

*Dear Parents:*

*Thank you for your interest in our ministry of Mothers' Morning Out at Pleasant Grove Baptist Church. Our Mission Statement: To share the love of Jesus Christ to even the smallest worshiper by providing Christian childcare to the community.*

*Mothers' Morning Out at Pleasant Grove Baptist Church is for children as soon after birth as the mother feels comfortable leaving them through age five. There are five separate age levels: Infants, Ones, Twos, Threes, and Fours. The Fours are our "Pre-K" classes preparing the student to enter Kindergarten. We follow the August 31 deadline for placing the child in the correct age group. We do have a maximum number of children whom we will enroll at each age level. Our program will provide a time of learning through activities, stories, music, nature, play, and a time of sharing and learning about God and His world. Ones through Fours will attend Chapel with the Pastor on Tuesdays and Wednesdays. In addition, our program views the time we experience with your child as an opportunity to share the love and abilities God has given us.*

*Feel free to offer any suggestions or comments that you may have throughout the year. We look forward to a successful year at Mothers' Morning Out.*

*Attached is the Parent Handbook. This will help our program move more efficiently during the school year.*

*Registration for the 2010-11 school year will be March 5, 2010 @ 8:00am. Please fill out the registration form and submit the \$90.00 registration fee at registration. After that date, please call for availability. If a spot is open, you can mail your form to: Pleasant Grove Baptist Church, ATTN: MMO Director, 10005 Lake Wheeler Road, Fuquay-Varina, NC 27526.*

*The 2010-11 MMO program begins Tuesday, September 7, 2010. You will receive a letter in mid-August concerning the Open House.*

*If you have any questions, please feel free to call #552-1702. Your call will be returned as soon as possible. My cell # is 250-8398 and available 9-4pm. Please use after 4pm in emergency situations only.*

*God Bless you and your family,*

*Carla Babb*

*Director of Mothers' Morning Out / John 3:16*

## **PROGRAM STATEMENT**

*The Pleasant Grove Baptist Mother's Morning Out admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship programs and other school administered programs.*

Mother's Morning Out will operate five mornings a week beginning Tuesday after Labor Day and ending for the summer the Friday before Memorial Day or the last day of traditional Wake county schools (whichever comes first). The Mother's Morning Out hours are 9:15 a.m. to 1:15 p.m. The program will follow the Wake County Traditional School schedule relating to the closings for teacher workdays, holidays, and inclement weather.

**Parents should pick children up promptly at 1:15 p.m.** If you are late, a \$10.00 fee will be charged for every fifteen minutes or any portion thereafter, per child. MMO should be contacted for any delays that will prevent a prompt pick-up (552-1702) (250-8398).

Children presently enrolled in MMO and Pleasant Grove Baptist Church members have first priority for enrollment. A later date will be scheduled for enrollment open to the public. Space availability is on a first come, first serve basis.

In the event of any child being absent, MMO request notification. This will free up space for a "drop-in" if needed; we accept "drop-ins" when space is available. The parent should call the director before bringing the child to ensure that space is available.

## **SECURITY**

Children will not be released to anyone other than the parent or guardian or persons listed on the Release Authorization Form unless MMO is given permission from the parent. Photo form of identification will be requested for verification. This is for the maximum safety of your child. After the school day begins, the door(s) will be locked from 10:00 a.m. until 1:00 p.m. We can get out, but no one can enter without ringing the doorbell located outside the door. This again is for the safety of your children.

**In the event of custody issues, a copy of the Court order is requested to be on file at MMO.**

## **FEES**

A non-refundable registration fee of \$90.00 must accompany the application for enrollment (no refund except if space is unavailable).

To participate in the MMO program you may register your child to attend two (Tuesday and Thursday), three (Monday, Wednesday, and Friday), or five days a week. The tuition is \$250 a month for five days a week. The tuition for three days a week is \$160 a month and the monthly tuition for two days a week is \$115. The tuition for each additional child from the same family is \$225 a month for five days a week, \$145 a month for three days a week, and \$105 a month for two days a week. No tuition allowance can be made for illness, voluntary absences, or school closings due to the traditional Wake County Schools.

The "drop-in" rate is \$25.00 per day for all children.

**Payment is due the first school day of each month, no later than the 10<sup>th</sup> of the month. Please do not ask to extend the date. Payments received after the 10<sup>th</sup> must include a \$15.00 late fee. If payment and late fee is not paid in full by the**

20<sup>th</sup> of the month, parents will need to discuss the situation with the MMO director or the program can no longer care for the preschooler.

**Please make checks payable to: Pleasant Grove Baptist Church MMO.**

**There is a \$20.00 charge for any check returned.** If a check is returned to Pleasant Grove Baptist Church due to insufficient funds, a parent has no longer than the 20<sup>th</sup> of the month to make payment in full to the MMO program. If payment is not made in full by the 20<sup>th</sup> of the month, parents will need to discuss the situation with the MMO Director or the program can no longer care for the preschooler.

