

Northwest Hills Baptist Church

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Mother's Day Out



Parent Handbook

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Policies and Procedure Handbook

Stephanie Rogers, Director

Days: Tuesday and Thursday

Hours: 9:00 a.m. till 2:00p.m.

Please **do not** arrive before 8:55 a.m., as our teachers need time to prepare their rooms. Pick-up time is 2:00 p.m., or a late fee will be charged. See **late fees**. If you are going to be late, we ask that you call to inform us as soon as possible.

Admission Policy: A registration form must be filled out and a \$40.00 registration fee must be paid before the child(ren) can be enrolled.

Registration Fee: A **non refundable** registration fee of \$40.00.

Tuition: A monthly rate of \$150.00 is charged for children 18 months and up for a two day program. **Payment is due in full on the first day of each month.** Checks should be made payable to NWHBC and put in the tuition box in the church office. Receipts are given upon request. Tuition is due whether a child attends or is absent. **An additional fee of \$30.00 will be charged after the 10th of each month if tuition has not been paid in full.** There will be a charge of \$25.00 for all returned checks.

Late Fees: A late fee of \$10.00 will be charged after 2:15p.m. and \$5.00 for every five minutes until the child is picked up.

Absences: Children are expected to attend on a regular basis. This helps your child and the other children in their class maintain a normal routine. Please try to have children arrive at the beginning of class time. This will help from disrupting instructional time. Please call if your child(ren) are unable to attend for any reason. We do **not** make up or pro-rate tuition for sick days or absences.

Withdrawal Policy: If your child(ren) is withdrawn from the program, a two week notice must be given to the director. If a two week notice is not given, then there will be a \$40.00 per child charge.

Classes

12 months-two years: 5 children to one adult

Three year old room: 8-10 children to 1 adult

Four year old room: 8-10 children to 1 adult

***The director will also be available to support the instructors and is CPR certified.**

Bad Weather Days: In case of inclement weather, the Northwest Hills Mother's Day Out will follow the Northwest Hills School closing policy. Please refer to the local news and radio station for closings. If you have questions concerning the school closings, please contact the director or church office.

Arrival and Dismissal: It is requested that the following procedures be followed when dropping off and picking up your child(ren).

1. Please drop off and pick up your children in the classroom. The door nearest the church office will be open or you can ring the bell. Please do not prop open other doors as you leave. They are locked for safety.
2. Please do not linger in the parking lot or around the campus. It makes it difficult for the child(ren) to say good –bye. It is also a good start to a regular routine. Please feel free to call at any time to check on your child(ren).
3. Your child will not be released to anyone other than the people listed on your registration form unless we receive a phone call or note from a parent. If someone besides a parent is to pick-up your child(ren), please inform them they will have to provide identification. **NO EXCEPTIONS!!** This is for the safety of your child(ren).

Snacks: Please make sure to send a snack **daily** for your child. Please send your child a labeled sippy cup. We also ask that you place your child's snack in a Ziploc bag with his/her name on the bag. Please feel free to provide snacks for your child's birthday and other special occasions. This makes the child feel special. It is a great time to allow your child to "choose" a snack for their special day to share with the class. If your child's birthday comes during a time the program is closed, please bring it to your teacher's attention so that a "un" birthday celebration can be planned. We want ALL children to have a chance to participate.

Lunches: Be sure to send a **labeled** spill-proof cup filled with a beverage. This will be refilled as needed and sent home daily for cleaning. We ask that you not send a red, purple, or pink drink because they will stain our carpet if spilled. Please so not send carbonated beverages in a thermos or sippy cup because they tend to explode. Also, send a lunch consisting of easy to feed finger foods and any utensils needed. Soups, stews, applesauce, pudding, yogurt, etc. are messy and will be sent home unopened after the teacher reminds you that these items should not be sent.

Change of Clothes: Each child needs to bring a **complete** change of clothing including socks and underwear in a large ziplock bag with their name. This needs to remain in their bag. Don't forget to exchange the clothes to fit the season.

Dress: Outdoor play is an important part of our program. Please see that your child(ren) is/are suitably dressed to play outside. In cooler weather be sure to send a jacket preferably with a hood. We go outside weather permitting, and we want the children to stay comfortable. When weather is not permitting we will play in the fellowship hall. Please make sure that your child(ren) wear comfortable shoes to play in. **Also, please dress your child in clothes easy to get up and down during bathroom time and diaper changes.**

Rest Time: All classes have a rest time after lunch. Please provide a towel for naptime and pillow if desired. We will send home these items daily. Although, all children do not require a nap, we do ask that you prepare your child for rest time. All children are required to rest quietly to respect those that do nap.

