

*Dear Parents:*

*Thank you for your interest in our ministry of Mothers' Morning Out at Pleasant Grove Baptist Church. Our purpose is to advance and promote the worship of God by providing Christian childcare for members and non-members of Pleasant Grove Baptist Church and the surrounding community. 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.*

*Mothers' Morning Out at Pleasant Grove Baptist Church is for children as soon after birth as the mother feels comfortable leaving them through age five. There are five separate age levels: Infants, Ones, Twos, Threes, and Fours. The Fours are our "Pre-K" classes preparing the student to enter Kindergarten. We follow the **August 31** deadline for placing the child in the correct age group. We do have a maximum number of children whom we will enroll at each age level. Our program will provide a time of learning through activities, stories, music, nature, play, and a time of sharing and learning about God and His word. Ones through Fours will attend Chapel with Pastor Jack Lee on Wednesdays and Thursdays. In addition, our program views the time we experience with your child as an opportunity to share the love and abilities God has given us.*

*Feel free to offer any suggestions or comments that you may have throughout the year. We look forward to a successful year at Mothers' Morning Out.*

*Attached is the Parent Handbook. This will help our program move more efficiently during the school year.*

*Registration for the 2018-2019 school year will begin February 11, 2019. Please fill out the registration form and submit the \$100.00 registration fee at registration. Please call to check for availability. **If a spot is open**, you can mail your form to: Pleasant Grove Baptist Church, ATTN: MMO Director, 10005 Lake Wheeler Road, Fuquay-Varina, NC 27526. It may also be dropped off at a designated time at the MMO office.*

*The 2018-2019 MMO program begins Tuesday, September 4, 2018. You will receive a letter in mid-August concerning the Open House.*

*If you have any questions, please feel free to call # (919) 552-1702. Your call will be returned as soon as possible.*

*God Bless you and your family,*

*Amanda Ayers*

*MMO Director*

## **Program Statement**

*The Pleasant Grove Baptist Mother's Morning Out admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship programs and other school administered programs.*

## **Days and Hours of Operation**

Mother's Morning Out will operate five mornings a week beginning the Tuesday after Labor Day and ending for the summer the Friday before Memorial Day or the last day of traditional Wake county schools (whichever comes first). The Mother's Morning Out hours are 9:15 a.m. to 1:15 p.m. The program will follow the Wake County Traditional School schedule relating to the closings for holidays and inclement weather.

## **Late Pick-Up**

**Parents should pick children up by 1:15 p.m. If you are late, a \$15.00 fee will be charged.** MMO should be contacted for any delays that will prevent a prompt pick-up (552-1702).

## **Enrollment Procedures**

Children presently enrolled in MMO and Pleasant Grove Baptist Church members have first priority for enrollment. Siblings of current students are also given first priority. Space availability to those not currently enrolled is on a first come, first serve basis. If your first choice is not available, then we will try to accommodate and honor your 2<sup>nd</sup> choice. A class spot is reserved once the registration application is completed and the registration fee has been paid. The fee is due each year to secure your child's spot and is non-refundable. All forms must be completed and on file before your child begins school:

- \*Registration Application
- \*Medical Information with current vaccination records
- \*Signed parent release form & acknowledgement of reading the Handbook

Classroom spots are filled throughout the year from the waiting list as need arises. Church members and siblings of currently enrolled have priority on the waiting list.

In the event of any child being absent, MMO requests notification. This will free up space for a "drop-in" if needed; we accept "drop-ins" only when space is available. The parent should call the director before bringing the child to ensure that space is available.

### **Security**

**Anyone picking up a child must be 18 years or older.** Children **will not** be released to anyone other than the parent or guardian or persons listed on the ***Authorization Release Form*** unless MMO is given permission from the parent. This is for the maximum safety of your child.

### **Pick-Up by Person(s) other than designated Pick-Up**

#### **Person(s):**

Any person picking up a child from the preschool other than the designated person(s) will not be allowed to take the child unless:

- \*There is a written note from the parent or guardian
- \*His/Her name is on the Authorization Release Form
- \*Phone call from parent stating name of designated person(s)
- \*Pick up person(s) verifies photo proof of identity

**NOTE:** No person(s) designated or other will be allowed to leave the Preschool with a child if they are obviously, visibly impaired by alcohol or drugs. The Director or designee reserves the right to contact a parent or the other parent to make them aware of the situation.

Pleasant Grove Baptist Church MMO wants to ensure every child's safety while they are with us.

**In the event of custody issues, a copy of the Court order is requested to be on file at MMO.**

After the school day begins, the door(s) will be locked from 9:45 a.m. until 12:45 p.m. If you arrive during these times, please use the

doorbell located on the right of the double doors. This again is for the safety of your children.

### **Fees**

**A non-refundable registration fee of \$100.00 must accompany the application for enrollment (no refund except if space is unavailable).**

To participate in the MMO program you may register your child to attend two (Tuesday and Thursday), three (Monday, Wednesday, and Friday), or five days a week.

