

Mother's Morning Out

Policies and Guidelines 2006-2007

First Presbyterian Church
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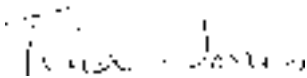
Dear Parents,

Thank you very much for entrusting your child to us during this very important stage of his/her life. We do not take lightly the awesome responsibility we have to help you meet the spiritual and social needs of your child.

This Mother's Morning Out Handbook has been compiled to explain our program and guidelines to you. After reading the handbook, please keep it for future reference.

We are convinced that together we can make this a very positive time in your family's life. Please feel free to call upon me at any time. We are here for you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tina Jones".

*Tina Jones
Mother's Morning Out Director
First Presbyterian Church*

PURPOSE

Our purpose is to provide optimum care with dedicated workers in a Christian environment. We endeavor to give each child exposure to age appropriate spiritual, social and academic activities.



PHILOSOPHY

The philosophy of Mother's Morning Out is the same as for all preschool ministries at our church. It is our goal to help infants and toddlers feel happy and secure at church, feel good about themselves, and learn that God is love. Mother's Morning Out strives to provide opportunities for growing spiritually through learning experiences, language and development, songs and fingerplays.

WHO IS ELIGIBLE?

Our program is open to children between the ages of 3 months and 2 years regardless of race, sex, nationality or religion. First Presbyterian Church members and current MMO families are given priority.

SCHEDULE

Our Mother's Morning Out program will begin September 5 and run 4 days a week (except holidays) through May 24. Our hours are 9:00am to 2:00pm. Parents who do not pick up their child by 2:00pm will be charged a late fee. See Financial Information for late fees.

REGISTRATION POLICY

Summer and Fall Registration is usually held at the beginning of March. Church members and legacy families have the opportunity to register prior to the time when it is open to the general public. Having your child in on a particular day one year does not guarantee that same placement the following year. We do not assume that each child will be back the next year, although we hope you will return.

MMO is a separate program from the Kindergarten. Call 235-0122 to place your child on the Kindergarten waiting list. Enroll

ment in the program does not guarantee acceptance in another program.

If you plan on bringing your child to another session of Mother's Morning Out (Summer or Fall), you must come in to register. Forms are made available through the Mother's Morning Out office. The Mother's Morning Out office makes every attempt to remind you of registration through our MMO newsletter, the *First Edition*, and notes on the door. It is each parent's responsibility to pick up the form, complete it and return it once registration begins. **Each class is filled on a first-come basis with church members and current MMO families given first opportunity.** No early registration will be accepted. If you have any questions regarding this policy, feel free to call the Mother's Morning Out office at 235-0496, ext. 240.

REQUIREMENTS

The following records are required for admission:

- A. Registration fee and payment for the first month (***non-refundable***).
- B. Application
- C. South Carolina Certificate of Immunization. We cannot accept immunization records from out-of-state. (A child will not be considered for enrollment without this document.) **NO EXCEPTIONS.**
- D. Medical Information Forms. Forms will be provided to you by Mother's Morning Out. Since enrollment for each class is limited, children will be accepted in the order in which we receive a completed application, immunization records and registration fee plus first month's deposit.

FINANCIAL INFORMATION

| | |
|-------------------|---|
| Registration Fee: | \$30.00 per day (Fall); \$25 per day (Summer) Registration fees are non-refundable |
| Daily Fee: | \$20.00 per day for First Presbyterian Church members \$22.00 per day for non members |

Late Pick-up Fee: \$1.00 - up to 5 minutes late
 \$5.00 - 6 to 10 minutes late
 \$5.00 - each additional 15 minutes

Your bill is calculated on a monthly rate, taking into consideration the number of days your child is registered for the school year.

PAYMENT

Payments are due by the first business day of each month. Payments can be made by cash or check. Checks should be made payable to “First Presbyterian Mother’s Morning Out.”



If payment is not received by the tenth day of the month a \$5 late fee will be added.

If payment is not satisfied, the child may not return to the Mother's Morning Out program until arrangements have been made with the director. (Extenuating circumstances may be discussed with the director.)

If money is owed to other programs at First Presbyterian Church, special permission must be discussed with the director before your child can be enrolled in Mother's Morning Out. Outstanding debts should be satisfied before incurring further debt.

Newsletter/Billing statements will be placed in your child’s diaper bag the last few days of each month. Payments should be sent to FPC to the attention of the Registrar or placed in the drop box in the MMO office.

SIGNING IN

It is absolutely necessary that each child be signed in the classroom with all of the necessary information. Please notify us if your phone number has changed.

When you bring or pick up your child, please leave or greet him at the classroom door. If someone other than yourself will be picking up your child, be sure to let the teacher know by writing a note (See “Safety”).

ABSENCES

Please notify the church as soon as you know that your child will not be attending Mother's Morning Out. Payments are due in full even if your child misses a day. Giving your space to someone else is not an acceptable procedure. ***Please prearrange all schedule changes through the director.*** The church telephone number is 235-0496, ext. 240. Please leave a message for the Director at the above number.

