



FIRST BAPTIST BRYAN



Parent Handbook  
Policy & Procedures  
2020-2021



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## OUR PURPOSE

The purpose of the First Baptist Bryan MDO program is to extend the ministry of First Baptist Bryan. The mission of our program is to provide purposeful play in a safe, nurturing and loving, Christian environment in which children who attend are engaged in developmentally appropriate activities to promote learning and to foster growth in the areas of spiritual, intellectual, social, emotional and physical development.

## OUR GOAL

At First Baptist Bryan our staff of the MDO program has one passion, and that is to see children's lives changed in their knowledge and pursuit of Jesus Christ. Our goal is to provide quality Christian care in a Biblically-based learning environment by creating quality educational experiences and learning opportunities, and sharing the love of Jesus through the teaching of God's Word. The First Baptist Bryan MDO staff is committed to providing a safe, loving and nurturing environment to each child entrusted to our care. We consider it a privilege and honor that you have chosen us to share in the caring of your child.

## HOURS OF OPERATION

FBC Bryan MDO is open from 9 am–2:30 pm on Tuesdays & Thursdays.

Fall Semester: September – December

Spring Semester: January – May

First Baptist Bryan MDO will follow the Bryan ISD calendar for holidays and school closings in the event of severe weather. If school is being delayed, First Baptist Bryan MDO will remain closed. Please watch KBTX or view their website for current updates.

## CONTACT INFORMATION

Sarah Tichenor  
Mother's Day Out Director  
Email: [mdo@fbcbryan.org](mailto:mdo@fbcbryan.org)  
Phone: 979-776-1400 ext. 127

## TUITION, FEES & PAYMENT

The non-refundable registration fee for Fall and Spring Semesters is \$100, and it is due upon application. Tuition is due on the first school day of each month. The rate for the One's–Pre-K classes is \$210 per month for one child. The rate for one day a week is \$125 per month for one child. The Babies class is full-time (Tuesdays & Thursdays) only and the rate is \$280 per month for one child.

A late fee of \$10 will be charged on the 7th day of each month if payment has not been received. After the 10th day and payment not received, a child will, unfortunately, be unable to return to the program until arrangements are made with the director.

A supply fee in the amount of \$75 will be due on the first day of the Fall semester and again on the first day of the Spring semester for a total of \$150 for the entire year. This fee will cover supplies for your child during the school year. However, a teacher may ask for donations should "odds-and-ins" items not be covered.

FBC MDO is pleased to offer myprocare – an online portal for parents to access account information, complete registration and easily pay tuition. Visit [myprocare.com](http://myprocare.com) for login info. If another form of payment is required, please make arrangements with the director. There will be no refunds or adjustments for holidays, absences or cancelled days.

## ENROLLMENT & REGISTRATION

Enrollment is based on availability and room placement are based on the age of your child. A child is considered for placement once the enrollment fee of \$100.00 is paid. The registration fee is non-refundable.

***Withdrawal from the First Baptist Bryan MDO program requires a 2 weeks written notice, along with the full payment for the month of withdrawal. Tuition for the full month is required even if your child did not attend.***

## CURRICULUM

WEE Learn is a Bible-based curriculums that we use to guide activities and age appropriate learning. Activities planned around the unit will include dramatic play, blocks, puppets, nursery rhymes, music, books, puzzles, nature, games, art, outdoor play and much more. Children will engage in learning through centers and group time. The center activities will contain toys, manipulatives and materials that relate to the lesson. This will allow each child the opportunity to practice making decisions, following directions, working independently and sharing with others. Daily activities will include a Bible story, music and movement, language development unit study including early reading and math skills.

## ATTENDANCE POLICY

Tuition will not be adjusted for absences, vacations, or holidays; the monthly payment of tuition is paid in order to reserve your child's place in the classroom. Tuition is due the first school day of each month.

