
# **UNIVERSITY BAPTIST CHURCH**

**MOTHER’S DAY OUT**

#### PARENT HANDBOOK

2018-2019

UNIVERSITY BAPTIST CHURCH

5775 Highland Road

# BATON ROUGE, LOUISIANA 70808

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MDO Administrative Director: Kim Kwan

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**Mission Statement**

University Baptist Church Child Development Center seeks to glorify God by offering the highest quality of care possible to children and to provide a safe, loving Christ-centered environment where children can grow and learn with joy.

**Purpose and Philosophy**

We believe that each child is a unique gift of God, and we seek to help each child to fulfill his or her physical, mental, social, emotional, and spiritual potential. This is achieved by providing children with opportunities to create, to explore the environment, to solve problems, to learn concepts through hands-on experiences and to develop personal interaction skills, all through a carefully planned balance of self- and teacher- directed activities. Adults serve as positive role models and provide care that is supportive, nurturing, warm, and responsive to each child’s needs.

**Curriculum**

There are three main guides for our children’s developmental learning:

* *The All Ready Curriculum* – a comprehensive, theme-based program that provides developmentally appropriate activities for infant, toddler, two, three, and four-year-old children. All lessons incorporate current research on brain development and reflect current best practices in early childhood education.
* *ABC Music and Me* – a music and learning program for young children that celebrates the importance of music and movement, created by Kindermusik International
* *The Way of the Child* – a Christian education resource that will form our weekly chapel times for the threes and fours. *The Way of the Child* seeks to celebrate children’s natural sense of wonder and openness, to help them develop an awareness of God’s presence all around them. Our chapel gatherings consist of a Bible story, worshiping God in song, and prayer time.

**Enrollment**

Application for enrollment of children will be considered without regard to race, color, religion, sex, or national origin. However, priority will be given as follows:

1. Current students and siblings
2. University Baptist Church members
3. New families

Enrollment is open to any child 6 months through pre-kindergarten age, provided that space is available and that the MDO administration believes that our program can meet his/her needs. Children are enrolled in the program on a first come, first served basis. Enrollment is limited, because we are committed to maintaining low child to staff ratios. Child/teacher ratio goals in our program are as follows:

 Infants………………..6 children to 2 teachers

 One Year Olds……..10 children to 3 teachers

 Two Year Olds……. 10 children to 2 teachers

 Three Year Olds….. 12 children to 2 teachers

 Four Year Olds…… 10 children to 2 teachers

A non-refundable registration fee of $150 per child is assessed prior to enrollment and every year of attendance thereafter upon registering for the upcoming school year. A position in the program cannot be reserved without the payment of the registration fee.

**Hours and Days of Operation**

Our hours are from 9:00 a.m. through 2:00 p.m. Tuesday, Wednesday, and Thursday. Pre-K children attend an additional Friday morning class from 9 a.m. through 12 noon. Classes begin in September and continue through May. Beginning/ending dates and holidays are listed on our yearly calendar.

### Inclement Weather:

During the school year the center will close when the East Baton Rouge Parish School System closes due to bad weather conditions. Stay tuned to local radio and television stations for announced closure. If severe weather should occur while school is in session, you will be notified as quickly as possible, and at least 2 employees will remain until the last child is picked up.

Evacuation Sites:

If, for any reason, it should be necessary for us to evacuate our campus for the safety of the children, our primary evacuation site is Highland Elementary School, 280 Sunset Blvd. (225-766-1272). In the event that Highland should not be available, the second site is Christ Covenant Church (formerly Southside Baptist), 1700 Lee Drive (225-924-2269).

**\*\*Monthly Tuition** – paid monthly, September through May

 Infants (Baby Birds) through Two Year-Olds may choose between --

 1 day per week (Wednesday) -- $150

 2 days per week (Tu, Wed) (Wed, Th) or (Tu, Th) -- $230

 3 days per week (T,W,Th) -- $300

 Three Year-Olds (Monkeys and Bear Cubs)

 3 days per week -- $300

 Four Year-Olds Pre-Kindergarten (Tiger Cubs)

 4 days per week (T,W,Th 9am-2pm, Fri. 9-12) -- $350

 **\*\* Online Credit Card Payments:** 1 day per week: $160

 2 days per week: $240

 3 days per week: $310

 PreK 4 days: $360

 NOTE: An additional child or children in the same family will receive a

 tuition discount of $25 per month.

Tuition is due on the first day of the month and is considered late after the 10th day of the month, when a $15 late fee will be applied. Tuition plus late charges not paid by the 25th day of the current month will result in the child’s place being forfeited. All tuition paid is nonrefundable. Tuition reserves your child’s space in the program and cannot be reduced due to absences, since salaries and overhead expenses of the program remain the same whether your child attends or not. Tuition rates have been calculated and divided into 9 payments of the same amount, so monthly statements will not be sent unless additional fees (such as late fees) have been added.

