



First Baptist Church  
Mother's Day Out  
Parent Handbook



### Potty Training

Due to the nature of our facilities, we require that all children be potty trained by 37 months of age.

### Teachers/Staff

We are proud of our teaching staff. They are Christians, have a love for children, and experience with preschoolers. All of our teachers have CPR Training and have undergone a criminal background check. Please feel free to discuss your concerns or joys with your child's teachers. You are also encouraged to talk with the director at anytime about any concerns you might have. We have two teachers in every room, with excellent Teacher/Child ratios that exceed the Texas Minimum Standards and Guidelines.

### Curriculum

Your child's time with us is planned using The Wee Learn Curriculum in addition to other approved preschool literature. It is Bible based and includes Bible stories, group time, music, art and imaginative play. We also spend time on the playground each day weather permitting.

### Discipline

We believe in positive reinforcement. Children are praised for acceptable behavior and are encouraged to stop, think about and correct unpleasant behavior. If needed the child will be removed from the group activity to redirect their behavior. This "time-out" will be in the same room. If further action is needed, the child will be brought to the MDO Director for additional discussion and parents will be made aware of the situation. Corporal punishment, or any harsh, cruel, or unusual treatment, is not used or tolerated at FBC MDO.

In rare cases, if a child is continually disruptive or misbehaving, repeat visits to the director may be necessary. In such cases removal from the program may occur.

### What to Bring

#### ALL ITEMS MUST BE CLEARLY LABELED!

- Lunch—every child needs to bring a lunch. Please send manageable finger foods and/or baby foods for infants. Heating and refrigeration is only available in the infant room. We discourage candy and carbonated drinks.
- Change of Clothes—this is advisable for all ages and a must for all children not yet potty trained. Please have weather appropriate clothing.
- Rest Mat—please bring a plastic rest mat and a cover for it as well as a blanket. “Body Pillow” pillow cases work great as a mat cover. The mats can remain at MDO, personal items will be sent home daily. Please wash items weekly.
- Personal Needs Items—such as disposable diapers, diaper wipes, formula, pacifiers, plastic bottles and sippy cups. Please dress your child for active play. We often play outside and your child will need appropriate outerwear and sturdy shoes.

### What NOT to Bring

It is best for your child not to bring personal toys to school. Often this leads to problems when other children want to play with the toy. There is also the risk that it will be misplaced or broken. One exception is if your child has a comfort item that will aid sleep, they are welcome to use it at rest time.

### Safety Issues

The security of your child is our top priority. Your child will only be released to those you have listed on the registration form. If we do not know the person picking up the child, they will be asked for identification.

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## Welcome!

Welcome to First Baptist Church Mother's Day Out.

We are honored that you would choose us to teach and care for your child. We hope that you will be blessed by your partnership with FBC MDO as we know that we will be blessed by knowing you.

## Mission Statement

The purpose of the First Baptist Church Mother's Day Out program is to extend the ministry of the church by providing a safe, nurturing environment with a biblically based curriculum for children ages 3 months to 5 years. This program is meant to provide parents with a regular block of time, away from their children, to meet personal and family needs.

MDO Hours: 9:00 a.m.-3:00 p.m.

Days of Operation: Tuesday and Thursday

Director: Casey Dailey  
mdo@sanmarcosfbc.org  
(512) 392-3377 ext. 217

First Baptist Church  
325 W. McCarty Lane  
San Marcos, TX 78666

## Illness

Please be considerate of others if your child is ill. If your child has had any of the following symptoms they need to remain at home:

- Vomiting or diarrhea in the last 24 hours. Make sure your child has had a normal bowel movement before they return.
- Oral temperature over 100° F in the past 24 hours.
- Unexplained skin rash.
- Discolored nasal discharge.
- Eye discoloration or discharge.
- Any contagious condition.
- General appearance of illness.

Teachers have the ability, as well as the responsibility, to not accept a child who displays any of the above symptoms.

If your child becomes ill while at MDO, they will be taken out of the room and we will notify the parent. The child will need to be picked up immediately. In the event of an emergency, we will administer first aid and emergency personnel will be called if necessary.

## Allergies/Medications

If your child has any allergies, they need to be listed on the registration form along with the reaction(s) associated with that allergy. If your child has any other conditions (i.e. asthma, seizures, etc) please note that on the form and discuss with the director and teacher.

If your child is taking an oral medication, please administer the medication before you drop them off. Any special care instructions for over-the-counter, topical items (i.e. diaper ointment, teething gel, etc) need to be in writing.

## Contacts

Please provide FBC MDO with your current address, phone number, and all emergency contacts. It is your responsibility to provide any updated or changes to this information.

### Days and Time

FBC MDO is a Tuesday /Thursday program. We start at 9:00 and end at 3:00. We will follow the SMCISD calendar for holidays and bad weather closings. The first class day will be the Tuesday after Labor Day and the last class day will be the Thursday before Memorial Day.

