



# Mother's Day Out

at Brenham's First Baptist Church

979-836-1533 PO Box 600, Brenham, TX 77834 303 Sycamore St, Brenham, Texas 77833

Brenham's First Baptist Church

Mother's Day Out Program

Tuesday and/or Thursday

8:30am - 2:30pm

## Parent/Student Handbook

Kristie Mendoza, MDO Director

303 Sycamore Street

Brenham, Texas 77833

979-836-1533

[MDO@FBC-Brenham.org](mailto:MDO@FBC-Brenham.org)

**WELCOME TO**  
**BRENHAM'S FIRST BAPTIST CHURCH**  
**MOTHER'S DAY OUT**

We are pleased that you have chosen BFBC Mother's Day Out for your child this year. Our staff want to work together with you to ensure a year of social, emotional, physical and educational development for your child in a Christian environment. We have many Christ-centered activities planned for your child this year. It will be a fun experience to see each child grow in Christ and watch them nurture new friendships. Our doors are always open to parents and we encourage you to get to know your child's teacher, friends and school routine. Together we will make this a wonderful and exciting time of growing wonder and wisdom.

Kristie Mendoza, Director, and MDO Teaching Staff

**HOURS OF OPERATION**

8:30am – 2:30pm

Doors will open each day at 8:30am. BFBC Mother's Day Out staff meets prior to 8:30am for prayer/devotional time, as well as preparing for that day. Due to those facts, our doors will remain locked until 8:30am.

In order to make drop off smooth, please establish a morning routine similar to: greeting teacher, dropping off belongings, then saying goodbye with a rapid exit and a smile. Please do not linger around the classrooms or doorways. This makes it harder on your child as well as other children that might be still asking for their parent. Please feel free to stand out of sight or ask another staff member to check on your child. We are available at any time to check on your child. Please feel free to ask! You can also call at any time to check on your child.

We appreciate your promptness in picking up your child between 2:15pm and 2:30pm. Children will never be released to anyone other than a parent, unless indicated on your registration form. Parents of children who still remain at school after 2:40pm will be charged \$1.00 for every minute that is over 2:41pm, with a maximum late fee charge of \$15.00. Any late fees will be added to the next month's tuition. Children become anxious when Mom or Dad are late, so please make every attempt to be on time. If for some reason, you are going to be late, please contact the school. Most of our teachers have somewhere to be after work. Please be considerate to them as well.

If you need to pick up your child before the end of the program day, please try to inform their teacher so that the teacher will have your child prepared to go home at that time.

### **ENROLLMENT/ SUPPLIES**

A non-refundable enrollment fee of \$100.00 per child is due at the time of enrollment (FBCS after school children will pay \$50.00 enrollment fee). If your child begins MDO in January, a non-refundable enrollment fee of \$45.00 is due at the time of enrollment. In order for your child to be put on the school roster and registered, we will have the enrollment fee in hand. The program is based on first come, first serve. Please know that if you find yourself in a financial hardship, please speak with the Director to see if you can work out an arrangement. There will be a \$25.00 charge if a check is returned from your bank.

There is a 10% discount on the *TOTAL* tuition for 2 or more children in the same family.

A \$40.00 Supply Fee is due at the time of enrollment and no later than the first day of school. This fee helps offset fees for snacks, arts & crafts supplies and personal care supplies for each student. If your child begins MDO in January, a supply fee of \$20.00 is due at the time of enrollment.

### **TUITION AND FEES**

Tuition is reviewed annually. The annual rate is prorated over the course of nine months. This monthly rate remains the same over the program year, even in the months when children attend more or less than a standard four weeks.

Your tuition reserves a place for your child and does not change due to absences or holidays.

Tuition is due by the first week of the month; it is considered late after the start of the second week of each month. A \$15.00 late fee will be billed to your account.

December's Tuition will be half off as a gift from BFBC MDO.

