

**Rocky Hill Baptist Church
Mother's Day Out
Ministry**

**Parent
Handbook
2011 - 2012**



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Dear Parents,

Welcome to Rocky Hill Baptist Church Mother's Day Out Ministry! We feel blessed that you have chosen us, and we very much look forward to getting to know you and your family.

The following information contains the policies and procedures of our ministry. These were developed in order to help you and your child have a positive and stress-free Mother's Day Out experience.

We are honored to provide a loving environment where your child can learn and grow, and we are excited about the adventures that await us this year!

Blessings to your family,

Jillian Atchley
Children's Ministry Director

*Mission

As a ministry of Rocky Hill Baptist Church, our Mission is to:

- Teach those we meet about Jesus so that they may come to know Him personally
- Serve families by providing a safe, loving, Christ-like environment where God's love is spoken, shared, and modeled on an on-going basis
- Help children develop spiritually, physically, mentally, emotionally, and socially - and allow children to achieve their full potential at their own developmental level

*Philosophy

Our philosophy is based on our belief that God loves each of us. Every child is special and precious. We are prayerful that our role in his/her life will be positive. We will provide a nurturing atmosphere and administer Developmentally Appropriate Practices, hoping to develop the "whole child":

- ***Spiritually:*** We plan that each child will grow in his/her knowledge of God and His love and care. We want all children to be aware of God's world around us. We teach that Jesus is God's son, our Savior and friend.
- ***Physically:*** Through outdoor play and movement activities, children will develop large muscle skills as they run, climb, jump, pull and push. Small motor skills are developed through the use of manipulatives.
- ***Mentally:*** Through games, use of learning centers, art work, songs, books, puzzles, blocks and group activities, we provide opportunities for mental development. We teach each child about his/her world and increase his/her vocabulary. Your child will discover that learning is a joy.
- ***Emotionally:*** Our hope is to help your child move from a home environment into a school setting in a positive manner. As your child matures in reactions and expression of emotion she/he will feel good about themselves and their ability to communicate even sad or angry feelings in an acceptable manner.
- ***Socially:*** Children are taught to work and play effectively with their peer group. They are encouraged to be kind, to share, to cooperate, to be helpful, and to accept responsibility as an individual and as a part of the group. They also learn to respect each other.



***Curriculum**

We use the LifeWay early-education series, WEE Learn, in our classes. This series is Biblically-based and age-appropriate. Each level of instruction is based on thematic units that will include Bible lessons, pre-reading and pre-math, as well as teaching social skills and promoting self-esteem.

***Licensing**

We are considered to be a Mother's Day Out Ministry and are not required to be licensed by the Department of Human Services. However, our policies closely, if not completely, comply with the State of Tennessee Department of Human Services laws and Rocky Hill Baptist Church policies.

***General Information**

- ***Class Days:*** "**Group A**": Monday & Wednesday, "**Group B**": Tuesday & Thursday
- ***Class Times:*** 9:00 am - 1:00 pm
- ***Age Requirements:***
 - At least 15 months (**and walking**) by first day of class to attend 1 year old class
 - 2 by first day of class to attend 2 year old class
 - 3 (**and potty-trained**) by first day of class to attend 3 year old class
 - 4 by first day of class to attend 4 year old class
- ***Registration Fee (non-refundable...required for Enrollment):***
 - \$80 for one child
 - \$120 for two children
 - \$140 for three or more children
- ***Full Monthly Tuition:*** \$150 per month

***Admission**

The Rocky Hill Baptist Church Mother's Day Out Ministry admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, religion, national and ethnic origin in the administration of its educational policies, admissions policies, or programs.

***Disclaimer**

Unfortunately, at this time, Rocky Hill Baptist Church Mother's Day Out Ministry is not equipped to provide proper care for children with any developmental handicaps (physical, mental, emotional, etc.)

***Enrollment**

A child's name is placed on the class list when all of the following have been received:

- Enrollment Application (including all additional related forms)
- Registration Fee
- Signed Memorandum of Understanding

***Immunization Forms**

Before your child may attend Mother's Day Out, all his or her immunization records must be on file in the office. A doctor must sign the records. All records should be on the yellow daycare form provided by your physician or the health department.

