

Fannin Terrace Baptist Church



Handbook
2023 - 2024

Fannin Terrace Baptist Church

Mother's Day Out

2023 - 2024

First Day of MDO
Last Day of MDO

September 5, 2023
May 23, 2024

Purpose

The Mother's Day Out (MDO) of Fannin Terrace Baptist Church provides meaningful group learning experiences for preschoolers on Tuesdays and Thursdays. The program uses both Bible lessons and academic lessons that are age appropriate for children ages three months to pre-kindergarten age.

We work through the Bible teaching stories like Creation, Noah's Ark, Jonah, and of course Jesus. We integrate academic lessons throughout our day including the alphabet, shapes, colors, and numbers all while teaching social skills and manners.

Dates

Fannin Terrace Baptist Church will launch its Mother's Day Out program in September 2023 and will continue for the Spring 2024 semester prior to Memorial Day. **If MISD starts late due to weather, we will also start late (at 10:00 a.m.) Please check local television and radio stations for cancellations.**

Correspondence to parents will be given via a monthly newsletter sent home in child's folder each month, our MDO calendar that can be seen on the church website (www.fanninbaptist.org under the Mother's Day Out tab), via texts through the Remind app (remind.com), and through our MDO Facebook page.

Arrival & Departure

MDO Hours are 9:00 a.m.-2:00 p.m. on Tuesdays and Thursdays. Doors open at 8:50 a.m. for drop off. To limit classroom distractions, please have your child in class by 9:05 a.m. Doors are locked at 9:10 a.m. Doors open at 1:50 p.m. for pick up. Please pick your child up by 2:05 p.m. to avoid late fees of \$1.00 for every minute late picking up. If you need to pick your child up earlier in the day, please let the classroom teacher know during morning drop off. If you arrive during the day when the doors are locked, ring the doorbell or enter through the church office.

Registration/Supply Fee

\$115 per child

This fee is non-refundable at the time of registration. The supply fee holds a spot for your child.

Monthly Tuition Rate (2 days a week)

\$225/month

This rate is the same each month no matter how many Tuesdays or Thursdays fall within that month.

Two children = \$425/month

Three children = \$625/month

(The price break will only be offered for children living in the same household.)

Monthly Tuition Rate (1 day a week)

\$135/month

The one day option will be available pending space in the classroom. This option will be limited so ask for more details about availability.

Drop-In Rate

\$60/day

You may drop your child off one time before you will be required to enroll your child in the program. This policy is in place for those families who wish to 'try out' our program before enrolling or for out-of-town friends of children in the program. Drop-ins are contingent on available space.

Discount

10% off September tuition when all forms requiring a parent signature & immunization record are turned in by August 15.

There is a 5% discount if you pay for a whole semester during the first month of each semester. For September through December, a 4 month payment is due by September 15th. For January through May, a 5 month payment is due by January 15th.

Tuition Payments

Tuition is due the first day of every month. If tuition is not paid by the 15th of each month, it will be considered late and a late fee of \$15.00 will be added to your total due. If tuition is not paid by the last day of each month, your child/children will not be allowed to return to the program until the owed balance is paid along with the current month's tuition fee.

Payments can be made online by visiting our FTBC website at www.fanninbaptist.org, select "Mother's Day Out", scroll down until you see the "Tuition Payment" button. You may set up recurring payments by going to our website, select the "Give" page, click the "Give" button and enter your information. **(You will have to cancel your recurring payment at the end of the year.)** You can also scan the QR code on the back of this handbook or on the included QR code card.

**If you are unable to make your tuition payment on time, please let our MDO Director know as soon as possible to avoid late fees and possible action of your child not being able to return.*

Clothing

Every child needs to bring a bag with his/her name clearly marked on it with at least one change of clothes. All items in the bag need to be labeled with the child's name. Failure to bring an extra set of clothing could result in your child being sent home early if their clothes get soiled. We do not keep extra sets of clothes on hand.

