



Parent Handbook

(updated July 2018)

MISSION STATEMENT

OUR MISSION

The purpose of First Evangelical Church's Mother's Day Out program is to teach young children to know and to love God and His Son Jesus Christ. The Mother's Day Out program is an extension of First Evangelical's Children's Ministry mission "To glorify Jesus Christ and magnify His gospel in all of life until He comes."

This will be accomplished through:

1. Providing an age appropriate Christian curriculum
2. Teaching each child to pray for himself/herself and others
3. Leading each child to understand that he/she is uniquely created by God for His glory
4. Teaching each child to treat teachers, peers, and self with respect, love, and kindness
5. Loving, caring for and teaching each child with the love Jesus Christ provides.

The FEC-MDO program also seeks to minister to the parents of our students. This is accomplished through the personal ministry of the teachers and staff. All teachers and staff at FEC-MDO are required to be born again Christians and active members in a biblically sound local church. All teachers and other staff members are also required to have a clear background check on file. We are ready to offer listening ears and to share what God has taught us on our spiritual and parental journeys. We are also ready to lift any needs in prayer in our regular prayer time. Prayer request forms are available in the MDO.

FEC-MDO was started in 1978 and has grown tremendously since that time in numbers and in the spiritual and educational content of our curriculum. We trust that your child will profit from being enrolled in our program.

The purpose of this booklet is to help you understand the ministry of FEC-MDO. For any additional questions, please feel free to contact us:

MDO Phone #	901-685-7561
Church Phone #	901-682-8452
E-mail address	mdo@firstevan.org
Facebook:	https://www.facebook.com/MDO.FEC
Fax #	901-682-8937

GENERAL INFORMATION

MDO is open to anyone who has a need for part-time childcare.

MDO operates year-round, and our year is divided into two terms. Our “school year” term begins in mid-August and ends in May. Our Summer Term includes the months of June or July. (It typically begins the week AFTER First Evan’s VBS).

MDO is open on Mondays & Thursdays from 9:30 am to 2:30 pm

MDO Holidays for 2018-2019

August 13,14,16	Teacher Training and In-Service (Teachers Only)
August 16	Meet the Teacher (10:30 a.m.–12:00 p.m.)
August 20	First Day of School Year Term
September 3	CLOSED: Labor Day
October 8&11	CLOSED: Fall Break
November 22	CLOSED: Thanksgiving
December 20, 24, 27, 31	CLOSED: Christmas/New Year’s Break
January 3	CLOSED: Break
January 7	Teacher Training and In-Service (Teachers Only)
January 10	MDO Resumes
January 21	CLOSED: MLK Day
February 18	CLOSED: President’s Day
March 11&14	CLOSED: Spring Break
April 22	CLOSED: Easter Monday
May 23	Last Day of Term

2019 Summer Dates TBA

Weather Policy - School Closings:

In the event of snow or other inclement weather, parents will be emailed or texted. We will also post any closing information on our MDO Facebook page.

REGISTRATION INFORMATION

Parents intending to enroll their children in our MDO program will be sent an online registration link. To reserve a spot for your child, this registration link, as well as, associated non-refundable registration/activity/insurance fees must be completed and paid in full. Tuition is due at the beginning of each month and must be paid each month to avoid a \$15 late fee. If payments are late in consecutive months, the child will lose their spot in the program.

Please Note: If something changes and you are unable to fulfill your contract, you must submit to FEC-MDO a 30 day written notice. You are responsible for paying the next month's tuition. There are no exceptions.

WAITING LIST

If you want to enroll your child, and there is no room currently available in the program we can put your child on a waiting list until a spot opens up.

NOTE: Waiting list priority is given first to members of First Evangelical Church, then to families with current children enrolled, and finally to new families who are on the waiting list.

RATE INFORMATION (2018-2019)

**"School Year" Registration Fee per child	\$15.00 (due upon registration)
Annual Insurance/Activity fee per child	\$30.00 (due upon registration)
Monthly Tuition (One-Day Option)	\$80/mth
Monthly Tuition (Two-Day Option)	\$160/mth

Additional Children will attend at 50% of the initial rate per child.