***Withdrawal**

If it becomes necessary to withdraw your child from school for any reason please give us at least 2 weeks written notice prior to your departure date. You will owe nothing past that 2 week period. If you have paid tuition in advance a refund will be issued for each subsequent day. If you approach us ON your last day (or a few days prior) you will owe 2 weeks tuition from that day.

***Termination**

We strive to work with each child to succeed in the classroom. Any one of the following situations necessitates removal of a student from the program:

- A child who is excessively disruptive or exhibits exceptionally aggressive behavior which threatens the safety and well-being of self or others in the class
- A child requiring constant one-on-one attention from the teacher, taking away attention from the rest of the class
- A 2-week unexplained absence from class when the teacher and director have been unable to reach the family and tuition is past-due
- When tuition falls more than 2 weeks behind the 1st of the month due date



***Tuition Payment Schedule (for 2011-2012 School Year)**

"Group A" (Monday & Wednesday)

- Registration Fee Due: Date of Enrollment
- Half of Monthly Tuition Payment Due: Monday, August 15th
- Full Monthly Tuition Payment Due: Wednesday, September 7th
- Full Monthly Tuition Payment Due: Monday, October 3rd
- Full Monthly Tuition Payment Due: Wednesday, November 2nd
- Full Monthly Tuition Payment Due: Monday, December 5th
- Full Monthly Tuition Payment Due: Monday, January 9th
- Full Monthly Tuition Payment Due: Wednesday, February 1st
- Full Monthly Tuition Payment Due: Monday, March 5th
- Full Monthly Tuition Payment Due: Monday, April 2nd
- 3/4 of Monthly Tuition Payment Due: Wednesday, May 2nd

"Group B" (Tuesday & Thursday)

- Registration Fee Due: Date of Enrollment
- Half of Monthly Tuition Payment Due: Tuesday, August 16th
- Full Monthly Tuition Payment Due: Thursday, September 1st
- Full Monthly Tuition Payment Due: Tuesday, October 4th
- Full Monthly Tuition Payment Due: Tuesday, November 1st
- Full Monthly Tuition Payment Due: Thursday, December 1st
- Full Monthly Tuition Payment Due: Tuesday, January 10th
- Full Monthly Tuition Payment Due: Thursday, February 2nd
- Full Monthly Tuition Payment Due: Thursday, March 1st
- Full Monthly Tuition Payment Due: Tuesday, April 3rd
- 3/4 of Monthly Tuition Payment Due: Tuesday, May 1st

***Financial Policies**

Payments are due on the first class day of each month and must be made with cash or personal check. A fee of \$30 will be added for each week your payment is late. If your payment is one month late, your child will be terminated from the program.

***Arrival**

Teachers will receive children at 9:00 a.m. each day. The teachers need every minute before then to prepare for your child's day. The classroom door will open at 9:00 a.m. to welcome children. You will need to sign your child in and include emergency numbers where you can be reached during the day. Please have your child here as close to 9:00 a.m. as possible.

***Dismissal**

Our program ends at 1:00 p.m. Please present your Security Card and sign your child out. (*We will need to see ID the first time you, or anyone else, picks up your child.) For safety reasons, children are to remain with parents through the hallway and all the way to the car. To help us avoid any potential dangerous situations, please bring any younger siblings into the building with you when picking up your child. We do not provide supervision in the parking lot.

***"Late Pick-Up" Fee**

Our program ends at 1:00pm. If you are 10 minutes late, you will be charged a fee of \$10. You will be charged \$1 for each additional minute you are late. These charges will be added to your next month's tuition.

***Dismissal Permission**

Written permission is required for a child to leave with anyone other than their parents (or legal guardians). You may give permission for the year for someone else to pick up your child on the Security Card, or if it is a temporary arrangement, you may write a daily note. (For the safety of your child, the MDO Director will call you to verify the authenticity of the note. Please understand that we would rather inconvenience someone than allow your child to leave with anyone for whom you have not given written permission.) *Single Parents - Please provide us with a copy of the necessary legal documents if permission to pick up a child is different from joint custody where "either Mom or Dad may pick up". For your child's safety, we can make no exceptions to these policies no matter who registered the child or who is paying tuition.

***Impaired Parents**

If a parent or guardian arrives to pick up a child and is impaired (due to alcohol or substance abuse), we will keep the child with us until arrangements can be made for someone else to pick up the child. *The judgment of a parent or guardian's impairment is left to our discretion and all judgments will be made to the best of our ability.



