

Dear Parents:

Welcome to the Mother's Day Out program of CrossWay Baptist Church. Our program exists for you and your child. We will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child.

Crossway Baptist Church and all its ministries are Biblically based and seek to honor Christ in every way. Our Mother's Day Out program is no exception. We will strive to treat every child with respect and give each of them the best opportunity to grow and learn in a Christian environment.

Welcome to the Crossway Mother's Day Out family. Contact me with any questions or concerns.

Please turn in the documents that follow the handbook portion by September 7, 2010.

Sincerely,

*Nancy Canoy, Director
615-278-0000
615-545-1717
ncanoy@comcast.net*

Crossway Mother's Day Out

The Program

Our program is available to children ages 12 months through pre-kindergarten. Their age must be 12 months by September 30 to enroll. We are open to the community as well as to the members of the church. We accept children of all races, colors, ethnic origins and religions.

Children learn by doing, so we will seek to provide many opportunities for the children to experience a variety of hands-on activities. Each day your child will explore several aspects of God's creation through seeing, hearing, touching, and tasting. A Bible story will be shared every week, and children will begin to learn the truth of Jesus' love for them. Children will be stimulated at their level with age appropriate activities. We hope to teach them many things in our nurturing environment that they can take with them for a lifetime.

Your child will participate in a variety of activities such as:

- Working with paint, clay, crayons, blocks, and other manipulatives
- Acquiring good health and hygiene habits
- Learning to share, take turns, think, and reason
- Outdoor play when weather permits or indoor play
- Learning to enjoy music and rhythm as they sing
- Experiencing and learning the truths of the Christian faith through Bible stories, activities and crafts and also through music and other forms
- Free play and learning centers
- Learning developmentally appropriate skills
- Honing skills in listening, cooperation and sharing

Information and Policies:

Hours of Operation

Tuesdays and Thursdays - 9:00-2:00. Our doors will open at 8:45.

Arrival and Dismissal

Parents will sign the Child's sign In/Out Sheet when bringing or picking up a child, noting the name of the person bringing or picking up, time arrival/departure and any special instructions. Persons bringing or picking up a child will need to confirm that staff member is aware of the child's arrival or departure. We will not dismiss your child to anyone unless authorized by you in writing at the beginning of the day. We will check ID when necessary.

Late pickup

It is important to be prompt in picking up your child at their dismissal time of 2:00. If you are late picking up your child, there is a late fee of \$5.00 for the first 5 minutes and \$1.00 for each minute thereafter. This fee will be payable upon arrival.

Separation and visitation

Attending a program like ours is an exciting experience for your young child, but initially it can be difficult. There will come a time when your child realizes their parents will not be there. Some children have no trouble with this transition but others may become anxious. These feelings of apprehension are normal. If your child is having difficulty, please say goodbye quickly and give them to the loving hands of our teachers. Children seldom cry for more than a few minutes after the parent is out of sight. The routine will quickly dispel all fears and allow each child to adjust.

Parent involvement and School policies:

We are always in need of substitute aids and teachers, even if you can only do certain times or days, it will help us provide better care to have a large sub list to pull from. Please let the director know at the start of school if you are interested.

Please feel free to ask any questions and offer helpful suggestions. We are here for you and your child and open communication is essential. We feel that your participation and involvement in parent conferences, open houses, and functions is very important for you and your child.

Calendar/ Snow Days

Our program operates in accordance with the Rutherford County system for snow days and other unplanned school closings. We will also follow decisions made by the county school system regarding closings for inclement weather and early dismissals. If Rutherford County delays the opening of school, we will follow the one hour delay, but if it is a two hour delay or more we will remain closed. Money will not be reimbursed for school days missed. A school calendar will be provided for you.

