



Woodlawn
BAPTIST CHURCH

Mother's Day Out

**Weekday Preschool
Policies Handbook**

Please Read The MDO
Policies Handbook.
Sign the Last Page.
Remove from the book.
Return to MDO, ASAP
This will be Filed with
Your Child's records.
Thanks, Jerry Beth

WOODLAWN BAPTIST CHURCH

MOTHER'S DAY OUT

MISSION STATEMENT: To support the family in building a foundation for excellence by providing a safe, fun, loving, and trusting environment for young children, and to extend the ministry of the church.

Our program is designed to provide a Christ-like environment to help the child develop mentally, physically, spiritually, socially and emotionally through age appropriate activities.

**“TRAIN UP A CHILD IN THE WAY HE SHOULD GO,
AND WHEN HE IS OLD HE WILL NOT DEPART FROM IT.”**

PROVERBS 22:6

POLICIES

CURRICULUM

WBC MDO uses the faith based WEE Learn curriculum, a plan of age-appropriate learning activities using books, music, nature and toys. These activities are designed to lay a foundation for understanding God, Jesus, Bible, church, self, family, others, and the natural worlds. We encourage children to learn by doing. Our goal is to teach each child to respect his/her own worth as a child of God.

ADMISSIONS POLICY

*Complete the registration form and submit to the MDO director. Include payment of the registration fee. The registration is not refundable.

*Obtain from your doctor and submit a copy of your child's immunization form. Each year we must always have a current/updated immunization form on file for all children.

*When your child is registered, you will receive a packet of information that will need to be completed and returned the first day of class.

* The children are placed in a class with children of the same birth year.

The teacher/child ratio is:

Babies 3/10

Toddlers 2/10

Twos 2/12

Threes 2/14

Fours 2/14

Fives 2/16

FINANCIAL POLICY

WBC MDO is a non-profit organization supported fully by the registration, supply fees and tuition of its students.

Tuition is due the first week of each month, September through May. **Tuition can be paid with check or cash. No credit cards.** Your check should be made payable to WBC MDO and placed in the payment envelope you are provided and turned in to the MDO office. **Your payment envelope will be used all year long so please do not seal it or write on it.** If your envelope is lost, please write your child's name and class on a regular envelope and return it to the office. If you pay in cash, please give to the director or assistant director and use exact change.

Payments not received by the 15th will be assessed a \$10.00 late fee. Returned checks will be charged \$30.00, in addition to the late fee, if applicable.

Tuition is calculated according to the number of days in the nine month school year and divided into nine monthly payments for your convenience; therefore, full tuition is due regardless of the number of days in the month or holidays taken. It is not possible to offer discounted months for family vacation, illness or other circumstances.

If you have any questions regarding tuition or if special arrangements for payment need to be made, please contact the MDO office.

ATTENDANCE POLICY

Developing a regular pattern of attendance helps children feel connected to classmates and teachers, and it instills habits that will continue throughout life.

While we encourage regular attendance, we recognize that there will be times when your child cannot attend. We ask that you call the office at 512-582-2511 and leave a message letting us know not to expect your child that day.

MDO follows the Austin Independent School District inclement weather policy. Therefore, if AISD Cancels or delays school due to inclement weather, WBC MDO will be cancelled.

Please pay attention to local radio/TV stations for school announcements.

We do NOT make up missed weather days.

PARENT INVOLVEMENT

We encourage parents to be involved. If you wish to visit, please set up a time with the teacher or director. For security reasons, we ask that you notify the director in advance that you will be visiting.

If you have a special talent or interest, please let us know as we enjoy having special guests!

SNACKS

We provide apple juice and a light snack mid-morning. This is not to replace breakfast, so please ensure your child has a good breakfast before attending school.

LUNCH

Parents will provide a lunch of finger foods. We do provide 2% milk for lunch. Please give your child's teacher a note if they cannot have milk or if they are allergic to anything. This will be kept on their folder. Parents of infants are required to bring at least two bottles.

FIELD TRIPS

Our four and five year olds will have several field trips during the year. Parents will be asked to sign permission slips for each field trip. Children will be transported by the church buses. Our drivers have been checked out on the bus and have had back ground checks. Parents are welcome to go on any field trip. It is an important occasion for your child when you go with them on a trip, so please make alternate arrangements for other children in your family.

HEALTH POLICY

Please keep your child at home if he shows any of the following symptoms within the past 24 hours:

- *Fever (100.4 and up)
- *Croup, coughing, sneezing (with discolored mucus)
- *Acute cold
- *Sore or inflamed throat
- *Ear ache
- *Runny or infected eyes (pink eye)
- *Nausea
- *Vomiting or diarrhea
- *Skin rashes or infections
- *Anything deemed contagious by your pediatrician

Your child must be free of the above symptoms for at least 24 hours before returning to MDO. If your child shows any of the above symptoms while at MDO, you will be notified and expected to pick up your child immediately. In the meantime, your child will be isolated so as not to infect other children.

