



FIRST BAPTIST BRYAN

MDO




Parent Handbook
Policies and Procedures
2023-2024





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OUR PURPOSE

The purpose of the First Baptist Bryan MDO program is to extend the ministry of First Baptist Bryan. The mission of our program is to provide purposeful play in a safe, nurturing and loving, Christian environment in which children who attend are engaged in developmentally appropriate activities to promote learning and to foster growth in the areas of spiritual, intellectual, social, emotional, and physical development.

OUR GOAL

At First Baptist Bryan our staff of the MDO program has one passion, and that is to see children's lives changed in their knowledge and pursuit of Jesus Christ. Our goal is to provide quality Christian care in a Biblically-based learning environment by creating quality educational experiences and learning opportunities and sharing the love of Jesus through the teaching of God's Word. The First Baptist Bryan MDO staff is committed to providing a safe, loving and nurturing environment to each child entrusted to our care. We consider it a privilege and honor that you have chosen us to share in the caring of your child.

HOURS OF OPERATION

FBC Bryan MDO is open from 9 am-2:30 pm on Tuesdays & Thursdays.

Fall Semester: August - December

Spring Semester: January - May

****Please see our school calendar which is posted on the website for scheduled holidays and events. School closings for inclement weather are determined by Bryan ISD. If Bryan ISD is delayed, First Baptist Bryan will remain closed. An email and notification will be sent out on the Procure app. (Updated July 2023)**

CONTACT INFORMATION

Devon Lee
Mother's Day Out Director
Email: mdo@fbcbryan.org
Phone: 979-326-0646

TUITION, FEES & PAYMENT

The non-refundable registration fee for fall and spring semesters is \$100, and it is due upon application. Tuition is due on the first day of the month. The rate for the One's-Pre-K classes is \$250 per month for one child. The rate for the Babies class is \$290 per month for one child.

A late fee of \$10 will be charged on the 5th day of each month if payment has not been received. If after the 10th day payment has still not been received, the child will unfortunately be unable to return to the program until arrangements are made with the director.

A supply fee in the amount of \$75 will be due on the first day of the fall semester and again on the first day of the spring semester for a total of \$150 for the entire year. This fee will cover supplies for your child during the school year. However, a teacher may ask for donations should "odds-and-ins" items not be covered.

FBC MDO is pleased to offer myprocare - an online portal for parents to access account information, complete registration and easily pay tuition through Tuition Express. Visit myprocare.com for login info. Parents may also pay via the Procure app, check or cash. There will be no refunds or adjustments for holidays, absences, or cancelled days.



ENROLLMENT & REGISTRATION

Enrollment is based on availability and room placement are based on the age of your child. A child is considered for placement once the enrollment fee of \$100.00 is paid. The registration fee is non-refundable.

Withdrawal from the First Baptist Bryan MDO program **requires 2 weeks written notice, along with the full payment for the month of withdrawal.** Tuition for the full month is required even if your child did not attend.

CURRICULUM

Our curriculum is based on thematic units and on best practices and current research. We use WEE Learn, a Bible-based curriculum that guides activities and age-appropriate learning, as well as additional resources. Activities planned around the unit will include dramatic play, blocks, puppets, nursery rhymes, music, books, puzzles, nature, games, process art, outdoor play and much more. Children will engage in learning through centers and group time. The center activities will contain toys, manipulatives and materials that relate to the lesson. This will allow each child the opportunity to practice making decisions, following directions, working independently and sharing with others. Daily activities will include a Bible story, music and movement, language development unit study including early reading and math skills.

ATTENDANCE POLICY

Tuition will not be adjusted for absences, vacations, or holidays; the monthly payment of tuition is paid in order to reserve your child's place in the classroom. Tuition is due the first day of each month.

ARRIVAL & DROP-OFF PROCEDURES

Classes will begin at 9 am. Dismissal will start at 2:15-2:30 pm. Please use the East doors when dropping off or picking up children. First Baptist Bryan is a locked facility. Please make arrangements with the director for early pick up.