**Late Pick-Up**

A late fee will be charged if a child is picked up after 2:00 p.m. (12:00 noon for Friday Pre-K). A fee of $10 will be charged for any portion of the first 10-minute period of overtime. $1.00 will be charged for each minute thereafter.

**Withdrawals or Schedule Changes**

During the school year, a two week notice is required for withdrawals from the program. This allows us time for find a replacement for your child’s spot. Payment is required for the 2-week notice (1/2 the monthly tuition), and your child may attend school during that time.

**Dismissal from the Program**

We sincerely strive to meet the individual needs of each child in our program. However, there are some reasons for which a child may be dismissed:

1. The MDO administration believes that the program is not able to adequately

meet the needs of the child.

1. A problem continues which negatively affects other children.
2. Tuition payments are delinquent.
3. There has been a failure to meet UBCMDO policies and procedures.

**Health, Illness and Medication**

We make every effort to prevent the spread of illness and ask each family to cooperate with our policies for the good of all.

Due to our short hours of operation, MDO staff will not administer medications.

**If your child has shown signs of any of the following within the last 24 hours, please keep him/her home:**

* **Fever (99.4 or higher) measured ancillary**
* **Cold and/or cough**
* **Heavy nasal discharge (green)**
* **Vomiting**
* **Diarrhea**
* **Sore Throat**
* **Earache**
* **Eye Discharge (white or yellow), pink eye**
* **Head lice**
* **Unexplained rash or skin infection**
* **Hand, Foot, and Mouth Disease** (NOT the same as “hoof and mouth” or “foot and mouth” which affects cattle, sheep, and swine! ☺) – a fairly common viral illness that tends to cause fever and rashes in infants and children, most often in summer or early autumn. There is no specific treatment for HFMD. It just runs its course as other childhood viruses… another good reason to practice good hygiene such as frequent hand-washing.
* **Symptoms of any communicable disease (NOTE: Please notify the Director of any communicable disease your child has, such as chicken pox, measles, mumps, etc. Following any such disease, a doctor’s note must be brought in order for your child to return to school.)**

If a child becomes ill at school: Parents will be called to pick up their child promptly if he/she becomes ill at school. If parents cannot be reached, alternate names from the Registration Form will be called. While we realize that this is an inconvenience, we ask that parents respect the judgment of the staff as they endeavor to help sick children recover and avoid the spread of disease.

**Any of the above symptoms require the child to be symptom-free for 24 hours, which effectively means the child may not attend the next school day.**

**Injury**

MDO staff will administer minor first aid when necessary. Parents are required to sign an authorization for emergency treatment in the event that parents cannot be reached. Parents will be notified of any accident or injury that occurs at Mother’s Day Out.

**Arrival and Departure**

Our classrooms are open to receive your child at 8:55 a.m. There are no provisions for early classroom arrival, because teachers will be preparing for activities of the day. **Parents or individuals dropping off a child should supervise the child’s hand-washing, then stay with him at the classroom door until the teacher has acknowledged receiving him/her.** We recommend that parents do not linger too long when dropping off their child as it hinders interaction with teachers and other children. For your child’s sense of security and trust, develop a short good-bye routine (hug, high-five, blown kiss, etc.), assure her that you will return, and leave with a smile. \*Never sneak away.

Children should be picked up between 1:45 and 2:00. If someone other than the parent is picking up a child, the Director must be notified in writing that morning, and the adult must be listed on the Registration Form. Anyone unknown to the teacher will be asked to show photo identification.

**Chapel**

Chapel is a special time for our MDO children. For it to be a wonderful learning experience for all the children, we ask that on chapel days, if you arrive after we have started our procession to the sanctuary, please wait till your child’s class returns from chapel. Or you may bring your child to the sanctuary and remain with him during chapel time. We ask that you only leave if he is not upset with the separation.

**Guidance and behavior management**

The word discipline means *to teach*; therefore we see it as an ongoing process of helping children to develop appropriate behavior toward others, make wise choices and use self-control. Effective discipline is not punishment, but a form of constructive guidance that will positively affect a child’s self-esteem. The following items outline UBC-MDO’s use of discipline:

1. We will guide indirectly through effective room arrangement and activities, consistent routines, clearly stating behavior expectations, and offering choices when appropriate.
2. We will set limits and expect actions from children that are appropriate for each child’s level of understanding.
3. We will encourage and model appropriate behavior.
4. We will state suggestions, directions and rules positively.
5. We will use a kind voice when guiding children. Our words and tones will help the child to feel confident and reassured.
6. Behaviors that put the safety of a child or another child in jeopardy may warrant further steps such as:
	1. Removing a child from a play area
	2. Removal from the group for a short period of time (Time-out is brief in duration, generally one minute per year of age, and appropriate to the circumstances.)
	3. Visit to the Director’s office
	4. Parent phone call or conference to discuss how parents and staff can work together to reach the desired behavior goal
	5. If a child displays persistent uncontrollable behaviors and all above approaches are to no avail, parents may be asked to remove their child from our program. This is an absolute last resort.
7. No physical discipline of any form is used in our program, and discipline will not be associated with nap time, food or bathroom procedures.

