



Ridgedale Baptist Church Mother's Day Out

Parent Handbook
2013-2014



Where a child's heart can be touched by
God's love and lasting friendship

Statement of Purpose

Children learn best in an environment where they can actively participate. The goal of our Mother's Day Out program is to facilitate learning by providing a positive stimulating environment and to develop the cognitive, social, emotional, physical, and spiritual skills necessary to effectively function in our society.

We provide safe, quality care for children 11 months – 5 years of age. Our program includes daily curriculum, arts and crafts, games, dramatic play, storytelling, music, Bible lessons, and more.

Our program is supervised by a caring staff, trained to meet the needs of individual children and to provide positive adult role models. There is enough flexibility to accommodate children from different age groups, and at the same time, fulfill the special needs of individuals. This comprehensive program is designed to supplement and support the families' experiences at home. This is not baby-sitting, but a quality program for children wanting to continue to learn.

Ridgedale Baptist Church Mother's Day Out is a non-profit organization §501(c)(3).

The Mother's Day Out (MDO) program is a ministry of Ridgedale Baptist Church and exists to serve church families and those in the community. We are affiliated with the Southern Baptist Church.

Admissions - Tuition - Registration:

- ✓ All children must be enrolled by a parent or legal guardian who agrees to be responsible for their behavior and financial obligation.
- ✓ Ridgedale Baptist Church Mother's Day Out program admits students of any race, creed, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities made available to students at the school and does not discriminate on this basis in the administration of its policies and other programs.

Operating Calendar

Mother's Day Out is offered Monday and Friday OR Tuesday and Thursday from 9:00 am to 2:00 pm. We are open year round and **do not** follow the Knox County School Calendar.

Payment

- Method of payments accepted include cash, check, Visa, Master Card, ACH and direct deposit.
- Checks should be deposited in the designated payment boxes located in the Children's Wing and in the Welcome Center. Ensure to write your child's name on the check.
- All cash should be paid to the Director. Parents paying with cash need to receive a receipt at the time of payment. If someone is not available, a receipt will be given the next open date.
- Visit www.ridgedale.org to make payments using Visa, Mastercard or ACH. Please use our Mother's Day Out link to make these payments. Please note there is an additional charge for using Visa or Mastercard; however, ACH is free. See web for complete details.
- Payment is due the first of each month. We will notify parents by a posted sign on the main door. If payment is not made by the 7th of the month, a \$5 late fee will be automatically added to your account. If the responsible parent fails to keep tuition current, steps will be taken to collect the outstanding balance to include the notification of a collection agency.

Tuition

- Child Attends Two (2) Days A Week (Monday & Friday or Tuesday & Thursday)
Monthly Tuition \$130
- Add an additional sibling (Monday & Friday or Tuesday & Thursday)
Monthly Tuition \$110

Fees

- Curriculum Fee (School Calendar) \$ 35 (Per Family)
- Curriculum Fee (Summer) \$ 35 (Per Family)
- Key Fob \$ 2 (Each)

***Tuition payments are not based on monthly care, rather they are equal installments based on the total cost of the year. Therefore, it is understood and agreed that no credit is given for absences, school holidays, or necessary closings due to inclement weather.**

Early Drop Off

Parents needing to drop their child off prior to 9:00 am may choose to pay an additional \$5.00 per day per child. Early drop off begins at 8:30 am and must be prearranged by the director.

Arriving Late to Pick Child Up

We must keep strict guidelines regarding when the program opens and closes each day. Children being picked-up late will be charged \$2 for every five (5) minutes. Termination and/or suspension will occur if a parent is continually late picking up their child.

Returned Checks

Checks returned to us for insufficient funds will have a \$30 charge added and a replacement check written by you to us. The second time a check is returned to us an additional charge of \$30 will be added. Cash only will be accepted for replacement of the second check that has been returned for insufficient funds, and only cash will be taken for the remainder of the session.

Alternate Payment Plans

Ridgedale Mother's Day Out does offer different payment options and plans for parents/guardians who are responsible and make their payments on time. We often break payments out over a month and/or other options depending on the parents/guardians needs. Please see Director for complete details. Failure to make payments, as agreed to, will result in termination of this program for individual families.

