



# **Mother's Day Out**

Oak Grove Baptist Church

**4440 West Oak Grove Road  
Hernando MS 38632**

### **Hours of Operation**

Our regular hours of operation are part time care, Tuesdays and Thursdays from 8:30am to 2:30pm. Doors will open at 8:30am and must be picked up promptly by 2:30pm.

### **Holiday/Time off Schedule**

Except for beginning and ending dates, MDO follows the same holiday schedule as DeSoto County Public Schools. In case of inclement weather, classes will be dismissed if DeSoto County Public Schools are dismissed. Tuition is a monthly fee and is not adjusted for any holidays.

#### **2024-2025**

Late Sept 17th-----1st Day of Class  
October 7-11th-----Fall Break  
November 5th-----Election Day/Staff Day  
November 25-29th ----- Thanksgiving Break  
December 20th -----Christmas Break  
January 7th -----Students Return  
March 10-14th -----Spring Break  
May 22nd -----Last Day of Class

## **Ages**

6 months old to 4 years old on or by September 1st.

## **Tuition and Fees**

Tuition is due by the 1st of every month. Please make checks payable to Oak Grove Baptist Church with MDO and your child's name in the memo field. If you are paying in cash please obtain a cash receipt from the director/secretary.

A one-time non-refundable \$75 registration fee is due upon the completion of the application for Enrollment.

Registration Fee \$75 per child

Tuition \$200 a month for 10 months total= \$2,000 a year. There is a family discount at \$150 tuition for each child after the first child.

A late fee of \$25 per child will be assessed if tuition is not received by the 7th of the month. If payment is not paid by the 15th, your child may be dismissed from the program upon MDOs discretion.

If your child is picked up more than 15 minutes late a fee of \$25 will be added to the next month's tuition. This fee may be waived at the discretion of the director.

There will be a \$30 charge for all checks returned due to insufficient funds. Should a parent incur two returned checks within the school year, all further payments will be required to be paid in cash or by money order or your child may be dismissed from the program.

### **Absences/Withdrawals**

If a child must be withdrawn, advance notice is requested. There is no refund of the month's tuition for withdrawal. Monthly tuition is to be paid in full regardless of the child's attendance. If there is a prolonged illness, parents have two options: 1) Withdraw the child for a time then re-enter if space is available, or 2) Continue to pay the monthly tuition to retain the child's place.

### **Drop off and Pick-up**

Parents can drop off and pick up their child in their in the foyer. Someone will be at the front desk where you will sign in your child or sign out your child with an ID check. Someone will escort your child to and from the foyer to alleviate classroom crowding, have less distractions to better care for your children and helps ensure teachers completing class scheduled activities. Doors will be open at 8:30am then locked at 8:45am to ensure safety of the students and staff during operation hours. The doors will be opened again at pick up time starting at 2:15pm then locked at 2:30pm.

### **Discipline Policy**

We desire to help children develop self-control, cooperation and respect for self and others. Therefore we do not view discipline as punishment but correction and we will give children the freedom to make mistakes and learn from them. A child may be corrected for behavior such as:

- Actions which could cause physical or emotional harm to the child or others
- Actions which disrupt the class or interfere with the learning process of the child or his/her classmates.
- Actions which directly violate MDO rules
- Action which demonstrates willful disrespect of adults or children.
- Use of profane or unwholesome language.

To prevent such problems we will do the following:

- Create an environment where children are stimulated by a variety of activities and have adequate space and materials to play.
- Set clear boundaries and expectations for the children.
- Offer praise and positive reinforcement for appropriate behavior.
- Model appropriate social behavior. When such incidences occur we will:

- Use redirection from the inappropriate behavior or activity to a more constructive one.
- In some instances, it may be appropriate to ignore the behavior; this is especially beneficial if the child is doing the behavior to gain the attention of the adult.
- Help the child make a better choice if they are unable to do so for themselves.
- Talk to the child to be certain that they understand what they should do, rather than focus on what they should not do.
- In some instances the child may need some time to themselves so they can regain control. We will provide such an area within the classroom and the child may rejoin the group when they are ready to participate.
- The teacher will use natural and logical consequences to help the child develop self-control. For instance, if a child is throwing blocks and they continue to do so after a reminder, then the child may not continue playing in blocks. They will have to choose another activity; the teacher will assist if necessary.
- If the behavior continues or is disruptive to the classroom or harmful to others, the parents will be called and a conference set up. At this conference we will discuss a plan of action to correct the behavior and schedule a time to follow.
- Time out will be used only as a last resort, as research shows it to be an ineffective tool in teaching self-discipline.
- Discipline shall be age and developmentally appropriate.

