

Parent Handbook: Policy & Procedures

2026–2027

First Baptist Bryan

Mother's Day Out Program

Parent Handbook: Policy & Procedures.....	1
2026–2027.....	1
Program Purpose.....	3
Preschool Ministry's Mission.....	3
Preschool Ministry's Vision.....	3
Hours of Operation.....	3
Contact Information.....	4
Tuition, Fees, & Payment.....	4
Tuition Structure Policy.....	4
Enrollment & Registration.....	4
Withdrawal Policy.....	5
Curriculum.....	5
Arrival & Drop-Off Procedures.....	5
Standard Drop-Off Procedure.....	6
Standard Pick-Up Procedure.....	6
Authorized Pick-Up Policy.....	6
Rainy Day Drop-Off and Pick-Up Policy.....	6
Drop-Off.....	7
Pick-Up.....	7
Identification & Security.....	7
Communication.....	7
Snacks & Lunch.....	8
Labeling & Storage.....	8
Birthday Policy.....	9
Discipline Policy.....	9
Parent Contact and Withdrawal.....	10
School Security.....	10
Health Policy.....	10
Return-to-School Policy.....	11
Medical & Medication Policy.....	11
Rescue Medications (Epi-Pens & Inhalers).....	11
Authorization and Delivery Rules.....	12
Emergency Procedures.....	12
Potty Training.....	12
Defining "Potty Trained".....	13
Diaper and Accident Policies.....	13
What to Bring: Infants to Younger 1s.....	13
Required Items:.....	13
What to Bring: Younger 1s to Pre-K.....	14
Required Items:.....	14
Prohibited Items (What NOT to Bring):.....	14

What to Wear.....	14
Clothing Guidelines for Potty Training:.....	15
Outdoor & Shoe Guidelines:.....	15
Student Belongings Policy.....	15
Compliance Procedures:.....	15
Nap Time.....	15
Classrooms & Ratios.....	16
Meet the Teacher.....	16
Our Employees.....	16

Program Purpose

The purpose of the First Baptist Bryan Mother's Day Out (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. Children who attend are engaged in developmentally appropriate activities to promote learning and to foster growth in all domains of development, including 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 following mission and vision statements:

Preschool Ministry's Mission

"Love God and love people." — Based on 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

We gather to plant seeds of biblical truth, grow in our understanding of Jesus' love, and go to share His love with others.

Hours of Operation

- **Days:** Tuesdays & Thursdays
- **Hours:** 9:00 AM – 2:30 PM
- **Operating Months:** September through early May

Please see our school calendar posted on the website for scheduled holidays and events. School closings for inclement weather are determined by Bryan ISD. If Bryan ISD is delayed or closed, First Baptist Bryan MDO will remain closed. An email and notification will be sent out in these events.

Contact Information

- **Director:** Rebecca Cooper (Mother's Day Out Director)
 - **Email:** mdo@fbcbryan.org
 - **Phone:** (979) 557-2166
-

Tuition, Fees, & Payment

- **Registration Fee:** A non-refundable fee of \$100 per child is due upon application.
- **Tuition Billing:** Tuition is charged on the 1st of each month and is due in full by the next school day. Please see our website for current tuition rates.
- **Late Fees:** If tuition is not paid by the second school day of the month, a late fee of \$25 per child will be charged.
- **Disenrollment:** If tuition is not received by the 10th of the month, the child(ren) will be disenrolled from the program. Please contact the director in advance with any questions or payment difficulties.
- **Payment Platform:** FBC MDO uses TouchPoint for all tuition and registration payments.

Tuition Structure Policy

When we calculate tuition, we divide our annual operational costs 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 occur. Because tuition holds your child's spot, tuition will not be adjusted in the event of an absence for any reason.

Enrollment & Registration

Enrollment is based on availability. We place children in classrooms based on their age as of September 1 of each school 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 remains non-refundable.

Withdrawal Policy

Withdrawal from the First Baptist Bryan MDO program requires a **2-week 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 during those final weeks.

Curriculum

Our curriculum is built on thematic units, best practices, and current childhood research. We use a program-specific, custom-created curriculum that guides activities and age-appropriate learning, alongside high-quality supplemental resources.