Classroom Structure – Curriculum – Accreditation

Class Structure

Each of our classes is set-up for the age and development of the child. Our teachers take into consideration age, maturity, and ability to communicate prior to assigning your child to a classroom.

Tuesday and Thursday Classes

| | |
|---------------------|--------------------------------------------------------------------------------------------------------------|
| (11 months – Age 1) | 1:6 Age will differ using above statement as a placement guide. |
| (Age 2) | 1:6 Age will differ using above statement as a placement guide. |
| (Age 3) | 1:9 Age will differ using above statement as a placement guide. |
| (Pre-Kindergarten) | 1:13 or 2:18 Must be potty trained to enroll. Age will differ using above statement as a placement guide. |

Monday and Friday Classes

| | |
|---------------------|--------------------------------------------------------------------------------------------------------------|
| (11 months – Age 1) | 1:6 Age will differ using above statement as a placement guide. |
| (Age 2) | 1:6 Age will differ using above statement as a placement guide. |
| (Age 3) | 1:9 Age will differ using above statement as a placement guide. |
| (Pre-Kindergarten) | 1:13 or 2:18 Must be potty trained to enroll. Age will differ using above statement as a placement guide. |

*We do have assistant teachers who help with your child's class.

Curriculum

Curriculum is Christian-based and is designed to teach our students Bible stories, colors, letters, numbers, days of the week, months of the year, weather, shape recognition, time, money, introduction to writing, and many more developmentally appropriate skills. Our four (4) and five (5) year old students work to master the Knox County Kindergarten Readiness Skills.

Licensing / Accreditation

Mother's Day Out programs do not need a license or to be accredited by DHS (Department of Human Resources). However, our program Director and the members of Ridgedale Baptist Church are preparing for the future in which we will be licensed by DHS and/or The Association of Christian Schools International (A.C.S.I.).

I understand that Ridgedale Baptist Church Mother's Day Out is not licensed and is not required to be licensed by the state as a child care agency. §71-3-503 (2005) (12)(2)

Immunization – Health/Illness - Safety

Immunizations

Fully immunized children unable to produce immunization records may be enrolled for 20 days while awaiting records. Children without immunization records, but who produce proof that immunizations have begun may be provisionally enrolled provided immunizations are completed within the time frame prescribed by the Director. "Proof" consists of personal records validated by a physician or health department with signature.

Illness

Children will be removed from the classroom and asked to be picked-up if they show the following symptoms: Temperature of 100°, vomiting, diarrhea, unexplained skin rash, green mucus discharge from nose, nits in hair, red eyes with mucus discharge.

If your child displays (or has in the past 24 hours) a temperature of 100° or over, currently has an earache, sore throat, upset stomach, diarrhea, unexplained rash, persistent cough, yellow or green draining (2nd instance of the day), crusty, matted or oozing eyes, or a communicable disease such as chicken pox, staph infection, strep or impetigo, DO NOT BRING THEM TO MOTHER'S DAY OUT.

Children must be fever free for 24 hours, without medication, before they can return to MDO.

If your child develops sickness with or without a fever, while here, they will be isolated from other children in the office until you (or someone on your emergency list) can pick them up. After receiving the call to pick up your child, come as quickly as possible. Please leave a number where you can be reached during the day with your child's teacher if different from your regular emergency numbers.

Medication

Our facility will NOT administer medication unless specifically needed for ADD, ADHD, asthmas, seizures prescriptions, and inhalers.

When bringing medication to Mother's Day Out to administer, please follow these procedures

- All medications must be in the original container, have the child's name on it and written instructions by pharmacist, doctor, or parent/guardian.

Please Note:

- We will not administer any medications to include over the counter medications. (Antibiotics, antihistamines, cough medicines, or fever reducers cannot be given by us at any time for any reason.)

Over The Counter First-Aid Creams

We cannot administer any medicine for poison ivy, poison oak, dry skin, sunburn, dermatitis, diaper rash, etc., unless a parent or doctor puts in writing how it is to be administered. This information will be placed in the child's folder.