Potty Training

Children entering our 3-year-old class should be/actively working on being potty trained with minimal assistance. Children entering our 4-year-old class should be fully potty trained and be able to use the restroom independently.

Nap Time

There will be a nap/rest time for all children in the program. Please supply items that the child is familiar to sleep with to make it more comfortable. All items must be labeled. Kinder mats will be provided if a mat is not sent with the child. All personal mats will be sent home on Thursdays to be washed and brought back on Tuesdays.

Food

Snacks

Each child will be assigned one day each month to bring snack for their class. Class sizes range so check with your child's teacher to find out exactly how many children are in your child's class. Please bring healthy snacks like string cheese, bananas, grapes, applesauce, cucumbers, bagels, etc. in their original packaging. Please avoid unhealthy or sugary choices like candy, cookies, donuts, chips, etc. A more detailed list will be provided at the beginning of the year.

Lunch

Finger foods only (sandwiches, cheese, fruit, crackers, etc) should be packed for lunch. ***Please cut up fruits & veggies to prevent a choking hazard.*** The child's lunch should be clearly labeled with his/her name on it. Babies and one-year-olds will be fed their regular baby food and/or formula. Please label all bottles and other feeding supplies you provide.

Please be sure to cut your child's lunch food into small bites prior to packing it. This saves the teachers a lot of time and keeps the class on schedule. It is also safer for the children. We cannot leave the room to microwave food for your child, so be sure not to send anything that needs to be heated.

No peanut products, please (peanut butter, peanuts, etc.)

**IT IS IMPORTANT TO NOTIFY US OF
ANY FOOD ALLERGY YOUR CHILD HAS UP FRONT.**

We want to keep your child safe.

Illness and Medication

A child who appears to be ill will not be accepted into class. As a guideline, the following is taken in part from the Report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics and will be strictly enforced to keep your children and our teachers healthy.

A child cannot be brought to school when any of the following exists:

- Fever of 100 or above (must be free of fever for 24 hours without help of medicine of any kind)
- Vomiting or diarrhea (must be symptom-free for 24 hours)
- Symptoms of scarlet fever, German measles, mumps or chickenpox
- Common cold (green/yellow runny nose) from onset through one week
- Sore throat
- Croup
- Persistent cough
- Any unexplained rash
- Skin infection – boils, ringworm, and impetigo
- Pink eye or other eye infection

Teachers are not permitted to administer medication. The director will administer medication only under special circumstances. In such cases, the medication must be in its original container and a permission form is completed and signed. Special circumstances would include: A persistent, on-going medical condition in the child's life (such as asthma) or a medication that is pertinent to take at exactly a certain time. All medications must be labeled with your child's name and proper dosages. **As a courtesy to our teachers and children, please keep your child home if there is a chance he/she could be ill or contagious.** If your child becomes ill while at MDO, you will be notified to pick up your child promptly.

Immunization Policy: We know this is a sensitive and sometimes divisive topic. In an effort to keep preventable illnesses out of our program as much as possible, we do require current immunizations for all enrolled children. You **MUST** provide a copy of current immunization record to be enrolled in our MDO program. ***We do not accept Affidavits of Exemption from immunizations for reasons of conscience.***

Check In System

We use KidCheck software. This system allows us to track attendance and it makes pertinent information easier to access for the people who are caring for your child. If possible, please register your child in the KidCheck system prior to the first day of MDO to allow for a smoother first day. Registration is simple and takes about 3-4 minutes. Simply go to www.kidcheck.com, click on Sign up, and then Free KidCheck Account. You can do this from home or in person during Meet the Teacher night, or on the first day of MDO. Children's name tags will be printed out and placed on a table outside their classroom. Find their tag, place it on their back and take the guardian tag with you. You must present guardian tag to pick up your child.

Emergency Procedures

In the unlikely event of an emergency (eg: severe weather, unsafe building conditions, etc.), our primary focus is to keep the children and the teachers safe. If deemed necessary, you will be promptly notified by text (through Remind).

