

Abundant Life Ministries

Mother's Day Out (ALMMDO)

Policies

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Abundant Life Ministries
Mother's Day Out (ALMMDO)
A Ministry of Sylvan Hills First Baptist Church
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Mother's Day Out (ALMMDO)
A Ministry of Sylvan Hills First Baptist Church
MOTHER'S DAY OUT POLICIES

Our purpose as a Christian organization is to provide a service to parents, and to offer a ministry of loving care for children.

ADMINISTRATION: The Abundant Life Ministries Mother's Day Out (ALMMDO) is under the direct supervision of the Abundant Life Ministries director, general supervision of the pastor, and the weekday ministries board.

BEFORE/AFTER CARE SERVICES: For additional fee before/after care services will be available based on interest and staffing. If you are interested in this service, please see the Director for more details.

COMMITMENT: ALMMDO is a ministry of Sylvan Hills First Baptist Church and is committed to following the mission of the church. The mission of Sylvan Hills First Baptist Church is to serve God by reaching the lost, leading believers to grow, and being a spiritual lamp to our community and the world. Children in ALMMDO will participate in lessons, songs and prayers that associate with God and Jesus as their Savior. Children **will not** be pulled from activities pertaining to such due to different religious beliefs at home.

COMMUNICATION: According to staff policies Mother's Day Out staff is not allowed to use their cell phones during MDO hours. If you have any concerns about a classroom or a message that needs to be given to a teacher please go through the Director. For emergencies call church office 501-835-2511.

CURRICULUM: The curriculum for ALMMDO is carefully planned under the direction of the director. Each teacher introduces unit teaching and skill development as age appropriate. Teachers integrate activities using the Arkansas Early Childhood Education Framework by DHS into their curriculum throughout the year. The children are taught about God as our Creator, about Jesus as our savior, the bible, prayer and the language of worship; most importantly the children are taught about Jesus as a friend of children and his love for them.

DISCIPLINE: Our licensing policy will not allow ALMMDO to administer physical punishment to any child. Disciplinary measures will be age appropriate and handled with discretion. In most cases, steps will be taken by the classroom teacher to correct any behavioral problems. Children must obey; follow classroom rules and directions from their teacher.

Disciplinary Steps:

1. A warning will be given to the child.
2. The child will be separated from the group to cool down if needed.
3. Child will be sent to the ALMMDO director.
4. Phone call to parent/guardian to pick up child for that day.

IN EXTREME CASES OF INCOMPLIANCE, REMOVAL OF THE CHILD FROM ALMMDO PROGRAM WILL OCCUR (SEE THE NEXT SECTION ON DISMISSAL PROCEDURES FOR DETAILS).

DISMISSAL: The following is grounds for dismissal from ALMMDO: arriving after 2:30 PM consistently, refusing to bring in requested monthly supplies, not abiding by ALMMDO policies and having disrespectful

attitudes toward staff of ALMMDO or members of Sylvan Hills First Baptist Church. Dismissal is the last resort the following actions will be taken:

1. The director will discuss the problem with the parent with the intention of finding a solution to the problem.
2. If the problem continues the director will discuss the problem again with a witness present.
3. A warning letter will be sent out if the problem continues.
4. Parent/child will be dismissed from ALMMDO as a last resort if the problem is not resolved.

If a child becomes a discipline problem (biting, kicking, crying excessively, etc.) the following procedures will be taken:

1. The parent will be notified to pick up the child for the day after all attempts at ALMMDO have been made such as: time out/sitting with director.
2. If the parent and the director are unable to correct the problem, the child will be dismissed from the program.

Again ALMMDO wants this to be the last result to solving a discipline problem. Please keep consistent communication with the director and work cooperatively to find ways to address the particular behavior. **If a child is dismissed reentry to our program, upon approval of the director, can be considered at a later time. THE PARENT/GUARDIAN IS TO MAKE SURE ALL OF THEIR FEES TO ALMMDO ARE PAID IN FULL.**

