

# Leesville Baptist Mother's Morning Out (MMO) Parent Handbook (revised 1/18)



**Mission:** Leesville Baptist Mother's Morning Out (MMO) mission is to minister to children and parents by providing loving and nurturing childcare in a Christian-focused environment during the transitional period from home to full-time preschool.

**General Info:** MMO provides childcare services for children from 12 months through 3 years of age. Children may not turn 4 years old while in our program. **The program is designed for children who no longer take a morning nap and operates with a 4 students to 1 teacher ratio.** Children play together in the same area where older children help model proper behavior for the younger ones. We have a maximum of 12 children attend every day. Our facilities include: three connecting rooms with numerous toys and manipulatives, a large, well-equipped playground and a separate lunchroom. Our teacher-led activities include: music, crafts, Chapel, reading books, dance parties and group puzzles. A large part of our day is free play where our children learn to share and take turns.

**Location:** Leesville Baptist Church Chapel Building (Lower Level)

**Phone number:** 919-926-7275, email: [Leesvillemmo@gmail.com](mailto:Leesvillemmo@gmail.com); Website: [www.Leesvillebaptist.com](http://www.Leesvillebaptist.com)

**Fall/Spring hours:** 9am-1pm, Monday - Friday (WCPSS traditional calendar Sept-Mid May)

**Summer hours:** 9am-1pm, Monday - Thursday (5 week summer session)

### Daily Schedule

9:00 - 9:30	Arrival and free play
9:30 - 9:50	Teacher Lead Activities
9:50 - 10:15	Snack
10:15 - 10:35	Free Play - Diaper change & bathroom break
10:35 - 11:45	Playground or Fellowship Hall free play
11:45 - 12:10	Lunch
12:10 - 12:45	Free Play - Diaper change & bathroom break
12:40 - 1:00	Pick-up and Departure

**\* Christian focus and ideas are incorporated in our daily activities \***

### Registration/Tuition:

**A non-refundable registration fee of \$100** for the school year and/or **\$70** for Summer Session must accompany the application for enrollment to secure a space in the program. Tuition is **\$22 per day** and \$24 per "Drop In" day. We follow Wake County Public School System (WCPSS) Traditional Calendar and calculate monthly tuition per **scheduled** school day. For example, if there are four Fridays in a month and WCPSS has one Friday off, the tuition that month is for three days (\$68). However, there is no refund or "trading days" if the child is absent or if WCPSS has a closure due to weather.

During the first week of registration for summer and fall programs, children that are presently members of Leesville Baptist Church have first priority for enrollment, followed by those currently enrolled in MMO, followed by their siblings. After the first week of registration, space availability is based on a first come, first serve basis. **Spaces will only be held upon receipt of registration forms and fee.** We will maintain a waiting list for each day if required.

Children may attend up to three days a week. We encourage parents to sign children up for a minimum of two days. Normally, children who attend once a week tend to have a more difficult time adjusting.

**Tuition allowance/adjustments cannot be made for illness, voluntary absences, or school closings due to the traditional Wake County School schedule.**

Tuition is due monthly by the 10<sup>th</sup> of the month. Summer tuition is due the end of the first week of class. Payment may be submitted via cash, check, money order, or Paypal.

- Make checks payable to: **Leesville MMO** and place payments in the silver box attached to wall at MMO.
- Paypal link is on the church website: [www.leesvillebaptist.com](http://www.leesvillebaptist.com) at "MMO"/"Pay tuition" tab. Click on Paypal button. **\*A \$5 service charge per transaction is requested to cover the PayPal fees unless you check friends and family which will make the transaction free.**

Payments received after the 10<sup>th</sup> must include a \$15.00 late fee. If payment and late fee are not paid in full by the 20<sup>th</sup> of the month, parents will need to discuss the situation with the MMO Director and the spot may be forfeited.