Sunscreen

We cannot apply sunscreen to your child at any time. Apply sunscreen to your child before being dropped off at Mother's Day Out. Please note that sun exposure while your child is in our care is limited.

Child Biting/Hitting/Scratching

Children who bite, hit, or scratch other children or staff will be suspended from attending classes for the remainder of the current class period as well as the next class period immediately following a **second** biting/hitting/scratching incident. After a third biting/hitting/scratching incident, the student shall be suspended for two classes.

Head Lice

Parents should note that head lice is common in school age children, and stereotypes regarding head lice are false. However, to protect children from head lice, any child with lice will be excluded from the facilities until they are FREE from lice and nits. Students who return must be checked by the Director. In the event that a child is determined to have lice, our facility will be cleaned and treated according to the Health Department regulations.

Discipline

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

- ✓ The child will be spoken to in a private manner, to ensure he/she understands the proper classroom behavior.
- ✓ If improper behavior persists, the child will then be taken to an area away from other children and will be reminded again of proper classroom behavior. If needed, the child will be placed in time out. The parent will be notified of the removal from other children within the classroom and for what reasons the child was removed.
- ✓ The teacher will notify the MDO Director if the behavioral difficulty becomes a habit.

Note: We do not spank, nor do we use sarcasm or ridicule. We do not intentionally embarrass a child when disciplining.

Our teachers have been trained in Love and Logic as another approach of redirecting behaviors that need to be addressed.

Arriving and Dismissal

Arriving in the Morning

Parking:

- Parents may park in the front or rear parking lots of the church and enter through the Children's Wing or Welcome Center entrances. Please note that the door from the Fellowship Hall is EXIT ONLY.
- Teachers open the doors and begin receiving children at 9:00 am. Every minute prior to 9:00 am is needed to prepare the rooms so that full attention can be given to your child upon entering the room.
- Children should NOT enter the building alone. Parents must come into the building with their children to sign-in.
- If you need childcare prior to 9:00 am, please see the director for information regarding early drop-off.

Dismissal in the Afternoon

Parking:

- Parents may again park in the front or rear parking lot of the church and enter through the Children's Wing or Welcome Center entrances. Please note that the door from the Fellowship Hall is EXIT ONLY.
- Parents need to arrive by 2:00 pm for dismissal.
- Children are to remain with their parents while in the hallways and until they reach their car for safety.

Parking on campus should be done in designated spaces and only between white lines. We currently have limited parking availability.

Change in Permission Regarding Who Can Pick Up a Child

- Parents, guardians, grandparents, and other family members that our staff does not recognize or have not met will be required to provide a photo id. We will also call a parent for verbal approval.
- Written permission is required for a child to ride or leave with anyone other than parents (or legal guardians). Photo id is required.
- You may give permission for the year on the enrollment form, daily note, or fax if this is an occasional or temporary arrangement.

Single-Parents: Please provide us with a copy of the necessary legal documents if permission to pick up a child is different from joint custody where "either Mom or Dad may pick up."

For your child's safety, we cannot make any exceptions to these policies no matter who enrolled the child or who is paying tuition.

Lunch – Snacks – Birthdays - and Other Food Questions

Breakfast

- ✓ Ensure your child has eaten a good breakfast prior to arriving.

Lunch

- ✓ Send food your child likes to eat that does not have to be refrigerated or heated. Please do not send carbonated beverages (they explode), glass containers, hard candy or gum to school.
- ✓ Send spoons/forks if needed.
- ✗ If you forget your child's lunch, please do not stop by a fast-food restaurant and purchase a "happy meal," etc. We will have a room of unhappy children smelling the delicious aromas.
- ✓ If you do forget the lunch, you will have to bring something for them to eat. Due to restrictions from the Health Department, we are not able to prepare and serve food in the MDO program.
- ✓ Please label all items with your child's name (lunch boxes, bags, bottles, food containers, etc.)

Suggestions on what to bring for lunch

Fruit slices, raisins, vegetable slices, cheese, lunch meat/sandwich, baked snacks, granola bars, trail mix, low fat yogurt, low fat pudding cups, Jello, peanut butter and jelly sandwich, pretzels, crackers, marshmallows, pre-heated chicken nuggets, pre-cooked mac-n-cheese in thermos, hotdog cut into ¼, Lunchables, etc.