15 Months – 24 Months: 1 day a week- \$165.00/ month; 2 days a week- \$220.00/ month

- 24 months – 5 years: 1 day a week- \$160.00/ month; 2 days a week- \$200.00/ month
- FBCS Students (after school from 11:30-2:30):  
1 day a week- \$95 month; 2 days a week-\$135 month

### **PAYMENT**

Enrollment Fees and monthly tuition payments can be paid by cash or check made payable to BFBC or Brenham's First Baptist Church. Hot Lunches are available through our church school. Payment for hot lunches can be made using our Hot Lunch Pre-Paid Card. This payment needs to be made for the exact amount (\$3.50 x number of lunches) and can be paid with cash or check, made payable to BFBCS (Brenham's First Baptist church School).

## CHILD DISCIPLINE

### At BFBC MDO, Discipline must be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding.
3. Directed toward teaching the child acceptable behavior and self control.

### At BFBC MDO, a caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
5. If a discipline referral is necessary, a stricter form of discipline, approved by BFBC administration, may be enforced.

### At BFBC MDO, there must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are PROHIBITED:

1. Corporal punishment or threats of corporal punishment.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

**Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance**

Minor child discipline problems will be dealt with as deemed appropriate by the teacher and/or the Director. Redirection is the most common form of discipline used at MDO. Time out is the only form of punishment used. **MDO reserves the right to remove any child from our program who consistently causes harm to himself or others.**

**Biting:** If a child bites another child, that parent will be notified about the incident. We ask that the parent works on resolving the behavior. If the biting continues, the teacher and Director will evaluate the situation to see what is best for the child and the other children in the class. Removing the child from the program is an option.

## CHILD DISCIPLINE CONTINUED..

**Inappropriate Language:** If a child uses inappropriate language in our school, that parent will be notified. We are a Christian based school and do not want to jeopardize another student learning an inappropriate word. If the language continues or if the child is disruptive, either physically or verbally, removing the child from the program is an option.

## WITHDRAWING FROM PROGRAM

Parents are required to give two weeks WRITTEN notice before withdrawing their child. If such notice is not given, they will be expected to pay the next month's tuition.

If a parent decides to withdraw their child from the program for an extended time (example: month off vacation, etc.), but plans to bring the child back the following month, the parent is still responsible for paying tuition while the child is away.

Brenham's First Baptist Church MDO program reserves the right to terminate services due to:

1. Parent's failure to adhere to school policies or procedures.
2. If a child's repeated negative behavior or extensive special needs prevent staff from providing adequate care.

Depending on the circumstances, it is possible that no advance notice can be given.

## INCLEMENT WEATHER

In case of inclement weather, you are encouraged to listen to the local radio stations (KWHI 1280 am). Brenham's First Baptist Church School office relays information to us in regards to closing of the church school due to inclement weather. If Brenham's First Baptist Church School is closed for inclement weather (severe rain, potential tornado activity, etc.), BFBC MDO will also be closed. The Director does her best to relate the information to you via email &/or text. Feel free to always call the church office or email if you are unsure about any closures.

## SECURITY

For the safety of all our children and teachers, any parents or visitors after 9am will be required to ring our front door door bell. We have a security camera set up at the outside door with a monitor that we will be able to see who is at the front door before we open it. We also have a back door camera and monitoring system that will be monitored during the day.

## ILLNESS

The health and well-being of your child is of critical importance to us. Please do not bring a sick child to the program. If a child shows any sign of illness at school, the parent will be contacted.

In order to maintain a well-child environment, it will take the cooperation and courtesy of all involved. Please remember that majority of our teachers have their own children. Your sick child is not only putting their classmates at risk of illness, but also putting the teachers and their children at risk. We work with a minimum number of employees/substitutes. It is more stressful on days when our teachers are out due to sickness at their home.

### **Following are a few of the situations that can commonly occur at MDO:**

**Fever-** Most doctors – and the American Academy of Pediatrics – agree that a normal body temperature for a healthy child is between 97 and **100.3 degrees Fahrenheit**. If your child's temperature is above this range, he/she has a fever. Your child must be fever free without medication for 24 hours before attending MDO. If your child exhibits signs of fever at school, we will take their temperature. If a fever is present, the parent will be contacted to pick up the child.