There is a \$30.00 charge for any returned check. If a check is returned to MMO due to insufficient funds, a parent has until the 20<sup>th</sup> of the month to make full payment. After a check is returned for NSF, future payments will need to be made in cash, cashier check or via Paypal.

Families are required to give one month written notice to terminate a child's enrollment at MMO. If a one month notice is not given, the parent is still financially obligated to pay for that month.

**What to Bring: \*\*\*\*PLEASE LABEL ALL ITEMS to include lids jackets, hats, mittens, container lids, lunch boxes etc!**

**First day & as required:**

- A change of clothes (warm weather and cold weather and socks) and a month supply of diapers/pull-ups to leave in your child's bin. (Estimate 2-3 diapers per day attending.)
- Over the counter diaper cream, if needed, to be left in child's bin. (Mark with child's name.)
- A package of unscented wipes per number of days of the week a child is at MMO. If child comes twice a week, please bring two or more packs of unscented wipes. (Donations of fitted disposable gloves and Lysol wipes are always appreciated.)
- A "lovey" or paci to help with transition, only if needed. (Please do not bring toys or expensive items)

**Daily:**

- \*Lunch box with snack, lunch & drinks. **\*\* Label everything please!\*\* Even ice packs!**
- Appropriate outerwear so we can go outside to run and play! ☺

***\*Note: Each child should bring a healthy morning snack and drink, as well as a nutritious lunch and drink. Please cut food in advance into bite size pieces for your child. We prefer lunch and snacks arrive in plastic containers so that we can remove the cover, serve, and easily save the leftovers. This allows for more sanitary conditions and less food handling. We will send uneaten food home so that you know what your child consumed.***

**Drop Off/Pick Up:** Drop off is between 9:00-9:30am and pick up time is between 12:40-1:00pm.

- A quick good-bye and hug works best for most children. We ask that parents not enter the room because it can upset other children.
- If your child will not be attending on their regularly scheduled day, please call or text the preschool at 919-926-7275 or email [leesvillemmo@gmail.com](mailto:leesvillemmo@gmail.com). If we have not heard from you by 9:45, your child's spot may be forfeited and offered to a child who is waiting for a drop in slot. (Drop in days are usually in high demand.)

- During the first few weeks of school, it is very common for the lead teacher to ask parents to pick up children early who are new to the program. A shorter day makes it easier for them to transition. Generally pick-up will occur before lunch for new children adjusting to the four-hour program. (Between 11-11:30am)
- Please notify the lead teacher if you plan to pick up prior to 12:40 so we can have your child ready.
- Please pick up your child **prior to 1:00 pm**. Call MMO if there is an emergency and you are picking your child up late. A \$5.00 fee will be charged if you arrive after 1:00pm. In addition, there is a \$5 fee for every five minutes or any portion thereafter, per child. For example, if you arrive at 1:03 there is a \$5 charge. If you arrive at 1:08 there is a \$10 charge, and 1:13 there is a \$15 charge. We prefer not to charge but instead for parents to pick up on time.
- Weather permitting, we might be at the playground during pick-up time at the end of the day.
- If you have a "new" adult is picking up your child, please list that name on the sign in sheet, inform the lead teacher and tell the adult that the lead teacher will ask for identification.

### **Illness/Medical:**

- Children are NOT to be brought to MMO if they are sick. Children must be free of fever, diarrhea, pink-eye, vomiting or "green" runny nose for 24 hours before returning to MMO. This policy helps to keep everyone well rather than continue to pass sickness around.
- If your child gets sick while at MMO, parents will be contacted to pick-up the child. If the parents cannot be reached, the alternate contacts listed on the application will be contacted. Please update these numbers when necessary.
- In case of emergency, the staff is instructed to first call 911 and then the parents. The staff cannot administer medicine except for an allergic reaction where the staff will administer a child's own EPI-PEN if we believe the child is in danger.
- We will apply over the counter (OTC) diaper cream if a parent provides it for their child.
- A copy of your child's immunization records will be required to be on file.
- The Director will give notice in the event of possible exposure to a contagious disease or parasite once the condition has been confirmed.
- MMO staff do not apply sunscreen to children. If your child needs sunscreen, please put it on him or her before bringing them in.