### **ILLNESS**

**A copy of your child's immunization records will be required.**

Each child should be well with no fever, upset stomach, diarrhea, rash or communicable disease. No child will be allowed if any of these symptoms have been observed within a 24-hour period prior to Mothers' Morning Out.

Should a child become ill while at MMO, the parent will be notified to pick-up the child immediately.

If the child is to be given prescription medication while at MMO, the parent must submit a written statement to the Director that the medication is to be given with specific instructions for dosage and times. All medication should be in its original labeled container(s) with the Doctor's instructions. The medication will be administered with two MMO staff members present. We do not administer Tylenol/Advil or any other over the counter medicines. Sunscreens must be applied before a child arrives at MMO. The Director and MMO staff does not apply sunscreens.

The Director will give notice in the event of possible exposure to a contagious disease or parasite within any classroom once the condition has been confirmed.

These policies will be strictly enforced. We wish to keep all of our students and teachers well.

## **DISCIPLINE**

We strive to provide guidance for children to play together and to learn to respect themselves and others. At MMO, we strive to do this without making the children feel belittled or inadequate. Children will be noticed for good behavior.

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop value, this facility will practice the following discipline and behavior management policies.

Discipline is not always synonymous with punishment. The goal is to teach self-control. This is, to teach the child to live usefully and happily with him/herself and others. Good discipline doesn't involve intimidation, fear or superior force. Good discipline results in a child who conducts him/herself in an appropriate manner even when adults are not present.

We have many alternatives in approaching discipline and try to use these in dealing with children.

- \*\*Redirecting the child
- \*\*Praise – "Accentuate the positive, eliminate the negative"
- \*\*Set clear limits and appropriate consequences
- \*\*Embracing the child when he/she is out of control
- \*\*Use eye contact to break the momentum in a chain of misbehavior
- \*\*Accompany the child away from the group

Each disciplinary problem will be documented (as needed) and will be handled as follows:

1. **First Time:** Talk with the child about what happened and how it made them feel. How it made their friends feel. Do they like feeling that way? Restate the rule.
2. **Second Time:** Separate the child from the group or materials he may be misusing to a special time out or thinking place. A quiet place.
3. **Third Time:** Take the child to the office to sit for a while. Let the director talk with the child about what has happened.
4. **Fourth Time:** Request a conference with parents, teachers, and director.
5. **Fifth Time:** Recommend professional help. If parents refuse help, we will ask that the child be removed from, the program.

There will never be any cruel, harsh or unusual punishment or treatment to any child.

## **TOYS**

Because of the possessive feelings that children have toward their own toys and the discipline problems the toys may create, we ask that no toys be brought to MMO. **EXCEPTION:** In the event the teacher has a "share day", your child may bring items that will enrich the classroom. We request that no toy weapons be brought to school.

## **LABELING ITEMS**

All personal items need to be labeled with your child's name. A "lost and found" box is located in the office of the MMO Director and in the church office building.

## **CLOTHES**

Every child needs a change of clothes in case of an accident. You may leave a change of clothes in your child's cubby. (You will want to change with the seasons)

We strive to include outside play for all children each day. Please see that your child has the needed cover for cool days.

Adequate supply of diapers should be provided.

## **FOOD AND SNACKS**

Each child should bring a nutritious lunch with finger foods and drink. Refrigerator space is limited; therefore, lunches should not need to be refrigerated. With the exception of warming baby food for infants, we cannot warm lunches. **Please label all lunch boxes and items in lunch boxes.**

A nutritious morning snack and drink will be provided. If your child has allergies to certain foods, it would be best if you provide a snack for them to have during snack time.

**Please indicate FOOD ALLERGIES on the registration form as well as notifying your child's teacher. WE MUST KNOW ANY AND ALL ALLEGIES IN ORDER TO BETTER CARE FOR YOUR CHILD!! Please note that your child's room may be peanut free.**

## **INCLEMENT WEATHER**

We follow the traditional Wake County Schools concerning holidays, teacher workdays and inclement weather. If Wake County traditional schools are closed, MMO is closed. If a one-hour delay occurs, MMO will open at 10:15 a.m.; if a two-hour delay occurs, MMO will open at 11:15 a.m. If Wake County schools are delayed more than two hours, MMO will not open. In the event of early closings, we will

close when the first school closes. MMO may be open for any make-up days as a result of acts of God. Make-up days may be scheduled within the MMO calendar year. No make-up days will be scheduled for weekends.

## **PARKING**

Please enter from Hilltop-Needmore Road and follow the traffic pattern when dropping off in the mornings. In the afternoons please park in parking areas closest to the building and come in and get your child. Please use the covered entrance doors only. **DO NOT PARK IN FRONT OF THE DOORS TO PICK UP. PARK IN A DESIGNATED PARKING PLACE ONLY.** To exit, follow the traffic pattern for exiting as shown on map. **SEE MAP.**