WITHDRAWAL POLICY

A written notice is required one month in advance. First month's tuition is non-refundable.

WELLNESS POLICY

We know you share in our concerns in pursuit of a healthy environment for our children. However, we all have difficulty at times determining when a child should remain at home.

We feel that more specific descriptions of children's symptoms will be helpful. The following information may be something for you to keep and refer to. We hope that you as parents will find this a useful means of assessment.

Fever

When a child has a fever (above 99.4 taken orally or above 100.2 taken rectally), he should remain at home. If a child develops a fever at Mother's Morning Out, his parents will be called. If a child is recovering from an illness, he should be free of fever for at least 24 hours before coming to Mother's Morning Out (without fever-reducing medication).

Medication

When a child has been on an antibiotic for at least 24 hours and is 24 hours fever free, then the child is considered non-contagious to others. At Mother's Morning Out we do not administer medicine. Our staff CAN-NOT administer any type of medication.



Colds and Runny Noses

If a child has a cold, he is contagious and should not come to Mother's Morning Out. At times a runny nose may indicate an allergy only. If this is the case, the discharge from the nose is clear. However, if it is yellow or green, infection is present, and the child is contagious and should not be brought to Mother's Morning Out. A child with a green or yellow discharge will be sent home.

Allergies

Please alert your child's teacher and the Director of any allergies your child has. There are bright green stickers available in the office with which we can label your child's cubby with allergy information.

Coughs

Coughs can spread infection very easily. If your child is coughing as a result of cold or bronchial infection, he is contagious for as long as the cough is moist or fever persists. If the infection is bacterial and he has been on antibiotics for 24 to 36 hours and has had no fever for at least 12 to 24 hours, then he is not contagious. In all cases involving coughs, the child's comfort is a factor in whether to remain at home.

Ear Infections

Ear infections are frequent in young children. Although they are not contagious, a child should have completed 24 hours of medicine and be comfortable before coming to Mother's Morning Out.

Sores

All open sores which are draining are contagious.

Diarrhea

Diarrhea is defined as four to five bowel movements in an eight hour period. This can be caused by infection, diet, teething, or medication. If a child has diarrhea for any reason, he should not come to Mother's Morning Out or parents will be called to come for him if he is already there. Although frequent bowel movements may not represent a contagious condition, the percentage of time that the teacher spends with diapering is a consideration when there are other children to be cared for.

DISCIPLINE POLICY

The First Presbyterian Mother's Morning Out Program believes that each child is a gift from God. We encourage all children to treat each other with kindness. In order to maintain a safe and kind atmosphere, the staff uses positive techniques of guidance such as redirection, positive reinforcement and praise. There is no use of corporal punishment.

BITING POLICY

The following procedure will be used each time biting occurs:

1. One teacher will attend to the child who received the bite. The wound will be washed with soap and water and antibiotic ointment will be applied. An ice pack will be applied along with comfort and care.
2. The second teacher will attend to the child who bit. The following will be done immediately (within 30 seconds):
 - a. Say, "We do not bite our friends. Biting hurts people. Bite on this instead." Give the child a small wash cloth on which to bite.
 - b. Put the child in the classroom Time Out space. Two (2) minutes of time out are recommended.
 - c. Minimize the negative attention given to the biter. Do not continue to talk about it. When you return the biter to the group, do not mention the incident.
3. Record the incident on an "Ouch Report" and turn it in to the director's office after being signed by the parent. Fill out one form for each parent and do not include the other child's name on the report. Give the parents articles on the subject and record which articles are given on the "Ouch Report." Give each parent a copy of the "Biting Policy."
4. Tell both parents that it is best to avoid discussing the incident. Focusing on the biting imprints the incident in the minds of the children and raises the possibility of re-occurrence.
5. Know that—"This, too, shall pass."

OUR STAFF

Our staff has a strong Christian foundation. The staff is a loving, caring, nurturing group of people. Each staff member is screened through the Central Registry Check and fingerprinted. Since we are a registered child care center, each caregiver takes 15 hours of certified training classes each year in child growth and development and curriculum. We also strive for 100 percent staff training in CPR and First Aid.

NUTRITION

Mother's Morning Out supplies the morning snack for your child. We usually serve some type of cracker and apple juice. Please keep healthy nutrition in mind when sending your child's lunch. Microwaves and refrigerators are available in each classroom. Please send finger foods for toddlers. (Refer to "Special Instructions") Label all containers and cups.

SAFETY

Health

All classrooms have basic first-aid items in them. At least one teacher in each classroom has been trained in CPR and first-aid procedures.

Weather

In case of hazardous weather conditions, we will take appropriate safety precautions for your child.

Safety Drills

Fire drills are scheduled regularly. All classrooms have maps posted indicating where teachers and students are to be. Tornado plans are also in place. A weather alert radio is also active in the office.