## ARRIVAL & DROP-OFF PROCEDURES

Classes will begin at 9 am. Dismissal will start at 2:15-2:30 pm. Please use the East doors when dropping off or picking up children. First Baptist Bryan is a locked facility. Please make arrangements with the director for early pick up.

Please sign your child in and out each day at the Welcome Center. In the morning, deliver your child to the teacher in the classroom. Please be mindful of drop off time. We want to make this a smooth transition, so please limit your time at your child's classroom door.

Children will only be released to the authorized individuals listed on the enrollment form. If a new individual is going to pick up your child, the parent/guardian must be added to the enrollment form ahead of time. In an emergency situation a phone confirmation is required. This person must prove their identity with photo ID. Children will not be released to minors.

Late pick-up will result in a fee of \$1.00 per minute starting at 2:30. This fee will be paid to the director at pick up.

## TEACHER COMMUNICATION

First Baptist Bryan MDO encourages open and honest conversations between parents and teachers. If a parent/guardian needs to visit briefly with a teacher, please respect her time and her focus on the needs of the children. Keep conversations short and concise during MDO hours. Should there be questions or concerns about child, and a need to schedule a phone conference with the teacher during the day, contact the director so that arrangements may be made.

## SNACKS & LUNCH

Please pack a healthy, morning snack, cold lunch and drink with your child in a spill proof cup with your child's name on it each day.

## BIRTHDAY POLICY

If a parent/guardian would like to provide a special snack for a birthday celebration, please bring easy to eat individual servings for the children to enjoy (Ex. cookies, mini cupcakes, donut holes or muffins). There may be instances of food allergies, so please make arrangements ahead of time. Please provide the teacher with the date and item being served.

## DISCIPLINE POLICY

When appropriate, our staff will approach the behavior with the following:

- Discipline must be individualized and consistent for each child, appropriate to the child's level of understanding; and directed toward teaching the child acceptable behavior and self-control.

The caregivers will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- 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

Sometimes, negative behavior will persist. If the behavior of a child is preventing the teaching and learning of the classroom, the teacher will use the following procedure:

- Removal to Director's office
- Optional phone call to parent

In the event that a child is escorted from the classroom and taken to the director, it will be the director's discretion to contact the parent. In the event that the behavior persists over time, the teacher, director and parents will meet to discuss the next possible steps for a solution. Withdrawal from the program is the last step, but all efforts to avoid withdrawal will be taken. In the event that the child's behavior is a severe threat to the safety of themselves or those around him/her, the student will be withdrawn from the program immediately. MDO does have the right to withdrawal a child who is unable to adapt to a group situation. No tuition will be refunded.

## SCHOOL SECURITY

For security purposes, parents are not allowed in the hallways from 9:30 am – 2:15 pm. First Baptist Bryan is a locked facility. Children in our care will only be dismissed to the authorized individuals listed on the enrollment form. Identification is required each day at pick up. Children will not be released to minors.



## HEALTH POLICY

Please do not bring your child sick to MDO. If a child shows any sign of illness, the parent will be contacted and required to take the child home. An ill child must be picked up within an hour of their first communication alert.

Common illnesses that warrant a child to stay home include, but are not limited to fever (oral temperature of 99.9 or higher), pink eye, vomiting, diarrhea, lice, common cold symptoms and rashes. Your child **MUST** be fever free without medication for 72 hours before to returning to school, or have a note stating that they have been evaluated by their medical provider and may return.

If a parent does not follow the health policy, the child may be removed from the program. In such a case, a refund will not be given.

## MEDICAL & MEDICATION POLICY

If your child takes medication, the medication must be accompanied by the doctor's prescribed dosage on the original bottle with the child's name. A parent/guardian must complete a medication authorization form provided by First Baptist Bryan MDO. Only the director and assistant director, will administer medication, and only in the manner stated on the form.

Regarding an epi-pen or rescue inhaler, the medication will be in the teacher's possession at all times. In the event of an emergency, the teacher will administer the medication as prescribed on the label of prescribed medication. If used, parent/guardian will be notified immediately.