Activities planned around each unit include:

- Dramatic play and blocks
- Puppets and nursery rhymes
- Music, books, and puzzles
- Nature exploration and games
- Process art
- Outdoor play

Children engage in learning through specialized centers and group time. Center activities contain toys, manipulatives, and materials that relate directly 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 Window:** 9:00 AM – 9:30 AM at the East Entrance (next to the playgrounds). Children cannot be dropped off before 9:00 AM. Doors will be unlocked during this window. Please make every effort to arrive on time.
- **Pick-Up Window:** 2:10 PM – 2:25 PM.
- **Late Pick-Up Fees:** Parents and children must be out of the preschool hallways no later than 2:30 PM. Any child remaining in the hallways after 2:30 PM will incur a **\$25 late fee per family**, which will be applied 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 of these standard windows.

Standard Drop-Off Procedure

1. Enter the East doors between 9:00 AM and 9:15 AM.
2. Check your child(ren) in using your phone number on the monitors located in the lobby.
3. Deliver your child directly to the teacher in their classroom.
4. Please limit your time at drop-off to a quick goodbye. This helps your child transition smoothly and keeps the hallway clear for other parents.
5. If you need to convey detailed information outside of what can be said during this quick transition, please make separate arrangements with the director.

Standard Pick-Up Procedure

1. Enter the East doors between 2:10 PM and 2:25 PM.
2. Sign out your child using your phone number on the lobby monitors.
3. Pick up your child directly from their teacher in the classroom.
4. Limit your time at pick-up to a quick greeting to ensure all children can be picked up in a timely and safe manner.
5. If a teacher has more information to convey than can be done quickly at pick-up, the director will help facilitate a meeting.

Authorized Pick-Up Policy

Children will only be released to authorized individuals. You will receive an authorized pick-up form to complete on "Meet the Teacher" day. If your routine changes and a different individual will be picking up your child, please notify us in advance. We verify the identity of anyone we do not recognize with a photo ID. Please ensure anyone picking up your child keeps their ID on their person. In emergency situations, a direct phone confirmation is required for pick-up.

Rainy Day Drop-Off and Pick-Up Policy

In the event of rain or inclement weather, Mother's Day Out implements the following procedures to ensure the safety of all children, families, and staff.

Drop-Off

- Vehicles must enter the designated drop-off line and pull forward completely under the awning.
- A staff member will greet your child(ren) at your vehicle and escort them safely to their classroom.
- For the safety of all children and to keep traffic flowing efficiently, parents must remain inside their vehicles during drop-off unless directed otherwise by staff.

Pick-Up

- Vehicles must enter the designated pick-up line and pull forward completely under the awning.
- Upon your arrival in line, staff will notify your child's teacher that you have arrived.
- A staff member will escort your child(ren) from the preschool atrium directly to your vehicle.

Identification & Security

- **Window Signs:** To assist staff with a smooth and efficient pick-up process, families must display a sign in the passenger-side window with each child's first and last name clearly printed. These will be provided to you at "Meet The Teacher"
- **ID Checks:** For the safety and security of every child, staff reserve the right to request a valid photo ID from any individual picking up a child if they are not readily recognized. Children will only be released to individuals explicitly authorized on the child's approved pick-up list.

Communication

We encourage open and honest communication between parents and teachers. If you need to speak briefly with your child's teacher, please be mindful of her time and her responsibility to care for and supervise the children. Conversations during MDO hours—especially at drop-off and pick-up—should be kept brief and focused on information that is important for your child's care that day.

If you have questions or concerns that require a longer conversation, please contact the Director to schedule a phone conference with your child's teacher. Parents may also send messages to teachers through the ClassDojo app.

Please understand that a teacher's first priority during MDO hours is the active supervision and care of the children. Teachers may not be able to respond to ClassDojo messages until the children have been dismissed for the day.

Snacks & Lunch

Please pack a morning snack, a cold lunch, and a drink for your child each day. If your child requires utensils for their meal, please ensure those are packed as well. Food items should be healthy, cut, and prepared in advance to prevent choking hazards, allowing children to feed themselves as independently as possible.

Important Safety Note on Choking Hazards:

"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 serve all food in the lunchbox to your child at once rather than saving items as a reward for the end of the meal. Please only send foods you want your child to eat.

Labeling & Storage

- **Labeling:** All containers, lids, and items must be labeled with the child's first name and last initial.
- **Temperature Control:** If food needs to stay cold for safety, please include ice packs. We do not refrigerate lunchboxes.