***Tips for a Smooth and Successful Arrival and Dismissal**

1. Prepare your child ahead of time about coming to school.
2. Arrive on time. Your child needs time to accommodate before the school day begins.
3. Walk them to the room and reassure them with a hug, a kiss, an "I love you", and "I'll be back in a little while" - then EXIT. At this point it will not do any good to stay until they settle down. They will not settle down as long as you are there. They see your reluctance to leave to mean that you are not quite sure about leaving them in this place! Your presence now only delays and intensifies their reaction and then the rest of the class may also become upset!
4. TRUST US- We realize that there may be tears at first, but it will pass OR we'll call you. Our teachers will call you if there is a serious problem. You are welcome to call from time to time and check on your child, or ask us questions and we will be happy to help you.
5. Don't be late to pick up your child. It's unsettling to them when they are the last one picked up.

***Parental Responsibilities During Arrival and Dismissal**

- Have your child remain with you at all times when they are entering and exiting the building.
- Watch for small children in the parking lot.
- Do not leave children locked in cars unattended.
- Do not park in handicapped spaces.
- Do not leave valuables in cars.
- Do not leave cars running.

*Security

For the safety of your children, the doors to the Mother's Day Out area will be locked from 9:15 to 12:45. If you arrive during those times, you will need to enter through the Church Office entrance.

*Class Security

Each teacher will have a sheet for you to daily sign your child in and out. In addition, you will be issued 2 Security Cards with your child's name on them. You must present your card every time you pick up your child. If someone else, such as spouse or friend, will be picking up your child, he/she must present a Security Card (or a written note, and sign your child out. We will not allow your child to leave with anyone who does not have a Security Card for that child. We would rather inconvenience someone than allow your child to leave with anyone for whom you have not given written permission. In case of emergency, the Director can authorize verbal consent from the parent.

*Closings

- **Weather:** If Knox County schools close, then we close, too. If Knox County schools begin one hour late, we will start at 10:00 am. If Knox County schools start two hours late, we will start at 11:00 am.
- **Illness/Emergency:** If the program closes due to a contagious disease or an emergency, your child's teacher will notify you as soon as possible. If Knox County schools close for any illnesses or emergency, then we do as well.
- **Holidays:** As a general rule, we follow the Knox County school schedule. There may be a few exceptions, but they will always be given to you in writing or you will receive a phone call by your child's teacher.



***Holiday Schedule (for the 2011 - 2012 School Year, in accordance with the Knox County School Holiday Schedule)**

"Group A" (Monday & Wednesday)

- First Day of School	Monday, August 15 th	MDO Open
- Labor Day Holiday	Monday, September 5 th	MDO Closed
- Thanksgiving Holiday	Wednesday, November 23 rd	MDO Closed
- Christmas Break	Monday, December 26 th	MDO Closed
	Wednesday, December 28 th	MDO Closed
	Monday, January 2 nd	MDO Closed
	Wednesday, January 4 th	MDO Closed
- Martin Luther King Day	Monday, January 16 th	MDO Closed
- President's Day	Monday, February 20 th	MDO Closed
- Spring Break	Monday, March 19 th	MDO Closed
	Wednesday, March 21 st	MDO Closed
- Easter Holiday	Monday, April 9 th	MDO Closed
- Last Day of School	Wednesday, May 23 rd	MDO Open

"Group B" (Tuesday & Thursday)

- First Day of School	Tuesday, August 16 th	MDO Open
- Thanksgiving Day	Thursday, November 24 th	MDO Closed
- Christmas Break	Tuesday, December 27 th	MDO Closed
	Thursday, December 29 th	MDO Closed
	Tuesday, January 3 rd	MDO Closed
	Thursday, January 5 th	MDO Closed
- Spring Break	Tuesday, March 20 th	MDO Closed
	Thursday, March 22 nd	MDO Closed
- Last Day of School	Tuesday, May 22 nd	MDO Open



***Emergency Plan**

In case of emergency situation (such as fire, tornado, etc.), we will follow our Emergency Plan. Our staff is well-prepared for such emergencies, and your child's safety is our utmost concern. In an emergency situation, we will notify you as soon as possible.

***Injury**

An Incident Report will be filled out in all situations involving minor or major injury. If your child is involved in a minor injury, MDO Staff will attend to the child and notify you of the injury at pick-up. If your child is involved in a major injury, the MDO Director reserves the right to call 911. In such cases, the Emergency Contacts you have provided for us will be notified immediately and an Incident Report will be filed. All Incident Reports will be reviewed with you by MDO Director or your child's teacher.