DRESS CODE: Please dress your child comfortably for play time and outside play. This includes coats for winter season for all children. **NO FLIP FLOPS OR SANDALS ALLOWED DUE TO TIRE CHIPS AND MULCH ON THE PLAYGROUND. NO SKINNY JEANS OR CONVERSE SHOES ALLOWED. CONVERSE SHOES TEND TO SLIP OFF OF FEET AND ARE USUALLY VERY HARD TO PUT BACK ON. SKINNY JEANS ARE OFTEN TOO HARD FOR CHILDREN TO PULL DOWN/UP FOR POTTING. PLEASE SEND YOUR CHILD IN CLOTHES THAT ARE EASILY ACCESSIBLE FOR BATHROOM TIMES AND BE SURE TO PACK ADDITIONAL CLOTHES IN THE EVENT OF A POTTY ACCIDENT OR OTHER ACCIDENTS.**

ELIGIBILITY FOR ENROLLMENT: The ALMMDO is operated for children from six weeks through 4 years (those 4 by September 1 will be moving to Abundant Life School). Your child can enroll in ALMMDO as long as there is a slot available and policy requirements are met. Every classroom requires that your child be enrolled at least two days of the week unless two days are not available. All children enrolled in Preschool classroom must be potty trained. A child is considered potty trained when he/she has mastered using the toilet, wears underwear/panties, and no longer needs diapers/pull-ups for bathroom accidents. **A completed registration form does not guarantee enrollment in Mother's Day Out. The director will contact families to verify enrollment. If enrollment is verified, charges will begin to accrue. Contact the director at 501-835-2204 if you need to make changes to enrollment or need to withdrawal to prevent charges to your account.**

ENROLLMENT CHANGES: Any changes to enrollment such as adding or dropping days must be discussed and approved by the director only not with other ALMMDO staff. This request is added to the policies to prevent confusion in attendance.

FIRST AID ALERT: In case of injury ALMMDO staff member shall administer first aid. In case of more serious injury parents/guardian will be notified immediately and necessary steps will be taken to obtain medical aid.

HANDBOOKS: Each classroom has a handbook to inform you of what to expect in your child's class. Please take the time to thoroughly read the handbook and provide the necessary items needed. Please complete the child information form and return it to your child's teacher.

HEALTH: MDO believes in providing a safe, healthy, nurturing environment for all children. We have strict policies in place to provide such an environment along with requirements to meet as stated by DHS Minimum Licensing Division regarding health. Also for Nursery 1 (Infants 6 weeks to 2 years) illness are often a bit harder for them to recover from. Sometimes infants are very uncomfortable and tearful for a day or so after being sick. If infants refuse to eat or they are crying and the teacher is unable to console them a parent/guardian will be called to pick up the infant.

ANY CHILD WHO SHOWS SIGNS OF ILLNESS SHOULD NOT BE SENT TO ALMMDO. THE FOLLOWING CONDITIONS ARE EXAMPLES OF CONDITIONS THAT WE CANNOT ALLOW OUR OTHER CHILDREN TO BE EXPOSED TO:

- **VOMITING**
- **DIARRHEA**
- **FEVER (100 DEGREES OR HIGHER)**
- **LETHARGIC**
- **UNKNOWN ILLNESS OR RASH**
- **RED EYES WITH DISCHARGE**
- **RUNNY NOSE WITH GREEN MUCUS**

YOUR CHILD MUST BE SYMPTOM FREE AND FEVER FREE WITHOUT MEDICATIONS FOR AT LEAST 24 HOURS BEFORE RETURNING TO ALMMDO UNLESS A SIGNED DOCTOR'S NOTE STATES DIFFERENTLY VERIFYING THAT THE CHILD IS NOT CONTAGIOUS TO OTHERS THIS INCLUDES RED EYES WITH DISCHARGE AND RUNNY NOSES WITH GREEN MUCUS. DHS REQUIRES DIAGNOSES OF COMMUNICABLE DISEASES TO BE REPORTED TO THE DIRECTOR, THE DIRECTOR IS REQUIRED TO ALERT OTHER PARENTS.

HOLIDAYS AND CLOSURES: We will observe the same holiday schedule and inclement weather schedule as Abundant Life School. For inclement weather closures or delays visit the school's website: www.abundantlifeschool.org or watch for Abundant Life School listing on your local TV station.

