



# **Parent Handbook Policy & Procedures**

*2025-2026*

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## Program Purpose

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

Because First Baptist Bryan MDO is a program under FBC Bryan's Seedling Preschool Ministry, we uphold the mission and vision statements:

### Preschool Ministry's Mission:

Love God and love people. *-based off of Matthew 22:37-39 (NIV)*

"Jesus replied, "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it, "Love your neighbor as yourself."

### Preschool Ministry's Vision:

To plant the seeds of biblical truth in the hearts and minds of preschoolers so they grow in their understanding of Jesus' love for them and begin to share His love with others.

## Hours of Operation

FBC Bryan MDO is open from 9 am–2:30 pm on Tuesdays & Thursdays. Our operating months are late August through early 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.

## Contact Information

Amberly Moore

Mother's Day Out Director

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## **Tuition, Fees, & Payment**

The non-refundable registration fee for fall and spring semesters is \$100 per child and it is due upon application.

Tuition is charged on the first of the month and due in full by the next school day. Please see our website for current tuition rates.

If tuition is not paid by the second school day of the month, a late fee of \$25 per child will be charged.

If tuition is not received by the 10<sup>th</sup> of the month, the child(ren) will be disenrolled from the program. Please contact the director in advance with any questions or payment problems.

A \$75 per child supply fee is due on the first day of the fall semester and again on the first day of the spring semester for a total of \$150 per child for the entire year. This fee will cover supplies for your child during the school year.

FBC MDO is pleased to offer myProcure—an online portal for parents to access account information, complete registration, and easily pay tuition through Tuition Express. Visit [myprocare.com](https://myprocare.com) or download the Procure App for login info. Parents may also ask to sign up for a Recurring Payment method.

When we calculate tuition, we calculate based on our annual costs to operate divided by the number of months we operate. This makes tuition a set monthly fee to reserve your child's place in our program. While we feel it is important for children to attend each day for consistency in their learning, we understand that occasional absences will occur. However, because the tuition holds the child's spot, in the event of an absence, for any reason, tuition will not be adjusted.

## **Enrollment & Registration**

Enrollment is based on availability. We place children in classrooms based on their age as of September 1 each year. If there is an opening in a classroom appropriate to your child's age and you have paid the registration fee, your child will be considered for placement in that open spot.

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 does not attend.

## **Curriculum**

Our curriculum is based on thematic units and on best practices and current research. We use program specific created 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. Each child will have the opportunity to practice making decisions, following directions, working independently, and taking turns with others.

## Arrival & Drop-Off Procedures

Arrival is 9 am at the East Entrance - next to the playgrounds. Children cannot be dropped off before 9 am. Doors will be unlocked from 9 am-9:30am. Please make every effort to drop off during this window.

Pick-up will take place from 2:10–2:25 pm. Parents and children must be out of the preschool hallways no later than 2:30 pm. Any child(ren) still in the hallways after 2:30 pm will incur a \$25 late fee per family, which will be added to your account the same day.

First Baptist Bryan is a locked facility. Please make arrangements with the director for any drop offs or pick ups outside the windows listed in the above paragraphs.

### Drop off Procedure:

- Enter the East doors between 9:00-9:15 am
- Scan the QR code with your Procure app to sign your child in
- Deliver your child to the teacher in their classroom.
  - Please limit your time at drop off to a quick goodbye. This helps your child to transition into the classroom and allows each parent time to drop off their child.
  - If you have information you need to convey outside of what can be said during this quick transition, please make arrangements with the director.
  - If you need more help knowing what to do at drop off, please see our Leaving Your Child at the Door resource.

### Pick Up Procedure:

- Enter the East doors between 2:15-2:30 pm
- Scan the QR code with your Procure app to sign your child out
- Pick up your child from their teacher in their classroom.
  - Please limit your time at pick up to a quick greeting. This helps ensure each child can be picked up in a timely manner.
  - If a teacher has more information to convey than can be done quickly at pick up, the director will make arrangements.
- Children will only be released to authorized individuals. This is done at registration through the Procure app and may be amended by contacting the director. If your routine changes and a different individual than is usual will be picking up your child, please notify us in advance. We will confirm the identity of people we do not recognize with a photo ID. Please make sure anyone picking up your child has their ID on their person.
  - In an emergency situation, a phone confirmation is required for pick up.

