



Brenham's First Baptist Church

Mother's Day Out Program

Tuesday and Thursday

8:30am - 2:30pm

## Parent/Student Handbook

2024-2025

Kristie Mendoza, MDO Director

2715 South Market Street

Brenham, Texas 77833

979-836-2807

[MDO@FBC-Brenham.org](mailto:MDO@FBC-Brenham.org)

## **WELCOME TO BRENHAM'S FIRST BAPTIST CHURCH MOTHER'S DAY OUT**

We are pleased that you have chosen BFBC Mother's Day Out for your child this year. Our staff want to work together with you to ensure a year of social, emotional, physical and educational development for your child in a Christian environment. We have many Christ-centered activities planned for your child this year. It will be a fun experience to see each child grow in Christ and watch them nurture new friendships. Our doors are always open to parents and we encourage you to get to know your child's teacher, friends and school routine. Together we will make this a wonderful and exciting time of growing wonder and wisdom.

Kristie Mendoza, Director, and MDO Teaching Staff

### **HOURS OF OPERATION**

8:30am – 2:30pm

Doors will open each day at 8:30am. BFBC Mother's Day Out staff meets prior to 8:30am for prayer/devotional time, as well as preparing for that day. Due to those facts, our doors will remain locked until 8:30am.

In order to make drop off smooth, please establish a morning routine similar to: greeting teacher, dropping off belongings, then saying goodbye with a rapid exit and a smile. Please do not linger around the classrooms or doorways. This makes it harder on your child as well as other children that might be still asking for their parent. Please feel free to stand out of sight or ask another staff member to check on your child. We have a video monitor at the front of our Preschool Wing where you can observe your child if need be. You may also call/text at any time to check on your child throughout the day.

We appreciate your promptness in picking up your child by/at 2:30pm. Children will never be released to anyone other than a parent, unless indicated on your registration form. Please let the teacher or Director know if another person besides the parent will be picking up. Parents of children who still remain at school after 2:40pm will be charged \$1.00 for every minute that is over 2:41pm, with a maximum late fee charge of \$15.00. Any late fees will be added to the next month's tuition. Children become anxious when Mom or Dad are late, so please make every attempt to be on time. If for some reason, you are going to be late, please contact the school. Most of our teachers have somewhere to be after work. Please be considerate to them as well.

If you need to pick up your child early, please try to inform their teacher so that the teacher will have your child prepared to go home at that time.

## ENROLLMENT/ SUPPLIES

A non-refundable enrollment fee of \$100.00 per child is due at the time of enrollment. If your child begins MDO in January, a non-refundable enrollment fee of \$50.00 is due at the time of enrollment. In order for your child to be put on the school roster and registered, we will have the have the enrollment fee in hand. The program is based on first come, first serve.

A waiting list for each class will be maintained for those interested in enrolling, should space become available. There is no fee to be put on the waiting list. The waiting list only applies to the current school year.

*\*Enrollment is open to children who are able to participate in a developmentally age-appropriate curriculum and structure. All applications are subject to evaluation to the specific needs of the child and the ability of BFBC MDO to accommodate those needs through its program, staff and facilities. This is for the benefit and well being of everyone involved in the program.*

A \$50.00 Supply Fee is due at the time of enrollment and no later than the first day of school. This fee helps offset fees for snacks, arts & crafts supplies and personal care supplies for each student. If your child begins MDO in January, a supply fee of \$25.00 is due at the time of enrollment.

## TUITION AND FEES

Tuition is reviewed annually. The annual rate is prorated over the course of nine months. This monthly rate remains the same over the program year, even in the months when children attend more or less than a standard four weeks.

Your tuition reserves a place for your child and does not change due to absences or holidays.

Tuition is due by the 10th day of each month; it is considered late after the 11<sup>th</sup> day of each month. You will be billed an extra \$15.00 on your next month's tuition if it is late. There will be a \$25.00 charge if a check is returned from your bank, or your card is declined for online payments.

December Tuition will be half off as a gift from BFBC MDO.  
May Tuition will be \$20 off because of the short month.

18 months – 5 years: \$220.00/ month

There is a 10% discount on the TOTAL monthly tuition for 2 or more children in the same family.