Any medication must be delivered from the parent to the teacher.

Medication IS NOT to be carried from the child to the teacher within a backpack.

Should an emergency arise, a staff member will first contact the parent/guardian then will proceed to call other emergency contacts listed. In the event of a life threatening emergency, 911 will be called first, then the parent/guardian.

## POTTY TRAINING

Our main focus throughout the day is to teach your child. Potty-training may be supported during the MDO day to help reinforce skills being taught at home. However, we encourage parent/guardian to facilitate mastery of the skill at home.

If a two or three-year-old child is being potty-trained, he/she must be in pull-up or a diaper. Please make sure there is an adequate number of diapers or pull-ups and wipes to support the child during the MDO day. Each pull-up or diaper and wipes should be labeled with child's name and accessible in his/her backpack.

All four and five-year-old children are required to be toilet trained and wearing underwear during the MDO day. Multiple bathroom breaks are planned throughout the day. However, when an accident occurs, the child will be supported by assisting with clean up and by preserving his/her dignity.

Note:

- A child is considered potty-trained when he/she recognizes the need to go to the bathroom and expresses that need verbally.
- Inform the teacher if a child needs to wear a pull-up during nap time.

## 3 MONTHS – 12 MONTHS OLD

Please pack and provide everything your baby needs during the day at MDO, including a pack-n-play fitted sheet. Clearly label every item with child's first and last name. Also, provide a list of your child's schedule each day.

Please fill out and return the Information Sheet for Babies and Toddlers that was given in the parent folder.

## WHAT TO BRING

Clearly labeled backpack and items with child's first and last name:

- Morning snack, cold lunch and a drink (spill proof cup)
- Extra change of clothes and underwear
- Diapers/pull ups, wipes and cream in a large Ziploc bag labeled with your child's name
- Small blanket and mat for rest time
- Child's folder each day
- For 1 year old class, a blanket, napmat, or pack-n-play sheet per the child's development needs.

## WHAT NOT TO BRING

Due to children of various ages being in our care, it is important that children do not bring:

- Toys, unless requested by teacher
- Small coins/money
- Expensive or delicate objects or clothing



## WHAT TO WEAR

Learning is fun and may get messy. Children will be active during the MDO day, and should wear comfortable clothing. Please dress according to the weather and make sure to include a jacket during the cooler seasons.

## NAP TIME

A child is not required to sleep, but is expected to rest quietly during this time. A clearly labeled nap mat and cover is to be brought for each child 17 months and older. Due to lack of storage, these items will be sent home at the end of each day.

## CLASSROOMS

Classroom distribution is based solely on the age of the child as of September 1st of the calendared year, not on his/her developmental skills. If there is a strong concern by a parent/guardian about his/her child's developmental abilities, exceptions may be made. This is dependent on availability of classroom and staff. Children will remain in the same class for the entire academic school year.



## MEET THE TEACHER

All children and parent/guardian(s) will be required to attend the “Meet the Teacher” event. It is our desire to make MDO a happy and memorable experience for the family. “Meet the Teacher” will be scheduled prior to classes starting in order to help children become familiar with new surroundings and faces. Parents and children will have the opportunity to meet their teachers, explore the classroom and parents/guardians may ask questions before the first day of school. A notice will be sent to parents in August.

## OUR EMPLOYEES

We desire that all Employees of First Baptist Bryan MDO hold beliefs that are consistent with the mission and purpose of First Baptist Bryan. Staff are required to pass a criminal background check, attend 15 hours of training and staff development, including CPR and First Aid.

***WE ARE GROWING AND LEARNING IN THE FRUIT OF  
GOD'S SPIRIT: LOVE, JOY, PEACE, PATIENCE, KINDNESS,  
GOODNESS, FAITHFULNESS, GENTLENESS, AND SELF-  
CONTROL.***

**GALATIANS 5:22-23**





## First Baptist Bryan MDO

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