

Abundant Life Ministries MDO



2019-2020 Parent Handbook

Abundant Life Ministries
Mother's Day Out (ALMMDO)
A Ministry of Sylvan Hills First Baptist Church
9008 Highway 107 Sherwood, AR 72120
Mother's Day Out Office Contact 501-835-2204
Or send email to sclements@sylvanhillsfbc.com
Mother's Day Out Parent Handbook
Revised 2/25/2019





Welcome to Abundant Life Ministries MDO

Our purpose as a Christian organization is to provide a service to parents, and to offer a ministry of loving care for children. 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 ministry board. All personnel are chosen from applications submitted and evaluated by the Director and meet Arkansas State Licensing requirements. 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. All children are covered by accident insurance which is included with the registration fees.

Hours of operation

- ALMMDO is open Monday through Thursday 8:30am to 2:30pm
- Children are required to be dropped off by 9:00am. Any activity your child misses due to coming in after 9:00am will not be made up such as but not limited to: snack time, arts/crafts, practice time for upcoming performances or classroom special events.
- Before/after care service are provided to ALMMDO children at a fee of \$3.50 a service
- **Before care** is offered from 7:30am to 8:30am
- **After care** services offered 2:30pm to 3:30pm
- **For closures due to weather or holidays check your local news for Abundant Life Christian Academy or visit their website at www.alca-owls.com**



Rates & Operational Information

- ALMMDO is operated for infants (6 weeks old) through preschool (age 3)
- Prices are based on the slots you are signed up for:
 - \$25.00 a day for those signed up for one day a week
 - \$24.00 a day for those signed up for two days a week
 - \$23.00 a day for those signed up for three days a week
 - \$22.00 a day for those signed up for four days a week
- We are open August through May ALMMDO is closed during the summer
- The days you sign up for upon registration are the days you will be billed for. They are your days so you will be charged if your child is absent.
- **To register you must fill complete a current registration form, pay the registration fee of \$50.00 per child and provide and a current immunization Record**
- Adding or dropping days must be approved by the Director





Payment Information

- There is a \$10.00 charge for each check that is returned for non-sufficient funds.
- **There are no refunds for fees paid to ALMMDO if you pay in advance**
- Any account more than 2 weeks behind is grounds for dismissal
- Statements are sent out on a bi-weekly basis
- Fees will continue to be charged even if your child is absent or out for vacation
- **Fees will not be charged if ALMMDO for scheduled closures (refer to classroom handbook)**
- We accept card, cash or check
- Make checks payable to ALMMDO with your child's name written on the memo line
- Credit cards will be charged a transaction fee: 3.59% plus 15 cents per transaction



Time of arrival & Late Fees

- Your child must be dropped off by 9:00am to attend school, please call the Director if running late
- Any child picked up after 2:30pm who is not enrolled in aftercare services will be considered a late pickup. A charge of \$3.50 for every 5 minutes will be applied to your account.
- If you need to speak to your child's teacher please arrive a few minutes before 2:30pm. Teachers are required to start cleaning their rooms at 2:30pm. Please be respectful and allow them time to properly clean their rooms.

Sick Policy

Do not send your child to ALMMDO if they have any of the following symptoms:

Vomiting

Diarrhea

Fever (100 degrees or higher)


Lethargic

Unknown rash

Red eyes with discharge

Mouth sores with drooling

Runny nose with yellow/green mucous

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- Your child can only return to school if he/she is symptom free (without medication for 24 hours)
 - A doctor's note must be obtained to return to school stating that your child is not contagious to others if any symptoms listed above continue past 24 hours
 - **If diarrhea caused by a reaction from medication cannot be contained in a diaper or a child has more than two episodes of diarrhea you will be asked to pick them up for the day.**
 - In case of injury ALMMDO staff member shall administer first aid. In case of serious injury parents/guardian will be notified immediately and necessary steps will be taken to obtain medical aid.

Classroom Information



Teachers use the Arkansas Early Childhood Education Frameworks by DHS to design classroom curriculum. Our classrooms build on skills year after year with the goal of preparing your child for Pre-4K socially, physically, and academically. The ultimate goal is to teach your child about our savior and Lord Jesus Christ.