First Aid supplies are kept in the MDO hallway and teachers are trained in basic emergency response, first aid, and CPR.

Other Information

If your family does not have a place of worship in Midland, Texas, we invite you to attend our worship service on Sunday.

Traditional Service at 8:30 a.m.

Sunday School (birth through senior adults) at 9:45 a.m.

Contemporary Service at 11 a.m.

Check us out at www.fanninbaptist.org

MDO Holidays & Teacher Planning 2023-2024*

August 22nd & 24th - Teacher Training Day
August 29th - Teacher Room & Lesson Preparation
September 5th - First Day of School
November 21st & 23rd - Thanksgiving Holiday (No MDO)
November 28th - First day back from holiday
December 21st - Teacher Training Day (MISD Early Dismissal)
December 25th thru January 5th - Christmas Holiday (No MDO)
January 9th - First day back from holiday
March 12th & 14th - Spring Break
May 23rd - Last Day of MDO

**We will follow MISD regarding bad weather and late start days.*

Adjusting To MDO

It often takes a child who is new to our program a few weeks to get acclimated and comfortable. Please, be patient as your child learns new procedures. Each child learns at his/her own pace, and we will do our best to make this transition happen as smoothly as possible. Please, communicate with your child's teacher should you have any questions or concerns.

Behavioral Issues

Sometimes negative behavior in the classroom needs to be addressed. Our intent is to correct undesirable behavior in love and fairness. Our teachers are trained to handle situations using verbal redirection, positive praise, and time out. If, after exhausting such methods, the negative behavior persists, the MDO Director will become involved. Please, be aware that while we will make every effort to help your child, we may need to conference with you, send your child home for the remainder of the day and/or possibly remove a child from the program. Removal from the MDO program is a rare situation when the behavior cannot be remedied by multiple attempts at intervention or if the child is a danger to themselves/others.

Birthdays

Please, communicate with your child's teacher if you would like to bring a special birthday treat for your child's class on his/her birthday. Be sure to ask about allergies in the classroom before bringing any food items.

Holiday Celebrations

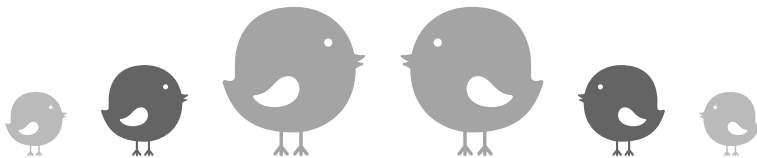
At Fannin Terrace MDO, we like to celebrate holidays! Be on the lookout for celebrations as they come up throughout the school year.

Change of Personal Information

Please let the MDO Director know immediately of any changes to your contact information - especially your phone number. This helps us reach you if an issue with your child should arise.

Early Withdrawal

Life happens! We understand that you may need to withdraw your child from our program before the school year ends for various reasons. Because we usually have a waiting list for our program, please let us know as soon as you are aware that you need to withdraw so that we can work to serve other families on our wait list.



Parent Acknowledgement

I have received a copy of the Parent's Handbook and am responsible for the information within.

Child's Name _____

Parent's Name _____

Parent's Signature _____

Date ____ / ____ / ____

***(Please complete this form, remove from handbook,
and return to the MDO Director.)***

(CUT / TEAR ALONG LINE)



(CUT / TEAR ALONG LINE)



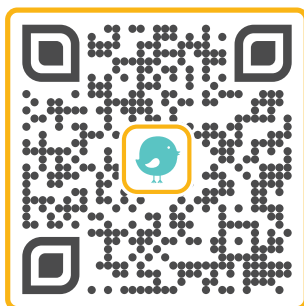
Scan the QR Code below to:

 Make tuition payments

 Find contact information

 Access our web page

(Newsletter, Calendar, Handbook, & more!)



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