

Pleasant Grove Baptist Church Mother's Morning Out

Policies/Procedures/Operations Manual

Pleasant Grove Baptist Church

10005 Lake Wheeler Road

Fuquay-Varina, NC 27526



Jesus said, "Let the little children come unto me..."
Mark 10:14

May 16, 2017

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I. MMO MISSION STATEMENT AND PURPOSE

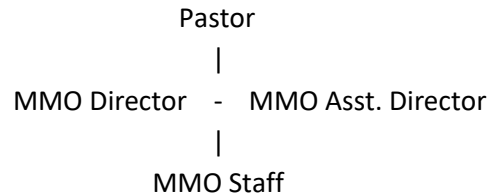
MISSION STATEMENT

PURPOSE

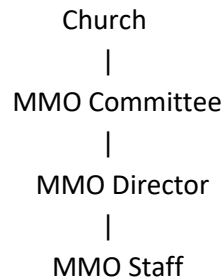
The purpose of the Mother's Morning Out Program is to advance and promote the worship of God by providing Christian childcare for members and non-members of Pleasant Grove Baptist Church. The program will help children learn to work and play with others unselfishly and develop a helpful and kind attitude. Children will be encouraged to broaden their range of interest and learn skills needed for growth in all developmental areas, including spiritual, social, emotional, cognitive, fine motor and gross motor competence.

II. ADMINISTRATIVE ORGANIZATION

OPERATIONAL



POLICIES



III. PERSONNEL POLICY AND PROCEDURES/HUMAN RESOURCES

a. General Policies

i. Blood Borne Pathogens

1. All staff should have the appropriate training in the Blood Borne Pathogens Exposure Control Plan in accordance with regulations established by the United States Department of Labor pursuant to the Occupation Safety and Health Act.

ii. Hiring of Staff

1. The MMO Director shall be responsible for staffing the MMO Program. Persons interested in employment with the MMO Program should complete an application and/or provide a resume to the MMO Director.
2. Three personal and/or professional references will be checked and if acceptable, an interview will be scheduled with the Director.
3. The MMO Director shall consult the MMO Committee if there are concerns in the hiring process and will notify the Committee of any opening and/or filling of positions. A notice will be placed in Church publicity of any staff vacancies. Qualified members of PGBC will have first consideration for a position.

4. All staff must obtain a medical exam showing them to be free of active TB and keep emergency medical information on file. TB testing will be done at MMO expense.
 5. The MMO Director will be hired following the Personnel Policies/Procedures of Pleasant Grove Baptist Church. Both the Pastor and the MMO Committee will be involved in the interviewing/selection process.
- iii. Personnel Files
1. The MMO Director shall maintain a confidential personnel file on each employee, which includes employment records and documents. An employee has access to information in his/her personnel file (except pre-employment data) during a scheduled time with the MMO Director. No evaluation, commendation, complaint, or suggestions may be placed in a personnel file unless it is signed and dated and a written copy is provided to the employee at least five (5) days before it is placed in the file. An employee may offer a denial or explanation of any written document, which will be placed in the personnel file also as long as it is signed and dated.
- b. Employment Policies and Procedures
- i. Employment Contracts
1. Staff contracts shall be based on yearly needs with the limitations of the budget. Staff shall express an annual interest to work the following school year.
 2. Written notice will be given to any staff member that MMO will not rehire for the following school year.
- ii. Hours
1. The hours of the MMO Program are 9:15 a.m. until 1:15 p.m. The MMO Director and the MMO Committee shall set hours and days.
 2. Teachers' hours are from 9 a.m. until 1:30 p.m. Director's hours are from 9 a.m. until responsibilities are fulfilled.
 3. MMO begins the Tuesday after Labor Day and ends the Friday before Memorial Day. MMO Staff will return to work for one day prior to Open House for the preparation of rooms/materials.
 4. Staff members shall be available for occasions beyond the class hours such as staff meetings, parent-teacher conferences and MMO functions.
 5. The MMO ministry will follow the Wake County School schedule relating to the inclement weather policy. MMO staff will remain until all children have been picked up. For holiday schedules and closures, please see our school calendar.