If your child develops any communicable disease during the school year, please notify MDO immediately so we can notify other parents.

MDO keeps only a thermometer and a basic first aid kit for the treatment of minor injuries. No medications will be administered by teachers. You will need to sign an authorization form for medication and give to the director or assistant director before any medications are given.

DISCIPLINE POLICY

All children are expected to behave according to the teacher's classroom rules. Our discipline steps are as follows:

- *Child will be redirected to appropriate activities within the classroom.
- *Child will be removed from group within classroom. (Time out. No more than one minute per year of age)
- *Child will be removed from classroom and taken to director's office.
- *Parents will be asked to help workout a behavior management plan.

Our classroom rules are:

- *We use indoor voices
- *We use listening ears
- *We use walking feet
- *We keep our arms and our hands to ourselves
- *We take turns and share

We will NEVER spank a child or belittle a child in seeking to discipline a child. If a child's behavior causes physical harm to others, the child may be dismissed from the program.

DROP OFF/PICK UP PROCEDURES

Our day starts at 9:00 am. So entrance areas will be open at 8:50 am and locked at 9:30 am. If you arrive after 9:30 am, please go the door that opens off of the playground and knock.

We ask that children not enter their classroom before 8:50 am. (Any children you see in the classroom before 8:50 are the children of our teachers.) Teachers need time to plan and prepare before the children arrive.

Please make every effort to have your child to school on time each day. When a child is late, it can be disruptive to the children and the teacher.

We ask that when you bring your child into the classroom, you sign them in. We also suggest that when you drop off your children that you not attempt to slip away unnoticed by your child. We feel that this only reinforces the child's fears of abandonment and that it is better to say a firm goodbye and leave the room immediately. You are always welcome to wait down the hall to see how your child is adjusting. We will certainly call you if needed. Any time you are in the hall while class is in session, we ask that you be quite so that the children do not know that you are there.

We expect all children to be picked up at 2:00 pm. The doors will be unlocked at 1:30. If it is possible, we would appreciate it if you would call to let us know if you are going to be late. This will allow us to tell your child that you called so they will not be worried.

MDO reserves the right to charge a late pick up fee of \$10.00, when deemed necessary.

If anyone other than the person who regularly picks up your child will be picking him or her up, please contact the MDO office in advance. They will need to bring their driver's license so we can verify their identification before we release your child. Anyone picking up your child needs to be listed on the authorization list which is on file. We will not release a child to anyone else without parental consent.

MDO STAFF

All staff are trained in the curriculum, have CPR training, and have back ground clearance. Our teachers love the children and strive to be the best role model for each child. We want each child to have a happy, safe experience in MDO.

“Whoever welcomes one such child in my name welcomes me.”

Matthew 18:5

TIPS FOR A SUCCESSFUL YEAR:

*Help your child develop positive standards of behavior, exercise self-control, to be honest, and to assume responsibility for his actions.

*Be sure your child's attendance is regular and punctual.

*Provide your child with a healthy breakfast before school. Children need a good breakfast to help them be alert and awake and ready to learn. We ask that your child have breakfast completed before he enters the church.

*Please do not send your child with gum, candy, tops, etc.

*Send your child with a diaper bag or backpack.

*Supply extra set of clothing (even underpants and socks) for all children, regardless of age. Accidents can happen to everyone.

*If your child is in diapers, a sufficient supply of disposable diapers must be provided.

***LABEL YOUR CHILD'S BELONGINGS WITH HIS OR HER NAME (EX. CUP, BOTTLE, PACIFER, DIAPER BAG, BACKPACK, NAP MAT AND EXTRA CLOTHING.**

*Please dress your child appropriately for the day's activities. The children will paint, play outside, etc. Play clothes and tennis shoes are best. Sandals and slip-ons tend to be problematic on the playground. No flip-flops, please.

*Please keep your child in diapers until they are completely toilet trained. It is very time consuming for the teachers to clean up a soaked child in big kids underpants, which takes away from the other children in the classroom. If using pull-ups, please use the Velcro sided style to allow for quicker changing times. Rule of thumb-if your child can go two weeks at home without an accident of any kind, it should be safe to try it at MDO.

IMPORTANT:

Please notify the office of any changes in address or phone number for you or your emergency contacts.

Keep your cell phone on! In the event we need to reach you, it is extremely important that the office be able to make contact with you.

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MOTHER'S DAY OUT

PARENT AGREEMENT

Please sign this page and return to the MDO office

I, _____,

Whose child (children)

**is enrolled in the Woodlawn Baptist Church Mother's Day Out,
have received a copy of the MDO policies.**

**I have read and understood the policies and guidelines as described,
and I agree to abide by them.**