**What we will not do:**

1. No child shall be subjected to any form of corporal punishment by anyone at MDO.
2. No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking or spanking.
3. No child shall ever be placed in a locked room, closet or box, or be left alone in a room separated by staff.
4. No discipline shall ever be delegated to another child.
5. Discipline shall in no way be related to food, rest or toileting
  1. No food shall be withheld or given as a means of discipline.
  2. No child shall ever be disciplined for lapses in toilet training.
  3. No child shall ever be disciplined for not sleeping during a rest period.
6. No child shall be disciplined by assigning chores that require contact with our use of hazardous materials, such as cleaning bathrooms or floors or emptying diaper pails.

Should the behavior continue, prepare the parents of the child for the possibility that the child may have to be removed from Mother's Day Out so they can be prepared to make contingency plans. If it is deemed in the best interest of the child, MDO, and other children, termination of the child from MDO enrollment may occur. Written warning will be given to the parents before this action will be taken.

### **Volunteers**

We appreciate anyone who is interested in volunteering their time. There will be many opportunities throughout the year that we will need volunteers. Things as simple as coming to read a book, to things that would help us to put on a successful class event/party. Our top priority is the safety of the children in our care. Because of this, we ask that all volunteers fill out a volunteer application, criminal background check and a state registry form. Please see the director if you are interested in helping us in any way.

### **What should the children wear?**

Your children will be engaged in many different kinds of activities from painting, playing on the floor and going outside. Please make sure that they are comfortable and that the clothes they are wearing are ok to get dirty in and most days are full of play and exploring. Please make sure that the clothes your children come in are season appropriate. In the winter please make sure that their jackets, hats and gloves have their name on them. To ensure safety flip-flops without backs are prohibited.

### **Labeling**

All items and supplies that are brought to MDO need to be labeled with your child's name to ensure that the items are returned to the right child.

Please make sure their names are on following:

Mats

Blankets

School Bag

Lunch Box and food containers

Water Bottles

Extra set of clothes Jackets, hats and gloves

Toys (when it is permissible to bring them)

Or any other approved items

### **Mat coverings**

Please make sure your child's name is on their mat and their mat coverings and blankets. While the mats will be left in your child's classroom, their mat covers and blankets will be sent home every Thursday if your child is here for 2 days a week. Please wash the mat covers and blankets and return them with your child the next week. Each child has a place in their cubby where their mat will be stored and all mats are disinfected every Thursday.

### **Folders or Newsletters**

Each child will have a folder that will be sent home every week. In this folder will be their daily or weekly activity sheets that tell you what they did that day. Also any artwork and crafts will go home this way too. Tuition notices, monthly calendars and other information will be placed in the folder for you. Please check your child's folders every week as their work is in there and the children are so excited for you to see what they have done. Always praise and encourage your child in their hard work and accomplishments.

### **Lunch, Snacks**

All children need to bring lunch every day. Please remember to put your child's name on the lunch box and food containers. If your child is eating something that needs to stay cool, please put an ice pack in their lunch box. We do not wash food containers before putting them back in your child's box. (please no food from restaurants such as McDonalds, Wendy's, Burger King etc. is to be brought) Your children will be offered a snack a day provided by MDO.

### **Birthday Parties**

Birthday Parties are welcome at MDO. Store bought cake, cupcakes, ice cream and juice are all acceptable. Our teachers love to recognize the children's birthdays. We love to make your sweet babies feel special and loved.

### **Curriculum and Activities**

All classes will use the A-Z Jesus Toddler & Preschool Curriculum. These are age appropriate play based lessons that incorporate the five Preschool Curricula include comprehensive learning for:

- Academics
- Bible
- Development (Fine and Gross Motor)
- Music
- Self-care
- Handwriting
- Pre-Reading

The children will have special events that will take place throughout the year.



### **Health and Safety Hand Washing**

All staff and children are to wash their hands at least at the following times: Upon entering the facility

Before meals

After toileting After changing soiled clothing.

Before and after eating meals or snacks

Anytime hands become soiled with body fluids (urine, stool, saliva, blood, nasal discharge)

Teachers are to teach children how to use running water, soap and a single disposable towel. Hands are to be washed and scrubbed for at least 10 seconds or singing abc's with soap and running water.

### **Administering Medication**

Medication may not be given to your child by a school staff member for any reason. If your child needs any type of medication administered (either prescription or non-prescription), you must come in and administer it yourself.

\*Exceptions will be made for life saving measures with written consent to use an EpiPen or inhaler.

### **Immunization Records**

We require each child to have an updated immunization record on file at all times. Parents will need to bring their child's up to date immunization records with them on registration. Any updates that are made through the year need to be on file at MDO.

### **Injury Reports**

All injuries regardless of severity will be written out in an injury report that will be signed by the teacher, the director and the parent. If an injury to a child's head occurs, a report will be filled out and the parents will be notified by the director immediately. The child will be observed for signs of a concussion.

## **Biting Policy**

Children biting other children is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the MDO teachers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power. No matter what the cause, biting in a group situation causes strong feelings with all involved.