- a. If Wake County traditional schools are closed, MMO is closed.
- b. If Wake County traditional schools are delayed 1 hour, MMO will be delayed 1 hour. Delayed openings of 2 hours will result in MMO being delayed 2 hours.
- c. In the event of early closing, MMO will close when the first Wake County traditional school closes.
- d. Closings and delays for inclement weather and any other issues will be posted on WRAL television under the label "PGBC MMO Preschool/Fuquay"
6. MMO may open for any make-up days as a result of acts of God. Make-up days may be scheduled within the MMO calendar year; no make-up days will be scheduled for weekends.
7. Staff hours shall include time for room preparation and clean up.
8. Parents will be expected to honor the time allowed for teachers before and after actual school hours by bringing their preschool at the appointed time and picking them up promptly. There is a late pick-up fee. Teachers will keep a record of the parents who are late and forward it to the MMO Director.

iii. Professional Guidelines

1. All staff members should remember the mission statement and purpose of the MMO Program. MMO is an extension and outreach of Pleasant Grove Baptist Church. Therefore, MMO Staff should have a pleasant, Christian attitude.
2. The welfare of the children in the MMO program must always come first.
3. Always treat everyone in a courteous manner. Serve as a model of conduct for the children and adults.
4. Keep all conversations professional. Leave all personal and private affairs at home.
5. Be prompt at all times.
6. If, for any reason, you need to leave the classroom, be sure staffing is adequate.
7. Maintain a professional attitude with parents wherever you may meet them. Individual problems with a child should only be discussed with a parent and/or MMO Director and should be done in private where other child/children cannot hear.
8. Please bring any personality conflicts or other problems to the attention of the MMO Director. We want all children in the MMO Program to have a happy atmosphere. Conflicts between any MMO Staff members must be dealt with away from the children.

9. Never use any form of corporal punishment (see Discipline Guidelines).
- iv. Substitutes
 1. The MMO Director shall keep an updated list of available (approved) substitutes.
 2. Substitutes will be paid according to the rate provided in the annual budget.
 3. Teachers should leave a lesson plan for the substitute if they have a planned leave of absence.
- v. General Employment Policies and Procedures
 1. The MMO Director and MMO Committee will provide MMO families the opportunity to evaluate the MMO Program each January.
 2. In the absence of the MMO Director, the MMO assistant Director will handle all of the Director's responsibilities. The MMO Assistant Director may be employed up to five (5) days per week depending on the needs of the program and as agreed upon between the Director and Assistant Director.
 3. All staff is responsible to notify the MMO Director and the Church Office of any suspicious people, cars or situations, so that everyone is aware of them. In addition, a Release Authorization Form will be required for each child at the beginning of the school year; the child will only be released to the persons listed by the parent on this form (see attachment).
 4. Dress Policy: Employees should dress comfortably for ease of movement with the children & appropriate for a Christian environment.
 5. Amendments: Any Church approved changes, revisions or amendments to the MMO Policies/Procedures/Operations Manual will be presented in writing to each MMO Staff member at least ten (10) days before the revision goes into effect.

IV. MMO OPERATIONS

- a. Care giving requirements
 - i. For each group of children, there must be a schedule posted for the easy reference by staff and parents which shows the usual routine of care and the time periods assigned to different activities.
 - ii. The activities and the times allotted for them must be appropriate for the ages of the children present.
 - iii. The schedule must be followed in a way that allows flexibility to meet children's individual needs.

- iv. Each child should have the opportunity for outdoor play on a daily basis, weather permitting.
 - v. There must be developmentally appropriate toys and activities for each child in care.
 - vi. Each child should eat, sleep, play and be diapered according to his/her own needs, and be toilet trained according to individual readiness.
 - vii. A safe uncluttered area must be available for infants to crawl or creep and for toddlers to move around.
 - viii. Caregivers must interact in a positive manner with each child every day.
 - ix. Children must be held for bottle-feeding until the child can hold his own bottle.
 - x. The following activities should be available: Bible verses, stories & songs, art & other creative play, children's books; blocks & block building accessories; manipulative materials; family living & dramatic play; equipment for music & rhythm activities; science & nature activities.
- b. Records
- i. Children's Records
 - 1. A completed application for enrollment
 - 2. Copy of child's immunization record
 - 3. Signed statement that the parent/guardian received a copy of the discipline policy.
 - 4. Instructions from the parent or physician when medicine is to be administered.
 - ii. MMO Records
 - 1. An evacuation plan and fire drill records.
 - 2. Attendance records
 - 3. An incident report (completed when a child is injured while in the care of MMO and must seek medical attention).
 - 4. Copies of all inspections and monthly safety inspections.
 - iii. Staff Records
 - 1. An application/resume for employment
 - 2. Negative TB test result and medical emergency questionnaire.
 - 3. Copy of criminal history record check
 - 4. Evaluations & Job Description
- c. Transportation
- i. Written permission for transporting a child must be obtained from the parent or guardian for each event.
 - ii. All persons in the vehicle must use seat belts or appropriate child passenger restraint devices.
- d. Daily Guidelines
- i. Attendance should be taken daily and kept in the MMO Director's office.
 - ii. Mealtime:
 - 1. Prayers should be said before each meal.
 - 2. Teacher should interact with children during lunch.
 - 3. Individual written feeding schedules must be followed for children under 15 months of age (if provided by parent).