No tuition allowance or adjustment can be made for illness, vacation, family emergency, personal reasons, or school closings. **Once enrolled and the school year begins we require at least a two week written notice of withdrawal. This written notice must be submitted in writing to the director. Parents/Guardians continue to be responsible for payment for fourteen days after the date of withdrawal notice whether the child is attending school or not.**

**Payment is due the first school day of each month, no later than the 10<sup>th</sup> of the month. Please do not ask to extend the date. Payments received after the 10<sup>th</sup> must include a \$15.00 late fee.** If payment and late fee is not paid in full by the 20<sup>th</sup> of the month, parents will need to discuss the situation with the MMO director or the program can no longer care for the preschooler.

**Please make checks payable to: Pleasant Grove Baptist Church MMO or PGBCMMO.**

### **Fees per month for 2018-2019:**

**Five days a week: \$300.00**

**Three days a week: \$200.00**

**Two days a week: \$150.00**

### **Additional children from the same family:**

**Five days a week: \$270.00**

**Three days a week: \$180.00**

**Two days a week: \$140.00**

**The “drop-in” rate is \$25.00 per day per child.**

**There is a \$20.00 charge for any check returned.** If a check is returned to Pleasant Grove Baptist Church due to insufficient funds, a parent has no longer than the 20<sup>th</sup> of the month to make payment in full to the MMO program.

### **Illness**

For the benefit of your child as well as their friends and staff please do not bring a child to school if he or she is sick or beginning to show symptoms of illness. Such symptoms include but are not limited to:

\*fever within the last 24 hours. Children should not be given Tylenol or Advil to reduce fever and then sent to school.

- \*Nausea or upset stomach
- \*diarrhea within the last 24 hours
- \*vomiting within the last 24 hours
- \*continuous and /or hacking cough
- \*Runny nose which does not run clear
- \*Sore throat
- \*Lice or scabies
- \*Pink eye or other contagious eye infection
- \*Undiagnosed or contagious skin rash or skin irritation
- \*Any symptoms of contagious diseases

If a child does come to school with any of these symptoms he/she will not be permitted to stay. If a child develops symptoms while at school we will call you immediately to pick your child up.

### ***\*\*When a Child Gets Sick at School\*\****

- We will need to remove the child from the class,
- The child will be taken to the Director’s office,
- The Director or assistant will call the parent or guardian,
- If the parent or guardian cannot be reached, a person from the emergency contact list will be contacted,
- Child will wait with a MMO staff person until the parent or guardian arrives.
- **Re-admission to school will not be allowed until the symptom(s) have disappeared for a full 24 hours.**

## **Allergies**

**We are a PEANUT FREE SCHOOL.** Please do not send any food items that contain peanuts. It is essential that we are aware of food allergies since the snacks in the classroom fluctuate daily. We will post these allergies for teachers, substitutes, and parents to be aware of in each classroom.

## **Medication Requirements**

The preschool does not dispense medication except in the case of a child with a special situation such as asthma or a severe food or other allergy which requires immediate action. Parents of children in this type situation need to come into the office and talk with us so we are informed of the potential need for emergency medications.

Sunscreens must be applied before a child arrives at MMO. The Director and MMO staff does not apply sunscreens.

## **Discipline**

We strive to provide guidance for children to play together and to learn to respect themselves and others. At MMO, we strive to do this without making the children feel belittled or inadequate. Children will be noticed for good behavior.

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 not 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 superior 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 by the teacher(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.
3. **Third Time:** Take the child to the office to sit for a while. Let the director talk with the child about what has happened.
4. If these strategies are not successful, the teacher, Director, and parents will meet to discuss observations and strategies and possibly suggest talking with an outside consultant such as Project Enlightenment.
5. If these efforts are not successful, the Director (with the support of the MMO committee) may inform the parents that our program cannot meet their child’s particular needs. While we want to make every step possible to avoid removing a child from our program, it may be necessary for the well-being of that child and the other children/staff in the program.

**All parents are required to sign the “Parent Release form” acknowledging that have read our Discipline Policy and the entire handbook.**

There will never be any cruel, harsh or unusual punishment or treatment to any child.

### **Procedure for Reporting Child Abuse and/or Neglect**

As childcare providers we are required by law to report any and all suspicions of child abuse or neglect to Child Protective Services.

### **Toys**

Because of the possessive feelings that children have toward their own toys and the discipline problems the toys may create, we ask that no toys be brought to MMO. **EXCEPTION:** In the event the teacher has a "share day", your child may bring items that will enrich the classroom. We request that no toy weapons be brought to school.

### **Labeling Items**

All personal items need to be labeled with your child's name. This includes backpack, lunchbox, and all food containers, cups, and utensils. Coats, hats and gloves also need to be labeled.

### **Dress Code**

We ask that children be dressed in comfortable, washable PLAY CLOTHES which will allow children to play outside, do arts and crafts, play on the floor and move freely without being anxious about getting clothes dirty.

For safety reasons, only **tennis shoes** or other closed toe sturdy shoes with socks should be worn to Preschool. In addition, children should not wear jewelry or hoods with draw strings that could become entangled on playground equipment.