## Communication

First Baptist Bryan MDO will primarily use email and the 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 and especially during drop off and pick up times. Should there be questions or concerns about your child, please schedule a phone conference with the teacher during the day by contacting the director so that arrangements may be made. Parents may also send messages to the teacher via the Procure app but please understand that a teacher's first priority is to actively supervise children during the day and they may not answer until the children have dismissed.

## Snacks & Lunch

Please pack a morning snack, cold lunch, and a drink with your child each day.

Food should be healthy items, already cut and prepared to prevent choking hazards, so that children are able to feed themselves as independently as possible.

“Research has shown that 90% of fatal choking occurs in children younger than four years of age. Examples of foods that present a risk of choking include hot dogs sliced into rounds, whole grapes, hard candy, string cheese, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter, and chunks of meat larger than can be swallowed whole.” -Minimum Standards

Please note that we will be serving all food in the lunchbox to your child at once, not saving part of it as a treat for the end of the meal, so only send foods you want your child to eat.

All containers, lids, etc. should be labeled with the child's first name and last initial. If the food needs to stay cold for proper food safety, please send ice packs as we will not refrigerate lunch boxes.

Drinks should come in a spill proof cup labeled with the child's first name and last initial. You must provide a spill proof cup with water each day. If you would like to provide a second spill proof drink specifically for lunch time, such as milk, please make sure it is in the lunchbox.

## Birthday Policy

If a parent/guardian would like to provide a special snack for a birthday celebration, please make arrangements ahead of time with your child's teacher. The teacher will be able to give guidance on foods to avoid due to allergies, which days might work best, and the time the snack will be served. We ask that you bring easy-to-eat, individual servings for the children to enjoy (Ex. cookies, mini cupcakes, donut holes, or muffins). Please bring the pre-arranged item to drop off with your child on the prearranged day.

## Discipline Policy

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.

Misbehavior is developmentally appropriate for preschoolers. Positive reinforcement is the main focus of disciplining a child at First Baptist Bryan – using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior. Discipline should be tied back to biblical foundations.

If a behavior continues, the following guidelines may be used:

1. **Redirect:** Redirect the child to a different toy/activity/friend. The goal is to take the child away from the situation causing the disruptive behavior.
2. **Reminder of Expected Behaviors:** Use positive directions; express the things you do want to see versus stating what you don't want to see (ex. "Our feet stay on the floor." "We use gentle touches. Show me a gentle touch."). Give the child a warning of what will happen if this behavior continues. If-then statements are the preferred way to communicate this idea.
3. **Removal of Item or Child:** If the behavior continues, take away the item. This step may not be applicable for all situations. If something is taken away, let the child know when they can get the item back (ex. *after story time you may have the legos back*). It is important to follow through with what was said. Preschoolers will remember empty threats. The next step would be to remove the child, through the use of "time away" within the classroom. It is important to do as much disciplining in the classroom as possible. Some children will see that acting out will give them a ticket out of the classroom. The number of minutes in Time Away should equal the child's age (ex. 3 years old= 3 minutes). Time away should not be done in a corner but instead in a location away from the group setting, but with you close by.
4. **Hallway Visit:** If a child appears to be overstimulated or other attempts do not appear to be working, the teacher may temporarily take the child on a walk in the hallway as long as two adults are still present within the classroom.
5. **Director Visit:** When all efforts have been exhausted, or a teacher is feeling overwhelmed, they may ask for the Director or Assistant Director to come assist with misbehavior
  - 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. We recognize that the parents are the first and best teachers for their child and welcome any ideas and solutions when behavior persists.
  - Withdrawal from the program is the last step, but all efforts to avoid withdrawal will be taken. In the rare event that MDO withdraws your child, no tuition will be refunded.