Please know that if you find yourself in a financial hardship, please speak with the Director to see if you can work out an arrangement.

## PAYMENT

Enrollment/supply fees and monthly tuition payments can be paid by cash or check, made payable to BFBC or Brenham's First Baptist Church. You can also pay online through our church website. To pay online: go to *fbc-brenham.org* and click "Give". Scroll down to "Online Giving" button and click on it. Type in the price and select MDO as your "Select your fund". Please include your child's name in the memo line. Once you have paid online, please send the Director a copy of the receipt. You can email or text it to her. This shows proof that you have paid your monthly tuition.

## CHILD DISCIPLINE

### At BFBC MDO, Discipline must be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding.
3. Directed toward teaching the child acceptable behavior and self control.

**At BFBC MDO, a teacher/staff may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:**

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Minor child discipline problems will be dealt with as deemed appropriate by the teacher and/or the Director. Redirection is the most common form of discipline used at MDO. Time out is the only form of punishment used.

If a child is sent to the MDO Office for discipline reasons, the parent will be notified.

**MDO reserves the right to remove any child from our program who consistently causes harm to himself or others.**

**Biting:** If a child bites another child, that parent will be notified about the incident. Biting is always documented on our standard incident report form. We ask that the parent works on resolving the behavior. If the biting continues, the teacher and Director will evaluate the situation to see what is best for the child and the other children in the class. Removing the child from the program is an option.

**Inappropriate Language:** If a child uses inappropriate language in our school, the parent will be notified. We are a Christian based school and do not want to jeopardize another student learning an inappropriate word. If the language continues or if the child is disruptive, either physically or verbally, removing the child from the program is an option.

## **CHILD ABUSE & NEGLECT**

Our staff, like all teachers in Texas, are required by law to report any suspicions of child abuse or neglect to the Department of Family and Protective Services, if necessary. Information will be kept confidential.

## **WITHDRAWING FROM PROGRAM**

Parents are required to give two weeks WRITTEN notice before withdrawing their child. If such notice is not given, they will be expected to pay the next month's tuition.

If a parent decides to withdraw their child from the program for an extended time (example: month off, etc.), but plans to bring the child back the following month, the parent is still responsible for paying tuition while the child is away.

Brenham's First Baptist Church MDO program reserves the right to terminate services due to:

1. Parent's failure to adhere to school policies or procedures.
2. If a child's repeated negative behavior or extensive special needs prevent staff from providing adequate care.

Depending on the circumstances, it is possible that no advance notice can be given.

## **INCLEMENT WEATHER**

In case of inclement weather, we follow the advice of Brenham's First Baptist Church School and will close MDO according to decisions made by the Brenham school district and BFBC School. The Director does her best to relate the information to you via email, text and the Remind App. Feel free to always call the church office or email if you are unsure about any closures.

## **EMERGENCY PREPAREDNESS PLAN**

Parents will be contacted in the event of weather-related incident or MDO closing due to unsafe conditions such as fire, flood, or acts of nature that cause damage to the building. If an emergency situation develops that requires that children and staff be relocated away from campus, parents will be contacted immediately with the location.

## **PARKING SAFETY**

For the safety of all, please drive slowly and with extreme caution in the Church Parking lot. Please refrain from using cell phones while driving in the parking lot. We also ask for no parking in the open concrete area by the main church doors when dropping off/picking up.

## SECURITY

Because safety is a top priority at BFBC MDO, we have campus wide security measures. All exterior doors are locked during business hours. The preschool wing doors will be unlocked from 8:30 am until 9:05 am for student drop off and again from 2:15 pm until 2:45 pm for student pick up. If you need to enter the building while the doors are locked, use the main church entrance doors. There is a doorbell with cameras inside the entrance doors which will allow the receptionist to buzz you in.

We also have security cameras in all four of our classrooms as well as in our multi-purpose room that you can view in our preschool wing lobby.

## ILLNESSES

The health and well-being of your child is of critical importance to us. Please do not bring a sick child to the program. If a child shows any sign of illness at school, the parent will be contacted.