School Calendar

Open House, Sunday	August 29, 2010 2pm-4pm (drop-in)
First Day for Students	August 31, 2010 9am-2pm
Fall Break	October 4-8, 2010
No School (early dismissal for RCS)	October 19, 2010
No School (early dismissal for RCS)	November 16, 2010
Thanksgiving Holidays	November 25, 2010
Christmas Holidays	Dec. 21, 2010– January 4, 2011
School Resumes	January 5, 2011
Spring Break	March 21-25, 2011
Last Day for Students	May 19, 2011

*All breaks (i.e., Fall Break, Christmas, Snow Days, late openings, etc.) will follow the Rutherford County School calendar.

If Rutherford County delays one hour we will start at 9:45 for children and the teachers will arrive no later than 9:15. 2 hours or more we are closed

Financial

The program is financed on a non-profit basis by the fees from the participating children, allowances from the church, gifts and any fundraisers we have throughout the year.

Registration

At the time you turn in your registration we will need;

*Completed registration forms for each child attending

*Payment of \$ 75 registration fee per child attending (this is paid each school year and is non-refundable)

Pre-registration begins the first week in March for the following school year.

All children who have a spot in the program will know as soon as they register in person. If you are registering and a class is full you will be informed if you are being put on a waiting list at that time. If you drop your registration at the church office, the director will contact you and let you know if you have a spot or are on a waiting list during August.

Monthly Fees

Our tuition will be \$150 per month for each child. Fees are due on the first school day of each month. Checks should be made payable to Crossway Baptist Church Mother's Day Out (CBMDO) and either given to the Director or placed in the tuition box. The tuition box is located at the welcome desk in the toddler area.

A \$20.00 late fee will be charged to those making their payment after four school days have passed without payment. Payments must be received whether or not the child attends that month and registration fee is not part of tuition.

You will be asked to pay any fees incurred by the church's bank on returned checks. A monthly payment schedule is included in your package.

Withdrawal

A two weeks' notice in writing is required for withdrawal and is to be submitted to the CrossWay Mothers's Day Out Director. Any unpaid fees will need to be paid prior to leaving.

Dismissal from Program

The program reserves the right to dismiss any child if, after entering he/she is unable to participate in group experiences or if fees have not been paid.

Safety

We strive to provide a safe environment for your child. Despite close supervision, incidents may occur that could result in an injury. If your child is involved in a minor accident, you will be informed. If it is of a serious nature, the parent will be contacted immediately. Please make sure you fill out and return the medical liability release form.

Clothing

Washable play clothes and closed-toe shoes are the most suitable for Mother's Day Out. Children will be going outside on hot and cold days so appropriate dress is required. We ask that you send a complete change of clothes (shirt, shorts, socks, and underwear) in your child's backpack each day. For infants, please send two changes of clothing. Please no flip-flops, these lead to serious accidents in children.

Diapers and potty training

If your child is not potty trained, you will need to provide diapers and wipes. Your child's teachers will provide you with more information regarding their classroom policies. If your child is potty training, he/she will need to be sent in training pants or diapers. Please dress your child in appropriate two-piece outfits to assist the teachers with this process. We will do our best to support you in the potty training of your child, but please be sensitive to the fact that the teachers have a room full of children.

Children 40 months old at the start of school must be potty trained or they will be placed with a younger class...

Label items

PLEASE CLEARLY LABEL ALL YOUR CHILD'S ITEMS. (Coats, hats, lunchboxes, backpacks, security items, etc)

Toys

Children are encouraged to bring books and tapes that help enrich our curriculum themes, but please do not allow your child to bring toys to school. We have a variety of toys and activities for your children in the classroom.

Food

Each child should bring a packed lunch including a drink. We encourage the use of insulated lunch bags or freezer packs since refrigerator space is limited. Please send ready to eat food that does not need to be heated or cut up.

Snacks, special treats, and birthday celebrations

We will provide a morning snack with juice. We will try to select snacks that will be healthy as well as appealing to all ages. You may donate or bring special snacks for your room, please be mindful of allergies in your child's classroom.