- **Drinks:** Water must 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 drink specifically for lunchtime (such as milk or juice), please ensure it is placed inside the lunchbox in a spill-proof cup.
-

Birthday Policy

If you 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 provide guidance regarding classroom allergies, preferred days, and the specific time the snack will be served.

We ask that you bring easy-to-eat, individual servings for the children to enjoy (e.g., cookies, mini cupcakes, donut holes, or muffins). Please bring the pre-arranged item to drop-off on the scheduled day. If you are providing a homemade item, you must supply a complete list of ingredients to protect children with severe food allergies.

Discipline Policy

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

Misbehavior is developmentally appropriate for preschoolers. Positive reinforcement is the primary focus of disciplining a child at First Baptist Bryan—using praise and encouragement of good behavior instead of focusing solely upon unacceptable actions. Our discipline practices are tied back to biblical foundations.

If a behavior continues, teachers utilize the following progressive guidelines:

1. **Redirect:** Redirect the child to a different toy, activity, or friend. The goal is to remove the child from the situation causing the disruptive behavior.
2. **Reminder of Expected Behaviors:** Use positive directions by expressing what you want to see rather than what you don't want to see (e.g., *"Our feet stay on the floor,"* or *"We use gentle touches. Show me a gentle touch."*). Give the child a clear warning of what will happen if the behavior continues using "if-then" statements.
3. **Removal of Item or Child:** If the behavior persists, take away the problematic item (if applicable) and let the child know exactly when they can have it back (e.g., *"After storytime, you may have the Legos back"*). It is vital to follow through, as preschoolers remember empty threats. The next step is removing the child via "time away" within the classroom. We aim to keep discipline inside the classroom, as some children realize acting out can become a ticket to leave. The number of minutes in "time away" equals

the child's age (e.g., 3 years old = 3 minutes). This takes place away from the group setting but with the teacher nearby.

4. **Hallway Visit:** If a child appears overstimulated or other attempts fail, the teacher may temporarily take the child for a brief walk in the hallway, provided two adults remain present inside the classroom.
5. **Director Visit:** When all classroom efforts are exhausted or a teacher is feeling overwhelmed, they may request the Director or Assistant Director to step in and assist.

Parent Contact and Withdrawal

If a child is escorted from the classroom to the director, it is the director's discretion to contact the parent. If a behavior persists over time, the teacher, director, and parents will meet to discuss a solution. We recognize that parents are the first and best teachers for their child and welcome your collaborative ideas.

Withdrawal from the program is a final, last resort after all preventive efforts have failed. In the rare event that MDO must withdraw a 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 permitted in MDO spaces during operating hours.

First Baptist Bryan is a locked facility. Doors are unlocked from **9:00 AM – 9:30 AM** for drop-off and from **2:10 PM – 2:30 PM** for pick-up. While doors are unlocked, Safety Team volunteers are stationed to ensure only authorized adults are present.

- Children are only dismissed to authorized adults listed on your provided form.
- A valid photo ID is required every day at pick-up if staff do not readily recognize the individual. Please ensure anyone picking up your child keeps their ID on them.
- Children will only be released to adults 18 years and older or to their legal parent/guardian.

Health Policy

Your child's health is important to us. Please do not bring your child to MDO if they are sick. If a child shows any signs of illness while at school, the parent will be contacted and required to pick them up within one hour of the first communication alert.

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

- A fever of 100.4 degrees or higher
- Vomiting or diarrhea
- Common cold symptoms accompanied by an excessive cough or a runny nose with green or yellow mucus
- Conjunctivitis (pink eye) or other active eye infections
- Croup
- Lice
- Any unexplained rash
- Any skin infection (such as boils, ringworm, or impetigo)

Return-to-School Policy

Your child **MUST** meet the following criteria before returning to the MDO program:

- Be fever-free without the use of fever-reducing medication for at least 24 hours.
- Be entirely free from vomiting or diarrhea for at least 24 hours.
- Alternatively, provide a formal note stating they have been evaluated by their medical provider and are cleared to return while recovering from any communicable disease.

Please notify the director immediately if your child is diagnosed with a communicable disease, including but not limited to: COVID-19, Hand-Foot-and-Mouth Disease, Flu, RSV, Strep Throat, or Pink Eye.

Failure to follow the health policy may result in the child's removal from the program. In such cases, no tuition will be refunded.

