



Mother's Day Out

Parent Handbook

River Hills Baptist Church

16318 FM 624, Robstown, Texas 78380

Phone: 361-387-7584

Fax: 361-767-7422

Director: Jennifer McFaddin

www.rhbc.cc

River Hills Baptist Church

Mother's Day Out

Philosophy:

But Jesus said, "Let the little children come to me, and do not forbid them; for of such is the kingdom of heaven." Matthew 19:14

Each child is a unique individual created by God and we welcome each child with the love demonstrated by Christ. Our desire is the development of the whole child which includes spiritual, emotional, cognitive, physical and social growth. Each individual develops their unique talents and personality at their own rate. Teachers guide growth and development in these areas through appropriately developed daily lesson plans.

Children learn through spontaneous play of discovery and exploration. A variety of learning activities will be available to each child to help them develop to their greatest potential.

We believe parents are the children's primary teachers and have major influence in their lives. Parents and teachers cooperating together allow teaching to have its optimal effect.

Purpose:

We are a Mother's Day Out that desires to give your child enriching experiences that will help him/her to grow spiritually, emotionally, cognitively, physically and socially. The purpose of the Mother's Day Out is to extend the ministry of and help accomplish the purpose of River Hills Baptist Church by providing quality care, education and development for each child enrolled. Our goal is to have a program that allows each child to grow and develop as Jesus did- "in wisdom and stature, and in favor with God and man." Luke 2:52.

Staff:

Our teachers are crucial to the quality of this program. Providing a safe loving environment is just the beginning point in building trusting, secure relationships needed for a child to thrive. Our teachers have been carefully chosen for their warmth and nurturing skills. They are sensitive to the individual and recognize that each child is unique and different from every other child.

Curriculum:

Our Mother's Day Out program uses the Jesus Storybook Bible & Wee Learn Curriculum. Each unit of study includes a Bible story and scripture verse. Children learn through age appropriate "hands-on" activities.

Hours:

RHBC Mother's Day Out hours are from 9:00 a.m. to 2:00 p.m.

If you arrive early you may wait in the preschool hallway until 9:00 a.m. Your child's teacher planning time is imperative to make your child's day very productive and exciting. Please do not be offended if the doors to your child's room are closed or if you are asked to wait in the hall.

RHBC Mother's Day Out

Parent Policies

Enrollment:

Enrollment at RHBC Mother's Day Out (MDO) is limited to maintain a low student-teacher ratio. Classes are available for ages 18 months through pre-k. The youngest children must be 18 months old by September 1 of the current school year.

Fees and Payments:

Registration:

There is an annual, nonrefundable registration fee per child. This is due at the time of registration.

Tuition:

Tuition is a flat fee per month regardless of the number of days children attend in a given month. The amount is based on a nine-month program and divided out over these months. Tuition also includes a fee for snacks.

Our Mother's Day Out (MDO) is a non-profit organization and exists to provide a ministry. Tuition and fees are collected to recover the cost of operating the program. There are no refunds for illness, absences or withdrawals. Tuition is due on the 1st of the month. A late fee will be added to your account after the 8th of each month. If you are one month past due on tuition, your child cannot return to school and we will no longer hold your child's spot. A thirty day written notice is required for withdrawal, so we will have time to fill the vacated spot. You are responsible for the full amount of tuition within that 30 day period.

Sibling Discounts:

There is a \$10 discount for the second child in the same family. A \$25 discount from the total tuition due is given to families with three or more children enrolled in our program.

Late Pick up Fees:

Any parent who leaves a child past 2:00 p.m. will pay a late pick up fee according to the following schedule:

2:00-2:14. \$5.00

2:15-2:29. \$10.00

2:30-2:44. \$15.00

2:45-2:59. \$20.00

Late pick up fees will automatically be charged to your account at the time you pick up your child. It is important that everyone leave the school by 2:15 as teachers have clean up responsibilities and children to pick up from school. If you have more than one child in the program, please arrive early enough to have the last child picked up by 2:00 p.m.

Health and Medical:

- A current record of the child's immunizations must be furnished.
- Parents are responsible for keeping our files current with the name of the child's physician, as well as the name of the person to contact in case of an emergency when the parent cannot be reached.
- In the event of an accident or illness requiring medical attention, the child's parent will be called immediately. If we are unable to locate the parents, the office staff or one of the directors will take the child to the emergency room specified.
- Always be sure the MDO knows where to contact you. Keep all phone numbers and addresses current in our records.