4. All children should be encouraged to eat at least half of their main course from the lunch box before having fruit or dessert.
5. The MMO Director will keep a supply of drinks, nutritious snacks and paper products on hand. Snacks are to be offered to each child daily.
- iii. During the day
 1. Clean serving tables and/or high chairs after lunch & snacks.
 2. All leftover snacks must be stored in zip lock bags or covered containers.
 3. Pick up all litter from playground.
 4. All artwork should be dried by hanging on cork strips in individual rooms.
- iv. At the end of the day
 1. All trash must be tied and taken to the main preschool trash bin.
 2. Check to make sure all windows are closed and locked.
 3. Vacuum rugs. Vacuum is stored in the MMO Director's office.
 4. Return TV/VCR to its designated location.
 5. Toys used by the children should be sanitized.
 6. Clean up each room for the use of shared space. Do not store things on top of cabinets or behind the furniture. Use MMO storage if necessary.
- v. MMO Director/Acting MMO Director
 1. Check all windows and doors.
 2. Turn off copier and check answering machine.
 3. Make sure that teachers and staff have completed their tasks.
- e. Discipline and Behavior Management Policies
 - i. Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop value, this facility will practice the following discipline and behavior management policies.

Discipline is now always synonymous with punishment. The goal is to teach self-control. This is, to teach the child to live usefully and happily with him/herself and others. Good discipline doesn't involve intimidation, fear or super force. Good discipline results in a child who conducts him/herself in an appropriate manner even when adults are not present.

We have many alternatives in approaching discipline and try to use these in dealing with children.

*Redirecting the child

*Praise – "Accentuate the positive, eliminate the negative"

*Set clear limits and appropriate consequences

*Embracing the child when he/she is out of control

*Use eye contact to break the momentum in a chain of misbehavior

*Accompany the child away from the group

Each disciplinary problem will be documented (as needed) and will be handled as follows:

1. First time: Talk with the child about what happened and how it made them feel. How it made their friends feel. Do they like feeling that way? Restate the rule.
2. Second time: Separate the child from the group or materials he may be misusing to a special time out or thinking place. A quiet place (if available)
3. Third time: Take the child to the office to sit for a while. Let the MMO Director talk with the child about what has happened.
4. Fourth time: Request a conference with parents, teachers, and MMO Director.
5. Fifth time: Recommend professional help. If parents refuse help, we will ask that the child be removed from the program.

f. Financial Guidelines

i. Salaries

1. Salaries are to be set using a set pay scale. Salaries shall be indicated in the yearly MMO Budget to be presented and approved by the church.
2. A full workday for MMO Staff will be considered to be five hours and will be paid accordingly.
3. MMO staff shall be paid for any or all of scheduled work days if the program is closed, or closes early, due to Wake County Teacher Workdays or inclement weather.

ii. General Financial Guidelines

1. After MMO has been closed for five (5) inclement weather days, additional days of MMO closings will be considered by the MMO Committee for partial reimbursement of tuition.
2. Accounts Receivable (checks/cash) from tuition and registration are to be recorded by the MMO director in the MMO Payment Book and then forwarded to the Church Treasurer for deposit. This should be done on a weekly basis.
3. All Accounts Payable should be recorded with a specific description by the MMO Director on the Payment Request Form so that the Financial Secretary can record accurately.
4. An annual budget will be proposed by the MMO Director to the MMO Committee to be voted on before recommendation to the Church.
5. The MMO Director (or designee) shall present a written monthly report at the Church business meetings, detailing the number of children enrolled, number of vacant spots, misc. budget expenses, program/event expenses, and pertinent program information for Church and MMO Committee awareness.
6. All financial aspects of the MMO Program shall be available for review when requested by the Pastor, MMO Committee, Financial Management and Stewardship Committee, Personnel Committee or Deacons.
7. The MMO Committee, at its sole discretion and on a case by case basis, may waive any or all tuition and/or registration fees.