Medical & Medication Policy

- **Over-the-Counter Medication:** Must be provided in its original packaging with clear dosage instructions printed directly on the manufacturer's label.
- **Prescription Medication:** Must arrive in the original pharmacy bottle with the child's name and specific dosage instructions clearly printed on the label.

Rescue Medications (Epi-Pens & Inhalers)

In the case of an Epi-Pen or rescue inhaler, the medication will remain in the teacher's immediate possession at all times. In an emergency, the teacher will administer the medication exactly as prescribed on the label. The parent or guardian will be notified immediately following administration.

Authorization and Delivery Rules

- **Authorization Forms:** Parents must complete a medication authorization form provided by First Baptist Bryan MDO for all medications. The information on this form must match the dosages listed on the original packaging exactly.
- **Administration:** Except for emergency rescue medications, only the Director or Assistant Director will administer medication, following the exact guidelines on the authorization form.
- **Strict Delivery Protocol:** Rescue medications must be handed directly from the parent to the teacher. All other medications must be handed directly from the parent to the Director or Assistant Director.
- **Backpack Warning:** Medication **IS NOT** to be carried by the child or left inside a child's backpack. Medication may never be given to a child to deliver, handed to a teacher (except rescue meds), or left unattended on a desk or counter.

Emergency Procedures

Should a medical emergency arise, a staff member will first contact the parent or guardian, then proceed to call the other emergency contacts listed. In the event of a life-threatening emergency, staff will call 911 first, followed immediately by the parent or guardian.

Potty Training

MDO will fully support parents who are actively potty training at home by placing children on the potty during diaper changes and encouraging toilet use throughout the day. Please provide an ample supply of diapers and/or pull-ups and wipes for the entire school day. Place these items inside a Ziploc bag labeled with your child's first name and last initial, ensuring they are easily accessible in their backpack. We are also happy to share tips and tricks that may help you with potty training at home.

Defining "Potty Trained"

To be considered fully "potty trained" in our program, a child must be able to perform the following steps independently:

1. Recognize the personal need to use the bathroom.
2. Clearly communicate that need to a teacher.
3. Remove his or her own clothing.
4. Use the toilet, wipe, and redress.
5. Flush the toilet and wash their hands.

We are happy to assist your child with any of these steps as they learn! To help your child dress and redress themselves successfully, please send them to school in clothing with **elastic waistbands**. Avoid difficult closures such as zippers, buttons, snaps, onesies, or overalls.

Diaper and Accident Policies

- **Before Being Trained:** To minimize bodily fluids in our shared play areas, please send your child in pull-ups or diapers until they are fully trained.
 - **Accidents:** If a potty-trained child has an occasional accident, staff will assist with clean-up while carefully preserving the child's dignity. If accidents become a regular occurrence, we will ask you to send your child in pull-ups or diapers to maintain clean play environments.
 - **Nap Time Accommodations:** If your child wears underwear for most of the school day but still requires a pull-up or diaper for nap time, please provide the labeled items and communicate this specific need clearly with the MDO staff.
-

What to Bring: Infants to Younger 1s

Please pack and provide everything your baby needs during the day. Provide your child's schedule to the teacher and update it as their daily routine changes throughout the year.

Required Items:

- **Labeling:** Clearly label every part of every item with your child's first name and last initial.
 - **Bedding:** A pack-n-play sized fitted sheet and a blanket (if used).
 - **Diapering:** Diapers, wipes, and diaper cream enclosed in a Ziploc bag (a topical ointment authorization form must be completed for diaper cream).
 - **Feeding:** All milk, formula, and food, including bottles, spoons, and accessories needed for the day.
 - **Comfort:** Pacifier, if taken.
 - **Clothing:** A weather-appropriate change of clothes, including socks.
 - **Transitioning 1s:** For 1-year-old classes, please provide a blanket, nap mat, or pack-n-play sheet based on your child's developmental needs.
-

What to Bring: Younger 1s to Pre-K

Please use a backpack or structural bag to send the following items to school daily. Every part of every item must be clearly labeled with the child's first name and last initial.