One-Day Option per additional child \$40/mth

Two-Day Option per additional child \$80/mth

NOTE: First child will always be full price. 2 or more additional children will come at the discounted rate. Please inquire in the MDO office for specific tuition amounts for multi-child families.

Late Payment Fee	\$15
Late Pick Up Fee (charged after 2:45pm)	\$1.00 per minute after 2:45pm

**Summer Registration Fee \$15

**** Registration fees are waived for members of First Evangelical Church****

Explanations of late pick up fees:

Our teaching program begins promptly at 9:30am. You may drop your child off as early as 9:15am (but not before). Each child should be picked up at 2:30pm and NO LATER than 2:45pm. There is a \$1.00 per minute charge for children picked up after 2:45pm.

PAYMENT INFORMATION

Cash

Check

Credit Card (Visa, MasterCard) for online payments only

Each family must create an account during the registration process online. Families may check their balance online each month with projected payment amount. You are responsible for paying tuition at the beginning of each month. Cash or check payments must be made in the MDO office. Payments may also be paid online using a Visa or MasterCard.

If there is some reason you cannot make your payment at the beginning of the month, please contact us in the office. We can work out a payment arrangement with you.

ABSENCE INFORMATION

Please notify the office **before 9:00 am** if your child will be absent **for any reason**. You may reach us at any time, day or night, by phone or e-mail. If we are not in the office, please leave a message on our voicemail system, and we will retrieve the message when we come into the office that morning. You may also e-mail us with dates that your child will be absent. (Email communication works best overall).

FEC-MDO Direct line	685-7561
FEC Office	682-8452
FEC-MDO e-mail address	mdo@firstevan.org

If you know in advance that your child will not be attending, please email us (mdo@firstevan.org) with information pertaining to the absence.

For those who let us know about an absence by phone or e-mail by 9:00 am, we have two ways to handle absences.

“Make-Up Day Coupons”

Children who come to MDO only 1 day a week must pay tuition whether the child attends or not. However, if you come by the MDO office, we can give you a **make-up day coupon** to use on the opposite day that your child normally attends. In other words, if you call and tell us that your child will be absent (by 9:00 am), and you normally attend on Mondays, you may make up a day on a Thursday. (Note: When making up a day, you still **need to call and confirm** there is a spot for your child that particular day.)

*****PLEASE READ - There are NO GUARANTEES that Make-Up Day Coupons can be used!! This is strictly a courtesy extended that can only be used when space is available due to extra spots or an absence in requested class. *****

“Credit Coupons”

For children who attend both days, we offer “credit coupons” if we have been notified of an absence by 9:00am. It is the parent’s responsibility to come by the office to pick up credit coupons after an absence. These “credit coupons” can be applied to your balance online as payment towards your missed day (monetary credit). You may only use 2 credit coupons (per child) per month. Coupons cannot be transferred to any person other than the family name listed. **They cannot be replaced if lost and they expire at the end of the term in which they are issued.** If you have more than two absences for that month, credit coupons may be carried over and used the next month.

NOTE:

Credit Coupons are worth \$20 for the first child and \$10 for each additional child

DROP IN INFORMATION

“Drop Ins” can be requested by parents who have children enrolled only one day per week, or other families who are not yet enrolled, but need a day from time to time for their child.

If you would like to request a drop in:

- 1) Please email mdo@firstevan.org with the name of your child and the requested day of dropping in.
 - Children are placed on the “drop in list” in the order that the requests are received
- 2) On the requested day of drop in, please call the MDO office (901-685-7561) to see if there is a spot available for your child. You may call anytime between 8:00a.m. – 9:00a.m.
 - Please keep in mind; parents have until 9:00am to report the absence of their child, so we may not be aware of a spot until closer to that time (especially in full classes).
- 3) If your “drop-in” is approved; cash, check payment or “make up day coupon”, must be presented in the MDO office upon arrival.