**Drop In Option (\$24 a day):** We offer a drop in opportunity at a rate of \$24 a day on days a child is not scheduled and we have another child out for the day. No refund or "trading days" will be made if a child is absent. For scheduled absences, parents should annotate on the MMO calendar that their child will be out. This will free up a space for a drop in. We accept a drop in only when space is available. Parents will annotate on the drop in calendar if they want a drop in slot. If the slot becomes free prior to the date, the staff will write "YES" beside the name for the drop in. Additionally, the lead teacher will call or text parents on the day of a requested drop in if a slot becomes available that morning. Parents can also call/text MMO to request a drop in on the morning they need it. This service is only available to currently enrolled students.

**\*\*Drop in fee is \$24 a day and payment is due the day of the drop in.\*\***

### **Discipline**

We strive to provide guidance for children to play together and to learn to respect themselves and others. At MMO, we strive to do this without making the children feel belittled or inadequate. We love to reinforce good behavior.

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop value, this facility will practice the following discipline and behavior management policies.

Discipline is not always synonymous with punishment. The goal is to teach self-control. This is to teach the child to live

usefully and happily with him/herself and others. Good discipline doesn't involve intimidation, fear or superior force. Good discipline results in a child who conducts him/herself in an appropriate manner even when adults are not present.

We have many alternatives in approaching discipline and try to use these in dealing with children:

- Redirecting the child
- Praise "Accentuate the positive, eliminate the negative"
- Set clear limits and appropriate consequences (see below)
- Embracing the child when he/she is out of control and helping them take calming breaths
- Use eye contact to break the momentum in a chain of misbehavior
- Accompany the child away from the group

Each disciplinary problem will be documented as needed and will be handled as follows:

**First Time:** Talk with the child about what happened and how it made them feel. How it made their friends feel? Do they like feeling that way? Restate the rule.

**Second Time:** Separate the child from the group or materials he may be misusing to a special time out or thinking place -- a quiet place.

**Third Time:** Take the child to a quiet place to sit for a while. Let the director talk with the child about what has happened.

**Fourth Time:** Request a conference with parents, teachers, and director.

**Fifth Time:** Recommend professional help. If parents refuse help, we will ask that the child be removed from the program.

**There will never be any cruel, harsh or unusual punishment or treatment to any child.**

**Security:** Children will not be released to anyone other than the parent/guardian or persons listed as alternate contacts unless MMO is given permission from the parent. Photo form of identification will be requested for verification. This is for the safety of your child. After the school day begins, the doors will be locked from 9:30 a.m. until 12:40 p.m. We can get out, but no one can enter without ringing the doorbell located outside the door. Families are welcome to provide a family photo so that teachers know both parents. In the event of custody issues, a copy of the court order is requested to be on file at MMO.

**Staff:** The staff consists of a Director, part-time teachers, and substitutes. All staff, as well as the Pastor, have had criminal background checks and are subject to random drug testing. Staff members are CPR and First Aid qualified. We are committed to hiring quality staff that enjoy the honor of working with young children in a nurturing Christian environment.

**Potty Training:** Children will be offered to use the bathroom when parents notify us that they are beginning to potty train. No child will be pushed into potty training. Each child is an individual and their sense of readiness is very different. We are here to help and encourage. **We request that children be accident-free for two weeks prior to coming to MMO in underwear.** We professionally clean our rugs after BM accidents and sanitize after urine accidents. Keeping children in diapers/pull-ups helps us keep our preschool safe for all.

**Birthdays:** Birthdays may be celebrated on the day closest to your child's birthday. You may bring a special snack to share at snack-time that day. Donut holes are a favorite birthday snack at MMO as they are very easy to serve! Please inform the Director ahead of time of your plans. Please do not send in sweets with icing (too messy).