Required Items:

- **Meals:** A healthy snack and lunch as outlined in the "Snacks & Lunch" section.
- **Clothing:** A weather-appropriate change of clothes, including underwear and socks.
- **Diapering/Pull-Ups:** Diapers or pull-ups, wipes, and cream (if needed) inside a large, labeled Ziploc bag (topical ointment authorization form required).
- **Rest Time:** A small blanket and a nap mat. *Note: Due to shared building space with other church ministries and limited storage, these items must be sent home daily.*
- **Comfort:** One soft comfort item (such as a lovey) for rest time, if needed.

Prohibited Items (What NOT to Bring):

To ensure children's safety and prevent lost items, do not allow children to bring:

- Personal toys (unless specifically requested by the teacher).
- Choking hazards (including coins, small objects, or hazardous food items).
- Expensive, delicate objects or fancy clothing (including money, electronics, etc.).

We strongly discourage toys from home, including stuffed animals, to be brought into the classroom setting. While well meaning- these items oftentimes cause problems because they are not easily shareable with fellow peers. If a child attempts to enter the classroom with a toy or stuffed animal from home, we will politely ask that you take it home with you.

What to Wear

Children will create art, spend time outdoors, explore nature, feed themselves, and participate in messy, active play throughout the day. Please dress your child in comfortable, weather-appropriate clothing that you do not mind getting dirty.

Clothing Guidelines for Potty Training:

Children who are potty training or using the toilet should wear clothing they can operate as independently as possible. Avoid complicated clothing closures such as overalls, buttons, difficult snaps, or onesies.

Outdoor & Shoe Guidelines:

- **Jackets:** We go outside every day that weather permits. Send your child with a jacket or coat labeled with their first name and last initial during cool or cold weather.
 - **Shoes:** All walking children must wear **closed-toed shoes that strap firmly to their feet** to ensure safety on the playground. We highly encourage shoes that your child can learn to put on independently.
-

Student Belongings Policy

To maintain a safe, orderly, and Christ-centered environment, all items brought to campus must be appropriate for a Christian school setting.

- **Prohibited Items:** Toys, electronics, trading cards, candy, gum, soda, items with violent or non-Christ-centered themes (including weapons, superhero toys, or monster toys), and any item posing a safety risk.

Staff review student belongings daily. Non-permitted items (toys from home, electronics, candy/gum, etc.) will be set aside and returned to the parent or guardian at pick-up. If inappropriate items are repeatedly brought to school, the administration will contact parents to discuss the concern. If an item poses an immediate safety threat, parents will be contacted to collect it immediately, and administration reserves the right to contact local law enforcement.

Nap Time

- **Infants:** Children in the infant classroom(s) nap according to their own individual schedules.
 - **Age 1 through Pre-K:** Children nap according to their specific classroom schedule.
 - **Rest Guidelines:** While children are expected to rest quietly during nap time, we cannot force any child to sleep. Children who do not fall asleep and become restless will be allowed to engage in quiet activities after 30 minutes of quiet rest.
 - **Supervision:** MDO maintains a strict 2-adult-per-room policy at all times, including during nap time. Teachers utilize this quiet window for curriculum planning, classroom preparation, and parent communication.
-

Classrooms & Ratios

Children are placed in classrooms based on their age as of September 1st of that school year and remain in that class for the entire academic year. The number of classrooms available each year depends on church building space and available staffing.

Each classroom is staffed by one Lead Teacher and at least one Assistant Teacher to maintain secure safety ratios. A classroom is considered full when it reaches the following limits:

- **Babies:** 2 teachers to 7 children (2:7)
 - **Ones:** 2 teachers to 10 children (2:10)
 - **2s and 3s:** 2 teachers to 12 children (2:12)
 - **Pre-K:** 2 teachers to 14 children (2:14)
-

Meet the Teacher

Each fall prior to the start of the school year, MDO hosts a *Meet the Teacher* event. We strongly encourage all families to attend to help familiarize children with their new classrooms, answer parent questions, connect faces with names, and lay a solid foundation for parent-teacher communication. Families will receive an invitation with the specific date and time in August.

Our Employees

We desire that all employees of First Baptist Bryan MDO hold personal beliefs consistent with the mission and purpose of First Baptist Church. All staff are required to pass a comprehensive criminal background check, attend 15 hours of annual professional development and training, and maintain active certifications in CPR and First Aid.

First Baptist Bryan MDO

3100 Cambridge Dr. Bryan, TX 77802

Phone: (979) 776-1400 ext. 127 | Email: mdo@fbcbryan.org

Website: fbcbryan.org/mdo