In order to maintain a well-child environment, it will take the cooperation and courtesy of all involved. Please remember that majority of our teachers have their own children. Your sick child is not only putting their classmates at risk of illness, but also putting the teachers and their children at risk. We work with a minimum number of employees/substitutes. It is more stressful on days when our teachers are out due to sickness at their home.

### **Following are a few of the situations that can commonly occur at MDO:**

**Fever-** Most doctors – and the American Academy of Pediatrics – agree that a normal body temperature for a healthy child is between 97 and **100.3 degrees Fahrenheit**. If your child's temperature is above this range, he/she has a fever. Your child must be fever free without medication for 24 hours before attending MDO. If your child exhibits signs of fever at school, we will take their temperature. If a fever is present, the parent will be contacted to pick up the child.

**Runny nose/allergies-** if your child has a green/yellow runny nose (**other** than clear drainage), do not bring them to MDO until the drainage is clear. If your child has specific allergies, please make sure we have them documented.

**Diarrhea-** Your child must be diarrhea free without medication for 24 hours before returning to MDO. If your child has more than 2 loose bowel movements in a single day, you will be contacted to pick up your child from the program. We realize that juice, antibiotics, teething and other situations may be the cause, but in order to keep a healthy environment, we still require the child to be picked up.

**Vomiting-** Your child must be symptom free for 24 hours before returning to MDO. If your child is vomiting at MDO, the parent will be called for the child to be picked up.

**Lice-** Lice are tiny, white, wingless insects that may live on the skin, hair or clothing. If you suspect or know your child has lice, your child may not come to school unless your child is free of lice (adults) and nits (eggs). If lice or nits are discovered on your child's head while at MDO, the parent will be contacted to pick the child up.

## **ILLNESS CONTINUED...**

**Covid 19-** If any member of your household becomes symptomatic for Covid-19, you must quarantine all household members, arrange for Covid testing, and inform the school of the test results. If any member of your household tests positive for Covid-19, your child must stay home from school for the period of time determined by the County Health Department.

### **Other not so common situations but can occur are:**

Eye infection (Pink eye), fifth disease, any unexplained rash, strep throat, chicken pox, flu, other communicable/contagious disease, etc... they are not permitted in the classroom. The child must be symptom free for at least 24 hours.

MDO is not equipped to isolate and supervise sick children. If a child should get sick while in class, the child's parents or another responsible adult, so designated by the parent, will be contacted. If your child is being treated with antibiotics, he/she should be on medication 24 hours prior to coming to Mother's Day Out. Any child with a communicable/contagious disease will not be permitted back to school without a doctor's written approval. If your child has a communicable illness, please call the school office so that we can notify other parents that their children have been exposed.

There has been cases in the past years of an outbreak of the stomach bug. Our teachers/staff do our best to sanitize the classrooms each school day. We ask that if this happens again, and your child comes down with a virus that can be easily spread to other children, please keep your child home for a full 48 hours symptom free. We have seen cases that a child feels normal after 24 hours, returns to school, but relapses the next day and causes other children to become sick. We are a small school with a small amount of teachers/substitutes. We cannot risk the chance of staff getting sick (or their own children). Please put yourself in other parent's shoes. If you wouldn't want your child catching something from another sick child, please don't bring your own child to school when he/she is sick.

## **MEDICATION**

Brenham's First Baptist Mother's Day Out teachers are not allowed to give medication of any kind to children. Parents may come to the classroom to give medicine to their child.

However, if your child has a severe allergy that requires medication, those medications will be kept in the Directors office, in case of an emergency. These items must be left with the Director, *NOT* in the child's bag. Please give specific instructions regarding these medications. If this medication is used, you will be contacted immediately.

## **ALLERGIES**

Children with **KNOWN** severe allergies must meet with the Director. Parents must fill out a special medical allergy form, including a doctor's signature.

## **FIRST AID AND EMERGENCIES**

The MDO staff will treat simple cuts, bumps or scrapes. A fully stocked first-aid kit is available in our Preschool resource room. In case of an accident, the staff member who witnessed or handled the situation will complete an Accident/Incident Form.

