



little learners

MOTHER'S DAY OUT

PARENT'S MANUAL



FIRST
BAPTIST
KILLEEN
Connect. Grow. Serve. Go.

3310 S. WS Young Dr. • Killeen, TX 76542 • 254.634.6262

F B C K I L L E E N . C O M

Dear Parents of Preschoolers:

As Minister of Education here at First Baptist Church I have seen many aspects of our church's ministry with which I am very pleased. The Mother's Day Out (MDO) program is certainly at the top of that list. From LaKeith Alley's excellent leadership and the highest quality of children's teachers, to our convenient location and child-friendly facilities, I believe our MDO ministry is second to none.

We hope your child has a wonderful year here at First Baptist Church's Mother's Day Out. If you do not have a church home, we encourage you to visit here for worship at 9:45 a.m., 11:00 a.m., or 6:00 p.m. Sundays, and also visit our Bible study groups at 8:30, 9:45 or 11:00 a.m. Sundays. We also have preschool, children, youth and adult activities Wednesdays at 6:30 p.m.

Blessings to you in the name of our Lord and Savior Jesus Christ.

Tim McKeown

Minister of Education and Administration

PURPOSE STATEMENT

The purpose of the Mother's Day Out program of First Baptist Church, Killeen, Texas is to seek to develop each child, physically, mentally, socially, emotionally, morally, and spiritually with age-appropriate activities and guidance.

ENROLLMENT

Children ages six months to five years old as of September 1 of the current school year may be enrolled.

CALENDAR

Little Learners (MDO) will be offered two days a week, Tuesday and Thursday. MDO follows the Killeen Independent School District (KISD) calendar. MDO begins the Tuesday after Labor Day and ends the Thursday before Memory Day. A summary calendar for MDO is available on our First Baptist Church website, fbckilleen.com. Some dates are tentative and are subject to change.

BAD WEATHER/EARLY OUT DAYS

In case of bad weather, an email and/or a text will be sent informing parents of school closure; it will also be posted on local TV stations. If the Killeen schools (KISD) are closed due to inclement weather MDO will also be closed. If KISD delay their start by 2 hours, the MDO program start at 11 A.M. Pick up time will remain at 2:30 p.m., so be sure to check your email and watch the local TV station.

CURRICULUM

MDO uses the Southern Baptist curriculum "Wee Learn" for each age level. This curriculum is designed for weekday education and provides a wealth of ideas and activities for working with preschoolers.

FEES

MDO is a non-profit organization and operates on funds provided by registration fees, tuition, and snack/supply fees. First Baptist Church supplements the facilities to keep the tuition as low as possible. All fees are used to provide salaries, equipment, snacks, and supplies; therefore, all fees should be paid on time. **Tuition is due on the first of the month. A late fee of \$10.00 will be charged after the tenth of the month.** Acceptable forms of payment are; Checks, money orders and cash. If paying by cash, you must have the correct amount for tuition. Neither the MDO office or the Church office will be able to provide change. All checks or money orders should be made payable to: First Baptist Church Mother's Day Out or MDO. Please put your child's name and class on your check. Checks may be dropped in the payment box located on the table outside the preschool office. If paying by cash, please see the MDO Coordinator.

To hold your child's spot...

The MDO fees are as follows:

Registration Fee:	\$25.00	per child (non-refundable)
Tuition Fee:	\$160.00	ages 6-17 month olds per month
	\$195.00	ages 18 months - 5 years (\$160 tuition/\$35 Kindermusik)

Snack/Supply Fee: \$50.00 per child for children to be paid with tuition in September and January.

SECURITY CARDS

Each child has a card on file in their classroom that contains the names and phone numbers of all the people who are authorized to pick them up. If, for some reason, someone else will be picking up your child, his or her name **MUST** be on your child's security card. Please see your child's teacher or the MDO Coordinator for updating your child's security card.

ARRIVAL/DEPARTURE

Teachers will begin receiving children at no earlier than 9:00 a.m. At your child's classroom, please sign them in on the sign-in sheet provided with time of drop off. For security of our little one's we will be locking the doors to the preschool area at 9:30 a.m. and they will be unlocked at 2:00 p.m. If you need to drop off your child off later than 9:30 a.m. or pick up before 2:00 p.m., you will need to enter through the Church office doors at the bell tower entrance.

We want MDO to be a happy time for your child. It is best if you do not linger in the room when dropping off your child. A quick hug or good-bye is preferable to repeated farewells. Your child is in good hands. Go and have a great day!