***Illness**

For your child to progress, he/she needs to attend regularly. Unfortunately, there will be times when your child will need alternative care. Please note:

- Do not send your child to school if he/she displays any of the following symptoms: fever of 99.5 or over, listlessness, sore throat, upset stomach, vomiting, diarrhea (more than once in an hour), rash, crusty, matted, or oozing eyes, bad cough, green or yellow discharge from the nose, or any communicable disease (such as chicken pox, staph infection, strep throat, or impetigo).
- If your child has a yucky nose, they must be on antibiotics for 24 hours before returning to school and a note from the doctor stating they are not contagious.
- If your child has allergies, we must have a doctor's note stating that condition and that your child is not contagious. Remember, if you have taken your child to the doctor and he or she is prescribed antibiotics, they must take them for a full 24 hours before returning.
- If your child develops sickness, with or without fever, they will be isolated from the other children until you (or a listed Emergency Contact) can pick them up. After receiving the call to pick-up your child, please come as quickly as possible.

***Medication**

We are not allowed to give your child any medication while in our care unless it is an emergency. Some examples include: asthma, severe allergy, prescribed ADHD drug, or seizure meds. We must have written permission and directions from the doctor to administer this medication. It must also be in the original bottle. Antibiotics, antihistamines, cough medicines, fever or pain reducers cannot be given out by us at any

time for any reason. All medications must be kept in a locked box in the director's office. Do not leave medication in your child's backpack.

***Sick Days**

Since we pay our teachers whether your child attends or not, we do not allocate sick or vacation days for your child. Please plan to pay the full amount each month.

***Appropriate Dress**

We encourage you to dress your child in washable play clothes. Clothing which can easily be handled makes them feel independent. Belts are hard to buckle and body suits and jumpsuits make bathroom time difficult. Please remove all draw-strings from your child's jackets, for safety reasons. A change of clothing should be put in your child's bag DAILY in the event of sickness, bathroom accidents or spilled drink or paint. Please label all items your child brings to school.

***Personal Toys**

We strongly discourage bringing personal toys to school. It is hard to share toys with the other children. If your child needs a toy or item for security, we understand. We will keep it in a safe place until you return. Please leave toys such as guns, holsters, bullets, knives, ghosts, beasts, war toys, and such items at home. These toys don't do well in a big group setting, as they tend to invite aggressive behavior.

***Lunches**

Pack a lunch with anything your child likes to eat that does not have to be refrigerated or heated. Finger foods are best. Please DO NOT SEND GRAPE, PURPLE, or RED DRINKS or JELLO (due to stain problems), carbonated beverages, hard candy or gum to school. Please send utensils when needed. If you forget your child's lunch, please do not stop by a fast-food restaurant and purchase a hot meal, as this will make the other children unhappy when they smell a treat that is not for them. If your child has an allergy to a certain food, please let the teacher know immediately.

***Snack**

No snack will be served, due to potential food allergies.

***Birthdays**

If you would like to celebrate your child's birthday at school, please notify your child's teacher in advance. Any food for the party must be store bought. If you are having a party somewhere else, please mail your invitations unless you plan to invite the whole class.

***Discipline**

Our objective is to provide consistent positive reinforcement, encouragement, and praise as a way to manage classroom behavior. Disruptive classroom situations such as biting, kicking, etc., are unacceptable. Redirecting a child is the first method used in the classroom. Next, we will explain to the child why this behavior is inappropriate. If the behavior continues, the child will be given toys in a different area to play with. If the child does not respond positively to these methods he/she will have an age-appropriate minutes in the 'quiet chair' or the 'quiet area' . After several instances of misbehavior, a visit to the director's office is required. Parents will be notified if persistent, negative behavior continues.

***Biting Policy**

While children bite for many reasons and it is normal for young children, continual biting is not allowed in the program. If a child bites more than three times in one month, the parent will be asked to sit in the classroom with the child or the child will be asked to take a break for two weeks. If the child continues to bite, the child will be asked to sit out for one month. The last step is removal from the program at the director's discretion.

