

Discipline

Should repeated unacceptable behavior occur, your child's teacher will follow these steps:

1. When a rule is broken, the child will be reminded of the rules.
2. If the behavior continues, the child will be separated away from the group, but within the same classroom. The time away will be one minute per year of the child's age, not to exceed 5 minutes.
3. If the behavior continues to disrupt the class, the child will be escorted to the director for a short conference, not to exceed 5 minutes.
4. If the child does not respond to the steps above, a parent or guardian will be called to pick up the child.

Any child who is repeatedly disrespectful or abusive to other children or staff may be dismissed.

Desired behavior will be praised!

Security

Your child's safety is very important to us.

While children are in our care, all doors leading into the nursery will remain locked.

Our playground is fenced and gates are locked as well.

A buzzer is located at the main entry doorway to the nursery to inform us of your arrival.

We ID all people not on the pick up list.

Additional Info

Label everything with your child's name.

Please leave personal toys at home unless the teacher request items for a special days.

Notify the director of any changes of address, phone number, or emergency contacts.

If a child sustains an injury that does not require immediate medical attention, parents will be notified by phone. Cuts and abrasions will be washed and bandaged.

Please notify us if your child will be absent.

We accept drop-ins if we have a space for them.

Two weeks notice is required prior to withdrawal.

Contact Us

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First Baptist Church
Liberty City

Mother's Day Out Program *Policies*

2023-2024

Tuition and Fees

- ✓ \$50 non-refundable supply fee (per semester)
- ✓ \$20.00 per child per day
- ✓ Discounts for multiple children
- ✓ Online payment is available with a small charge. Contact MDO Director for more info.
- ✓ Tuition is due at the **beginning of the month** prior to services rendered
**We encourage parents to pay monthly but if a different arrangement is needed we will work with each family on an individual basis. Please contact the MDO director for more info.*

Tuition fees are based on enrollment, not actual attendance.

No refunds will be given for absence, vacation, illness, or leaving the program without proper notice.

MDO accepts checks, cash and online payments. Please make checks out to FBCLC MDO. All fees must be paid in full.

If a parent or guardian believes a payment cannot be made on time, it is the parent or guardian's responsibility to make acceptable arrangements with the director before payment is due. If acceptable arrangements have not been made by payment date, plus two-week grace period, the child may be dismissed.

The FBCLC preschool team reserves the right to increase, amend, or alter tuition and other fees described in this brochure as necessary to provide for the continued financial stability of the MDO program

Arrival and Pickup

Drop off is at 9 am. All children must be signed in on the attendance sheet after being escorted to their classroom by their parent or guardian. For safety reasons, parents will not enter the classroom but will drop children off at the door.

Your child's temperature will be taken by their teacher before they are allowed into the classroom.

Children should be picked up **no later than 2:45 pm.**

A written note of permission is needed if your child is to be picked up by anyone other than those authorized on your enrollment form. A picture identification will be required for the safety of your child.

If, because of an emergency, you will be late, please call immediately. Otherwise, if your child remains in our care past closing time you will be **charged \$5.00 for every 5 minutes that you are late.**

Lunch and Snacks

A snack is provided by MDO each day.

Each child will need to bring their own lunch and drink. Lunch containers should be clearly labeled with the child's name.

***Please notify us of any allergies.**

Illness & Medication

Children must be able to participate in all regular activities scheduled for the day. Any child who is not feeling well, for any reason should remain home. Children may not be kept indoors during outside play.

A child may not attend with any of the following:

- Diarrhea (2 or more times) during the previous 24 hours
- Vomiting (2 or more times) during the previous 24 hours
- Other conditions requiring an examination by a physician, such as: skin rash or red eyes with discharge.
- Fever of more than 100 orally or underarm temperature of 99 during the previous 24 hours.
- Listless or lethargic behavior.

Before returning to MDO, a child must be symptom free (without fever reducing medication) for 24 hours.

Any child who becomes ill or unable to participate in our daily activities will be isolated with the director. Parents will be notified to pick up their child.

A permission form signed by the parent is required for prescriptions or over the counter medication to be administered.

Medication must be in its original container with the child's name and dosage.

The completed form and medication should be given to the director to keep in a secure area.