g. Health and Safety

i. Playground Guidelines

1. MMO Staff should check for safety hazards while on the playground. Always watch for dangerous or protruding bolts, spaces that could trap children, sharp points or edges in equipment, tripping hazards, equipment that is broken. Any safety hazard should be taken care of immediately and reported to MMO Director.
 2. Children must be carefully supervised. Conversations between teachers should be brief so teachers can be aware of all children.
 3. Gates should be latched at all times.
 4. A MMO staff member must retrieve balls or equipment that go over the fence.
 5. No child should be outside the fenced areas unsupervised.
 6. All broken equipment will be discarded.
 7. MMO staff should inform MMO Director when dangerous insects are present.
 8. Upon leaving playground, discard trash in trashcans and make sure gates are closed.
- ii. **Illness/Medicine Guidelines**
1. **Medicine:** At times teachers may be required to administer medicine to a child. All medications must be in its original labeled container.
 - a. No medicine is to be given to a child without a completed written statement from the parent to the MMO Director, with specific instructions for dosage and times.
 - b. All medications will be administered with two MMO staff members present.
 - c. Written statements shall be kept in MMO files
 - d. Sunscreens must be applied before a child arrives at MMO. The MMO Director and/or Staff do not apply sunscreens.
 2. **Illness**
 - a. If a preschooler becomes ill while at MMO, the parent/guardian will be notified to pick-up immediately. Child will be removed from class and placed in designated area until picked up.
 - b. MMO Director will give notice in the event of possible exposure to contagious disease or parasite.
 - c. No child or staff member shall be allowed to attend MMO if fever, upset stomach, diarrhea, rash or communicable disease has been observed within the past 24 hours.
- iii. **Safety Guidelines**
1. In the event of an emergency, i.e. fire, bomb threats, etc., exit maps are posted by the door in each room. Teachers should be familiar with the exit route in the building. When all children and personnel are outside, the teacher should take roll and remain in groups until a clearance signal is given by the MMO Director. Children should be instructed to walk quickly and silently in a single line while exiting the building.
 2. Fire drills should be done once a month documented and filed in the MMO Director's office.
 3. Teachers should be familiar with the use of fire extinguishers and their location in the building.
 4. Hallways must be free from obstruction at all times.

5. Release Authorization Forms are kept on file by MMO Staff to ensure release of children to proper person.
 6. First Aid supplies are kept in the MMO Director's office.
 7. In the event of an accident requiring first aid, i.e. bandages, ice, etc. or an injury that may bruise, the teacher tending to the child must fill out an accident report in the book located in the MMO Director's office. The child's parent/guardian will be informed of the accident by the MMO Director.
- iv. Sanitation Guidelines
1. Diaper Changes
 - a. Use a protective pad or wax paper underneath child while changing diaper.
 - b. Discard protective pad or wax paper after each use. Wrap diaper in paper and discard appropriately.
 - c. All diapers containing feces must be bagged separately and discarded immediately.
 - d. Sanitize changing table after each use.
 - e. Spray area with disinfectant after changing diapers.
 - f. Wash hands thoroughly before and after each diaper change with Anti-bacterial soap (see Hand Washing Guidelines).
 2. Hand Washing Guidelines
 - a. Use Anti-bacterial soap and tempered water.
 - b. Use 15 seconds scrub time covering all hands and wrist surfaces.
 - c. A ten second rinse.
 - d. Dry hands with paper towel.
 - e. Turn faucet off with the paper towel.
 3. Hygiene
 - a. Children should cleanse their hands with guidance from staff after playground, before mealtime and after all bathroom visits.
- v. Suspected Child Abuse Guidelines
1. If you have any reason to suspect that a child is being abused or neglected at home or at MMO, you are legally bound to report your suspicions to the MMO Director and together with the MMO Committee will notify the authorities.
 2. Incident reports are kept in the report book. These should be completed in the case of any unusual occurrence between children or if a child talks about an unusual happening, especially anything that would imply abuse or neglect.
 3. If evaluation is deemed necessary, always have another MMO Staff person present.
- h. General Operations Guidelines
- i. Videos
 1. Videos are to be rated "G" only for all groups, even if brought from home. If you are unsure of the movie's rating, do not show the movie.
 2. The MMO TV and VCR should be stored in a safe place in the preschool department.
 - ii. Supplies
 1. The MMO Director is to keep basic craft supplies (paper, glue, etc.) on hand.

