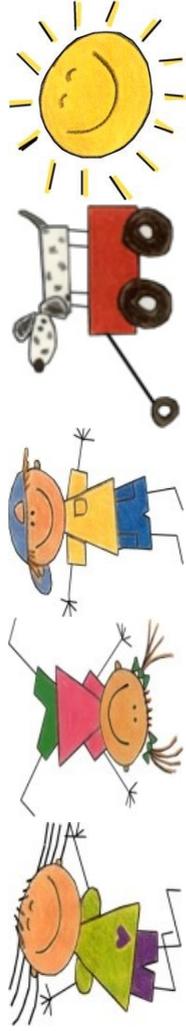


H A N A B O O K



First Presbyterian Mother's Morning Out
2018-2019

Mother's Morning Out Ministry

First Presbyterian Church

200 West Washington Street

Greenville, SC 29601

864.235.0496

864.235.0698 (fax)

Mother's Morning Out, Summer@1st Director, ext. 240

Beth Plyler

Mothers Morning Out Assistant, ext. 277

Cami Lewis

Children's Ministry Director, ext. 221

Tina Jones

Director of Early Childhood & Primary

Education (Nursery-K5), ext. 263

Evelyn Penkert

Director of Children's/Family Missions &

Primary Education (Grades 1-5), ext. 236

Karen King

Children's Ministry Assistant, ext. 254

Heather Tomlinson

Dear Parents,

Thank you very much for entrusting your child to us during this very important stage of their life. We do not take lightly the awesome responsibility we have to help you meet the spiritual and social needs of your child. We are excited to love and nurture your child this year.

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

Please let us know if there is any questions you may have or anything you may need. We are very grateful for the opportunity to serve your family.

Sincerely,

A handwritten signature in black ink that reads "Beth Plyler". The signature is written in a cursive style with a large, looping initial "B".

*Director of the Mother's Morning Out Ministry
First Presbyterian Church*

PURPOSE

Our purpose is to glorify God by providing optimum care with dedicated workers in a Christian environment. We endeavor to give each child exposure to age-appropriate spiritual, social and academic activities, as well as to be a support to families as they raise their children.

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 finger plays.

WHO IS ELIGIBLE?

Our school year 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 August 27 and runs Monday–Friday (except holidays) through May 23. The complete school year calendar is in the back of this handbook. Our hours are 9:00am to 2:00pm. Early and late stay times are from 8:00 to 9:00am and 2:00-2:30pm.

REGISTRATION POLICY

Summer and Fall Registration is usually held at the beginning of February. 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 registered one year does not guarantee placement the following year; annual registration is required. All registration takes place online by selecting the MMO link at the bottom of our webpage; www.firstpresgreenville.org.

If you have not already joined our Children@1st programs through Campsite, you must create a New Family Enrollment Account. An email confirmation will be sent to you upon completion of the entire registration process which includes entering your selected payment method. If you have previously created an account, you will use your existing username and password. We require all payments to be drafted from your bank account or credit card you provided upon completion of registration.

MMO is a separate program from First Presbyterian Academy. Call 235-0122 or go to www.theacademysc.org for information. Enrollment in the MMO program does not guarantee acceptance in another program. Accounts with other FPC programs must be current to register with MMO.

REQUIREMENTS

The following records are required for attendance:

- A. \$25.00 Per family (**non-refundable**) Children@1st Registration fee.
- B. \$50.00 MMO Registration fee per child (non-refundable)
- C. All paperwork to be completed and necessary forms returned to MMO by August 1

PRIVACY POLICY

We collect personally identifiable information, like names, postal addresses, email addresses, etc., at the time of registration. The information you provide is used to fulfill your specific request and enable us to communicate with you. We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist First Presbyterian Church through operating this website, conducting business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is permitted or required by law, enforce our site policies, trying to protect against or prevent actual or potential fraud or unauthorized transactions, investigating fraud which has already taken place, or protect ours or others rights, property, or safety.

We reserve the right to make changes to this policy. Any changes to this policy will be posted. By registering my child, I acknowledge receipt of and agreement with the Children@1st Handbooks and policies.