Lock-Down

A "Lock-Down" procedure for situations of eminent danger is in place. Please be aware that in "Lock-Down" NO ONE may enter or leave the building until the situation is clear.

Custody

If any custody issues apply to your child, First Presbyterian Mother's Morning Out must have legal documentation regarding these issues.

Pick-up

If someone other than a parent or legal guardian is to pick-up your child, Mother's Morning Out must have your written permission. The person picking up your child must bring a photo ID.

Car Seats

Please remember that children under the age of 6 years are to be secured in an approved child safety seat. Make sure the person who is taking your child home has a child seat for your child.

SPECIAL INSTRUCTIONS

You can help provide your child with the best possible care by cooperating in the following ways.

1. ***Please label diaper bags, bottles, cups, lunch items, and all clothing articles with your child's name.***

LABEL EVERYTHING

2. Please send disposable diapers, not cloth diapers.
3. Please send plenty of diaper wipes.
4. Please send a change of clothes, in case of accidents.
5. Please send pacifiers with clips.
6. As your child progresses past baby food, please send finger foods which are easy for your child to manage by himself. Do not send soups, spaghetti, puddings, etc., which your child cannot feed himself. Avoid any glass jars in lunch boxes.
7. Be sure to bring that special "comfort" toy, blanket or whatever it may be.
8. Children in Toddler Room should be on finger foods. If sending grapes, bananas, carrots, or hot dogs, please cut in circles and then cut in half again to avoid choking. Please avoid popcorn, nuts and peanut butter for the same reason.



PARENT INVOLVEMENT

Parents are always welcome to observe the classroom. We prefer that you observe from the mirrored windows so that your child does not encounter extra stress over separating from you.

We appreciate your involvement with our teacher luncheon at the end of the year. If you would like to do something special for your child's birthday, we will help to make that day especially wonderful!

EMERGENCIES

There is a medical emergency form which is kept on file for your child in the office. Your contact numbers along with an Emergency Contact are listed on your registration form in the office. It is your responsibility to keep this information updated.

Please remember to sign your child in each day with applicable contact numbers for that day.

OVERVIEW OF CLASSES

The Mother's Morning Out Program begins in September with children from 3 months old to 24 months old. We have four rooms in the nursery. Our infant room is called the "Purple Room." We also have three toddler rooms: the "Green Room," the "Blue Room," and the "Yellow Room."

The Toddler Rooms follow a basic schedule which includes a morning snack, stories, a simple craft, music and gross motor activities. Each room provides information sheets to parents daily with information regarding eating, diapering, napping and mood.

COLLABORATING SERVICES

There are some great classes offered for parents through the Family Learning Center. This center is located at the Overbrook Child Development Center.

Greenville's Child, Inc. is a wonderful referral service here in Greenville.

If you have any other questions regarding available services in Greenville, please contact the director of Mother's Morning Out.

REMINDERS

Absences

Payments are due in full, even if your child misses a day. Contact the Director to be placed on a list for a make-up day. No make-up days are guaranteed.

Arrival Time

Please note that Mother's Morning Out does not begin until 9:00am. The time before 9:00 is needed for teachers to prepare their rooms. We appreciate your understanding in this matter.

Dismissal Time

Dismissal time is 2:00pm. Please pick up your child no later than 2:00pm.

In closing, we want you to know that we at First Presbyterian understand that choosing child care is one of the most difficult decisions a parent has to make. We appreciate your trust and belief in our program. Please help us keep the lines of communication open.

In His Service,

Director of Mother's Morning Out

MOTHER'S MORNING OUT CALENDAR FOR 2006–2007

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| Wednesday, August 30 | Open House Drop-In, 5:30-7:30pm |
| Tuesday, September 5 | 1st day of MMO Fall Session |
| October 23 | Closed–Professional Development Day |
| November 7 | Closed–Election Day |
| November 22-23 | Closed–Thanksgiving Holiday |
| December 15 | Nursery Fundraiser |
| December 18-January 2 | Closed–Winter Break |
| January 3 | MMO re-opens |
| January 15-16 | Closed–Martin Luther King, Jr. Holiday |
| February 19 | Closed–President's Day |
| March 5 | Registration for Current Families and FPC Members |
| March 19 | Open Registration |
| April 2-9 | Closed–Spring Break |
| May 24 | Last Day for MMO |

SUMMER

The First Presbyterian Mother's Morning Out offers two 3-week Summer Sessions to children three months of age through completed kindergarten. Our same procedures and policies apply during the summer. Registration for this program occurs simultaneously with fall registration.

Unusual Weather Conditions

In the event that the Greenville County Schools are closed due to bad weather, MMO will also be closed, re-opening when the county schools re-open. Days missed will be credited to next month's billing.

When Greenville County Schools are delayed two hours in opening due to weather conditions, First Presbyterian MMO **will open** at 10:00am.