In the event of an accident or illness requiring emergency medical care, the BFBC MDO staff will transport a child to either the Baylor Scott & White- Brenham Clinic or Brenham's Scott & White Hospital's emergency room. The Enrollment Agreement you signed, authorizes the BFBC MDO staff to obtain emergency medical care for your child until we can contact you and you can reach the clinic/hospital.

## **OUR ROOMS**

Our MDO program is divided into 4 classrooms. The classroom distribution is based on the age of the child as of September 1<sup>st</sup> of the current school year, but also developmental skills. If there is a strong concern by the parent about his/her child's developmental maturity, exceptions can be made if there is classroom availability.

## **OUR MDO STAFF**

Our employees must first be Christians! The hiring process includes a criminal history background check. They are also required to stay up to date on their Infant/Child CPR certifications.

## **PHONE CALLS**

We ask that you refrain from using your cell phone during drop-off and pick-up. This is a time that the teacher might need to communicate with you about your child's day.

Teachers are often not able to use their phone during school hours due to the busy schedule of their classroom. MDO teachers are ok with sharing their cell number with parents if they need to quickly communicate with you.

If you need to get in touch with a teacher (urgent) or it is something that the Director can help you with, call the office at 979-836-2807. You may also ask for the Director's cell number.

## **VISITS & CONFERENCES**

You are welcome to visit your child's classroom at any time, with the understanding that the teacher's responsibility during class time is to conduct the class. You may also have lunch with your child. Parents should check with the Teacher and/or Director to schedule a visit.

Parent-teacher conferences may be arranged at either the teacher's or parent's request.

## COMMUNICATION

Throughout the school year, you will receive many notes from your child's teacher in their backpack. Please read them. It is very upsetting for a child to miss a special activity or not be prepared for a special event because the backpack was not checked and notes not read. Communication between parent, teacher and Director is extremely important. Please inform the teacher of events in your child's life (birth, death, stress, etc.) This will allow the teacher to help your child deal with important feelings.

## REMIND 101 APP

Remind 101 is an app that BFBC MDO uses to communicate with parents. Instead of so many hard copy notes being sent home, and with technology growing, we can communicate about events, reminders, etc using this app. It is a free app that you can download on your smartphone or just text a code and you will be set up to receive notes from the Director. For more information, or to get set up, please see the Director.

## POTTY TRAINING

**(We ask that 3 year olds are in the process of being potty trained and 4 year olds are already potty trained before starting a new school year)**

If you are potty training your child at home, please let us know and we will help in any way that we can. Please communicate with your child's teacher about the details: sitting/standing, if they use a potty seat and words you use.

We consider a child completely potty trained when he/she can go to the bathroom on his/her own without being asked or coached. Please do not send your child in underwear until they can complete a successful accident-free month.

We understand accidents will happen, and we are happy to get that cleaned up! If your child is in pull-ups, please send the ones with Velcro on the sides. In the event that your child needs to change, they will not need to undress completely using these pull ups. If you child has two accidents, in underwear, in one MDO day, we will put them in a pull-up.

If your child just needs a pull-up at naptime, please let the teacher know, and we are happy to accommodate.

The best way to help your child be successful at potty training, is to communicate with the teachers and let them know where your child is in the process.

## NAP/REST TIME POLICY

All classes will rest daily. Your child will not be required to sleep during this time, but he/she will be expected to be lay down and be quiet, restful and remain on their mats. Please encourage your child in this area. We do not have the staff available to give your child an alternative during this time. If napping becomes a consistent problem for your child, you will be contacted to help find solutions. If a solution cannot be found, you may be asked to pick your child up

### **NAP/REST TIME POLICY CONTINUED...**

before naptime. Please send a nap mat and small blanket (small travel pillows are optional). If your child needs a special stuffed animal or pacifier, please send that as well. This item will not be played with or used during the day except during rest time.

On the last Thursday of every month, you will need to take home your child's sleeping items (blanket, pillow) to be washed. We ask that you bring them back the following Tuesday.

### **SNACKS & LUNCHES**

Mother's Day Out will provide a light morning snack for your child, so not to interfere with their lunch appetites. If your child has a dietary need or allergy, please let the Director know.

Please send your child to school with a water bottle. It can be refilled during the day.