**Lunch and Snacks**

Parents of infants and bottle-fed toddlers will provide both food and drink for their children each day. Older children will bring their own lunches to school each day, along with two labeled sippie cups, one for lunch and one for snack time. **UBCMDO will provide milk for lunch each day and a snack item with water or juice.** If you prefer for your child to have a beverage other than milk for lunch, please send that in the lunch container. **NOTE:** Children may not bring carbonated drinks or dark-colored juices that may stain carpets and clothing. Also, we do not have the ability to warm food at lunch time. If you include a dessert, we ask that you avoid cupcakes and other items that are heavily-frosted. Again, please label all lunch containers in order to avoid meal-time frustration.

**Toilet learning**

Many two-year-old children begin to show an interest in using the ‘potty’ instead of staying in diapers. During the transition from diapering to toileting, it is helpful for families and teachers to work together. Our teachers will make every effort to coordinate with a parent’s style of training. Please be sure to supply us with plenty of clothing changes to adequately care for your child, including socks and shoes as well as underwear and clothing.

**Biting**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age, when children are in the beginning process of learning what is socially acceptable and what is not. Toddlers bite other toddlers for many different reasons (teething, fatigue, frustration, experimentation, trying to get someone’s attention, etc) and sometimes for no apparent reason. They have poor verbal skills and are often impulsive with little self-control.

However, when biting occurs we do take it seriously and try to ascertain why the child bit and work to extinguish the behavior as quickly as possible and assist in developing positive social skills. Our program’s biting policy addresses the actions the staff will take if a biting incident occurs. Confidentiality of all children involved will be maintained.

For the child who is bitten:

1. The bitten child will be separated from the child who bit and comforted.
2. Appropriate first aid will be administered.
3. A written incident report will be completed.

For the child who bites:

1. Staff will stay calm and will not overreact.
2. Staff will remove the child who bit from the situation, telling the child firmly that biting hurts, and that we do not bite people.
3. The child will be guided with words on an appropriate level (“I see you wanted \_\_\_\_\_\_\_. You may not bite. Let’s find another toy.”) and redirected to another object or play area.
4. Parents will be notified that their child has bitten at school.
5. If a child bites 2 times on any one day, he/she will be sent home for the remainder of that day.
6. If a child is sent home due to biting or if biting is occurring frequently, a conference with the teacher, parents, and director will be called to assess the concern and work together in developing a strategy for change.

To minimize biting, our staff will:

1. Maintain a close and constant supervision of the children at all times.
2. Shadow the child who is biting so that he/she is near caregivers, attempting to head off biting before it occurs.

**Personal belongings**

A special personal belonging may help to make a child comfortable in a new situation. We encourage each child to bring a stuffed animal or “comfort” item for rest time. They are also welcome to bring books to school for possible inclusion in story times. Our Science emphasis will always feature “things that God made”, so children are invited to bring nature items any time for discussion with the class

Each room is supplied with age-appropriate materials. Please leave your child’s toys at home or in your car. Lost or broken toys may cause conflict and hurt feelings in a classroom, disrupting the day for teachers and children. We ask that parents help children to differentiate between “home toys” and toys that are provided at school. Of course, guns, knives, and other play weapons are never allowed.

Teachers may occasionally request that children bring items from home to reinforce current learning concepts. Please make every effort to encourage your child to participate in these activities by helping him/ her to select an appropriate item to bring to school. Please do not send any irreplaceable treasures, as we cannot be responsible for broken or misplaced items.

**Clothing and bedding**

Infants: All diaper bags, blankets, clothing items, bottles, bottle covers, etc. must be labeled with your child’s name. Disposable diapers are requested. Infants are to bring their daily needs in their diaper bags each day in addition to a package of diapers and a container of wipes to be stored in the diaper changing area. We provide sheets for all cribs, but some parents wish to bring a sheet from home for detergent allergies or other reasons. This is perfectly fine.