**Runny nose/allergies-** if your child has a runny nose **other** than clear drainage (green runny nose), do not bring them to MDO until the drainage is clear. If your child has specific allergies, please make sure we have them documented.

**Diarrhea-** Your child must be diarrhea free without medication for 24 hours before returning to MDO. If your child has more than 2 loose bowel movements in a single day, you will be contacted to pick up your child from the program. We realize that juice, antibiotics, teething and other situations may be the cause, but in order to keep a healthy environment, we still require the child to be picked up.

**Vomiting-** Your child must be symptom free for 24 hours before returning to MDO. If your child is vomiting at MDO, the parent will be called for the child to be picked up.

**Lice-** Lice are tiny, white, wingless insects that may live on the skin, hair or clothing. If you suspect or know your child has lice, your child may not come to school unless your child is free of lice (adults) and nits (eggs). If lice or nits are discovered on your child's head while at MDO, the parent will be contacted to pick the child up.

### **Other not so common situations but can occur are:**

Eye infection (Pink eye), fifth disease, any unexplained rash, strep throat, flu, other communicable/contagious disease, etc... they are not permitted in the classroom. The child must be symptom free for at least 24 hours.

MDO is not equipped to isolate and supervise sick children. If a child should get sick while in class, the child's parents or another responsible adult, so designated by the parent, will be contacted. If your child is being treated with antibiotics, he/she should be on medication 24 hours prior to coming to Mother's Day Out. Any child with a communicable/contagious disease

### **ILLNESS CONTINUED...**

will not be permitted back to school without a doctor's written approval. If your child has a communicable illness, please call the school office so that we can notify other parents that their children have been exposed.

There has been cases in the past years of an outbreak of the stomach bug. Our teachers/staff do our best to sanitize/bleach the school often. We ask that if this happens again, and your child comes down with a virus that can be easily spread to other children, please keep your child home for a full 48 hours symptom free. We have seen cases that a child feels normal after 24 hours, returns to school, but relapses the next day and causes other children to become sick. We are a small school with a small amount of teachers/substitutes. We cannot risk the chance of staff getting sick (or their own children). Please put yourself in other parent's shoes. If you wouldn't want your child catching something from another sick child, please don't bring your own child to school when he/she is sick.

### **MEDICATION**

Brenham's First Baptist Mother's Day Out teachers are not allowed to give medication of any kind to children. Parents may come to the classroom to give medicine to their child.

However, if your child has an epi-pen or inhaler, those medications will be in the teachers care at all times, in case of an emergency. These items must be left with the teacher, NOT in the child's bag. Please give specific instructions regarding these medications. If this medication is used, you will be contacted immediately.

### **ALLERGIES**

If your child has any type of allergies that we need to be aware of, please make sure and fill out the allergy form in your registration packet and talk to the teacher/Director about it.

### **SAFETY**

In the event of an accident or illness requiring emergency medical care, the BFBC MDO staff will transport a child to either the Brenham Clinic or Brenham's Scott & White Hospital's emergency room. The Enrollment Agreement you signed, authorizes the BFBC MDO staff to obtain emergency medical care for your child until we can contact you and you can reach the clinic/hospital.

Children with KNOWN severe food allergies must meet with the Director. Parents must fill out special medical forms and an emergency medication release form. All medications for these type allergies will be stored in the Director's office and will only be administered by certain staff members designated on the child's forms.

## **OUR ROOMS**

Our MDO program is divided into 4 classrooms. The classroom distribution is based on the age of the child as of September 1<sup>st</sup> of the current school year, but also developmental skills. If there is a strong concern by the parent about his/her child's developmental maturity, exceptions can be made if there is classroom availability.

## **OUR EMPLOYEES**

Our employees must first be Christians! The hiring process includes a criminal history background check. They are also required to stay up to date on their Infant/Child CPR certifications.