## School Security

To keep your child and their teachers safe, only MDO staff, volunteers, First Baptist Bryan staff, and enrolled students are allowed in MDO spaces during operating hours. As part of that safety measure, First Baptist Bryan is a locked facility. Doors will be unlocked from 9:00-9:30 am for drop off and from 2:15-2:30 pm for pick up. While doors are unlocked for drop off and pick up, we regularly have Safety Team volunteers who help ensure only authorized adults are present for drop off and pick up.

Children in our care will only be dismissed to the authorized adults listed on Procare. 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 to MDO if s/he is sick, as defined below. 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 the 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 100.4 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, be free from vomiting or diarrhea for 24 hours, or have a note stating that they have been evaluated by their medical provider and may return if recovering from any communicable disease before returning to the MDO program.

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, no tuition will be refunded.

## Medical & Medication Policy

If your child needs an over-the-counter medication, you must bring the bottle in its original packaging with the dosage instructions printed on the label. If your child is prescribed medication, the medication must come in a bottle from the pharmacy with the child's name and dosage printed on the label.

In the case of 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 the prescribed medication. If used, parent/guardian will be notified immediately.

For both over-the-counter and prescribed medications, including epi-pens and rescue inhalers, a parent/guardian must complete a medication authorization form provided by First Baptist Bryan MDO. The information given on the form must match the dosages listed on the original packaging. Except for epi-pens and rescue inhalers, only the director or assistant director will administer medication, and only in the manner stated on the form.

Rescue medications must be delivered from the parent to the teacher. Medication IS NOT to be carried from the child to the teacher within a backpack. Any other medications must be delivered from the parent to the director or assistant director. It may NOT be carried by the child, even in a backpack, may not be given to a teacher, and may not be left on a desk or counter.

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

MDO will support parents who are potty training their children by putting them on the potty during a diaper change or encouraging potty use throughout the day when a parent is actively potty training at home. Please provide enough diapers and/or pull ups and wipes for the entire school day. These should be in a Ziplock baggie, labeled with the child's first name and last initial, and be easily accessible in his or her backpack.

We are also happy to share tips and tricks that may help you potty train at home.

We recognize that potty training is a conglomeration of several developmental skills and will not force a child to potty or wear underwear before they are ready.

To be considered "potty trained," a child must recognize the need to go to the bathroom, clearly communicate their need to a teacher, remove his/her own clothing, use the toilet, wipe, redress, flush, and wash. We are happy to assist your child in any of those steps as they are learning! In order to facilitate the child being able to remove his/her own clothing and redress themselves, we ask that you send the child in clothing with elastic waistbands and no difficult closures such as zippers, buttons, snaps, onesies, overalls, etc.

Before a child is potty trained, to minimize bodily fluids in our play areas, please send them in pull ups or diapers. If a potty trained child has an occasional accident, we will assist with clean up while preserving his/her dignity. If accidents become regular occurrences, we will ask you to send the child in pull ups or diapers to minimize bodily fluids in our play areas.

If a child wears underwear for most of the school day but needs a pull up or diaper for nap time, please provide the necessary items, labeled with the child's first name and last initial, and communicate clearly with the MDO staff about this need.



## WHAT TO BRING (INFANT-YOUNGER 1's)

Clearly label **every part of every item** with child's first name and last initial. Also, please provide your child's schedule to the teacher and update it as your child's daily routine changes throughout the year.

Please pack and provide everything your baby needs during the day at MDO. Things to include are:

- a pack-n-play sized fitted sheet
- Diapers, wipes, and, if needed, cream in a Ziploc baggie
- All milk and/or food, including bottles, spoons, etc. for the day
- Pacifier, if taken
- A blanket, if used
- Weather-appropriate change of clothes, including socks if needed
- For 1 year old classes- a blanket, nap mat, or pack-n-play sheet per the child's development needs.