HOLIDAY PARTIES: ALMMDO loves to celebrate holidays and birthdays. A signup sheet will be displayed and information will be given when a class party is planned. Holidays celebrated are Thanksgiving, Christmas, Valentine's Day, and Easter. Parents are encouraged to come. A child's birthday may be celebrated at ALMMDO we highly encourage this. Please let your child's teacher know in advance so they can set up a good time to celebrate your child's special day. Parents/Guardians may provide cupcakes or other simple refreshments for this special occasion. Please do not bring gifts.

HOURS OF OPERATION: MONDAY THROUGH THURSDAY 8:30 AM TO 2:30 PM. PARENTS ARE NOT ALLOWED TO ENTER CLASSROOMS TILL 8:30AM UNLESS YOUR CHILD IS SIGNED UP FOR BEFORE CARE SERVICES.

IMMUNIZATION REQUIREMENTS: Parents/Guardians are responsible for supplying ALMMDO an updated record as immunizations are received. **THIS IS A REQUIREMENT BY THE DEPARTMENT OF HUMAN SERVICES, DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION, LICENSING DIVISION.** A list of the immunizations required is included in your registration packet. Any child who does not have current immunizations on file will be dismissed from the program.

INDIVIDUAL/CLASS PHOTOS: Picture day will be announced and information will be provided from the director. If your child is not scheduled to come during the day of this event, you may bring your child. However, you must accompany your child during this busy time.

INSURANCE: All children are covered by accident insurance which is included with the registration fees.

LATE PICK-UPS: Any child picked up after 2:30pm who is not enrolled in after care services is considered a late pick-up. A charge of \$3.50 for every 5 minutes will be applied to your account.

MEDICINE: Medications will be given to children only with a signed permission form. The medication has to be in the original container and labeled with your child's name. ALMMDO is not allowed to give medication if the label has another child's name on it (such as a sibling). **TO ENSURE SAFETY TO OUR CHILDREN ALL MEDICATIONS WILL BE LOCKED UP AND THE DIRECTOR WILL BE RESPONSIBLE FOR ADMINISTERING MEDICATIONS. DOSAGES HAVE TO BE GIVEN ACCORDING TO THE LABEL INSTRUCTIONS; ALMMDO IS NOT ALLOWED TO GIVE DOSAGES GREATER THAN THE SPECIFIED DOSAGE ON THE LABEL. PLEASE DO NOT PLACE MEDICATIONS IN BACKPACKS, BOTTLES OR SIPPY CUPS.**

MONTHLY SUPPLIES: Refer to teacher's handbooks for a detailed list of monthly supplies.

MONTHS OF OPERATION: August to May. ALMMDO is closed during the summer months.

NAPS: Nap time is after lunch. Please provide a fitted sheet and a blanket for your child. One soft/quiet toy and pillow is optional. ALMMDO will provide a mat for your child.

NON-SUFFICIENT FUNDS: There is a \$10.00 charge for each check that is returned due to non-sufficient funds. Cash or money order will need to be submitted in the amount of the check along with the \$10.00 charge to replace each non-sufficient check.

NURSERY 1 PARENTS: MAKE SURE YOUR INFANT HAS HAD A BOTTLE AND/OR SOLID FOOD FOR BREAKFAST BEFORE COMING TO MOTHER'S DAY OUT. DO NOT ENTER NURSERY 1 CLASSROOM. THE TEACHER WILL MEET YOU AT THE NURSERY 1 DOOR FOR DROP OFF AND PICK UP. THIS POLICY IS FOR THE SAFETY OF THE INFANTS.

NUTRITION-USDA GUIDELINES: ALMMDO does not provide meals (breakfast, lunch dinner). However, we must ensure that all children in our care eat a healthy lunch which is served Monday through Thursday at 11:00am. Please use the U.S.D.A Child Care Meal Pattern included in your registration packet as a

guide when packing your child's lunch. Pack your child's lunchbox with an icepack to keep foods and milk from spoiling. All foods must be ready to eat. Examples: ham sandwich, cubed cheese, peeled/sliced apples, raisins, peanut butter cracker, cut up grapes, carrot slice, lunchables or any finger food that does not require reheating or refrigeration with a drink (milk or juice). No microwave or refrigeration.