Please note new policy:

Drop in Charge: \$25 for one child, \$15 for additional children

“Drop Ins” are a courtesy that is offered to our MDO families. **However, there are NO GUARANTEES that spots will always be available.** There are, at times, special circumstances that might prevent “drop ins”. These include: multiple teacher absences or substitute teachers with children who need open spots so they can work when requested by the MDO office, or special events.

DROP OFF & PICK UP

Our desire is to ensure that dropping off and picking up your child runs as smoothly as possible for you, your child, the teachers, and the rest of the class. Please keep the following things in mind as you drop off and pick up your child.

DROP OFF

1. Each child must be signed in using the computerized kiosk system. You will receive 2 name tags and a parent security tag. Place one name tag on the child. The other nametag is given to the teacher upon arrival. Please **KEEP** the parent security tag (as this will be what you need to **PICK YOUR CHILD UP**)! We recommend taking a picture of the security tag each time so that you have a copy of it if it gets lost, or if someone else is picking up your child, you can easily text or email them a picture of the security tag. **NOTE:** The security tag is different each time you check in and specific to **ONLY** your child.
2. Please be punctual! Activities start promptly at 9:30 am, and your child will miss out if he or she arrives late.
3. Hand the teacher two diapers (if needed) and your child's lunch box. This is also the time to hand your child's teacher any written information needed (please have it written in advance). Hang your child's bag on the hooks provided for each class.
4. Please remain **OUTSIDE** the classroom as you drop your child off, and please **DO NOT LINGER**. It is conducive to your child's adjustment to drop him or her off and leave as quickly as possible. Our experience shows that this reduces the occurrence of crying and allows for easy transition for the child. We also ask that you do not return to the classroom to check on your child. Feel free to contact the office, and someone will be more than happy to check on your child for you throughout the day.
5. **** If you are "dropping in" for the day and your child is NOT currently enrolled, please stop by the office to receive your check in and security stickers.**

PICK UP

1. Classroom activities end at 2:30 pm. All children need to be picked up by 2:45pm to avoid late charges.
2. For your child's safety, teachers are instructed to only release the child if the parent or caregiver presents the Security Sticker (that was received upon morning check-in). If you are sending someone else to pick up your child, and they **DO NOT** have a security ticket, they must stop by the office first to verify identification. **ALWAYS** communicate changes in pick up information with your child's teacher **AND** the MDO office. Thank you for your cooperation as we seek to ensure your child's safety at all times.

COMMUNICABLE DISEASE POLICY

First Evangelical Church and Mother's Day Out will follow these Communicable Disease Policy Guidelines.

- A. The purpose of these guidelines is to protect healthy children and staff from illness and to protect ill children from worsening illness.

- B. Recommendations for Inclusion or Exclusion
Mild illness is very common among children and most children should not be excluded from their usual source of care for common respiratory and gastrointestinal illness of mild severity. Exclusion of children from child care settings has been recommended for illnesses known to be transmitted among, by, and to children when exclusion of the child or adult has a potential for reducing the likelihood of secondary cases. Children need not be excluded for a minor illness unless any of the following exist:
 1. The illness prevents the child from participating comfortably in program activities.
 2. The illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children.
 3. The child has any of the following conditions: fever (within the last 24 hours), unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness.
 4. Diarrhea (defined as increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form) that is not contained by diapers or toilet use.
 5. Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration.
 6. Mouth sores associated with an inability of the child to control his/her saliva. This should be monitored closely in children who bite.
 7. Rash with fever or behavior change.
 8. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye.).

CLASSROOM INFORMATION

The following sections have been created to provide you with as much information as possible concerning the specifics of your child's age group. This is to be used as a resource and a guide to keep you aware of information ranging from what your child will be learning and doing to what scheduling information you need.

GENERAL INFORMATION

LABELING

Labeling is crucial when sending your child to class. Please remember to label ALL items sent with your child, including the following: Bags, pacifiers, bottles, cups, lunch boxes (including each individual item inside lunch bag such as Ziploc bags, containers, and cups), diapers, Pull-Ups, and nap items (mats, sheets, blankets, stuffed animals, etc).