Your child will also need to bring a lunch. Your child's lunch should contain food that the child is able to manage alone. Please refrain from a lot of sugar in their lunch. We also ask that your child's lunch not contain anything that requires refrigeration or microwaving. Please include any utensils that may be needed. Please send a drink for lunch. We will only serve water, if no drink is provided.

Please cut up food items if they could be a choking hazard. This includes carrots, grapes, cherry tomatoes, apples, etc.

### **HOLIDAYS/BIRTHDAYS**

We enjoy having celebrations!! BFBC MDO celebrates with a party during special holidays. You may be asked by your child's teacher to help out with refreshments. We also follow the BISD calendar for holiday breaks.

Our teachers try to ensure that each child gets special attention on his/her birthday. If you wish, you may send a special treat, but please refrain from cake/cupcakes. The items that are preferred are rice crispy treats, cookie cake, donut holes, cookies. Please let your child's teacher know so they can schedule their day around this special occasion. Children with summer birthdays may choose a day during the school year to be their "special day."

### **TOYS**

Please do not send toys to school with the exception of a "rest time" stuffed animal or a "show and tell" item (when asked). We have a variety of toys that have been chosen for fun and skill development.

## FUNDRAISERS

Our MDO program operates on a non-profit basis, so fundraising is essential to BFBC MDO. We rely on fundraising efforts for any improvements or additions to the program. We are continually upgrading our building and grounds for the enjoyment and safety of each child. Your voluntary participation will be greatly appreciated. Fundraisers will be planned throughout the year and information will go out before each fundraiser. Some fundraisers we have had include:

**PIZZA DAY-** this is a monthly event which is held the last Thursday of each month. For \$5.00, your child will receive pizza, dessert and drink.

**SCHOOL PICTURES-** Once a year, we take individual and class photographs of the children. You will be notified of the date in advance.

**BOOK FAIRS/BOOK CLUBS-** MDO sends home a book order form once/twice a year. It benefits MDO by receiving free books from the amount of money the parents' order.

**ART TO REMEMBER-** a yearly fundraiser using the students' artwork.

**POSSIBLY MORE.....**

## PARENTAL INVOLVEMENT

We, at Mother's Day Out, want you to feel connected to the program. For that reason, we'd like to encourage you to become involved in some aspect of Mother's Day Out. Your child's teachers might benefit from your help or input. We will keep you informed throughout the year of ways you can plug into MDO, and we encourage you to ask your child's teacher and the Director about ways you can be involved. We look forward to working with you and growing together in God's love. We are always looking for substitute teachers. If you are interested in helping up substitute this school year, please let the Director know.

## GRADUATION

Our MDO Pre-K class (who are moving on to kindergarten) will participate in a graduation ceremony in May. Each student will receive a cap and gown to be worn during the ceremony. This ceremony is open for friends and family of the student to attend.

## WHAT YOUR CHILD NEEDS EACH DAY

**Clothing/Footwear-** We like to have fun and sometimes we may get dirty. Please keep that in mind when you are dressing your child. Please dress your child comfortably and appropriately. If your daughter is wearing a dress/skirt, please put shorts/pants under it. Since all the children spend time on the playground, for their safety, please send your child in closed toe shoes. Please also dress your child according to the weather outside.

### WHAT YOUR CHILD NEEDS CONTINUED...

**Backpack-** a backpack that needs to be big enough to fit a folder in it. Teachers will send notes and child's crafts/activities in this.

**Package of Diapers/Pullups (if applicable)-** your child's teacher will leave these in their cubby in the classroom. The teachers will write on the diapers with your child's name. if your child is using these,

**A change of clothes left inside the backpack-** please put a change of clothing, including socks, inside their backpack in case of accidents.

**Nap Mat/Blanket-** also send a stuffed animal, lovey, pacifier if needed to calm the child.

**A reusable water bottle-** filled with water.

Please label everything with your child's name. This included change of clothes. Backpacks, coats, sweaters, water bottle, nap mat.

### WHAT NOT TO BRING

Please do not send special toys, expensive clothes or anything you don't want to be lost. We do our best to return and keep track of things, but it is possible for a toy or a hair bow to be misplaced, a water bottle placed in the wrong bag and clothes do get stained!