Illness:

Children may not be brought to MDO if they are ill. We are depending on you to help us maintain this policy. Parents will be notified to pick up their children immediately if signs of illness occur during the day. This policy is necessary to ensure the well being of all our children.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of at least one hundred degrees F- in combination with behavior changes or other signs or symptoms of illness.
- Diarrhea (within the last 24 hours)
Children will be sent home after two incidents of diarrhea in one day.
- Vomiting (within the last 24 hours)
More than once or when accompanied by any other symptoms or illness
- Impetigo (Until all lesions have healed)
- Redness of the eye or eyelid, discharge, matted eyelashes, burning, itching or eye pain
- Sore throat or difficulty in swallowing
- Persistent cough
- Head lice, scabies or other parasitic infection
- Chicken pox
- Rash
- Other communicable disease

Children will be readmitted to the MDO after at least 24 hours of being free of fever and other symptoms. If antibiotics are administered the child must be on the medication for a full 24 hours before they may return.

Parents will be notified by a Communicable Disease Exposure note if the children have been exposed to a communicable disease.

Medications:

RHBC Mother's Day Out may not administer any medication to a child. Please do not ask your child's teacher to give over the counter medicines or prescription medication. All medication must be given by the parents.

Daily Check In/Out Procedures:

Check In:

Please walk your child to their classroom and sign your child in with their teacher.

Children should not be left in the room unsupervised without a teacher being present. If your child should arrive late, please be certain that a teacher is aware of the child's arrival.

Check Out:

Children will be dismissed only to those adults whose names appear on the Registration Form. Parents or the responsible party picking up your child are required to sign the child out with their teacher.

1. If there is a substitute in your child's room, please be prepared to show identification.
2. We have no legal authority to refuse either parent the right to pick up their child unless we are furnished with a copy of the court document.

Code of Conduct:

Students are expected to behave in an appropriate manner and strive toward acceptable behavior which helps develop self-control and maintain the order necessary to accomplish the academic and social growth we desire. We do not see discipline as punishment but rather as correction. Students will be corrected for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or his/her classmates.
2. Actions that could possibly cause physical or emotional harm to the child or his/her classmates.
3. Actions in direct violation of a well-explained school or classroom rule.
4. Willful disrespect toward the teacher. Students will be taught and encouraged to call their teachers by their name with Miss or Mrs.; as well as addressing them with sir or ma'am.
5. Use of profane or unwholesome language.

Most correction will be handled by the teacher through verbal reminder, or by restricting the child's privileges. Parents will be notified if continued problems exist.

In cases where a problem persists and there is no behavior change, a child will be sent to see the Director to think about cooperating in the classroom. Parents will be notified if their child is sent to the Director by receiving a copy of their behavior report.

Much care is taken to ensure that correction is handled properly and without anger. We do not expect perfection from our students, but we do expect reasonable cooperation.

Parents are expected to support and uphold the Mother's Day Out policies. This cooperation produces the school's effectiveness.

If at any time misunderstandings develop between the MDO and the home, it becomes the obligation of both to resolve these in a Biblical fashion; that of going directly to the parties involved for clarification and explanation. The MDO agrees to work closely with the parents in the education of their child(ren). This includes provision of competent teachers, a full and developmentally appropriate curriculum, regular reporting, proper student supervision, and communication with the home.

Cooperation with MDO policies, as well as parent participation, is critical to the health and well-being of the program and the child.

Biting and/or Aggressive Behavior:

Biting is a very serious and dangerous occurrence with little children. The teachers, at all times, try to work with the child and the family to stop this behavior. If biting incidents become a regular occurrence, the parents will be called to remove their child from MDO until the behavior has ceased. Re-admittance to MDO will initially be on a trial basis to ensure that the behavior does not recur. If biting continues, a child may be subject to dismissal from the program.

General Information:

Parking:

Please park in designated parking spaces and not in front of the sidewalk. This will enable traffic to flow smoothly for everyone. We suggest you discuss traffic safety so that your child understands the danger of darting away from you between cars. Please drive slowly and cautiously!

Potty Training:

Children entering the **three year old** program should be toilet trained. An occasional accident can be expected of any preschool child.