Pick up time is no later than 2:30 p.m. However, you may pick up your child anytime during the day. Please let your child's teacher know if you plan to pick up your child early. Your child should be transferred to your care no later than 2:30 p.m. it is very important to your preschooler that you are on time. Doors will be locked after 2:35 p.m. and you will need to enter through the Church office doors. A late fee of \$1.00 a minute will be imposed after 2:35 p.m. with payment due at time of pick up.

CLOTHING

Please dress your child in play clothes. All children need to bring a change of clothing each day. For children in diapers, bring only disposable diapers. Bring a jacket when warranted. Please label all items.

PERSONAL TOYS

We ask that you leave your child's personal toys at home. We cannot be responsible for toys brought. A favorite stuffed animal, blanket, etc. may be brought for rest time only. Please have it packed with your child's belongings (not visible), if you choose to send such an item.

FOOD ALLERGIES – PEANUT FREE ZONE

Due to the increasing number of food allergies among our children and preschoolers, First Baptist Church Killeen has implemented a peanut free policy in the children and preschool wings.

This policy is in effect for all groups using the facilities. Whether snacks are provided by the church or brought from home, all items must be free of peanuts and peanut products, as well as not prepared in a facility where peanuts are used. If your child has a snack containing peanuts or peanut products, he or she will not be allowed to eat that snack in the children and preschool rooms.

SNACKS

MDO will provide a healthy snack each day. Please inform your child's teacher of any allergies your child may have.

LUNCHES

Please bring lunches with drinks that are easily manipulated by your child. We are unable to heat foods for your child; therefore, microwaveable foods are not permitted. Please label lunch boxes, sacks, and thermoses. Provide milk, juice, or water for your child. We urge you to send healthy lunches. Candy is discouraged. Hot dogs and Vienna Sausages need to be cut long ways and then in small pieces. All fresh fruit and vegetables should be cut into small pieces. This applies to all age groups. No glass baby bottles or containers please.

REST TIME

Your child's class will have rest time after lunch. Please send something for your child to nap/rest on such as a sleeping bag, beach towel, blanket, etc. Storage space is limited, so these items will need to be taken home each day. Beds are provided for infants.

CLEANLINESS

Teachers will wear latex gloves when touching blood or body fluids. This includes diaper changes, first aid, wiping noses, and assisting with toilet. Latex gloves will be changed after each contact. Hand and other skin surfaces will be washed immediately and thoroughly if exposed to blood or body fluids. Hands will also be washed after gloves are removed. All wounds will be covered whether they belong to teachers or children. Crib sheets will be changed after each child's use, and mattresses and railings will be cleaned with a 2% bleach solution. A toy, tables, counter tops, chairs, high chairs, sinks toilets, etc. will be wiped down daily with a 2% bleach solution. Each day, floors will be mopped and carpet vacuumed.

SAFETY

MDO will endeavor to ensure the appropriate ratio of teacher to preschoolers in order to provide optimum safety and security for preschoolers. The preschool facilities shall be appropriately secured as directed by the MDO Coordinator, in concurrence with the Minister of Education. All teachers are certified in basic First Aid and CPR. If a child is hurt during MDO, First Aid will be administered, parents will be notified, and an Accident/Behavioral Difficulty Form will be filled out and filed. Emergency procedures are in place for fire or tornado. Drills will take place periodically for these emergencies.

CHAPEL

MDO will have Chapel at 10:30 a.m., every Thursday. Chapel is for the three and four year old classes. Beginning in January, the two-year-old classes will also attend. Chapel is a positive experience for saying the pledges (American Flag, Christian Flag, and Bible), singing songs, and hearing Bible story. Chapel helps the preschooler learn about worshipping God.

POSITIVE GUIDANCE OF PRESCHOOLER

Proper behavior will be taught through positive reinforcement and example. Children will be encouraged with love and affection. Children will be taught proper respect for others. Children will be taught common courtesy - “please,” “thank-you,” “excuse me,” “I’m sorry”, etc.

DISCIPLINE

Teachers will be as preventative as possible by doing advance planning and preparation to ensure that children do not have opportunities to become bored. When a child does disobey a teacher or disrupts the class, the following steps will be taken:

1. The child is talked with privately by the teacher, making sure he/she understands the guidelines for proper classroom behavior.
2. If improper behavior continues, the child may be placed in “time-out.” Time-out length will be age-appropriate: One min per year of age. Under no circumstances will a child ever be sent to sit in the hallway or left in the presence of one adult as a disciplinary action. The parent will be told privately that their child has been put in time-out and for what reason(s).
3. The teacher will notify the MDO Coordinator if the behavioral difficulty becomes habitual.