2. Teachers are responsible for turning in Supply Request Lists and collecting supplies on a monthly basis for supplies needed the following month.
 3. MMO Director is to purchase supplies that are within the operating expense of the budget, and that are within reason for a MMO Program.
- iii. Registration shall be held the last weekday of March for returning students and members of PGBC. If positions are still available, then additional registration will be held the first weekday of April
 - iv. A welcome letter is mailed mid-august informing parents of teacher assignment and the Open House is to be held the Thursday before Labor Day.
 - v. The Christmas Program will be held on the last MMO school day before the Christmas holiday begins.
 - vi. A graduation program for 4 year olds will be held the last Thursday before Memorial Day.
 - vii. Other special events may be determined and communicated throughout the year.

Mother's Morning Out Teacher

Teacher Job Description

MMO Teachers at PGBC will be responsible for the general supervision and management of the class.

Qualifications

The person selected for this position must be a sensitive and mature individual, growing in and modeling the Christian faith, who is able to relate in appositive way to children and adults. All teachers must be at least 18 years of age, have a high school diploma or equivalent and childcare experience.

Responsibilities: will include but not limited to the following:

Planning, supervising and implementing the program for the class in accordance with the policies and belief of the church.

Provide a time of learning through activities, stories, music, nature, play and a time of sharing and learning about God and His world.

Gearing the program to the needs of the individual child.

Treating each child with dignity and respect.

Helping each child become aware of his/her role as an important member of the group.

Being responsible for the order and arrangement, appearance, décor and learning environment of the classroom, and for shared space in the preschool ministries of the Church.

Assuming an equal share of the joint housekeeping responsibilities of the staff.

Attend all staff meetings.

Establishing a positive relationship with parents.

Protecting the confidentiality of children and parents.

Maintaining professional relationships & loyalty to the PGBC MMO Program.

Mother's Morning Out Assistant Director

Assistant Director Job Description

The person selected for this position with Pleasant Grove Baptist Church MMO will be responsible for assisting in the management of the classes and helping the Director. The Assistant Director is expected to work approximately 30 hours a week to be determined by MMO Director.

Qualifications

The person selected for this position must be a sensitive and mature individual, growing in the Christian faith, who is able to relate in a positive way to children and adults. The person must have experience as an assistant director/ director in a preschool or daycare setting. Must be flexible and able to do multi-tasks when situations arise.

Responsibilities: will include but not limited to the following:

Assist Director as needed.

Maintain professional relationships & loyalty to the PGBC MMO Program.

Responsible for running the MMO program in the Director's absence (day off, vacation, etc.)

Responsible to assist in planning and run Summer Camps during summer months.

Fill in class when any teacher is absent or needs to leave early or come in late.

Answering of phone, taking messages and directing all calls and inquiries of program to Director.

Prepare all snacks for the children and deliver to the classrooms.

Keep check of snack supplies and let Director know when supplies are running low and need replenishing. Straightening of and keeping kitchen area clean and free from clutter.

Keep inventory of school supplies in work room and notify Director when there is a need to replenish supplies.

Locking of front door after car pool (10:00 a.m.), and unlock at pick up (1:00 p.m.). Answer door if doorbell rings between hours that it is locked.

Organize and help with carpool in the mornings.

Write receipts and be accountable for the money of those receipts.

Make copies of educational worksheets and coloring sheets for teachers.

Help with Fall Registration (either in charge of the MMO area or helping with the process of registration)

Check in with each class periodically during the day to assist the teacher as needed (crafts, bathroom breaks, etc.)

Help with clean up at the end of the day (collecting trash from the kitchen, washing of dishes in kitchen, and washing items in washing machine as needed)

Picking up teacher's children at 1:15 p.m., and keeping them in a central area, so that teachers can fulfill their cleaning duties.