## WHAT TO BRING (YOUNGER 1's - PRE-K)

Every part of every item provided by the parent should be clearly labeled with the child's first name and last initial. Please use a backpack or other bag to send the following items:

- Snack and lunch as outlined above in the Snacks and Lunch section
- Weather-appropriate change of clothes, including underwear, socks, and shoes as appropriate
- Diapers/pull ups, wipes, and cream if needed in a large Ziploc bag labeled with your child's first name and last initial
- Small blanket and nap mat for rest time (due to a lack of storage space and because we share space with
- other ministries of the church, these items will be sent home each day)
- Soft comfort item (lovey) for rest time if needed

## WHAT NOT TO BRING

In order to keep the children in our care safe and to ensure no important items are lost, please do not allow children to bring:

- Toys, unless specifically requested by teacher
- Choking hazards, including coins and certain food items, see the Snack and Lunch section
- Expensive or delicate objects or clothing, including money, electronics, etc.

## WHAT TO WEAR

Children will create art, spend time outdoors, explore nature items, feed themselves, and otherwise be active and get messy throughout the day. Dress your child in clothing that they find comfortable, that you are ok with getting messy, and that is weather-appropriate.

In addition, children who are potty training or are already using the potty should be able to operate their clothing as independently as possible. Please avoid complicated pants closures such as overalls, buttons, difficult snaps, etc.

We will go outside every day that weather permits. If the weather is cool or cold, send your child with a jacket or coat, labeled with their first name and last initial, so that s/he will be comfortable outdoors.

Because children will be active each day, all walking children must wear closed-toed shoes that strap to their feet to keep them safe as they move about. We encourage you to find shoes your child can put on themselves as independently as possible.

## Student Belongings

In order to maintain a safe, orderly, and Christ-centered environment, all student belongings brought to campus must be appropriate for the school setting. Families are asked to ensure their child's belongings follow the guidelines below.

### Permitted Items:

- Backpack
- Lunchbox and snacks as needed (nut-free if applicable)
- Weather-appropriate outerwear (jackets, coats, hats, gloves)
- One small comfort item for rest time, if needed
- Extra set(s) of clothes
- Nap mat (as required by classroom or age group)
- Diapers, pull-ups, and wipes (as needed)
- Classroom supplies requested by the teacher

### Prohibited Items:

- Toys, electronics, trading cards, or other non-essential items
- Candy, gum, or soda
- Items with violent, inappropriate, or non-Christ-centered themes (including weapons, superhero or monster toys, etc.)
- Any item that could pose a safety risk to students or staff

### Procedures:

- Staff will review student belongings daily to ensure compliance with this policy.
- Items not permitted will be set aside and returned to the parent or guardian at pick-up.
- If inappropriate items are repeatedly brought to school, parents or guardians will be contacted to discuss the concern.
- If an item poses a safety threat, parents or guardians will be contacted immediately to collect the item. In such cases, administration reserves the right to contact local law enforcement.

## NAP TIME

Children in the infant classroom(s) will nap according to his/her own schedule. Please refer to the What to Bring section and make sure your child has everything necessary for nap time.

Children in the one year classroom(s) through PreK will nap according to the classroom schedule. Please refer to the What to Bring section and make sure your child has everything necessary for nap time.

While children are expected to rest quietly during naptime, we cannot force any child to sleep. Children who are unable to fall asleep and are becoming restless or bored will be allowed to do quiet activities after 30 minutes of quiet rest.

We maintain a 2 adult per room policy, even at naptime. Teachers will use this time for planning, preparation, and parent communication.

## Classrooms

Children are placed in classrooms based on his/her age as of September 1st of that school year and stay in that class for the entire academic school year.

The number of classrooms we have available each year is dependent on classroom space and available staff.

Each classroom has one Lead Teacher and at least one Assistant Teacher to maintain ratio. A classroom is considered full when it has this number of children enrolled:

Babies	6
Ones	9
2s-PreK	12

## Meet The Teacher

Each fall, prior to the start of the school year, we will hold a Meet The Teacher event. We strongly encourage all families to attend to help familiarize children with their new environment, answer all questions before the school year starts, put faces and names together, and lay the foundation for our parents and teachers to work together for the school year. You will receive an invitation with the date and time for Meet the Teacher 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.

## *First Baptist Bryan MDO*

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