

Black Oak Heights Baptist Church

Mother's Day Out



**Parent Handbook
2018- 2019**

Dear Parents,

Welcome to our Mother's Day Out program at Black Oak Heights Baptist Church. We consider it a privilege and honor that you have chosen our program for your child's preschool years. At BOHBC, we believe that teaching children about Jesus in a loving and structured environment will prepare them for a successful future. Proverbs 22:6 reads "Train a child in the way he should go, and when he is old he will not depart from it." Your child will learn a number of different bible stories and bible characters while also getting academically prepared for school. Our desire in MDO (Mother's Day Out) is that your child will grow just like Jesus did...in wisdom, stature, and in favor with God!

Children learn best through hands on play. We use several different sources to prepare our curriculum. Each child learns differently and in using these sources, it allows us to incorporate basic academic skills and bible learning through play. The children are going to have fun learning and will love the songs, activities, and crafts with each lesson.

At MDO, we feel our parents are an important part of our program. You are always welcome to call and check on your child at any time during the day. We love our parents to participate in special events, and share your thoughts, ideas, and suggestions during the year. It is essential that we maintain a clear line of communication between you, your child, and our staff.

I look forward to ministering to you and your child this year. I consider it a privilege, responsibility and a blessing to be able to lead this ministry at BOHBC. My husband, Brian and I have two children, Brandon, 21 and Emily, 16. We have been members of BOHBC for 18 years. We feel we have grown deeper in our faith and have a closer relationship with our Lord and Savior, Jesus Christ, while attending BOHBC. We love our church, and are thrilled to be part of such a loving body of Christ. We are dedicated as a family to see "God's Will" be done with this ministry.

This handbook was created for you, so that you understand the procedures and policies of our MDO program. We feel this will ensure a great year for all involved. If you have any questions or comments, feel free to come and discuss them. Thank you for allowing our staff the opportunity to share Jesus with your child during these precious years of growth and development.

In Christ,
Konnie Evans
MDO Director

Black Oak Heights Baptist Church Mother's Day Out

ADMISSION

Our MDO program has classes to accommodate children from 6 Months Old to Pre-Kindergarten. The following milestones must be reached for consideration for certain classes:

<u>Class</u>	<u>Ratio</u>	<u>Milestone</u>
6 -12 Months Class	1:4	6 Months Old
1 Year Old Class	1:4	Walking and self-feeding
2 Year Old Class	1:6	Potty Training in Progress
Three Year Old Class	1:9	Potty Trained
Pre-K (4)	1:10	Turning 5 after Feb.2019
Pre-K (5)	1:10	Turning 5 before Feb. 2019

Children will be grouped according to their chronological age. There may, however, be occasions when a child will be placed out of his/her age group (Summer or development). These decisions will be made by the director, teachers and child's parents and always in the best interest of the child.

SCHOOL YEAR 2018 – 2019

Registration Fee (Non –Refundable) \$25.00 upon enrollment

Activity Fee – No activity Fee

Monday, Tuesday, Wednesday, Thursday

Pick any 1 or 2 Days

6 – 12 Months Class = 2 Day/Month Tuition= \$154.00

1 Day/Month Tuition= \$104.00

1 Year Olds and Up = 2 Day/Month Tuition= \$142.00

1 Day/Month Tuition= \$89.00

*Each additional sibling receives a 15% discount on monthly tuition.

Tuition is to be paid at the beginning of each month. If payment has not been received by the last day of the month, a \$20.00 late charge may be added to

your account if you have not spoken to the Director/Assistant Director. For each additional week, another \$10.00 charge may be added. Parents will receive reminders if tuition is not paid. MDO reserves the right to drop a child from the program if tuition is not paid in a timely manner. If a child is absent due to sickness, vacation, etc., **parents are still responsible for payment.** There will be a \$10.00 returned check fee for any NSF check. A second returned check will result in another \$10.00 fee and CASH ONLY terms accepted for the remainder of the school year.

There is an **annual non-refundable** enrollment fee of \$25.00 per child. This fee guarantees your child's enrollment in the classroom. Fees are due with any new enrollment regardless of the month enrolled, along with the current month's tuition. Please make all checks payable to Black Oak Heights Baptist Church Mother's Day Out (BOHBC MDO). Payments may also be made at BOHBC.org

EXTRA CURRICULUM CLASSES

At BOHBC MDO, our Assistant Director also teaches specialized classes, at no extra charge:

Music- 30 minute class each day your child attends.

Outside Instruction:

Soccer Shots- offered during MDO hours (additional cost paid directly to Soccer Shots)

WITHDRAWAL

A minimum of two (2) weeks notification of withdrawal is required in writing and should be submitted to the Director. If a written notice is not received, then you will continue to be charged monthly tuition until notice is submitted. This time period is necessary to invite new applicants into the program and adjust staffing if necessary. If a student is absent for more than 2 weeks, without explanation, the child may be dropped from enrollment and no longer be guaranteed a space in the classroom.

DAYS AND HOURS OF OPERATION

We are open Monday, Tuesday, Wednesday and Thursday. Tennessee State law allows children to be in our care for no more than 2 days for 12 hours per week, so parents must choose either 1 or 2 days for enrollment. Children may enter their classrooms at **9:00 a.m.** and should be picked up promptly by **2:00 p.m.** Please make every effort to pick- up your child by this time. If you are late picking up your child on a consistent basis, you will be charged an additional \$20.00 per month.