It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur.

\*The biter is immediately removed from the situation. It is explained to the child that they did wrong. The child is to be told, "No biting, that hurts. See, she/he is crying." Redirect the child in a different and safe activity that will calm the child.

\*The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. If the skin is broken, the blood spill procedure will be followed.

\*A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.

**—If the biting continues:**

- 1 The teachers of the children will report daily to the director for advise, support and strategy planning
- 2 Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
- 3 Let all parents know that there is a problem and the procedures that will be followed to deal with it.
- 4 “Shadow” children who have a tendency to bite. Head off biting situations before they occur Teach non-biting responses to situations and reinforce appropriate behavior
- 5 “Shadow” the children who have a tendency to be bitten Head off biting situations Teach responses to potential biting situations: “No” or “Don’t hurt me!”
- 6 Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
- 7 Prepare the parents of the biting child for the possibility that the child may have to be removed from Mother’s Day Out so they can be prepared to make contingency plans.
- 8 If it is deemed in the best interest of the child, MDO, and other children, termination of the child from MDO enrollment for the duration of the biting stage may occur. Written warning will be given to the parents before this action will be taken.

**Soiled Clothes and Bedding**

In the event that a child’s clothes or bedding become soiled, the clothing/bedding will be double bagged and attached to the outside of the child’s school bag. This to prevent leakage in the bag but also will bring urgent attention to the parents for cleaning. We do not rinse or clean soiled clothes or bedding.

## **Infectious Disease Policy**

An infectious disease is any disease that spreads from one person to another person via touch, fluids or air-borne.

This includes but is not limited to the common cold, chicken pox, measles, mumps, respiratory and digestive illnesses, as well as more serious diseases such as hepatitis B, HIV and tuberculosis.

Under no circumstance is a child allowed to come to MDO under the following conditions:

- A temperature of 100 degrees or more in the last 24 hours
- Vomiting
- Diarrhea
- Severe coughing
- Pink eye
- Body or Head lice
- Influenza (flu)
- Covid
- Undiagnosed Rash
- Open Skin Lesions
- Any symptom of an infectious childhood disease

## **Quarantine of a Child**

If a child is sick with any of the above or other infectious diseases the Director is to be notified immediately. The child will be removed from the other children and put under supervision by themselves until a parent is notified and the child has been picked up. We ask that your child be picked up within 30 minutes of being notified.

The Director/Assistant Director is to be the only person allowed to contact the parents. All parents of children in that class will be notified by way of take home letter if there was an infectious disease circulating in their child's classroom.

## **Emergency Procedures**

There are many emergency situations that can arise and we want our teachers, children and parents to be prepared. We have a plan for each type of emergency. These plans are practiced throughout the year so we will know what to do and not panic. A quick summary of these plans are as follows:

### **Fire:**

If we need to evacuate, we will move out of the emergency doors that are closest to each room and gather at the pavilion. where we will do a head count and all parents will be notified by phone if there is a need to pick your child up immediately from MDO. The children will not enter back into the building until it has been assessed and cleared by the fire department.

### **Tornado:**

In the event of tornado-like weather, administration will keep a battery powered radio or charged cell phone with a weather app, on to listen to weather updates. If there is a tornado warning, all children and staff will be moved to the hall way and a head count made. Blankets, mats, pillows etc. will be available. All windows and doors will be secure. Staff and children will remain in shelter until the threat has passed. Depending upon power and cell phone signals, parents will be updated ASAP.

### **Criminal Act:**

In the event that a bomb threat has been made, children will be evacuated form the building and moved to the pavilion where a head count will be made and parents will be called to pick their children up immediately. Doors will be locked at all times to ensure the safety of children and staff from strangers.

**Supplies Every child needs to bring**

Please bring these labeled items:

- Copy of immunization record
- A complete change of clothes, including socks in a labeled gallon size Ziploc bag. These clothes should be changed seasonally.
- Rest mat- Both roll up and fold up styles are acceptable. No sleeping bags please.
- Lunch

Note: Teachers do not have access to a microwave or refrigerator. Please make sure that all food is in ready-to-eat form. Do not send popcorn, hard candy, nuts, or marshmallows in your child's lunch as they are choking hazards. To prevent choking, grapes must be quartered and hot dogs must be cut lengthwise and across in small sections. • ALL ITEMS MUST BE LABELED • ALL ITEMS MUST BE TAKEN HOME DAILY

By signing you agree to terms in the handbook.

Parent/ Guardian:

Date

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Photo Release During the year we will be taking photos of the children to make end of the year memory books, social media, etc. Please sign and return this form to your child's teacher. I consent and give my permission for the use of: photographs, video and other forms of media of myself and or my child taken at OGBC/MDO events to be used for the promotion of OGBC/MDO on their web page, social media or printed material.

Childs Name:

Parents/ Guardian:

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