**Daily Procedures:** We wash children's hands upon entering the room, before eating, and after potty breaks. We remove all toys after we see them in a child's mouth and soak/disinfect. We spray all rooms and toys with a bleach solution at the end of the day and we wear gloves during diaper changes when a child has a bowel movement. We are committed to keeping our rooms, toys and hands clean and as germ-free as possible.

### Helpful Tips:

- **Please indicate ALL ALLERGIES on the registration form as well as notifying your child's lead teacher.**
- Please send your child in comfortable clothes and shoes so they can play, dance, paint and have fun. **(We prefer no CROCS/sandals. Also, boots are cute but difficult for us to get children in and out of the lunch table.)**
- Do not send your child in with their own toys unless they need a "lovey" or special toy for transitioning.
- Do not send children in with items that will potentially cause a distraction or are a choking hazard (neckless or bracelets).
- Please send in easy to eat and healthy snacks and lunches.
- Transition your child quickly to the lead teacher and move away from the door so that we can provide comfort and distraction. Encouraging words are helpful to include: "You got this!" "I am proud of you" "See you after lunch!"
- Please do not talk negatively about your child in front of them. (If you need to share with the lead teacher please wait until the child has moved to get their hands washed.)
- Label all items with your child's name on them. We could potentially have 24 mittens on a given day! 😊
- If you have any special instructions for the teachers, it is helpful to write a note or send a text/email prior. Some mornings can be very busy when several children arrive at the same time and it can be difficult to remember all verbal directions.
- If a child is to be picked up by someone other than the parent or person that usually brings them, please write the name on the sign-in sheet. This is for your child's protection so the teachers know who is expected and to whom to release your child.

**Inclement Weather:** MMO follows the traditional Wake County (WCPSS) calendar concerning holidays, teacher workdays and inclement weather. If WCPSS traditional schools are closed, MMO is closed. If a one-hour delay occurs, MMO will open at 10:00 a.m. If a two-hour or three-hour delay occurs, MMO will open at 11:00 a.m. In the event of early closings, we will notify parents if we need to close early. MMO could potentially open for WCPSS makeup days but given our unique scheduling where different children show up on different days, we are not likely to make-up days per WCPSS schedule. We do not reimburse for missed days due to WCPSS closing and we do not make-up days on the weekends. If WCPSS is closed an excessive number of days, we will consider extending our school year or modifying tuition payments in May.

**Resources:** Project Enlightenment ([www.projectenlightenment.wcpss.net](http://www.projectenlightenment.wcpss.net)) is a free early childhood education and intervention program for parents and educators. We use this resource at MMO and encourage all parents to check out this outstanding resource. They offer free developmental screenings and parent education, consultations, and counseling.

**Donations/Fundraisers:** We are a not for profit organization and we try to keep our tuition reasonable while paying our teachers appropriately for their hard work and dedication. We welcome monetary donations and/or items to include unscented wipes, disposable latex or fitted plastic gloves, stickers, and Lysol wipes. If you wish to provide a donation and need a receipt please contact the Director. We will have 2-3 fundraisers a year to raise money to help off-set the cost of capital improvements. Families are not required to participate but are encouraged. Fundraisers include: Go Play Save Coupon Books and fall professional photographer (when available).

**Private Facebook Page:** We have a private Facebook page named Leesville Mmo. You are encouraged to "friend" our page. We love to share pictures/videos of our sweet children. We will only accept requests to join from family members & guardians of MMO students, MMO employees and Leesville Baptist Church council members. If you do not wish to have your child's picture posted on our private Facebook page please annotate your registration form accordingly and notify the Director and your child's lead teacher. **Please do not SHARE pictures of your child with other children or TAG children.**

**Open Door Policy:** MMO has an open door policy and admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship programs and other school administered programs. If you have comments, questions, suggestions or concerns, please contact us.