***Potty Training**

Potty training is a big step in the life of a child and parent, and we want to partner with you to make this transition be as smooth as possible. We will help you all we can to help your child develop independence and self-confidence in the bathroom, but we need your help as well. Listed below are few requests we have of each parent with a potty-training child:

- Please be working with your child at home for at least two weeks before sending him/her to school in "big kid" underwear.
- We prefer diapers over pull-ups in the classroom. We understand that pull-ups are preferable at home, but it takes much longer to change a pull-up than a diaper. This cuts into class time with all of the other students.
- Please send a full set of clothes in your child's backpack each day. This includes socks and shoes. If your child is just beginning toilet training, more than one set may be needed.

- If your child continues to have accidents over a long period of time, you may be asked to place the child back in diapers for school. This is not something we desire to do, but may be necessary for a while.

***Communication**

Teachers will communicate what is happening in your child's room in the form of monthly calendars/newsletters sent home prior to the beginning of the month. A conference may be scheduled ANYTIME during the year at the parent's or teacher's request. Please call the school office and leave a message if you would like a teacher to return your call (please DO NOT have or schedule a conference during drop-off or pick-up time, as the teacher will not be able to give full attention to you or the students). In January, you will have an opportunity to participate in a confidential written evaluation of the curriculum, staff, and school.

HANDBOOK CHANGES:

IF IT BECOMES NECESSARY THROUGHOUT THE YEAR TO MAKE CHANGES TO THIS HANDBOOK, AN EMAIL WILL BE SENT TO YOU SO YOU CAN ADD THIS NEW INFORMATION TO YOUR HANDBOOK.

CLASS CANCELLATIONS:

IF NOT ENOUGH STUDENTS ENROLL TO COVER EXPENSES, THE CLASS WILL BE CANCELED.

PARENTS WILL BE NOTIFIED 2 WEEKS PRIOR TO THE FIRST DAY OF CLASS AND OTHER ARRANGEMENTS WILL NEED TO BE MADE BY PARENTS AND SCHOOL STAFF.



**"Group A" (Monday & Wednesday) Calendar
for 2011-2012 School Year**

* First Day of School	Monday, August 15 th
*	
* Tuition Payment Due	Monday, August 15 th
*	
* Labor Day Holiday	Monday, September 5 th
*	
* Tuition Payment Due	Wednesday, September 7 th
*	
* Tuition Payment Due	Monday, October 3 rd
*	
* Tuition Payment Due	Wednesday, November 2 nd
*	
* Thanksgiving Holiday	Wednesday, November 23 rd
*	
* Tuition Payment Due	Monday, December 5 th
*	
* Christmas Break	Monday, December 26 th Wednesday, December 28 th Monday, January 2 nd Wednesday, January 4 th
* Tuition Payment Due	Monday, January 9 th
*	
* Martin Luther King Day	Monday, January 16 th
*	
* Tuition Payment Due	Wednesday, February 1 st
*	
* President's Day	Monday, February 20 th
*	
* Tuition Payment Due	Monday, March 5 th
*	
* Spring Break	Monday, March 19 th Wednesday, March 21 st
* Tuition Payment Due	Monday, April 2 nd
*	
* Easter Holiday	Monday, April 9 th
*	
* Tuition Payment Due	Wednesday, May 2 nd
* Last Day of School	Wednesday, May 23 rd

"Group B" (Tuesday & Thursday) Calendar
for 2011-2012 School Year

* First Day of School	Tuesday, August 16 th
*	
* Tuition Payment Due	Tuesday, August 16 th
*	
* Tuition Payment Due	Thursday, September 1 st
*	
* Tuition Payment Due	Tuesday, October 4 th
*	
* Tuition Payment Due	Tuesday, November 1 st
*	
* Thanksgiving Holiday	Thursday, November 24 th
*	
* Tuition Payment Due	Thursday, December 1 st
*	
* Christmas Break	Tuesday, December 27 th Thursday, December 29 th Tuesday, January 3 rd Thursday, January 5 th
*	
* Tuition Payment Due	Tuesday, January 10 th
*	
* Tuition Payment Due	Thursday, February 2 nd
*	
* Tuition Payment Due	Thursday, March 1 st
*	
* Spring Break	Tuesday, March 20 th Thursday, March 22 nd
*	
* Tuition Payment Due	Tuesday, April 3 rd
*	
* Tuition Payment Due	Tuesday, May 1 st
*	
* Last Day of School	Tuesday, May 22 nd