### Early Drop Off/Late Pick Up Fee

FBC MDO teachers supervise children from 9:00 am to 3:00 pm. There is early drop off before 9:00 am beginning at 8:30 am for an additional \$25.00 per month and afternoon care from 3:00-3:30 pm for an additional \$25.00 per month. Early drop offs or late pickups for children not enrolled in these extra programs will be billed \$5.00 for each day cared for.

### Withdrawals

Two weeks written notice is required for withdrawal. You are responsible for all tuition and fees during those final two weeks whether or not your child attends.

### Immunizations

Immunizations or a notarized exemption form are required by the state for your child. Please provide FBC MDO with updated copies of his or her immunization record each time it is updated by a health professional. Your child may not attend the program if these records are not up to date. These may be faxed to 392-9688, Attention FBC MDO.

### Well Checks

A requirement for participation in the program is a doctor's examination and a TB screening every 12 months. Please present a statement each year from your child's doctor within one week of admission to verify that your child is physically able to participate in the day care program. This may be on the doctor's own letterhead and can be faxed to the 392-9688, Attention FBC MDO.

## Statement of Cooperation

The Mother's Day Out Program is an extension of ministry to families by First Baptist Church San Marcos. To effectively work toward the common purpose of fulfilling the Great Commission, we commit to the following goals:

- Provide a nurturing, developmentally appropriate environment that encourages each child to develop mentally, physically, spiritually, socially and emotionally.
- Provide ministry to families.
- Provide a witness of Christ and His church to the children and their families.

In order to achieve these goals, we commit to provide:

- A quality Mother's Day Out program built on developmentally appropriate practices.
- Curriculum that is biblically based and includes Bible stories and thoughts appropriate to the child's level of understanding.
- Staff who profess Christ as Savior and exhibit Christian traits in caring for children and in interaction with families and coworkers.
- Positive guidance for the children that encourages problem solving and managing negative emotions.
- Respect and understanding of others without regard to race, gender, nationality, religion, or background.
- Planned small and large-group activities that permit each child to progress and enjoy success.

First Baptist Church San Marcos will demonstrate intentional ministry by:

- Having ministerial representation at family events such as open house and fundraisers.
- Inviting enrolled families to participate in other church programs/events.
- Including the MDO director in the church staff meetings and overall program and calendar planning.
- Responding to ministerial and counseling needs of the MDO program families and staff. Including children enrolled in the MDO program in vacation Bible School and similar events.

### Registration

Registration for the following Fall/Spring session begins in February for returning children and FBC members, and in March for all other children. Children not placed in a class will be put on a waiting list and will be enrolled in the order they were signed up.

Registration forms and fees must be complete for your child to be placed in a class. Complete registration includes a completed and signed registration form, and paid registration/supply fees of \$75.00. The registration fee is non-refundable. Up-to-date immunizations and proof of well check must be completed by the first day of class.

### Tuition

Tuition is \$160.00 a month for one child. We offer a 10% discount for each additional child (\$144.00) in the program. Tuition is based on the number of school days throughout the Fall/Spring semesters and divided over 9 months. The tuition does NOT change when there are more or less school days in a month.

For your convenience, FBC MDO allows the yearly tuition fee to be paid in 9 monthly installments. The monthly tuition installments are due on the first class day of each month. Full payment is required regardless of child's attendance. Tuition paid after closing on the 7th day of the month will be assessed a \$15 late fee. This fee increases to \$30 if tuition is paid after the 15th day of the month. Any payment not received by the end of the month is subject to review, and the child may be required to relinquish his or her position in the program.

### Ages

FBC MDO accepts babies that are 3 months old through children that are 5 and not yet enrolled in Kindergarten.

### Registration/Supply Fee

The Non-refundable Registration/Supply Fee is \$75.00. This deposit secures a position in the program and is due by April 1st each year. You are not registered until fees are paid.

### Supplies

Daily Supplies are included in the child's tuition. However, you may occasionally be asked to donate items for special projects. Donations are not mandatory, but are encouraged and appreciated.

### Returned Checks

A charge of \$40 is required for any check that is returned to FBC MDO for non-sufficient funds. This includes a late payment fee of \$15.

### Snack/Lunch

FBC MDO will provide a healthy morning snack. Parents are responsible for providing a healthy lunch that is kept cool in an insulated lunch box with an ice pack.

### Attendance/Absences

Consistent attendance contributes greatly to your child having a great experience at FBC MDO. We realize that some children have separation anxiety. Please reassure your child that you will return and then allow the teacher to take the child into the room. Please do not linger outside the room within view of the child. We will call if your child is not able to settle in within a reasonable amount of time. Please feel free to call and check in.

Occasional absences due to illness and family activities are expected. These absences do NOT reduce your child's annual tuition. If your child is absent, please call the office the morning of the absence. This keeps the teachers informed of your child's status.