## **PHONE CALLS**

Teachers are often not able to come to the phone during the school hours due to the busy schedule of their classroom, but will always return phone calls when they are free of their teaching responsibilities. If it is a quick question about your child, your teacher might text you. Please inform your teacher if this is something you are ok with. It is the Director's responsibility to monitor all cell phone calls/texts with the teachers. Most of the time, the teacher is letting you know about something minor with your child. The teacher is not, by all means, telling you what to do with your child. If your child is not acting the way they normally are, she might let you know. This doesn't mean for you to come pick your child up (unless your child begins showing signs of sickness under the illness paragraph). This is just advice from one mother to another.

If you need to get in touch with a teacher (urgent) or it is something that the Director can help you with, call the office at 979-836-1533.

## **VISITS & CONFERENCES**

You are welcome to visit your child's classroom at any time, with the understanding that the teacher's responsibility during class time is to conduct the class. Parents should check in with the Director before entering classrooms. If you wish to discuss anything you observed, you will need to schedule time with the teacher when she is free of her teaching responsibilities.

Parent-teacher conferences may be arranged at either the teacher's or parent's request.

## **COMMUNICATION**

Throughout the school year, you will receive many notes from your child's teacher in their backpack. Please read them. It is very upsetting for a child to miss a special activity or not be prepared for a special event because the backpack was not checked and notes not read. Communication between parent, teacher and Director is extremely important. Please inform the teacher of events in your child's life (birth, death, stress, etc.) This will allow the teacher to help your child deal with important feelings.



## **CHILD ABUSE & NEGLECT**

Our staff, like all teachers in Texas, are required by law to report any suspicions of child abuse or neglect to the Department of Family and Protective Services.

### **POTTY TRAINING**

**(we ask that 3 year olds are in the process of being potty trained and 4 year olds are already potty trained before starting school)**

If you are potty training your child at home, please let us know and we will help in any way that we can. Please communicate with your child's teacher about the details: sitting/standing, if they use a potty seat and words you use. We ask though that you do not send your child in underwear until they can complete a successful accident free month.

We understand accidents will happen, and we are happy to get that cleaned up! If you send pull-ups, please send the ones with Velcro on the sides. In the event that your child needs to change, they will not need to undress completely. If your child has two accidents, in underwear, in one MDO day, we will put them in a pull-up.

If your child just needs a pull-up at naptime, please let the teacher know, and we are happy to accommodate.

The best way to help your child be successful at potty training, is to communicate with the teachers and let them know where your child is in the process.

### **NAP/REST TIME POLICY**

All classes will rest daily. Your child will not be required to sleep during this time, but he/she will be expected to be lay down and be quiet, restful and remain on their mats. Please encourage your child in this area. We do not have the staff available to give your child an alternative during this time. If napping becomes a consistent problem for your child, you will be contacted to help find solutions. If a solution cannot be found, you may be asked to pick your child up before naptime. Please send a nap mat and small blanket (small travel pillows are optional). If your child needs a special stuffed animal or pacifier, please send that as well. This item will not be played with or used during the day except during rest time.

On the last Thursday of every month, you will need to take home your child's sleeping items (blanket, pillow) to be washed. We ask that you bring them back the following Tuesday.

## SNACKS & LUNCHES

Mother's Day Out will provide a light morning snack for your child, so not to interfere with their lunch appetites. We provide water or juice during snack time.

Your child has the option to purchase a hot lunch or bring a sack lunch to school. Your child can purchase a hot lunch, including milk, for the price of \$3.50 (a menu will be sent home at the beginning of each month). You can purchase a lunch ticket for multiple lunches or pay for each day. Payment for those meals needs to be made in the exact amount, payable to Brenham's First Baptist Church School. Milk is also available for purchase through the school for \$.60 each. If your child brings a sack lunch, please make sure the lunch contains food that the child is able to manage alone. Please refrain from a lot of sugar in their sack lunch. Our experience shows us that children have a more successful day if their breakfast and lunch is light on sugar! **We also request that your child's lunch not contain anything that requires refrigeration or microwaving.** Please include any utensils that may be needed. Please send a drink for lunch. We will only serve water, if no drink is provided.