INDIVIDUAL NEEDS PRESENTED IN WRITING

We understand that each child is different and has individual needs, likes and dislikes. It is difficult, however, for teachers to mentally keep track of each child's personal needs. For this reason, parents are asked to submit to the teachers a WRITTEN list of specifics for each child. This can be as simple as a few notes written on an index card. Examples of needed information include, but are not limited to, the following: allergies (even if they are on file in the office); eating habits; napping habits and needs; play and toy preferences; or specific fears (such as clowns or loud noises).

Please also keep in mind that if there is a special need for a particular day, the best way to keep the information fresh on the mind of your child's teachers is to present in written and dated form.

LUNCH SUGGESTIONS

When packing a lunch for your child, please keep in mind that we cannot heat your child's food before he or she eats it. Also, keep in mind that your child (with the exception of children in the infant rooms) must be able to feed himself/herself. The following is a list of healthy lunch suggestions which might help as you plan your child's school lunch:

- Cold Chicken Nuggets or Strips
- Lunch Meats
- Peanut butter, cheese, or lunch meat sandwiches*
- Cheese slices, cubes, or sticks
- Chips or crackers
- Cold Pasta
- Cold Veggies (except peas – they roll away!)
- Raisins

*Occasionally we have students with severe nut and peanut allergies preventing these children from even being able to be around the smell of nuts or peanut butter. When this occurs, parents with children in that classroom may be asked to refrain from sending peanut butter sandwiches with their children. If this occurs in your child's classroom, a note will be sent home to each parent explaining the situation. Thank you for your consideration in this matter.

Finally, please keep in mind that cups and containers frequently leak into lunchboxes. While teachers are able to clean the visible spill, there might be some residual germs in the lunchbox that need more thorough cleaning.

CURRICULUM

As mentioned in our Mission Statement, one of our goals is to provide a Christian-based curriculum geared to each age group. A monthly calendar is provided to teachers and parents which includes a monthly theme, concept, shape, and color. This calendar is consistent throughout the entire program.

INFANTS – The curriculum for Infant rooms revolves around introducing the babies to each month’s theme through songs, toys, and play activities. Because each infant is on an individual schedule, teachers spend time cuddling, singing to, talking to, and playing with each child throughout the day.

TODDLERS – Children in this age group are introduced to the alphabet, counting, shapes, and colors. They are taught these concepts through craft time and a structured “circle time.” During this time, the children are encouraged to sit as a group while they learn the concepts, sing songs, and listen to a Bible story which is coordinated through all age groups. These children transition onto cots during rest time. The children are also taught to sit at a table during lunch and to follow an organized classroom schedule.

TWOS - Teachers in this age group seek to reinforce many of the concepts begun in the Toddler classes while introducing new ones as well. Reinforced concepts include the alphabet, counting, shapes, and colors. These are presented during craft and “circle time.” As in toddlers, the circle time consists of concept teaching, songs, and a Bible story which is reinforced throughout the day. New concepts include sharing, holding on to a rope to form a line, and potty training. Children in this age group also begin to sleep on mats instead of cots.

THREES – Children in this class see both reinforcement of old concepts and introduction of new ones. Teachers reinforce colors, shapes, and counting. They also encourage children to begin recognizing the written alphabet and to recognize their written name. The three year old classes combine for a special “Bible Time” each day where they sing songs, learn Bible verses and hear stories from God’s Word.

FOURS & FIVES – Although this age group will follow the same theme as the rest of the program, the teachers are responsible for preparing their own monthly calendars. Consequently, the specific curriculum for this age will vary from class to class. It is the goal of the teachers, however, to teach certain concepts such as writing, cutting, identifying written numbers 0-20, and following directions. Children are taught to identify letters and their sounds as they are taught early reading skills, and they are also taught some introductory math concepts. They are encouraged to learn their own address and phone number. Motor skills, both large and small, are challenged for development during this time. This age group also attends the Good News Club (see explanation below) and teachers are encouraged to incorporate Bible-based themes in their lesson planning.