FINANCIAL INFORMATION

Daily Fee:	\$30 per day \$15 per day for 2nd child
Early Stay Fee:	\$10.00 per day
Late Stay Fee:	\$5.00 per day
Late Pick-up Fee:	\$5.00 - up to 5 minutes late
(Per child)	\$10.00 - 6 to 10 minutes late \$15.00 - each additional 15 minutes
Drop In Day Fee:	\$35.00 per day

BILLING

All tuition is due and will be drafted on the 1st business day of each month. All late payments and/or declined drafts will incur a \$25 fee. You will receive an invoice statement via email before each draft occurs as a courtesy reminder. Your tuition is calculated on a monthly rate, taking into consideration the number of days your child is registered for the school year, the number of days we are open and a \$30 per day rate. Monthly tuition is as follows:

- 1 day per week / \$120 per month
- 2 days per week / \$240 per month
- 3 days per week / \$360 per month
- 4 days per week / \$480 per month
- 5 days per week / \$600 per month

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 and approved by the Finance Director. (Extenuating circumstances may be discussed with the director.)

If money is owed to other programs at First Presbyterian Church, (such as FPA, Activities, Youth Ministry, etc.) special permission must be discussed with the Finance Director before your child can be enrolled in Mother's Morning Out. Outstanding debts should be satisfied before incurring further debt.

SIGNING IN

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

ABSENCES

Please notify the MMO Director as soon as you know that your child will not be attending his scheduled day. Payments are due in full even if your child misses a day. Giving your space to someone else is not an acceptable procedure. We will attempt to fill your spot for the day, and, in return, try to offer your child a make up day in the near future. **Please prearrange all schedule changes through the MMO Director or MMO Assistant.**

WITHDRAWAL POLICY

If you choose to cancel your enrollment and withdraw your child, we must have a 30 day notice or you will be charged 1 month's tuition in addition to the \$25.00 cancellation fee.

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. A general guideline of "would I want my child exposed to a classmate who has these symptoms" is a great place to start. 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 100.4 taken rectally), he should remain at home. If a child develops a fever at Mother's Morning Out, he will be sent home. If a child is recovering from an illness, he should be free of fever for at least 24 hours (without fever-reducing medication) before coming to Mother's Morning Out.

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. Our staff CANNOT administer any type of medication. We may apply diaper ointment if we have your signed permission. We may administer an EpiPen in case of an emergency if we have a parent's permission and a current prescription.

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 may be present, and the child should not be brought to Mother's Morning Out.

Allergies

Please alert your child's teacher and the Director of any allergies your child has. We can label your child's cubby with allergy information. If an epi-pen has been prescribed, be sure to provide one to the teachers. It must be in its original box and within its expiration date.

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 likely 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 may not be contagious, a child should have completed 24 hours of antibiotic and be comfortable before coming to Mother's Morning Out.

Sores

Do not send your child with open, draining sores. Wait until they have scabbed.

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/bathing is a consideration when there are other children under the teacher's care.

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. "Time out" is used in the toddler rooms when necessary 1 minute per year of age (Example- 2 years old = 2 minutes of "time out.")

BITING POLICY

We want to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. This means that is a particular concern for the staff in Toddler-Young 2's. For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite. Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm "NO bite". The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.

The biter is not immediately allowed to return to play and is talked to on a level that he/she can understand, then redirected. Time out may be used for repeated incidents—1 minute per year of age.

- A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.
- We make special efforts to protect potential victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

OUR STAFF

Our staff has a strong Christian foundation. The staff is a loving, caring, nurturing group of people. Each staff member has been screened through the Central Registry Check, fingerprinted, and completed a drug screening. 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. The Director takes 20 hours of certified training classes. Every employee takes the “Steward of Children” child protection course. 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. All snacks that we serve are posted in each classroom. 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”)

SAFETY

Health

All classrooms have basic first-aid items in them. All MMO teachers are 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 monthly. All classrooms have maps posted indicating where teachers and students are to be. Tornado plans are also in place.

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 up to date legal documentation.

Entrance/Exit

We ask that you enter the main lobby and be “buzzed-in” Please exit through these same main doors, otherwise, make certain the door closes and locks behind you to maintain our safe environment.

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 an appropriate 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. In other words, LABEL EVERYTHING!***
2. Send disposable diapers, not cloth diapers and/or pull ups.
3. Send one tub of diaper wipes for the fall and one again in January.
4. Send a change of clothes, in case of accidents, in a zip top bag, labeled.
5. Send pacifiers, if needed, with clips, labeled.
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. If sending grapes, bananas, carrots, or hot dogs, please cut in circles and then cut in half again to avoid choking. Teachers do not have knives at their disposal. Popcorn is also a choking hazard for toddlers. Do not send popcorn.
7. Be sure to bring that special "comfort" toy, blanket or whatever it may be that helps your child feel comforted, labeled.
8. The entire program is NUT-FREE! Do not send peanut butter or any food made with nuts (hazelnut, Nutella, peanut butter bars, etc.)