Every child needs a change of clothes in case of an accident. You may leave a change of clothes (including socks and underwear) in your child's cubby in a labeled gallon sized Ziploc bag. You will want to change them out with the seasons.

We strive to include outside play for all children each day. Please see that your child has the needed cover for cool days, including coats, hats, and mittens.

Adequate supply of diapers should be provided.

## **Potty Training**

We base our potty training on the following philosophy. Learning to use the toilet is an important self-help skill for toddlers. We consider potty training to be a process that will help children gradually master toileting as a self-help skill. We want potty training to be a non-stressful experience that is appropriate to each child's individual development and involves the child, parents, and teachers. We will work with parents in potty training their children. Staff will not force children to use the toilet and will consider the developmental readiness of each individual during potty training.

## **Food and Snacks**

Each child should bring a nutritious lunch with finger foods and drink. Lunches should not need to be refrigerated. With the exception of warming baby food for infants, we cannot warm lunches. **Please label all lunch boxes and items in lunch boxes.**

A nutritious morning snack and drink will be provided. If your child has allergies to certain foods, it would be best if you provide the snack for them to have during snack time.

**\*\*Please note that our school is peanut free. \*\***

**Playground Safety Guidelines** to be used by teachers as well as parents who are supervising their own children on the playground:

1. CLOSELY SUPERVISE CHILDREN AT ALL TIMES
2. TAKE TURNS
3. FEET FIRST DOWN THE SLIDE
4. STAIRS ARE FOR CLIMBING
5. SLIDES ARE FOR SLIDING

## **Accidents**

Children may be involved in minor accidents at preschool. Every effort will be made to inform the parent about the nature of the injury, time and place of occurrence, first aid steps taken, and the name of the staff member who observed the accident. A record will

be made and placed in the child's file. The director or teacher will be available to discuss the accident with the parent if it is necessary.

### **Children's Birthdays**

We know that a child's birthday is a very special event. We also feel that school is not a place for a full birthday party. You are welcome to bring a special snack to school on the date of your child's birthday, or the date given to celebrate due to some having summer birthdays. Please note any classroom allergies and check with your child's teacher before bringing the snack.

### **Inclement Weather**

We follow the traditional Wake County Schools concerning inclement weather. ***If Wake County traditional schools are closed, MMO is closed. If a one-hour delay occurs, MMO will open at 10:15 a.m.; if a two-hour delay occurs, MMO will open at 11:15 a.m. If Wake County schools are delayed more than two hours, MMO will not open.*** We will be unable to make up snow days. All delays and closings will be posted on WRAL and listed as PGBC MMO Preschool/Fuquay.

### **Parent Participation**

Parents may serve as volunteers for special occasions and class events when needed. Teachers may request help in the classroom from time to time. We will provide a participation sign-up sheet. Parents are asked to wait at least one month after the start of the new school year to allow children time to adjust to the program.

### **Parental Concerns:**

When a parent has a concern, he/she should follow these steps:

1. Go directly to the included parties. For example, if a problem exists with the classroom or teacher the parent should go directly to the teacher. Problems with the overall Preschool or program should be taken to the Director. Teachers should document any conversations with a parent for the child's file and inform the Director.
2. If the problem is not resolved, the parent should contact the Director to set up a meeting with the parent, teacher, and the Director.

3. When an issue cannot be resolved with the teacher and/or the Director, a parent should submit a written complaint to the Pleasant Grove Baptist Church MMO Committee for their review.

### **Removal from Care**

We hope it will never be necessary to remove a child from our program. Nevertheless, Pleasant Grove Baptist Church MMO reserves the right to remove a child from the program should we see fit. Removal from the program may be necessary if any one of the following occurs:

- Failure of a parent to pay tuition
- Failure of a parent to complete required forms
- Consistent failure of parents to pick-up their child on time
- Failure of a parent to abide by the policies set forth in this handbook
- Failure of a child to adjust to the program after a reasonable amount of time
- Consistent biting or other discipline and behavior problems
- MMO determines it cannot meet the needs of the child
- MMO determines it is not in the best interest of the child and/or program to continue care

The Director, under the advisement of the Pleasant Grove Baptist MMO Committee will decide removal from care. Should care be terminated because of a failure on the part of the parent or a discipline problem of the child, no money will be refunded for lost tuition.

We care about you, your child, and your family and we want to work with you when problems and concerns arise. We hope to have an open dialogue with you about your needs and concerns. Furthermore, we pledge our assistance to you and desire to help you in any way possible. We take seriously the responsibility God has given us to care for you and your family.

## **Parking**

Please enter from Hilltop-Needmore Road and follow the traffic pattern when dropping off in the mornings. In the afternoons please park in either parking area and come in and get your child. Please use the covered entrance doors only.

**DO NOT PARK IN FRONT OF THE DOORS TO PICK UP. PARK IN A DESIGNATED PARKING PLACE ONLY. PLEASE DO NOT DRIVE THROUGH THE COVERED PARKING AREA AT PICK UP!**