A developmentally appropriate curriculum is based upon hands-on learning principles. Therefore, your child will be active both indoors and out. It is important that your child be dressed in comfortable, washable clothes, because they will be subject to food and paint spills. Younger children and children who are potty-learning need to bring multiple changes of clothing. All children must have at least one complete change of clothing on hand at the center at all times**. NOTE: Flip-flops, backless sandals, and Crocs are discouraged at MDO, because of their tendency to cause falling and tripping on the playground.**

A quiet time for rest is provided each day. Infants and youngest toddlers (the Baby Birds and Chameleons classes) will rest in cribs. Other classes will rest on center-provided mats on the floor of their classrooms. The rest mats are a one-piece mat/pillow/blanket design. Each will be labeled with a child’s name, stored individually for cleanliness-sake, and sent home periodically for washing. **NOTE: Children are not required to go to sleep during rest time. After 30 minutes of rest time, those who do not sleep may be offered a book or quiet activity to take to their nap mat.**

**Parental Involvement**

Our center has an open-door policy. Custodial parents or guardians, and non-custodial parents with written authorization by the custodial parent, are welcome to visit the center unannounced anytime during regular hours of operation as long as the child is enrolled. We request that classroom visits be brief in order for the children’s and teachers’ interactions and routines to be as consistent as possible. Please remember that some children have difficulty when parents are nearby.

**Parent/Teacher Conferences**

It is our responsibility to communicate with parents regarding their child’s progress. Our primary method of communication is daily information shared between the staff and parents. It is best not to discuss a child at length during departure time, because each child deserves a sense of privacy and confidentiality, and teachers need to be able to supervise other classmates and communicate with arriving/departing parents. If you would like to discuss your child’s development further at any time with the teachers or the Director, please let us know, and a convenient time for all will be scheduled. Special problems or occurrences affecting your child will be brought to your attention as needed.

Parents of children in our pre-kindergarten class will conference a minimum of once a year with their child’s teacher. A developmental checklist completed by the teacher will be used to help assist in tracking each child’s progress.

**Birthdays and Special Occasions**

We will be happy to celebrate your child’s birthday at school. When your child has a birthday, you are welcome to provide a special ‘treat’ for each child in the class. Please check with your child’s teacher to arrange a time and to discuss an appropriate snack and any food allergies in the class.

**Outdoor play**

Fresh air and exercise are an important part of your child’s health development. We will play outdoors every day, weather permitting, so please dress your child in clothes suitable for enjoying God’s beautiful world. Any outer-wear garments such as coats, hats, and gloves must be labeled with your child’s name. During inclement weather the children will play in the multi-purpose room located on the second floor above the Child Development Center.

**Field Trips**

Our older class will occasionally take field trips with written permission by parents. Families will receive a Field Trip Notice and Permission sheet containing all details of the trip. The permission sheet must be signed by the parent/guardian and returned to the Director prior to any child attending a field trip. Transportation is provided by University Baptist Church buses and is limited to children enrolled at UBC-MDO age 4 or older and teachers. Parents are welcome to attend any and all field trips if they so desire. They are also welcome to ride the bus if there is space. Children will have first priority for seating. If the bus is full, parents are welcome to follow the bus to the field trip destination. A seatbelt must be available and worn by each passenger on the bus.

**Alcohol/ drug/ fire arm usage policy**

It is the responsibility of UBC-CDC to ensure a safe environment for your children. University Baptist prohibits the use of alcohol and possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet guns, BB guns or knives in the center, on the playground and on any center-sponsored field trip. The center shall also prohibit the use of tobacco in any form in indoor areas of the center, on the playground and on any center-sponsored field trip. If a parent is suspected of being intoxicated, UBC-CDC may refuse to allow the parent to leave with their child. Instead, UBC-CDC administration will assist the parent in arranging for his/her child to get home safely.

**To contribute to the safety and happiness of all children, parents are asked to be responsible for the following:**

* Speak to your child’s teacher(s) when your child is dropped off and picked up, acknowledging that you have arrived and are leaving
* Sign your child in and out on the attendance log provided in the classroom
* Remind/Assist your child in washing his/her hands upon arrival each day
* Maintain accurate records regarding your address, contact information, emergency information, immunizations, etc.
* Inform your child’s teacher of any special circumstances that may contribute to your child’s behavior
* Refrain from sending your child to class with gum, money, personal items other than those mentioned above, toys, or toy weapons

**Items to bring to MDO**

“Meet Your Teachers” Morning (August 30, 2018)

 **1**. **Extra change of clothing,** each item labeled, in labeled gallon zip-loc

**2. Semester supplies**

1 roll paper towels

1 box Kleenex

1 pop-up container non-alcohol hand/face wipes or “boogie wipes”

 **3.** **Current immunization record**

 **4.** **First month’s tuition**, if not already paid

**5.** **Diaper-wearing children:** 1 labeled package of diapers, 1 labeled carton of diaper wipes to be kept in the changing table for daily use

On a Daily Basis

**1.** **Food items** as described above

**2.** **Stuffed animal or “lovie”** for rest time

**3.** **All diaper-wearing children:** Parents supply all diapers and diaper wipes needed by their child. Teachers will inform you on the daily report sheet when your child’s diapering items need replenishing. If you would like diaper cream applied during changing, please bring the product labeled with your child’s name, and inform the teacher.