Here are some suggestions for lunch:

Cubed cheese	PBJ (light on the jelly)	PB crackers
Diced fruit	String cheese	Raisins
Small sandwiches	Chopped Veggies	Cubed Meat

## HOLIDAYS/BIRTHDAYS

We enjoy having celebrations!! BFBC MDO celebrates with a party during special holidays. You may be asked by your child's teacher to help out with refreshments. Even though all children may not regularly attend on the actual day of the party, all children are invited to come to the party!

Our teachers try to ensure that each child gets special attention on his/her birthday. If you wish, you may send cookies or a special treat (please refrain from cupcakes- they are too messy) for the entire class, but please let your child's teacher know so they can schedule their day around this special occasion. Children with summer birthdays may choose a day during the school year to be their "special day."

## TOYS

Please do not send toys to school with the exception of a nap time stuffed animal or a "show and tell" item (when asked). We have a variety of toys that have been chosen for fun and skill development.

## **SCHOOL PICTURES**

Each fall and spring, we try and take individual and class photographs of the children. You will be notified of the date in advance. If your child does not normally attend on picture day, you may bring her or him to have their picture taken. Parents are under no obligation to purchase photographs.

## **REMIND 101 APP**

Remind 101 is an app that BFBC MDO uses to communicate with parents. Instead of so many hard copy notes being sent home, and with technology growing, we can communicate about events, reminders, etc using this app. It is a free app that you can download on your smartphone or just text a code and you will be set up to receive notes from the Director. For more information, or to get set up, please see Kristie.

## **PARENTAL INVOLVEMENT**

We, at Mother's Day Out, want you to feel connected to the program. For that reason, we'd like to encourage you to become involved in some aspect of Mother's Day Out. Your child's teachers might benefit from your help or input. We will keep you informed throughout the year of ways you can plug into MDO, and we encourage you to ask your child's teacher and the Director about ways you can be involved. We look forward to working with you and growing together in God's love. We are always looking for substitute teachers. If you are interested in helping up substitute this school year, please let the Director know.

## **WHAT YOUR CHILD NEEDS EACH DAY**

Please send a complete season appropriate change of clothing, including socks, in case of accidents. The children will go outside (weather permitting) every day, so dress them accordingly. If your child is still in diapers, please send a minimum of four diapers. Please dress your child in clothes that are "diaper friendly." If your child is being potty trained, please send them in clothing that is easy for them to maneuver, since dressing skills are a part of potty training.

- A backpack that will fit a folder (this is a way for us to communicate with you)
- Nap mat & small blanket for naptime (small pillow is optional). These items will come home the last day of each month to be cleaned
- Please leave a set of clean clothes in their backpack in case of an accident
- One package of diapers/pull-ups (if using them)..We will communicate when you are almost out

## **Clothing/Foot wear**

We like to have fun and sometimes we may get dirty. Please keep that in mind when you are dressing your child. Please dress your child comfortably and appropriately. Since all the children spend time on the playground almost every day, it is imperative that you send your child in closed toe shoes. Children should dress warmly (including jackets) during winter weather for outside play.

## **WHAT NOT TO BRING**

Please do not send special toys, expensive clothes or anything you don't want to be lost. We do our best to return and keep track of things, but it is possible for a toy to be misplaced, a sippy cup placed in the wrong bag and clothes do get stained!

## **FUNDRAISERS**

Our MDO program operates on a non-profit basis, so fundraising is essential to BFBC MDO. We rely on fundraising efforts for any improvements or additions to the program. We are continually upgrading our building and grounds for the enjoyment and safety of each child. Your voluntary participation will be greatly appreciated. Fundraisers will be planned throughout the year and information will go out before each fundraiser. One fundraiser we have is a monthly pizza day, which is held the last Thursday of each month. For \$4.00, your child will receive pizza, dessert and drink. This is a small fundraiser that happens throughout the year. We need your help to be successful and maintain the level of excellence we enjoy at BFBC Mother's Day Out. Our goals are achieved through commitment.