Please sign your child in and out each day by scanning the QR code with your Procure app. In the morning, deliver your child to the teacher in the classroom. Please be mindful of drop off time. We want to make this a smooth transition, so please limit your time at your child's classroom door.

Children will only be released to the authorized individuals listed on the enrollment form. If a new individual is going to pick up your child, please notify the director so they can be added to your account. In an emergency situation a phone confirmation is required. This person must prove their identity with photo ID. Children will not be released to minors. **Late pick-up will result in a fee of \$1.00 per minute starting at 2:30. This fee will be paid to the director at pick up.**

COMMUNICATION

First Baptist Bryan MDO will primarily use email and Procure app to communicate monthly newsletters, health notices and reminders from the director.

MDO encourages open and honest conversations between parents and teachers. If a parent/guardian needs to visit briefly with a teacher, please respect her time and her focus on the needs of the children. Keep conversations short and concise during MDO hours. Should there be questions or concerns about child, and a need to schedule a phone conference with the teacher during the day, contact the director so that arrangements may be made. Parents may also send messages to the teacher via the Procure app.



SNACKS & LUNCH

Please pack a healthy, morning snack, cold lunch and drink with your child in a spill proof cup with your child's name on it each day.

BIRTHDAY POLICY

If a parent/guardian would like to provide a special snack for a birthday celebration, please bring easy to eat individual servings for the children to enjoy (Ex. cookies, mini cupcakes, donut holes or muffins). There may be instances of food allergies, so please make arrangements ahead of time. Please provide the teacher with the date and item being served.


DISCIPLINE POLICY

When appropriate, our staff will approach the behavior with the following:

- Discipline must be individualized and consistent for each child, appropriate to the child's level of understanding; and directed toward teaching the child acceptable behavior and self-control.

The caregivers will only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction which include the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation from the current activity



Sometimes, negative behavior will persist. If the behavior of a child is preventing the teaching and learning of the classroom, the teacher will use the following procedure:

- Removal to the Director’s Office
- Optional phone call to parent

In the event that a child is escorted from the classroom and taken to the director, it will be the director’s discretion to contact the parent. In the event that the behavior persists over time, the teacher, director and parents will meet to discuss the next possible steps for a solution. Withdrawal from the program is the last step, but all efforts to avoid withdrawal will be taken. In the event that the child’s behavior is a severe threat to the safety of themselves or those around him/her, the student will be withdrawn from the program immediately. MDO does have the right to withdrawal a child who is unable to adapt to a group situation. No tuition will be refunded.

SCHOOL SECURITY

For security purposes, parents are not allowed in the hallways from 9:30 am - 2:15 pm. First Baptist Bryan is a locked facility. Children in our care will only be dismissed to the authorized individuals listed on the enrollment form. Identification is required each day at pick up. Children will not be released to minors.

HEALTH POLICY

Your child's health is important to us. Please do not bring your child sick to MDO. If a child shows any sign of illness, the parent will be contacted and required to take the child home. An ill child must be picked up within an hour of their first communication alert.

Parents are required to keep a child home when any of the following symptoms exist or have existed in the past 24 hours:

- fever of 100 degrees or higher
- vomiting or diarrhea
- common cold symptoms with excessive cough, runny nose with green or yellow mucus
- Any symptom of usual childhood diseases
- Conjunctivitis (pink eye) or other eye infections
- Croup
- Lice
- Any unexplained rash
- Any skin infection (boils, ringworm, impetigo, etc.)

Your child **MUST** be fever free without medication for 24 hours before to returning to school, or have a note stating that they have been evaluated by their medical provider and may return if recovering from any communicable disease.

Please notify the director if your child is ill with a communicable disease such as COVID 19, Hand Foot and Mouth, Flu, RSV, Strep Throat, Pink eye or any other such communicable disease.

If a parent does not follow the health policy, the child may be removed from the program. In such a case, a refund will not be given.



MEDICAL & MEDICATION POLICY

If your child takes medication, the medication must be accompanied by the doctor's prescribed dosage on the original bottle with the child's name. A parent/guardian must complete a medication authorization form provided by First Baptist Bryan MDO. Only the director and assistant director, will administer the medication, and only in the manner stated on the form.