Discipline (biting, kicking, tantrums, pinching, etc.) cannot be tolerated at ALMMDO. If a problem in these areas occur the following actions will be taken:

1. Parent will be contacted by the Director to discuss the behavior concerns
2. Plan will be implemented to prevent the behavior from continuing
3. If behavior issues continue a meeting between the Director, teacher and parents will be scheduled to discuss further possible solutions
4. If the behavior continues without improvement the child will be removed from the program. Re-entry to our program can be considered at a later date.

Send your child with a packed lunchbox (please see the U.S.D.A attachment for suggested meal pattern.) Be sure to include a cold pack in your child's lunch along with a small snack. Snack time is at 9:00am and lunch time is around 11:00am.

ALMMDO is not a peanut free facility therefore we are unable to accept children into our program with Epi-pen related allergies. This decision was based on the fact that we have our staff/ratio, food brought into our facility from homes and meals cooked in the building. We do not want to risk exposing a child to foods that could result in serious health issues or death.



If your child does not have the proper clothes for potty training or does not have a coat during cold weather you will be asked to bring different clothes to the school.

This is a general MDO handbook. Upon introduction to the classroom your child's teacher will give you a handbook with details about his/her classroom. This handbook pertains to general MDO information.

We love to celebrate holidays and birthday parties. Please let your child's teacher know if you would like to bring cupcakes or any treat to the classroom. Watch your classrooms calendar for upcoming events.

Refer to your classroom handbook for detailed list of monthly supplies

Nap time is after lunch. For N1/N2 please provide a fitted sheet and blanket for your child.

Toddler/Preschool provide rolled bedding (no crib sheet please). ALMMDO will provide the mat.

Parents do not enter Nursery classroom's the teachers will meet you at the Nursery's doors for drop off and pick up. We want to keep our floors clear of shoe debris for our crawling infants.

Parents are encouraged to leave quickly once saying goodbye. It is very important for your child to build a trusting relationship with MDO staff. Parent will be called if we are unable to soothe your child. Re-entry to the program can be considered at a later date.

Please do not allow your child to bring toys from home. ALMMDO is not responsible for lost items.





Other Needed MDO Information

Communication:

- Please sign up for Remind 101 to receive MDO messages.
Text @ALMMDO to the number **81010**.
- Contact Sarah Clements for MDO questions at 501-835-2204
- For emergencies call the church line at 501-835-2511
- If a conflict should arise between parents or staff/parents please avoid handling the situation by posing complaints on social networks such as: twitter or Facebook. ALMMDO is committed to providing a positive atmosphere here for all children and parents. Any conflict needs 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
- Parents must notify the Director of any changes in contact info or mailing addresses.
- Each classroom is under video surveillance on a daily basis. The monitor to view all 5 classrooms is located in the Directors office. The cameras are used for daily viewing purposes only and will not be put on the internet or any social media.
- 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.



DHS:

- All items belonging to your child **MUST** be LABELED. This is a DHS requirement
- 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.
- DHS requires a diagnosis of communicable diseases to be reported to the Director.





Safety:

- Photo ID will be required for anyone picking up other than the responsible parties listed on the registration form.
- Please do not leave your child in a running vehicle during drop off or pick. We are considered mandatory reporters therefore DHS will be called if a child is left unattended in a vehicle.
- Do not park in the handicap spaces in front of the church during Mother's Day Out during drop off and pick-up times:

Mother's Day out drop off/pick up times are:

Drop off hours 8:30a.m. to 9:00a.m.

Pick up hours 2:00pm. To 2:30p.m.

Cars that do not leave during drop off or pick up hours are permitted to park in those areas. The volume of traffic during drop off and pick up times is high and causes blocking issues. Most importantly this puts our children at risk of being hit by a car.

- Parents are required to fill out a medication form and send the medication in its original container labeled with your child's name. To ensure safety to our children all medications are locked up in the Directors office. All medication is given by the director and will not be given greater than the specified dosage on the label. **DO NOT PLACE MEDICATION IN SIPPY CUPS OR BOTTLE.** Also do not put medication in backpacks or diaper bags (DHS requirement).

Transitioning classrooms:

- Criteria for classroom transitions
 - The transitioning classroom must have slots available
 - The child must be the age required for the classroom considered
 - Children entering Preschool 2 must be fully potty trained
- Social, emotional and developmental maturity of the child will be considered once the first two parts of the set criteria is met.