Our MDO program follows the Knox County Schools Schedule and we will observe all holidays and breaks, including in-service days and illness days. If the Knox county schools are closed or delayed due to snow or other inclement weather, MDO will be closed/delayed for that day, as well. Reimbursement for excessive snow days will be at the Director's discretion.

ILLNESS POLICY

We clean and disinfect the work and play areas daily, but of course the spread of some germs and diseases is inevitable. Please do not bring your child to MDO if he/she has a fever, diarrhea, or vomiting within 24 hours of our school day. Also, make sure that emergency contact numbers are correct and current so that you may be reached if your child should become sick or injured while in our care. **If a child has a fever over 100 degrees, 2 episodes of diarrhea or vomiting while at MDO, they will be required to go home as soon as possible.** This is to ensure the health and wellbeing of the other children and teachers in the classroom.

HEAD LICE

Please note that Head Lice is common among groups of small children. To protect other children and the possible spread of lice, any child with nits or lice will be excluded from MDO. The child may return after the hair is treated and it is determined the hair is lice/nit free. MDO will clean the facility and notify parents in the event there is a need.

MEDICATION

If your child requires medication while at MDO, please ask the Director for a medication form. The Director will administer all medications per parent written instructions and keep the medication in the office. NO medication will be applied or administered to a child without written permission from a parent or other authorized person, including diaper cream and sunscreen. **Please do not leave any type of medication in diaper bags or backpacks.**

ALLERGIES

BOHBC is a completely **peanut/ tree nut free environment**. Please do not send any food items containing peanuts or tree nuts in your child's lunch. We will only serve nut free snacks. If your child requires any additional allergy restricted food, you may need to provide snacks for your child while in our care.

BITING/BEHAVIORS

When caring for groups of children, there can be instances of biting or harmful behaviors. If a child has a continued issue with biting the other children or repeated inappropriate behaviors, BOHBC reserves the right to drop a child from enrollment. (If considered a danger to themselves, the other children or staff).

CLOCK-IN/OUT: Please be sure to clock-in/out upon arrival/dismissal each day. We use this list in the event of an emergency to determine how many students are in attendance each day. Clocking-Out when you pick-up your child, gives us a record of the time and who picked up your child for our records.

FAQs

- **What should my child bring with him to MDO?**
 - Labeled backpack with a complete change of clothes, including socks and underwear.
 - Adequate supply of disposable diapers, if child is not yet potty-trained.
 - Lunch (including beverage, napkin and utensils). **Please avoid items that must be heated.** A snack and drink will be provided each day by our program.
 - Rest mat, as well as a favorite blanket or stuffed animal (if desired). (2 and under) **We may have extra mats, ask before purchasing!**

- **What will my child be doing each day?**

Our curriculum is jam –packed with activities that will nurture your child’s growth physically, emotionally, mentally and spiritually! The students will be involved in creative play, story time, art projects, outside play (weather-permitting!), music/drama...just to name a few.

- **What if my child cries when I leave?**

Most children will cry when being dropped off for the first time in a new classroom, with new teachers. Try not to linger in the classroom; the longer you stay, the harder it will be on you and your child. Reassure your child that they will have a good time and that you will return soon to get them. If your child continues to cry or be upset longer than 30 minutes, the Director will call you. We want this to be a positive experience for all concerned and will not allow your child to be upset all day!

- **Who may pick up my child?**

Children may only be picked up only by those adults listed on the registration form as emergency contacts. MDO reserves the right to ask for identification of any unfamiliar adult attempting to pick up a child. Please place on file with the Director any custody papers that may be relevant to whom is allowed/not allowed to pick up a child.

BOHBC MDO is so blessed that you have chosen to become a part of our family! We look forward to getting to know and love your family. If you ever have any questions or concerns, PLEASE let someone know. We can only try to correct things that we know about, so please let us know! Welcome!

Sincerely,

Konnie Evans

Preschool/MDO Director

Black Oak Heights Baptist Church
Mother's Day Out
2018 – 2019 School Calendar

<u>August 10th (Friday)</u>	Open House (5pm -7pm)
<u>August 13th (Monday)</u>	First Day for Students
<u>September 3rd (Monday)</u>	MDO Closed (Labor Day)
<u>October 8th –11th</u>	MDO Closed (Fall Break)
<u>November 6th (Tuesday)</u>	KC In-Service- MDO CLOSED
<u>November 21st – 22nd (Wed. & Thurs)</u>	(Thanksgiving Holidays)
<u>Dec. 21st - Jan. 7th</u>	MDO Closed (Christmas Break)
<u>January 8th (Tuesday)</u>	Students Return
<u>January 21st (Monday)</u>	MDO Closed (M L K Day)
<u>February 18th (Monday)</u>	KC In-Service- MDO CLOSED
<u>March 18th – 21st</u>	MDO Closed (Spring Break)
<u>April 22nd (Monday)</u>	KC In-Service - MDO CLOSED
<u>May 1st (Wednesday)</u>	Last Day for Students
<u>May 3rd (Thursday)</u>	Spring Program/Graduation

PLEASE JOIN OUR **FACEBOOK PAGE** FOR WEEKLY
UPDATES AND INFORMATION: **Black Oak Heights MDO**



