Church
Mother's Day Out

Parent Handbook
Policies and Procedures
2024 - 2025

Dear MDO Families,

Welcome to the First Christian Church Mother's Day Out family. We are very honored that you chose our program for your little one. Thank you for trusting us with the special task of loving, nurturing, caring, and teaching your child. We are a Christian Ministry and our curriculum coincides with the curriculum of the First Christian Church Children's program.

"Start children off on the way they should go and even when they are old they will not turn from it." - Proverbs 22:6

We have a bible based curriculum that teaches God's love for us. We will sing songs, do crafts, and pray, all for the glory of God. With this we will have a school curriculum as well, where we teach letters, numbers, shapes, colors, and more. We have many play and learning based activities to help with brain development and motor skills.

Our staff is composed of a variety of talented individuals. We have women who have been public school teachers, women who are currently attending school to get their teaching degree, as well as women who have previous child care experience, and most importantly many moms. Together we are working hard to provide a loving, kind, and positive environment for every child and family.

If you have any questions/concerns please don't hesitate to reach out. We also invite you to join us for any of our other ministries at First Christian Church.

Thank You,

Ms. Samantha

Mother's Day Out Director

GuthrieFCC.MDO@gmail.com

405-780-0559

P.S. - Please follow us on Facebook - Mother's Day Out - FCC Guthrie

**First Christian Church
Mother's Day Out/Pre-School
2024-2025**

Director:

Samantha Hilbers
Cell: 405-780-0559
GuthrieFCC.MDO@gmail.com

Church Address:

402 East Noble
Guthrie, OK 73044

Church Telephone:

405-282-4080

Mission Statement:

The Mother's Day Out program of First Christian Church was designed to provide a safe, nurturing, and loving environment in which the children who attend can grow spiritually, intellectually, emotionally, socially and physically in a loving Christian atmosphere.

Enrollment Fee and Tuition Fees

A non-refundable yearly enrollment fee is due upon enrollment in the program. This fee is used for things such as: wet wipes, snacks, photos, drinks, crafts, markers, crayons, paper, etc.

\$25.00 for all classes

\$25.00 Summer Session (new enrollments only)

1 day per week

\$85.00 monthly per child

2 days per week

\$160.00 monthly per child

Tuition is due at the first of each month. If tuition is not paid by the 10th of the month, your child will not be allowed to return to class until tuition is paid. If tuition is not received by the 26th of the month your child's position in class will be forfeited and given to the next child on the waiting list. Payment should be made payable to the First Christian Church. Your child's tuition statement will be sent home on or before the 1st of each month. An envelope will be labeled with your child's name. Please return

payment with statement in envelope to the locked box on the wall across from the Caterpillar room on the 2nd floor. Our program also offers tuition to be paid on a credit card and set up to automatically withdraw on the 5th of each month. A completed Credit Card Authorization form must be completed by the 1st of the month to be charged in that month. If any information on the card changes, a new authorization form must be completed.

To maintain the child's position in the class, payment is due even if the child is absent or school is closed. If a child begins the program after the first of the month, they will be charged a pro-rated fee based on days remaining in the month.

A monthly 10% discount on tuition will be given to families with more than one child enrolled in the program.

In the event school days are missed due to weather, flooding, etc., no discount will be given for 1 day missed in a given month. If 2 or more days are missed in a given month, parents will be given a 10% discount for each day missed on the following month's tuition (maximum of four days).

Drop Ins

If you choose not to enroll your child, we will accept drop-ins if an opening is available. You must call in advance to see if there is an opening for your child. Payment is due at the time of drop off. Daily drop-in rate is \$25.00

Activity Account

At the beginning of the school year, you will be required to put \$18 into an activity account for your child. This money will be used for our monthly pizza day and \$2 will be deducted if your child chooses to eat pizza that day. It is basically like a debit account. Each time an activity occurs that needs payment, money will be withdrawn from your child's activity account. If a balance remains in your account at the time of your withdrawal from the program, you will receive a refund for that amount. Having this account will ease a burden on you, as well as the staff, Director and our church administrator.

Drop-Out Policy

If you need to remove your child from the program, a refund will be given to you if a 2 week notice has been given or if the child's position can be filled immediately.

Hours of Operation

During the school year, our program is open on Tuesday and Thursday, from 8:30 a.m. to 2:50 p.m. Our Summer hours are 9:00 a.m. – 3:00 p.m.

The teachers are ready to greet the first child at 8:30 a.m. Please do not bring your child before 8:30 a.m. Parents should walk their child to the classroom and make sure the teachers know the child is present. We feel like this is best for the child, because separation is sometimes hard for young children.

The pick-up time is 2:50 p.m. It is very important to be timely for pick-up. Most of our teachers have school-age children to pick up from school. After 2:55 p.m. a late charge of \$ 5.00 is charged, and every 5 minutes after 3:00 p.m. will be an additional \$5.00. The late fee will be added to the following month's tuition statement and must be paid with either cash or check. Thank you for being considerate of the time schedule. For any emergency, or if you know that you will be running late, please call the church (282-4080) or the Director (405) 780-0559 as soon as possible so we can make arrangements to have your child ready for your arrival.