HOMESCHOOL CLASSES –These special classes are designed as a “Mother’s Day Out Day” for home-schooled children. We call this program “**FLIGHT**”! Teachers serve as tutors and help the children complete their schoolwork that parents have sent from home. Each class operates off of a calendar provided by the teacher at the beginning of each month. The teachers manage the classroom like a regular “school day” and plan special activities, crafts, field trips and other classroom experiences. Homeschool classes are available for children entering Kindergarten through 6th grade.

GOOD NEWS CLUB – This is a 30 minute group time for all Threes, PK and Homeschool classes. During this time, children are engaged in a Bible story interspersed with fun and Gospel-centered group songs. Children are also taught a new Scripture memory verse with each unit. The units are coordinated with activities in the Three-year-old classrooms and thematically flow with the curriculum presented to Toddlers and Twos. Each day an age-appropriate Gospel presentation is made to the children. The Good News Club is alternately led by a representative from Child Evangelism Fellowship and a teacher from the Mother’s Day Out program.

SUMMER SAFARI – Summer Safari is an activity program available each summer to children entering 1st Grade through entering Sixth grade. This program provides a safe and fun Christian environment in which the children will go on field trips and, when on-campus, participate in crafts, games, and organized outside activities. Many of the planned activities revolve around a centralized theme which flows through the summer.

SCHEDULES

Each age group follows a general schedule. Although specifics may vary from class to class, this section will outline a general schedule for each age group.

INFANTS – Because each child has his or her own schedule at this age, there is no specified classroom schedule for this age group. On the first day of attendance, please present a written schedule to the teachers, updating it as necessary. Please keep in mind that your child may vary from his or her home schedule while at MDO as a result of being in a different environment with other children.

TODDLERS

Morning – Craft, Free play (outdoors, weather permitting, or in Toddler Gym), Circle Time
10:45 – 11:45 – Lunch and nap preparation
Afternoon – Nap, Free Play

TWOS

Morning – Free Play, Craft, Circle Time, Outdoor (weather permitting) or Toddler Gym Play
11:30 – Lunch

Afternoon – Nap, Free Play

THREES

Morning – Craft, Free Play, Circle Time
10:30 – 11:30 – Good News Club and Outdoor/Gym play
11:30 - Lunch
Afternoon – Nap, color sheets, fine motor skills development

FOURS & FIVES

Morning – Free Play, Craft, Academics
10:30 – 12:00 – Good News Club and Outdoor/Gym play
12:00 – Lunch
Afternoon – Rest time, Enrichment, Circle Time, Academics, Free Play, Worksheet finish-up

HOMESCHOOL

(Schedule varies by grade level)
Morning – welcome, morning seat work, gym/play
11:00 – 11:30 Good News Club
12:00 - Lunch
Afternoon – enrichment activity, afternoon set work, gym/play

SUPPLIES

The following is a list of supplies your child will need for class. If there are additional supplies needed, your child's teacher will let you know. PLEASE DON'T FORGET TO CLEARLY LABEL EVERYTHING.

INFANTS

- Written schedule
- Any food needs, including bottles, snacks, and lunch such as cereals, baby food, and finger foods. Infant teachers will gladly spoon-feed infants. (Spoons and bibs are kept on hand in the Infant rooms.)
- Any additional needs (pacifier, blanket, etc)
- Complete change of clothes
- 5 diapers daily handed to teachers

TODDLERS

- Diaper bag or backpack
- Nap Time comfies (pacifier, stuffed animal, blanket, pillow, etc.)
- Complete change of clothes (including socks)
- 2 diapers daily handed to teachers, plus one or two extras in the bag
- Lunch in lunch box or bag
- Jacket, sweater, or coat

TWOS & THREES

- Diaper bag or backpack
- Nap mat that can be easily sprayed, wiped, and stored at MDO (no cloth mats)
- Nap Time comfies (pacifier, stuffed animal, blanket, pillow, etc.)
- Complete change of clothes (including socks)
- 2 diapers daily handed to teachers, plus one or two extras in the bag, if still in diapers
- Lunch in lunch box or bag
- Jacket, sweater, or coat

FOURS & FIVES (PK)

- Backpack or bag
- Lunch in lunch box or bag
- Beach towel for rest time (that will be sent home each day for washing)
- Supplies from list provided by teachers list on the first day of class
- complete change of clothes , including socks and underwear (just in case)

HOMESCHOOL

- Backpack or bag
- Lunch in lunch box or bag
- Any books and school materials needed to complete lessons from home
- School supplies provided by teachers on the first day of class

PLAY TIME

With the exception of children in the infant rooms, all age groups will be taken outside to play for a recreational play time when weather permits. When there is precipitation, the temperatures are below 40 degrees, or a heat advisory is in effect, your child will be taken to child appropriate indoor play areas for this time of recreational play.

