MDO Mother's Day Out

Parent Handbook

2026-2027

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Our Purpose

The purpose the Mother's Day Out Ministry at First Baptist Church is to connect children and their families with the love and life of Jesus. Through a balanced program of Biblical teaching, purposeful play, and a carefully designed curriculum, we help prepare young children for success in their early school years. Our purposefully trained, caring, and well-screened staff are committed to creating a safe, nurturing, and Christ-centered environment where every child is known and loved. This ministry is designed to nurture the whole child—helping them grow physically, spiritually, intellectually, socially, and emotionally. Every activity and lesson is thoughtfully planned to capture young hearts and minds with the truth of God's Word and the joy of learning.

Hours of Operation

FBCEP MDO is open from 9 am–2:00 pm on Tuesdays and Thursdays.

Fall Semester: August 11 – December 17
Spring Semester: January 5 – May 18

Please see our school calendar, which is posted on the website for scheduled holidays and events. School closings for inclement weather are determined by EPISD. If EPISD is delayed, First Baptist Church will remain closed. An email and a notification will be sent via the Brightwheel app.

Contact Information

Meghann Head
Minister to Preschool and Children
Email: mhead@fbcep.com
Phone: 915-533-1465

Tuition, Fees, & Payment

FEES PER HOUSEHOLD (Due with admission packet):

- $25 ***non-refundable*** registration fee per household
- $25 ***non-refundable*** supply fee per household

1 DAY (Tuesday OR Thursday):

- $30 per session for the first child
- $15 per session for each additional sibling

2 DAYS (Tuesday AND Thursday):

- $45 for both sessions for the first child
- $25 for both sessions for each additional sibling

Payments are made through the Brightwheel app.

Enrollment & Registration

Enrollment is based on availability and room placement are based on the age of your child. The registration fee is nonrefundable. **Withdrawal from the MDO program requires 2 weeks written notice, along with the full payment for the month of withdrawal.**

https://schools.mybrightwheel.com/paperwork/forms/f8db8af1-7332-4f10-96a8-7994714a136d/edit

Brightwheel App Instructions

Apple Users

Android Users

A link to download the Brightwheel app will be sent via text and email upon registering. Follow the prompts to sign up for Brightwheel.

Features of the App:

- Payment for tutition with automatic payments
- Messaging to teachers and admins
- Access to calendars and schedules

Coming soon...

- Class feed, lesson plans, assessments and progress reports (Pre-K only)

Curriculum

At FBC Mother's Day Out, we believe young children learn best through purposeful play, meaningful relationships, and engaging Bible teaching. Our curriculum follows Hyfi's unique rolling scope and sequence, allowing children to join our program at any point during the year while still experiencing all 12 foundational biblical truths. Each month combines age-appropriate Bible lessons with intentional academic readiness activities that build a strong foundation for future learning. Children are introduced to letters, numbers, shapes, colors, days of the week, months of the year, and other early learning concepts through hands-on experiences that encourage curiosity, creativity, and confidence. Our goal is to nurture each child's spiritual, social, emotional, and academic growth in a safe, Christ-centered environment.

Arrival & Drop-Off Procedures

Classes will begin at 9:00 a.m. and end at 2:00 p.m. Drop-off begins at 8:45 a.m., and pick-up wraps up at 2:15 p.m. Please use the Rio Grande entrance ONLY when dropping off or picking up children.

Please get a name tag for parent(s) and child(ren). Parents must wear their name tags when picking up or dropping off their child. In the morning, deliver your child to the teacher in the classroom. Please be mindful of drop-off time. We want to make this a smooth transition, so please limit your time at your child's classroom door.

Children will only be released to the authorized individuals listed on Brightwheel. If a new individual is going to pick up your child, please notify the director so they can be added to your account. In an emergency situation, a phone confirmation is required. This person must prove their identity with photo ID. Children will not be released to minors.

Snack & Lunch

Please pack a healthy morning snack, lunch, and drink with your child in a spill-proof cup with your child's name on it each day. Lunch can be hot or cold; we have microwaves in case lunches need to be warmed up. Please do not include ***nut products*** in your child's snack or lunch.

Birthday Policy

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

Discipline Policy

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 discipling a child at First Baptist El Paso– 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 discipling 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.

Illness Policy

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

Try Again Next Week

- Fever of 99 degrees or higher
- Wheezing or shortness of breath
- Hard cough
- Constant runny nose with yellow/green tint
- Lethargy
- Diarrhea or vomiting
- Redness or runny eyes
- Sore throat or swollen glands
- Undiagnosed rashes
- Persistent itching
- Uncovered sores
- Unusual color

Join us (we will call If needed)

- Fever-free for 24 hours
- Sporadic cough
- Minimal green/yellow runny nose

Okay to stay!

- Mild, infrequent cough
- Clear runny nose
- Active, playful, rested

Please notify the director if your child is ill with a communicable disease such as COVID 19, Hand Foot and Mouth, Flu, RSV, Strep Throat, Pink eye or any other such communicable disease. If a parent does not follow the health policy, the child may be removed from the program. In such a case, a refund will not be given.

Medical & Medication Policy

Parents MUST administer any medication to their child. The MDO staff will NOT administer any medication.

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

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

Potty Training

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

If a two- or three-year-old child is being potty-trained, he/she is welcome to be in a pull-up or a diaper. But we highly encourage them to wear underwear. Please make sure there is an adequate number of diapers or pull-ups, wipes, and a change of clothes to support the child during the MDO day. All Items should be labeled with the child's name and accessible in his/her backpack.

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

6 Months - 12 Months Old

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

What to Bring

- Morning snack, lunch and a drink (spill proof cup)
- Extra change of clothes and underwear
- Diapers/pull ups, wipes and cream in a large Ziploc bag labeled with your child's name
- Soft comfort item (lovey) for rest time if needed
- A nap mat or blanket

What Not to Bring

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

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

What to Wear

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

Nap Time

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

Classrooms

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

Meet the Teacher

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

Our Employees

We desire that all Employees of First Baptist El Paso MDO hold beliefs that are consistent with the mission and purpose of First Baptist El Paso. Staff are required to pass a criminal background check, a sexual abuse prevention awareness training, and are certified in CPR, AED, First Aid, and Stop the Bleed.