Drop-Off Window

Children should be dropped off for Mother's Day Out between 8:30 and 10 a.m. After 10 a.m., a child is considered absent (unless you have contacted the Director about a late arrival). This allows another child to fill the spot as a drop-in for the day.

To be respectful of the routines in each classroom; children may not be dropped off between 11:30 a.m.-1:00 p.m. unless prior arrangements have been made with the Director. During this time frame, classrooms are often having nap/rest time and it can be very disruptive for the class if a child is dropped off during this time.

Calendar

We offer a year-round program with 1 or 2 week break in between sessions. Our calendar is based on the Guthrie Public Schools calendar (with some exceptions). Our Summer Session offers classes for children entering kindergarten through those entering 6th grade.

Weather Policy

Mother's Day Out cancellation due to weather, flood, etc... will follow the Guthrie Public School System. If they cancel classes, we will also be closed. If weather conditions are questionable, please tune in to one of the local TV stations for a list of school closings. You will also receive an email from the Director and can watch for updates on our Facebook page as well.

Discipline

Discipline is a learning experience. It is the process of encouraging children to learn self-control and to avoid danger to self or others. At FCC Mother's Day Out, we teach them of Jesus' love and use a positive approach to their behavior. An important aspect of discipline is ensuring an environment which is carefully planned to prevent problems

by having low adult/child ratios, child-proofing areas, providing adequate toys and materials and planning age-appropriate activities and routines.

Occasionally, all children feel uncooperative and should be allowed time in a quiet space to gain their self-control. Children experiencing difficulty will be gently removed from an over-stimulating situation and be given a place to sit within eyesight of the teacher. When difficult situations arise, teachers encourage children to examine what has happened and help work out possible solutions. If the move proves to be unsuccessful, the child will then be brought to the Directors' office for a time-out away from the situation. If the problem is recurring and disrupting the group, it will require the effort and cooperation of the parent/guardian at home.

Biting

We know from experience that biting in a daycare setting begins between the ages of 12 months and 24 months. We also know this is a time of teething and when a great deal of learning takes place. A toddler is easily frustrated and will perform an act of biting, not necessarily to be mean, but to observe the reaction it creates. Toddlers will bite other children or adults to protect their property or territory. We will work with young children who bite and will make every attempt to prevent bites from occurring. This situation requires extra effort and cooperation from the parent/guardian at home. There may be times when the parent/guardian will be called to the church for a consultation with the teacher and Director to develop a consistent and acceptable way of dealing with the child immediately.

Biting Policy

Because biting is harmful to the child being bitten, we have come up with a policy that is in the best interest of the children, while still trying to help the biter learn acceptable behavior.

1. A child biting another child the first time will be taken aside and the behavior discussed with the child by the teacher. Because it is normal for children ages 12-30 months to bite out of frustration, the teacher will give the child something else to bite (ex. Chew toys, teething rings, etc...) that is acceptable. The teacher will watch for communication that is nonverbal (hand gestures, body language) as warning signs about how the child is feeling in order to prevent another bite. The teacher will also fill out an incident report and the parents will be informed.
2. If a second bite occurs, the above will be reinforced. Another incident report will be filled out for each child and the parents will be informed and given some handouts concerning biting in young children.
3. If the biting continues with a third bite within a three-week period, the parents will be asked to meet with the Director and teacher for a conference concerning the matter.

As with every type of injury, an incident report will be filled out and signed by the parent/guardian of the biter. Also, in every incident, the child bitten will have the area cleaned with soap and water and ice applied. Parents of the child that was bitten will

be informed of the incident on their daily report. We will make every effort to prevent a bite from occurring and/or intervene when a bite has occurred.

Allergies

Allergies will be taken into account on an individual basis. Each child who has an allergy listed on their information sheet will have their allergy listed next to their cubby name tag. Please help us keep your child safe and let us know if there is any change in their allergies during the school year.

Injury/Illness

If an accident occurs that needs immediate attention, every effort will be made to contact the parents/guardians. The FCC Mother's Day Out program will not assume any financial or medical/legal responsibility for decisions made in the inability to locate a parent or secondary authority for decisions. Also, we do not have student accident insurance. Parents are solely responsible for any medical treatment, resulting from accident or illness.

Children with fever, diarrhea, bad colds and communicable diseases are not to attend Mother's Day Out. If your child vomited the evening prior to school, they should remain at home as well. If your child is too sick or cannot play outdoors because of a recent illness, please leave him/her at home. Children need to be "fever free" for 24 hours before returning to school. The teacher or Director will decide upon the decision of wellness.

If your child becomes sick while at school, they will be removed from the classroom and you will be notified immediately. If the parent cannot be reached, the first person on the emergency list will be contacted.

