

# Mt. Gilead Baptist Church

## Mothers Day Out

### Handbook



### Mission Statement

The Mothers Day Out program is a ministry of Mt. Gilead Baptist Church and is committed to be an outreach ministry by reaching out to our church and community with the love of Jesus by providing families with quality childcare geared to developmentally equip each child with spiritual and educational skills and thereby giving families a needed break in their weekly routine.

**Dear Parents and Guardians:**

**Welcome to Mother's Day Out at Mt. Gilead! We are delighted you are considering sharing your child with us. We, as childcare providers, are moms ourselves and are sensitive to the feelings you encounter when taking that first step towards leaving your child in the care of others. We strive to make you and your child feel as comfortable as possible. Our goal is to gain your trust so you can have peace of mind while you are away from your little ones(s).**

**Communication is the key to happy care. We want you to learn as much as possible about our program and feel relaxed about leaving your child in our care. When you are relaxed, your child will also be less apprehensive about you leaving. We also want to get to know you as we get to know your child. This is the reason we have put together this handbook...we want you to have the information about us at your fingertips!**

**Our curriculum is creative. Using Bible stories we provide many avenues to fulfill the needs for academics with emphasis on gross motor skills, social skills, and language development. Our goal is to provide an environment where your child can learn and discover in a safe and positive way. Through age-appropriate activities, the staff plays with, encourages, and comforts your child-expanding horizons and guiding them to explore to their fullest potential.**

**Please drop by for a visit to see what we are all about! We look forward to meeting you!**

**In His love, Stacey Lawhorn/Mothers Day Out Director**

**Below is a typical schedule to give you an idea of the type of activities your child will be participating in throughout the day.**

**9:00-9:15 Arrival Time...either free play or table activities**

**9:15-9:30 Bible Story/Prayer**

**9:30-9-45 Snack Time**

**9:45-10:15 Art Activity/Center Time**

**10:15-11:00 Gym/Outside Time**

**11:00-11:30 Science/Nature Activity/Restroom & Wash Hands**

**11:30-12:00 Lunch time**

**12:00-12:30 Music/Bible & Children's songs**

**12:30-1:00 Center time/Clean up time**

Opportunities for restroom breaks will be provided on an as needed basis. Each of our rooms are equipped with a "kid-sized" toilet and sink for those of potty-training age and above. Just be sure to encourage your child to let his/her teacher know when they have to "potty".

**\*\* BE SURE TO LABEL ALL LUNCH AND DIAPER BAGS AND/OR ANY OTHER PERSONAL THINGS WITH YOUR CHILD'S NAME\*\***

## **Age Requirements**

Our program serves children ages 6 weeks through 5 year olds (birthdays on or after September) every Tuesday and Thursday from 9:00-1:00.

## **Late Pick Up Policy**

Please be prompt when picking up your children. A late fee of \$1.00 per minute will be charged for any pick up time after 1:00 p.m.

## **Registration Fee**

There is a non-refundable fee of \$50 due before or on the first day of school.

## **Tuition**

We have two types of service available; monthly and drop-in. Monthly tuition is based on the number of days in the month that MDO is available. It is based on \$12.50 per day for the first child and an additional \$6.50 per day for each additional child. Payment is due on the first Tuesday or first Thursday of the month. No credit is given for absences. Drop-In rate is higher and is due at the time of service. Presently the cost of drop-in service is \$20 for the first child and an additional \$10 for each additional child. The Mothers Day Out program is a ministry, however, the program functions totally on the income provided through the tuition fee.

## **Snack and Lunch**

We provide a snack and drink around 9:30. You need to provide lunch for your child, we provide a drink for lunch, but feel free to pack one if you prefer. Please put your child's name on his/her lunch. Please send a bib (if needed) with their lunch; the teacher may not see it in the backpack/diaper bag at lunch time. We will try to ensure that your child eats well, food not eaten will be thrown in the trash when they are finished unless requested by the parent to send it home. Unopened bags of chips, etc..., will be sent home.

## **Drop Off**

When dropping off your child, please sign in at the front window.

Please do *not* take your child to his/her room until 9:00. If you should arrive early, under parent's supervision, kids can play in the gym or outside playground until 9:00. Teachers are making preparations and are in and out of the room until 9:00. Also, to make transitions easier, please make saying your goodbyes to your child as quickly as possible.

## **Pick Up**

Any one not recognized by staff will be asked for his/her ID and staff will check to see if person is on the list to pick up. If you have a need to speak to the Director or one of the Teachers, please feel free to call ahead of time to make an appointment. Drop off and pick up times are not good times to talk at length since our primary goal is to take the best care of your children.

## **Extra Change of Clothes**

Please provide your child an extra change of clothes in a zip lock bag. Even 3-5 year olds may have accidents or spill something on their clothing from time to time. Also please dress your child in clothes and shoes appropriate for play (inside and outside) and art activities.

Please be sure everything is labeled with your child's name!

Please bring your child's Blue Card upon registration.  
(proof of immunizations are up to date)

## **Medication and Illness**

A child that is ill or has a fever of 101 degrees or above should be kept at home; and if a child becomes ill while in our care, parents will be notified to come pick him/her up. Please arrange to pick up your child within 30 minutes of this call. If we can not reach you, we will call the numbers on your registration contact list.

## **Guidelines When a Child Can Return**

These are the guidelines recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release.

Fever Free: Must be fever free for 24 hours with the exception of an ear infection, the child may return after treatment of antibiotics has started.

**Vomit Free:** Must not have vomited for 24 hours.

**Uncontrollable Diarrhea:** Defined as an increased number of stools compared with the child's normal daily pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething we can allow the child to continue coming to the program at that time (if it is determined this is the cause of the diarrhea).

**Conjunctivitis (Pink Eye):** 24 hours after documented treatment for conjunctivitis has begun.

**Mouth Sores:** Must have a doctor's note stating that the child is non-infectious.

**Rash:** With any rash accompanied by a fever or behavior change this child cannot return until they have a doctor's note stating that the illness is not a communicable disease.

**Infestation (head lice, scabies)** Cannot return until 24 hours after appropriate treatment has begun and has to be checked by the Director before re-entering.

**Impetigo:** Cannot return until 48 hours after Documented treatment has been initiated.

**Varicella (Chicken Pox):** Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.

**Shingles:** Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, and/or until the sores have crusted.

**Whooping Cough:** Cannot return until 5 days of appropriate treatment has been started.

**Mumps:** Cannot return until 9 days after onset of swelling of glands near the ear.

**Hepatitis A:** Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.

**Measles:** Cannot return until 6 days after the rash appears.

**Rubella:** Cannot return until 6 days after the rash appears.

**Ringworm:** Cannot return until 24 hours after starting treatment or a doctor's note saying it is non-infectious.

**\*If Your Child has a colored discharge runny nose, PLEASE do NOT bring your child unless on an antibiotic for 24 hours.**