If it is your child's birthday, we encourage you to bring in a special treat to celebrate the occasion. However, be sure to let your classroom teachers know in advance so they can prepare as well.

Occasionally, there will be a classroom sign-up sheet for special holiday celebrations. Your child's teachers will notify you of these plans.

Sick children

Sick Children should be kept at home for the duration of their illness for the protection of your child and other children in the program. Children should be symptom free without medication relieving the symptoms for at least 48 hours before returning to school.

**Please inform us if any member of your family contracts an infectious disease such as whooping cough, chicken pox, rubella, mumps etc. We will need to inform all families that it may spread to others around the school.

What is considered a Sick Child?

1. A fever of 100 degrees or higher (must be free of fever 48 hours before returning)
2. Colds, congestion, excessive coughing, sore throat, etc.
3. Anything infectious including "pink eye", Flu, Bronchitis, German Measles, Rubella, Strep Throat, Rota Virus, Fifth's Disease etc..
4. Vomiting or diarrhea (must be free for at least 48 hours)
5. Any other obvious signs of sickness such as anything other than clear fluid from nose (gray, yellow, green or thick, cloudy mucous should be kept home as these indicate a virus.)

If your child seems lethargic, has poor color, or is fussy, please use discretion when bringing him/her to school. If they become ill while present at school, we will contact you immediately and you will need to pick them up.

Medication

We will not administer any types of medication except emergency medication for things such as allergic reaction when waiting for a parent may be detrimental to the child's health.

We will apply basic first aid in case of any minor injuries but no medications.

Discipline

In our program, we stress the need for boundaries and appropriate rules. We will always try to anticipate problems and avoid unpleasant situations. However, when a child goes beyond the limitations set, discipline becomes necessary. We use the time out method of discipline for our children. If a child chooses to display inappropriate behavior, they are removed from the activity for a period, (one minute per year of the child's age). The teacher will explain to the child her expectations before and after the time out. We will let the child know we still love him/her but that we disapprove of the choice they made.

If this method of discipline is ineffective with the child and they are four or five years old and the behavior continues, the child will be taken out of the room to the Director. The situation will be handled appropriately by the director, a calming period and conversation and the child will be sent back to the classroom. If the child is sent to the director again in a day, the parent will be contacted and the child will be sent home.

Under no circumstances will a physical punishment of a child be permitted or administered by the teacher or anyone caring for the child. We anticipate very few problems because children are usually eager to please and be praised.

Parent Agreement

I, _____, whose child _____
is enrolled in the 2010/2011 school year of CrossWay Mother's Day Out Early Education
Program, have received a copy of the *Parent's Handbook*. I have read and understood the
policies and guidelines as described in the Handbook, and I agree to abide by them.

(Signature of Parent/Guardian)

(Date)

Optional:

Permission to Photograph and Video Tape

I, _____
(Parent's or Legal Guardian's Name)

Give permission for CrossWay Mother's Day Out
(Name of Child Care Provider)

To photograph and video my child/ren, _____
(Child's Name)

For the following purposes:

Type of Use:	Grant Permission	Decline Permission
Video for Graduation slideshow		
Still photos for scrapbook		

Necessary Daily Items

Your child will require the following items **each day**:

- A lunch (finger foods)
- A **complete** change of clothes (including socks)
- A light blanket for nap time (optional)
- A towel for mat cover (optional - crib sheets work well, vinyl mats are provided)
- Children in diapers will also require:
 - Diapers (Disposable)
 - Wipes
 - Ointments / Powders

Coats:

Please bring a jacket or coat with your child when weather dictates.

It is imperative that all of the above items (clothes, lunch boxes, bottles, pacifiers, blankets, jackets, stuffed animals, crib sheets or towels, etc.) be labeled with the child's name.

***Please do not bring any toys to school except those for naptime use only. The extra toys distract from the day and causes problems with other children. If a child comes with a toy, teachers will put the toy away until the end of the day. Therefore, if they are left at home it will make a happier day for the child.*