PARENT INVOLVEMENT: To promote parent involvement Mother's Day Out offers a variety of opportunities throughout the year. Open house, parent resource area, newsletters, and holiday events. Information of upcoming events will be sent out through newsletters, parent letters and Remind 101.

PARKING: Please use the parking lot adjacent to the building. **DO NOT BLOCK FRONT DOORS IN FRONT OF CHURCH.** Emergency vehicles must have access to this area in the event of an emergency. Only park in an available, marked parking space.

PERSONAL BELONGINGS: All items belonging to your child must be labeled. Bottles, food containers, bags, etc. This is a DHS requirement.

PERSONNEL: All personnel are chosen from applications submitted and evaluated by the director and meet Arkansas State Licensing requirements. Do not park directly in front of the church doors. This is a fire lane and should not be blocked in case of an emergency.

PRIVACY: If a conflict should arise between parents or staff/parents please avoid handling the situation by posting complaints on social networks such as: twitter or face book. ALMMDO is committed to providing a positive atmosphere here for all children and parents. Any conflicts need to be handled through the director. ALMMDO will not participate in issues that involve the news or other media outlets without approval from the pastor of Sylvan Hills First Baptist Church.

RATES:

- Nursery 1 (6 weeks and up).....\$20.00 per day (5 to 1 Child/Teacher ratio)
- Nursery 2 (6 weeks and up).....\$20.00 per day (5 to 1 Child/Teacher ratio)
- Toddler (18 months and up).....\$19.00 per day (8 to 1 Child/Teacher ratio)
- Preschool 1 (30 months and up).....\$18.00 per day (12 to 1 Child/Teacher ratio)
- Preschool 2 (3 years and up).....\$18.00 per day (12 to 1 Child/Teacher ratio)

REGISTRATION: To properly register for MDO you need to have met with the director, filled out appropriate enrollment forms, paid the annual **non-refundable** fee of \$45.00 per child for the year.

ROUTINES: Children are required to be dropped off by 9:00am. Dropping off after 9:00 causes disruptions in the classroom. Being excessively late is grounds for dismissal from MDO. **ANY ACTIVITY YOUR CHILD MISSES DUE TO COMING IN AFTER 9:00 WILL NOT BE MADE UP SUCH AS BUT NOT LIMITED TO: SNACK TIME, ARTS/CRAFTS, PRACTICE TIME FOR ANY UPCOMING PERFORMANCES OR CLASSROOM SPECIAL ACTIVITIES.**

SAFETY: No child will be permitted to leave ALMMDO with any person other than the person authorized by parent/guardian to pick up your child. Photo ID will be requested to confirm authorization of child pick up. If there is a change, please inform the director and your child's teacher. Authorized person picking up a child must come to the room or playground and sign the child in/out daily. **It is against the law to leave**

children in a car unattended and is very dangerous. If it is reported to ALMMDO that child/children are left in a running vehicle while dropping off/picking up children, the Director is obligated to report it. If you run into a problem in the morning or afternoon with drop off/pick up, please call 501-835-2511 for assistance. ALMMDO STAFF IS NOT RESPONSIBLE FOR CHILDREN BEFORE 8:30AM OR AFTER 2:30PM.

SAFETY (DHS LICENSING REQUIREMENTS)

- **200.5 PG. 22** The facility shall provide a copy of the Kindergarten Readiness Skills Calendar or Checklist, prepared by the Arkansas Department of Education to the parents of all three and four-year-old children enrolled. A statement, signed by the parent, that they have received a copy of the list shall be maintained in the child's record.
- **201.2 PG. 21** It is the responsibility of all ALMMDO employees to report any suspected abuse or neglect of a child to the appropriate child protective service agency.
- **201.4 PG. 22** Children are subject to be interviewed by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining compliance or for investigative purposes. (Child interviews do not require parental notice or consent.)
- **501.2 PG. 32** Physical punishments shall not be administered to children.
- **1101.27 PG. 50** Children shall be protected from overexposure to the sun. Sunscreen shall be used if needed and as directed by the parent. Suntan lotions and/or sunscreens used for infants/toddlers and preschool children shall be kept out of the children's reach and shall be administered only with written parental permission.