Snacks

Snacks will be provided by Ridgedale MDO and served in the morning to our 1 and 2 year old classes. Please provide a written notification to your child's teacher and the Director if there are any allergies. (Snacks can include but are not limited to: cheez-it, cheerios, goldfish, pretzels, crackers, chips, fruit, etc. Classes age 3 – 4 are provided water as needed and throughout the day. Snacks are not served in classes age 3 – 4 but available if the child is hungry.

Birthdays

Tell your child's teacher ahead of time if you would like to celebrate a birthday in class by bringing a special snack for all to share. The purpose of the notification is because there are several children who have food allergies. We also do not want to schedule two birthday parties on the same day.

Food for Birthdays

Cookies and special napkins are a favorite; keep it simple. We make being together a party!

Invitations to Birthday Parties, etc.

If you are going to invite the entire class to any event (birthday and/or other events) off campus, you may pass out invitations at school. We do not encourage individual invitations given out in the classroom.

Room Parents

If you are interested in helping your teacher, there are several areas in which your teacher would be glad to have your assistance. These include parties, crafts, or as a class helper. Please check with the teacher to make specific arrangements. Your teacher will let you know if siblings can attend that day depending on the activity and place.

Breastfeeding

Ridgedale Mother's Day Out supports and encourages our mothers in their choice of breastfeeding their child. We offer three locations throughout our facilities for moms to breastfeed. Each location has different amenities and levels of privacy. Contact the Director for the location best fitting your needs. Refrigerated storage is available for breast milk only.

Parent – Teacher Communication

Children Addressing the Teachers and Staff

Children will address the teachers and employees by their first name with Mr., Ms., or Mrs. This begins to teach children the rules and respect of the school system.

Newsletters and Calendars

Teachers will inform you what is happening in your child's room in the form of a monthly calendar and/or newsletter sent home at the beginning of the month.

Conferences

A conference may be scheduled any time during the year at the parent's request or teacher's request. Please call the church office and leave a message if you would like a teacher to return your call and/or schedule a conference. (Try not to schedule a conference during drop-off or pick-up times as the teacher will not be able to give full attention to you or the other students.)

Snow, Weather, and Other Closings

- ✓ We will **NOT** follow the Knox County School opening and closing for Snow and Weather. We will post via Facebook, website, and phone if closed. This is the responsibility of the parent to check prior to leaving.
- ✓ When Knox County is closed for illness, call the church office to see if we are open.
- ✓ If Knox County is 1 hour late opening, we will open on time at 9:00 am. If Knox County opens 2 hours late, we will open 1 hour late at 10:00 am.
- ✓ If Knox County dismisses early, we will dismiss as soon as you can get to the church to pick your child up. Please come as quickly as possible.

* If you have questions regarding if we will be open or closed, call the church office for an up-to-date announcement or check our Facebook page or website.

2013 - 2014 Scheduled Closed Dates

| | |
|------------------|-------------------------|
| August Break | August 5-9 |
| Labor Day | September 2 |
| Thanksgiving | November 25-29 |
| Christmas | December 23 – January 3 |
| President's Day | February 17 |
| Spring Break | March 17-21 |
| Good Friday | April 18 |
| Memorial Day | May 26 |
| Independence Day | July 4 |

Frequently Asked Questions

Personal Toys

Encourage your child to leave personal toys at home. Sharing a favorite toy is not an easy task. We encourage them to bring a favorite book, CD, or a specific “Show and Tell” item, but it is kept in a “safe place” until needed to prevent loss or damage. The “at-home-only copyright law” will not allow us to show a video for entertainment purposes.

Aggressive Toys

Leave at home the following: guns, hand grenades, bullets, knives, swords, war toys, witches, ghosts, beasts, scary characters, boot spurs, and similar items. We attempt to teach children methods for working out disagreements with words. It has been our experience that these toys may not cause trouble at home with a few children, but in the classroom and on the playground, they invite uncontrolled behavior and aggressive actions.

Nap and Rest Time

We will offer children a time to nap and/or rest at the parent’s request. Our older classes do not offer a nap due to the short amount of time we have with your child.