Please ensure that your child is dressed appropriately for this outdoor play. Please send a jacket, sweater, or coat if needed and ensure that your child is wearing the appropriate shoes for such activities. Keep in mind that sandals, slip-ons, and other open-heeled shoes may not be suitable for recreational play.

NAP/REST TIME

All children will have a rest time during the day. We feel this is crucial to your child's growth and development, as their growing bodies need time to renew themselves in the middle of a busy day. Encouraging your child to lie down for a rest time at home each day will help reinforce this time at Mother's Day Out.

TODDLERS, TWOS, & THREES

- Please inform the teacher in writing of any nap needs such as pacifiers, blankets, or loveys.
- If your child is toilet trained but still in need of a diaper during nap time, please let the teachers know.
- Twos and threes need mats (if you desire the mat to be covered, a king size pillow case is a perfect fit!)

FOURS & FIVES

- Your child will need a beach towel to rest on. Please be aware that children in the preschool classes are not expected to sleep, but are expected to lie quietly as they listen to an audio book or quiet praise music.

TOILET TRAINING

We understand that toilet training can be an interesting time for you and your child. Please rest assured that our teachers in Toddlers, Twos, and Threes are glad to help with this process in any way that they can. (Please note that your child must be toilet trained before he or she will be allowed to promote to the preschool classes.)

There are a few guidelines that will help the toilet training process to go as smoothly as possible while your child is at Mother's Day Out.

- Please let us know as soon as you begin potty-training so we can reinforce it in the classroom.
- Please inform your child's teachers specifically and in writing of all toilet training needs. This includes, but is not limited to, the following: Does your child indicate a need, or does he or she just need to be taken regularly? How does your child prefer to use the toilet – sitting alone or held for security; for males, sitting or standing?
- Finally, we understand the convenience of Pull-Ups, but please be aware that there is no difference between Pull-Ups and diapers in your child's mind. Because results tend to be quicker and more satisfactory when a child is moved directly to cloth training pants, please feel free to use these even when you send your child to class to promote consistency and a speedy transition.

PROMOTION

Promotion will occur at the beginning of each term, according to the birthday of your child. (Our birthday cut-off for placements in 2s, 3s, and PK classes is August 15th). Your child will be in each class for a maximum of one year before being promoted. In the instance of the preschool classes, your child will be moved to a new classroom after one full year if he or she is not leaving to attend Kindergarten. You may request a teacher and we will make every effort to honor that request. We cannot, however, guarantee that every request will be met. Please know that placement and promotion are processes covered heavily in prayer, and we seek to honor Christ in all aspects of the process.

The following is a list of basic expectations for each child upon entering a new age group.

INFANTS – Must be two months of age if formula fed, six weeks if breastfed.

TODDLERS – Must be able to walk, ready to follow the Toddler schedule (see Schedule section), off the bottle, and able to eat finger foods while sitting at a table. Promotion occurs at approximately 14 months based on preparedness and term schedule.

TWOS – Should be ready to progress to napping on a mat (please be assured that most children make this transition very easily). Toilet training should be actively pursued while in this age group. At home reinforcement of following directions, listening, and sharing should be supplementing this classroom training.

THREES – Should be able to follow directions, listen, and share. Toilet training should be approaching completion, if not complete, and child should be gradually learning to follow proper restroom procedure (redressing, flushing, and hand-washing) without assistance.

FOURS & FIVES – Must be fully toilet trained and able to independently follow proper restroom procedures (including redressing his or herself, flushing the toilet, and washing hands).