Regarding an epi-pen or rescue inhaler, the medication will be in the teacher's possession at all times. In the event of an emergency, the teacher will administer the medication as prescribed on the label of prescribed medication. If used, parent/guardian will be notified immediately.

Any medication must be delivered from the parent to the teacher. Medication IS NOT to be carried from the child to the teacher within a backpack.

Should an emergency arise, a staff member will first contact the parent/guardian then will proceed to call other emergency contacts listed. In the event of a life-threatening emergency, 911 will be called first, then the parent/guardian.

POTTY TRAINING

Our main focus throughout the day is to teach your child. Potty-training may be supported during the MDO day to help reinforce skills being taught at home. However, we encourage parent/guardian to facilitate mastery of the skill at home.

If a two or three-year-old child is being potty-trained, he/she must be in pull-up or a diaper. Please make sure there is an adequate number of diapers or pull-ups and wipes to support the child during the MDO day. Each pull-up or diaper and wipes should be labeled with child's name and accessible in his/her backpack.

All four and five-year-old children are required to be toilet trained and wearing underwear during the MDO day. Multiple bathroom breaks are planned throughout the day. However, when an accident occurs, the child will be supported by assisting with clean up and by preserving his/her dignity.

Note:

- A child is considered potty-trained when he/she recognizes the need to go to the bathroom and expresses that need verbally.
- Inform the teacher if a child needs to wear a pull-up during nap time.

3 MONTHS – 12 MONTHS OLD

Please pack and provide everything your baby needs during the day at MDO, including a pack-n-play fitted sheet. Clearly label every item with child's first and last name. Also, please provide your child's schedule to the teacher and update it as your child's daily routine changes throughout the year.

WHAT TO BRING (Younger 1s & up)

Clearly labeled backpack and items with child's first and last name:

- Morning snack, cold lunch and a drink (spill proof cup)
- Extra change of clothes, socks, and underwear
- Diapers/pull ups, wipes and cream in a large Ziploc bag labeled with your child's name
- Small blanket and nap mat for rest time
- Soft comfort item (lovey) for rest time if needed
- Younger 1s- pack-n-play fitted sheet and blanket
- Older 1s- nap mat and blanket

WHAT NOT TO BRING

Due to children of various ages being in our care, it is important that children do not bring:

- Toys, unless requested by teacher
- Coins/ money
- Expensive or delicate objects or clothing



WHAT TO WEAR

Learning is fun and may get messy. Children will be active during the MDO day and should wear comfortable clothing. Please dress according to the weather and make sure to include a jacket (labeled) during the cooler seasons.

NAP TIME

A child is not required to sleep, but is expected to rest quietly during this time. A clearly labeled nap mat and cover is to be brought for each child 17 months and older. Due to lack of storage, these items will be sent home at the end of each day.

CLASSROOMS

Classroom distribution is based solely on the age of the child as of September 1st of the calendar year, not on his/her developmental skills. If there is a strong concern by a parent/guardian about his/her child's developmental abilities, exceptions may be made. This is dependent on availability of classroom and staff. Children will remain in the same class for the entire academic school year.



MEET THE TEACHER

All children and parent/guardian(s) will be required to attend the “Meet the Teacher” event. It is our desire to make MDO a happy and memorable experience for the family. “Meet the Teacher” will be scheduled prior to classes starting in order to help children become familiar with new surroundings and faces. Parents and children will have the opportunity to meet their teachers, explore the classroom and parents/guardians may ask questions before the first day of school. A notice will be sent to parents in August.

OUR EMPLOYEES

We desire that all Employees of First Baptist Bryan MDO hold beliefs that are consistent with the mission and purpose of First Baptist Bryan. Staff are required to pass a criminal background check, attend 15 hours of training and staff development, including CPR and First Aid.

***WE ARE GROWING AND LEARNING IN THE FRUIT OF
GOD’S SPIRIT: LOVE, JOY, PEACE, PATIENCE,
KINDNESS, GOODNESS, FAITHFULNESS,
GENTLENESS, AND SELF- CONTROL.***

GALATIANS 5:22-23





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