Diapers: Please send at least five diapers a day. A note will be sent home when more wipes are needed. If your child(ren) is/are not fully potty-trained, be sure to send a pull-up for rest time. **Please dress your child(ren) in clothes that are easy to get up and down during bathroom time and diaper changes.**

Candy and Toys: Please refrain from sending your child with gum or candy. These are messy, and some children don't understand why they don't have treats. **All toys should be left at home.** Children tend not to share their toys as easily as they do our toys, and their toys could get mixed up with our toys.

Health: Your child(ren)'s health and well-being is of major importance to us. For this reason, if your child(ren) has had any of the following symptoms within 24 hours of school time, please keep your child(ren) home: **fever, diarrhea, vomiting, severe cough, sore throat, earache, severe runny nose with color, eye infection or rash.** Children should be fever/ symptom free without medication for 24 hours before returning to MDO. Please let us know if your child(ren) has/have a communicable disease (chicken pox, hand foot mouth disease, strep, etc.). You will be notified if a child in your child(ren)'s class has a communicable disease. We will make every effort to observe good health practices in the program. This is for the protection of your child(ren) and that of the other children in the program.

Medication: If your child(ren) needs medication during the day, a written permission form (see the director) must be signed with the exact dosage and time written on the form. The medicine must be in the original container. If your child(ren) develops a fever during the day we will call the parent or emergency contact. If we cannot reach anyone, we will attempt to bring the fever down by cooling the child with a wet cloth. Acetaminophen can only be given with a written consent from the parent. Please include any allergies on your child(ren)'s registration form. The child will be left in the care of the director until someone is reached to pick up the child(ren).

Emergency Medical Attention: If your child(ren) becomes ill or is injured during the day and medical attention is necessary, we will attempt to reach the parent or emergency contact. If the child(ren)'s condition is serious, the child(ren) will be transported by ambulance to the nearest hospital. A staff member will accompany your child(ren) and take along the medical release form. Attempts to reach the parent will continue. Up to date phone numbers and medical release forms are very important! Also, an emergency number is needed on the attendance sheet each morning. It makes the child feel more at ease if he/she knows a parent or familiar contact has been notified and is on their way.

Discipline: The term discipline refers to teaching or guiding. Our main goal is preventing situations that may lead to misbehavior instead of implementing shame and punishment. The children are taught acceptable behavior through positive guidance and reinforcement. Our first technique is being a positive role model. Redirection is used to channel excess energy or inappropriate behavior into more constructive purposes. We offer acceptable age appropriate choices to the children to help encourage independence and show respect for the children. Conflict resolution is also encouraged. We start with even the youngest child to role model and teach them to talk out problems. They are shown how to express feelings through words and not actions. Positive time out is determined by the child as this time is used for the child to regain self control. Explanations are always given on which certain behavior is acceptable or unacceptable. Our role in child guidance is in developing children's independence and self-esteem. After inappropriate behavior is addressed, teachers will express trust in the child's ability to control behavior. Learning self-control is more difficult than learning colors and numbers but just as important.

Conferences: Open communication is highly encouraged between parents and teachers. This enables both sides to best benefit the child(ren). Should you feel the need to speak with your child(ren)'s teacher, please feel free to schedule a time that you can both sit down and talk. Parents are welcome into the classrooms at any time, but since our first responsibility is to the children, we ask that you plan a conference either before or after class time. Should any changes occur at home that might change the behavior of your child(ren), please inform us that we might be sensitive to your child(ren)'s needs. Our open communication policy also includes any complaints or concerns you may have about our program or staff. We ask that you direct any such concerns directly to our director. The director will investigate these concerns until a solution is found. Our goal is to resolve all concerns or complaints as quickly as possible with the benefit of the child(ren) involved.

Daily Reports: Each child will receive a daily report showing their behavior and accomplishment for the day. Please review this report with your child so that he/she understand the benefits of good behavior and accomplishments. The reports may also contain vital information about upcoming events in your child(ren)'s classroom.

NWHBC MDO reserves the right to expel any child from our program as deemed necessary.

Updated August 2010

I have read the Parent Handbook Form

I have the parent handbook either online or on paper.

Child's Name: _____

Print Parent Name: _____

Parent Signature: _____

Photograph Permission Form

I _____ give Northwest Hills Baptist Church Mothers Day Out permission to: (check all that apply)

_____ Photograph my child for his or her take home art work

_____ Use a photo of my child on the nwhbc.org website and or Mothers Day Out literature

OR

I _____ do NOT give Northwest Hills Baptist Church Mothers Day Out permission to photograph my child.

Parent Signature _____

Child's Name _____

Date _____