Note: We do not spank any child. We do not use sarcasm or ridicule. We do not intentionally embarrass a child.

HARMFUL BEHAVIOR

If a child willfully harms another child (bites, scratches, pinches, pulls hair, etc.), the child will be put in time-out. In a loving manner, the teacher will let that child know that what he/she has done is unacceptable behavior. The teacher will comfort the child that has been hurt. The teacher will fill out an Accident/Behavioral Difficulty form for both children involved. These forms will be kept on file in the preschool office. In handling children presenting recurrent behavioral difficulties, the MDO Coordinator and teacher will meet with the parents to determine the best course of action.

CLASS PARTIES

Children enjoy parties and celebrating special holidays. You may be asked occasionally by your child’s teacher to help with a party. The following are scheduled parties for MDO:

1. Thanksgiving - A Thanksgiving Feast will either be planned school-wide or in individual classes.
2. Christmas – Each class will have its own party. The focus will be on the birth of Jesus and the joy of giving.
3. Valentine’s – Each class will have its own party. The focus will be on God’s love for us, as well as the love we have for family and friends.
4. Easter – There will be a school-wide Easter Egg Hunt. Additionally, each class will have a party. The focus will be on spring and God’s love for us.

BIRTHDAY PARTIES

With permission from your child's teacher, you may bring a birthday surprise for your child and his/her class. Please coordinate the day and time with your child's teacher.

SPECIAL PROGRAMS

There are three programs for parents planned during the school year.

1. Open House – This event will take place approximately one week before MDO begins. It gives you the opportunity to meet your child's teachers, see the classroom, and ask any questions you may have.
2. Christmas Program – This program will be held before school is dismissed for Christmas break. It will typically be in the evening. Each class, except for the infant class, will participate.
3. End of the Year Program – This program will either take place during a MDO morning or possibly during a Sunday night worship service. Like the Christmas program, individual classes will participate.

IMMUNIZATIONS

All children enrolled in MDO must be current in their immunizations. We must have a copy of your child's shot records on file. If your child receives immunizations during the MDO school year, please bring shot records in so we can update our records.

ILLNESSES

A child should not attend MDO when any of the following symptoms exist:

1. An axillary (underarm) temperature of 99F or greater; child must be fever free for 24 hours.
2. Nausea, vomiting, diarrhea and/or other gastrointestinal illnesses.
3. Sore throat, tonsillitis, strep throat.
4. Unexplained rash.
5. Croup and/or persistent cough.
6. Common cold – from onset through one week (total of 8 days), runny nose due to infection (to distinguish between allergy and infection, the latter is usually thick and colored), influenza.
7. Conjunctivitis (pink eye) and other eye infections until treated for 48 hours.
8. Head lice – until treated and all nits are removed.
9. Skin infections: boils*, ringworm*, impetigo*, scabies*, until treated and covered.
10. Any symptom of childhood illnesses: scarlet fever*, German Measles*, rubella*, mumps*, chicken pox*, whooping cough*, diphtheria*, polio*.
11. Viral hepatitis type A* - re-admitted one week from onset.
12. Meningitis*.

* Re-admitted with written medical consent.

If any of the above symptoms are noticed during MDO, the child will be isolated from other children and remain with the MDO Coordinator or his/her representative until a parent can pick up the child.

MEDICATIONS

Teachers will not give medications. The MDO Coordinator will give medication only if it is in the original bottle and instructions are clearly printed on a separate piece of paper. Under no circumstances will medication be kept longer than 24 hours.

INFECTIOUS DISEASE POLICY

Because of God's love for us (John 3:16), we have been commissioned to minister to all persons (Matthew 28:19-20), including those affected by HIV, AIDS and other infectious diseases (II Corinthians 1:3-4). Therefore, we will follow the Center for Disease Control's precautions for all preschoolers. First Baptist Church's policy concerning infectious diseases is as follows:

If a child or any family member is know to have an infectious disease (i.e. HIV, Meningitis, Hepatitis) or associated disorders, the parents are expected to inform the church staff representative or pastor. All information concerning children with HIV will be kept confidential and will only be released with parental consent. The church staff representative or pastor will be available to the family to assess the child's needs and current status. When there is an outbreak of typical childhood diseases, all parents will be notified. Parents of a child with HIV will be advised to keep the child at home for safety of that child. Children with HIV who can not attend the preschool ministry programs because of risks to their own health may be offered the opportunity to participate in a specially designed home based program as resources and personnel allow. This policy applies to all preschool ministry programs of First Baptist Church. (Approved by the Preschool Committee, First Baptist Church, Killeen Texas, March 22, 1993.)