We will notify you if your child is exposed to a communicable or infectious disease while in school.

We will adhere to a strict hand washing policy at FCC Mother's Day Out and try to keep your child safe from common childhood illnesses. Teachers cannot dispense medication to children at school. This should be done before and after school hours. Please do not send any medication with your child in his/her diaper bag, backpack, lunchbox and/or drink cup. If your child needs life-saving medication (i.e. inhaler, epi pen, etc.), you need to provide a doctor's note before leaving the medication at school. You would also be responsible for educating your child's teachers on how to administer the medication and must sign a release authorizing the administration of the medication.

If a child is known to have a contagious illness (i.e. flu, strep, pink eye, chicken pox, etc.), the child cannot return to Mother's Day Out until a doctor's note stating the child is free of any communicable disease is presented to the Director.

Head lice

If a small amount of nits are spotted, a letter is sent home with the child that they

need to be treated and a release from the Health Department is required to return to Mother's Day Out. If large amounts of nits or live lice are found, the child is sent home immediately and a release from the Health Department is required to return to Mother's Day Out. The Mother's Day Out staff will also send home a note to all parents of children in that class explaining that lice has been found and all children should be examined.

Potty Training

We firmly believe potty training is a team effort between parents and our staff. To make this sometimes difficult process go as smoothly as possible; we encourage parents to share their potty training methods with the staff. It is also important we maintain open communication regarding progress or setbacks.

Children enrolled in the preschool class must be completely potty trained at the time of enrollment. Children enrolled in the 3yr old class must be at least attempting potty training and must wear disposable pull-ups if they are not completely potty trained. As a general rule, children must go 2 weeks without having an accident, before they are considered ready for underwear. Parents of children that are potty training, must consult with the Director before sending their child to class in regular underwear.

Diapers

Please bring enough diapers for your child to use throughout the day or more if you desire. We will store extra diapers in their cubby and save them only for their usage. We can provide diapers in an emergency, but ask you to monitor your child's diaper supply in the classroom.

Lunches

Please bring a lunch for your child each day, either in a bag or lunch box with his/her name on it. Water will be provided for the children to drink, or you may bring your own drink if desired. All sippy cups and baby bottles should be clearly labeled with your child's name. Your child's lunch should also be filled with items that can be eaten by the child with little-to-no help from the teacher (with the exception of the Caterpillar class). We will be glad to open packages for children, but the entire lunch should be something the child can easily maneuver. Lunchtime can become hectic if lunches are not kept simple.

Resting:

All classes have a naptime or rest time after lunch. If your child would like to bring their favorite blanket, stuffed animal, etc., that would be fine. The preschool class does not use cots. If you feel your child would benefit from a nap mat, you are welcome to provide one. Please label the nap mat.

Birthdays:

Birthdays are special! Parents may bring a small snack to be shared with the class on the day closest to their birthday. Treats such as cookies, sweet treats, chips, etc. would be acceptable.

Safety:

We are very serious about the safety of your child while they are in our care. Our entrance doors are locked during the day except for church functions on occasion. There will be a staff member stationed at the West entrance door during drop-off and pick-up times who will be responsible for monitoring persons entering the building. The South door next to the playground may also be used for drop-off and pick-up. It will be locked and office staff will let you in when you push the button on the brick wall. This entrance has fewer steps.

Confidentiality:

The FCC MDO program values the confidentiality of all students enrolled in the program. Therefore, all children's records are confidential and will only be shared with those working with your child. Parent telephone numbers and addresses cannot be given to other parents without permission.

Monthly Calendars

At the beginning of each month, a calendar will be sent home from the Director. Special days and information will be listed on the calendar. Teachers will also send home a daily information sheet. This sheet will give you insight into your child's day at Mother's Day Out (ex. time spent napping, potty training, mood, etc.). The FCC Facebook page **Mother's Day Out-FCC Guthrie** is also a great resource for MDO information. There you will find pictures, monthly calendars, updates and more!

Enrollment in FCC Mother's Day Out Program

If you desire to enroll your child (or a child you are expecting) in the program, please call Mrs. Samantha and have their name put on the waiting list. You will be called when an opening is available for your child. Your child must be at least 6 months old to begin the program, but you may put them on the waiting list as early as you wish.

Preferential treatment is not given for the waiting list. Available spots in a classroom are given on a "first come, first served" basis. A child may be put on the waiting list while the parents are expecting, as soon as the parents have a due date from their doctor.

First Christian Church

First Christian Church Mother's Day Out is a ministry of First Christian Church. Although our curriculum is not solely based on Christian education, children are taught the basic Christian principles and values in a Christian setting. If you do not have a church family, we invite you to join us for Sunday worship at 10:30 a.m. and the many ministries that we have available for children and adults

Other Children's Ministries:

Youth Group - Jr. High and Sr. High

Kidventure - Ages 5 years through 6th grade (Sept. through April)

Vacation Bible School - 1 week during the summer (ages 4 years through 5th grade)