Clothing:

Washable, comfortable and weather-appropriate play clothes are suggested for children. Footwear should provide protection. For your child's safety, cowboy boots, flip-flops, jellies and sandals should not be worn. Rubber-soled sneakers are recommended footwear. Label all removable clothing such as sweaters, jackets, hats, backpacks and gloves. Fasteners on clothing and shoes should allow children independence in dressing themselves. Parents are to provide disposable diapers for children who are not yet using the toilet.

All children must have a complete change of clothing (this should include socks, underwear, and outer clothing) in their bags every day. Preschoolers of all ages have accidents from time to time. Staff will return soiled clothing in a plastic bag. Be sure to bring a jacket or coat if the weather is cool and label with your child's name.

Outdoor Play:

We will go outside during the day unless the weather is below 50 degrees or above 100 degrees.

Parent Participation:

Parents are welcome to visit MDO at any time. Normally these visits are best made after the first weeks of school.

We hope that you will take time to be active in our program by sharing your talents. We also encourage you to be involved in planning holiday parties.

Parents are invited to submit suggestions for improvement to MDO at any time. These suggestions should be made in writing and may be turned into the church office.

Holiday Parties:

Parties are scheduled for these holidays: Christmas, Valentines, Easter and End of the Year.

For Halloween the MDO encourages families to attend the Harvest Festival scheduled at the church.

For Thanksgiving we will have a Thanksgiving Feast. Parents are asked to help plan and prepare for the event.

Birthdays:

Every child's birthday may be celebrated at the school. If you wish, you may send or bring cookies or cupcakes for children three or older. For children under three, please bring cookies. Please let your child's teacher know in advance that you plan to furnish refreshments. Invitations to birthday parties held away from the school will only be distributed if there is one for each child in the class.

Photo Release:

The MDO is authorized to photograph the child and use the resulting photos for any MDO related use, including but not limited to new media or promotion, and the parents release all rights, title and interest in the finished photographs and negatives.

Lunches/Food:

Your child should have eaten breakfast before he/she arrives at MDO. Please do not allow your child to bring food to the classrooms in the morning.

Each child will bring his/her own lunch. Please send your child a nutritious lunch that does not require refrigeration or warming.

Rest Time:

All children have a quiet time after lunch and are encouraged to rest. Each classroom follows a routine of toileting, hand washing and listening to or looking at books and quiet music. All children must have a nap mat for use during rest time. Special rest items such as favorite blankets or stuffed animals are permitted during this time. Items will be sent home regularly for cleaning.

Show & Tell Time:

Children love to bring their belongings to “school” but many times the child will leave upset because of a lost or broken toy. Therefore, please do not let your child bring unnecessary items to MDO. Your child’s teacher may designate a “Show & Tell” time. Please follow her directions as to the type of items she prefers.

Please inform the teacher ahead of time if you plan to bring a pet. Documentation must be provided to show that the pet has been vaccinated. Children must not have contact with chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas, frogs and toads.

Bad Weather Days:

If Calallen ISD closes schools or has a late starting time due to bad weather conditions, the Mother’s Day Out will also close or start late. Please listen to local TV and radio stations for announcements. Even if Calallen ISD chooses to have school during inclement weather we reserve the right to close to ensure the safety of our staff and students. Teachers will make every effort to contact parents.

Annual Registration Process:

Each year the annual registration dates are listed on the school calendar. The first two weeks of registration is for currently enrolled students. The third week of registration is for the waiting list. At the time of registration the non-refundable registration fee is required.

Dismissal:

We reserve the right to dismiss a child upon a one week notice for serious behavior problems or non-payment of fees. We also have the right to terminate enrollment for non-compliance with policy.

Modification of this Agreement:

This Handbook may be modified by the MDO, by written notice to the parents, whenever any circumstances covered by the Handbook change.

Complaint Procedure:

If you have a complaint or a concern:

1. **Express it promptly.** Keeping it to yourself can cause ill feelings and friction, which decreases our effectiveness.
2. **Tell it to the right person.** Concerns regarding the MDO should be expressed directly to the Director.
3. **Express your concern clearly.** Make sure the person to whom you are expressing your concern knows all the details of the situation; exactly what you are concerned about, and why. Misunderstanding could lead to further problems and needless hard feelings.
4. **Pray about it.** Ask God to help make your complaint in such a way that it will result in the betterment of our Mother's Day Out.