Dress for Children

Please dress your child in casual play clothes and comfortable shoes. Clothing which can easily be handled makes children feel independent. Belts are hard to buckle and body suits and jumpsuits make bathroom time difficult. Rubber-soled shoes are safest on the playground. A change of clothing must be in your child’s bag daily in the event of sickness, bathroom accidents, spilled drink or paint. Note: Please remove all drawstrings from the neckline of children’s jackets, etc., for safety.

Diapers and Wipes

Diapers and wipes are provided by parents. Label all packages.

- ✓ Parents are asked to provide one package of wipes each month for the classroom.

Special Instructions for Teacher

If you have special instructions for your child’s teacher, please have the information written out and ready to give to the teacher when you drop off or pick up your child.

Injury

In case of accidental injury, we will make every attempt to contact a parent and/or a family member listed on your emergency card. If we cannot reach you, we will call your emergency contact person(s) or your child’s physician, if necessary. Until the arrival of the parent, physician, or ambulance, the Director or your child’s teacher will make all decisions about the care of the child. You will assume responsibility for any resulting expense. MDO will maintain a parent’s signed consent form agreeing to this provision.

Can My MDO Fees Be Counted as Childcare on Taxes

***Always check with your tax agent prior to assuming any tax deductions. We cannot guarantee you will receive a deduction. We have had previous parents to claim their MDO fees as child care on their taxes and have received a credit for a portion of the allotted amount the government gives families. This amount will vary.

Donations

We will gratefully accept donations (toys, books, craft supplies, etc.). Donations need to be in good condition. Please see the Director for complete details. Monetary donations can be used as a tax deduction. Always seek advice from a professional tax agent.

Withdrawal & Termination

Withdrawal from Mother's Day Out

If it becomes necessary to withdraw your child from the Mother's Day Out program for any reason, please give us a 2 week written notice prior to your departure date. If you have paid tuition in advance, a refund will be issued for each subsequent day. If you approach us on your last day (or a few days prior) you will owe 2 weeks' tuition from that day.

Termination from Mother's Day Out

Any one of the following situations shall necessitate removal of a student from the class: (1) A child who is excessively disruptive or exhibits exceptionally aggressive behavior which threatens the safety and well-being of self or others in the class. (2) A child requiring constant one-on-one attention from the teacher, taking away attention from the rest of the class. (3) A 2-week unexplained absence from class when the teacher or director have been unable to reach the family and tuition is past-due. (4) When tuition falls more than 2 weeks behind the 1st of the month due date.

On Your First Day

What Should I bring?

Infants & Toddlers

- Diaper bag with plenty of diapers
- One or two changes of clothing
- Lunch (in a lunch box) or prepared formula and juice in a plastic bottle/cup
- Package of wipes

Twos – Pre-Kindergarten

- Diaper bag with plenty of diapers (if not potty trained)
- Package of wipes
- One or two changes of clothing
- Lunch (in a lunch box), several drinks for lunch, and spoon or fork if needed
- Water bottle for outside playtime during summer months

Remember to label everything with your child's name on it! Use a permanent marker.

What to expect:

The first couple of days of MDO may be very stressful for you and your child. Infants and toddlers who are experiencing separation anxiety find it particularly stressful to leave their family member. However, our MDO teachers are well trained and experienced in dealing with issues of separation and anxiety. Crying is the most typical way for children to express the stress of separation. Generally, it is best for the parent to say goodbye, give a hug and kiss, and leave the child as quickly as possible. Children will usually settle down once their parent is gone.

Make sure to leave a phone number where you can be reached on the sign-in sheet.

You are welcome to call and check on your child to make sure he/she is having a good time. Please know that if your child is inconsolable after an hour, we may suggest you pick him/her up early to help them through this transition. Your child will soon realize that you are coming back and relax enough to have a good time.

Parents and/or legal guardians are welcome to visit their child's classroom at any time throughout the day.

Important Phone Numbers

Ridgedale Baptist Church

Kelley Jones (Director)

Chris Cate (Administrative/Family Pastor)

Fax

865.588.6855

865.300.3831 (cell)

865.254.5789 (cell)

865.588.8018

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