SAYING GOODBYE TO YOUR CHILD: This has got to be the hardest time for both child and parent. It is very normal for your child to cry when you leave them. Usually the crying doesn't last too long. A hug, kiss and letting them know you'll come back helps children cope with departing. Parents are encouraged to leave quickly once saying goodbye. It is very important for your child to build a trusting relationship with MDO staff. Please let your child walk into the classroom if they are walking. This will also help your child with departing. ALMMDO will notify you to pick up your child if your child continues to cry longer than thirty minutes after everything has been done to soothe the child. In this case, we will have to re-evaluate if the child is ready for our program. If it is determined that the child is not ready for Mother's Day Out the registration fee can possibly be moved to the following school year with approval from the director. However, the registration fee cannot be refunded.

SCHOOL-HOME COOPERATION: parents must notify the director of any changes in telephone numbers, jobs, or addresses. We have an open door policy at ALMMDO. All parents are welcome to call or visit at any time. Your child is in loving hands we appreciate the opportunity to care for your child.

SNACKS: A light morning snack will be provided by ALMMDO at 9:00am. Please provide two cups or juice boxes (100% juice or milk). One will be used for morning snacks and the other will be used for lunch.

TOYS AND PERSONAL PROPERTY: Please do not allow your child to bring a toy from home unless it is a soft toy to sleep with. Diapers, pull-ups, wipes, bottles, food, etc., will need to be brought according to what is appropriate for your child's needs. A daily list is provided in your child's classroom handbook. A change of clothes must be brought daily. Please put your child's name on everything they bring to ALMMDO. **PLEASE REMEMBER THAT ALMMDO IS NOT RESPONSIBLE FOR LOST ITEMS IF ITEMS ARE NOT PROPERLY LABELED.**

TRANSITIONING CLASSROOMS: One of the goals of Mother's Day Out is to ensure that our children are placed in classrooms that will promote growth in the areas of physical, social and academic progress. **QUALIFICATIONS FOR CLASSROOMS ARE BASED ON AVAILABILITY OF SLOTS AND AGE. MOST TRANSITION OCCURS BETWEEN THE TODDLER and Preschool 1 CLASSROOM. CHILDREN ARE REQUIRED TO BE A CERTAIN AGE TO QUALIFY FOR CLASSROOMS:**

- TODDLER 18 MONTHS
- PRESCHOOL 1 30 MONTHS
- PRESCHOOL 36 MONTHS (MUST BE FULLY POTTY TRAINED)

CRITERIA FOR CLASSROOM TRANSITIONS:

- The transitioning classroom must have slots available.
- The child **must be the age required** for the classroom considered.
- Social, emotional and developmental maturity of the child will be considered once the first two parts of the set criteria is met.

WHILE PARENT INPUT IS GREATLY APPRECIATED THE ULTIMATE DECISION WILL BE CAREFULLY REVIEWED AND EVALUATED BY THE DIRECTOR AND THE CHILD'S TEACHER.

TUITION FEES: THERE ARE NO REFUNDS FOR FEES PAID TO ALMMDO PROGRAM-IF YOU PAY IN ADVANCE AND WITHDRAW FOR ANY REASON REFUNDS WILL NOT BE GIVEN. ACCOUNTS MORE THAN 2 WEEKS BEHIND IN PAYMENT IS GROUNDS FOR DISMISSAL FROM ALMMDO. ALL TUITION FEES MUST BE MADE DAILY OR PAID IN ADVANCE. FEES WILL BE CHARGED WHEN YOUR CHILD IS ABSENT. NO EXCEPTIONS DUE TO ILLNESS OR VACATION. EXPENSES FOR ALMMDO STAFF AND DAILY OPERATION CONTINUE EVEN IF YOUR CHILD IS ABSENT. All payments must be given to the director or placed in the black lock box located across from my office. A receipt of payment will be given for every transaction. Make checks payable to Abundant Life Ministries Mother's Day Out (ALMMDO). Please add child's name on bottom of check memo.

Video: Each classroom is under video surveillance on a daily basis. The monitor to view all 5 classrooms is located in the Director's office. The cameras are used for daily viewing purposes only and **will not** be put on the internet or any social media.

WITHDRAWAL: The director must be notified two weeks prior to withdrawal from ALMMDO to stop tuition charges. Tuition charges will continue to apply whether or not your child is present until notification is given to the director.