PARENT INVOLVEMENT

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

We appreciate your involvement for teacher birthdays & holidays as well as teacher appreciation week.

If you would like to do something special for your child's birthday, just let us know so we can be sure allergy guidelines are considered. We will help to make that day especially wonderful!

EMERGENCIES

Medical

We have trained staff to recognize medical emergencies. Should we have such an emergency, our plan includes: Calling 911, notifying a supervisor, and the receptionists, notifying parents/guardians, providing first aid as needed until emergency personnel arrive, and completing an incident report.

There is a medical emergency form on file for your child in the office. Your contact numbers along with another 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. We ask that you highlight the number we should contact first should we need you that day, then initial in the last column. This is critical for safety, as well as to abide by DSS policies.

Evacuation

In the event of an emergency at First Presbyterian Church which would cause an off site evacuation, children will be relocated to First Baptist Church by cars, or vans. The children will remain at that site under the care and supervision of our staff while parents/guardians are contacted. If children are injured during the emergency, 911 will be called.

OVERVIEW OF CLASSES

The Mother's Morning Out Program begins in August with children from 3 months old through 2 years of age. 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. The Blue and Yellow rooms visit the playground, weather permitting. The Green room children will go to the playground starting around April. Each room provides information sheets to parents daily with information regarding eating, diapering, napping and behavior.

POTTY TRAINING

We are happy to assist your child in potty training. The Blue Room and Yellow Room share a child's bathroom so all children are able to continue with their training at school. The teachers will assist them by reminding them to go and having designated times each day where the children have to try to use the potty. Children that are training must wear pullups until they are completely trained. We know every child has accidents so please send extra pullups, clothes and underwear for those children in training and those children recently trained.

REMINDER

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 is needed for teachers to prepare their rooms. We appreciate your understanding in this matter.

Dismissal Time

Dismissal time is 2:00pm. Pick up your child no later than 2:00pm. See "Financial Information" for late pick-up fees.

SUMMER @ 1ST

June & July

"Summer Camp" brings ideas of fun and great memories. It can also be an opportunity for spiritual growth and discipleship. How? First Presbyterian's Summer @ 1st includes camps full of crazy, fun-filled activities along with solid Bible teaching and discipleship from mentors. It's a program that both kids and parents will love! Plus, Summer@ 1st is designed for infants through 6th grade. Flexible registration and extended hours are available. You choose the weeks and hours that work for your family. If you have any questions regarding camp, please contact

MOTHER'S MORNING OUT CALENDAR FOR 2018-2019

<i>Thursday, August 23 5:30pm-</i>	<i>Family Open House "Drop-In" 6:30pm</i>
<i>Monday, August 27</i>	<i>MMO 1st day</i>
<i>Monday, September 3</i>	<i>Closed-Labor Day</i>
<i>Thurs-Fri., Oct.18-19</i>	<i>Closed-Fall break</i>
<i>Wed-Fri. Nov.21-23</i>	<i>Closed-Thanksgiving Holiday</i>
<i>Thursday, Dec. 20-Friday, Jan.4</i>	<i>Closed-Christmas Holiday</i>
<i>Monday, January 7</i>	<i>MMO Re-Opens</i>
<i>Monday, January 21</i>	<i>Closed-MLK, Jr. Day Holiday</i>
<i>Wednesday February 6</i>	<i>Registration (FPC Members/Legacy Families)</i>
<i>Wednesday February 13</i>	<i>Open Registration at 9am</i>
<i>Tuesday, February 11-15</i>	<i>Teacher Appreciation Week</i>
<i>Monday, February 18</i>	<i>Closed-Presidents Day</i>
<i>Tuesday, February 20-23</i>	<i>Teacher Appreciation Week</i>
<i>Monday, April 15– April 19</i>	<i>Closed-Easter Holiday</i>
<i>Tuesday, April 23</i>	<i>MMO Re-Opens</i>
<i>Thursday, May 23</i>	<i>Last Day for MMO</i>

Unusual Weather Conditions

In case of inclement weather, watch WYFF 4 for MMO and FIRST PRESBYTERIAN ACADEMY closings/delays.

***"Train up a child in the way
he should go and when he is old
he will not depart from it."
Proverbs 22:6***



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firstpresgreenville.org/mmo.htm