



Weekday
Education

Mission Statement:

Our mission is to provide a Biblically based, developmentally appropriate early childhood education through an enriched environment that stimulates curiosity and learning, while nurturing the child's emotional, social and spiritual growth. As a ministry of First Baptist Church, we strive to teach child and families about the love of Jesus.

Vision Statement:

Our vision is to provide an exceptional Christian Early Childhood Program to young families in our community. It is our desire that each family would recognize the importance of raising their children with Christian values and understanding the love of God. Our interactive program is designed to foster friendships, encouragement, growth opportunities and support services for parents through First Baptist Church and the community.

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664-4102 Church Office (For emergencies only)

We observe all Livingston Parish school holidays. Our Christmas holidays differ slightly, so please note these dates. In the event that the public schools are closed due to unfavorable weather conditions, flooding, etc., we will also be closed. The television, website and/or radio will keep you informed of school closures.

Mother's Day Out

Days	3-day classes: Tuesday, Wednesday, Thursday 2-day classes: Tuesday & Thursday	
Time	9:00 a.m. until 1:30 p.m.	
Registration	\$250 Non-refundable	
Monthly Tuition	Two Day	\$180.00
	Three Day	\$200.00
Ages	9 months to 3 years	

PreK

Days	5-day classes: Monday – Friday	
Time	8:45 a.m. until 12:00 p.m.	
Registration	\$250	
Monthly Tuition	Five Day	\$190
Ages	3 years to 4 years	

LUNCH BUNCH

Days	Tuesday, Wednesday, Thursday	
Time	11:45 a.m. until 1:30 p.m.	
Registration	\$25	
Daily Tuition	\$8	
Ages	Must be enrolled in PreK	

Health Regulations

All children are required to show proof of immunizations in order to remain in school. Please do not send your child to school if he/she is not feeling well or might be contagious. If symptoms of illness are observed, you will be called to pick up your child. Symptoms that are cause for keeping your child home are: fever, diarrhea, vomiting, excessive coughing, eye infections, chills, headache, rashes, thick or greenish discharge from their nose, or any other contagious diseases. **Children must be fever free without the aid of fever reducing medications, for at least twenty-four hours before returning to school. Children must be diarrhea free without the aid of diarrhea reducing medications for at least twenty-four hours and have had a regular bowel movement before returning to school. Children must be free of vomiting for at least twenty-four hours and have eaten a regular meal before returning to school.**

These policies are in place for the protection and best interest of ALL of our students to prevent the spread of sickness.

Teachers are not allowed to administer any form of medication. **Please let your child's teacher know if you have administered any form of medication to your child before arriving at school.**

Personal Belongings and Clothing

Please clearly label all items your child brings: clothing, jackets, blankets, lunch boxes, diaper bags, pacifiers, bottles, coats, hats, etc. Also, please write your child's name on each diaper/pull up you send.

Dress your child in clothes that are comfortable and appropriate for play. For children that are in diapers, it is helpful if your child wears clothing that is easily removed for diaper changing. Pants that have snaps at the bottom or elastic waistbands that slip on and off easily work very well. If your child is toilet trained, it helps if they wear clothes that they can easily handle by themselves. **Please send an extra change of clothes in a Ziploc bag, including socks and underwear (if potty trained), in your child's bag every day in case of emergencies.**

Flip flops are being discouraged due to safety hazards during recreation and when getting in and out of cars.

Toys

Children are not allowed to bring toys to school unless requested per a note.

Tuition

You will receive a coupon payment booklet to use when making your tuition payments. Tuition is due on the 1st of each month. Your payment will be considered past due if not paid by the 15th of the month and your account will be charged a \$10 late fee. **On the 20th of the month, your child will not be able to return to school until the current month's tuition is paid including the \$10 late fee.** No refunds are given for sickness, vacations, or bad weather days. If there is a problem with paying tuition, please contact the director immediately.

If your child attends Lunch Bunch and the preschool tuition is not current, your child may not attend Lunch Bunch until all fees are paid.

Payments may be made by check or money order, on-line payment, credit card or cash. However, if paying with cash, you must personally give it to the director so that a receipt may be issued. You may place the tuition envelope in your child's folder if paying by check.

All Mother's Day Out and Lunch Bunch checks should be made payable to **FBCMDO or First Baptist Church, Mother's Day Out.**

All Pre-K checks should be made payable to **FBCPreK or First Baptist Church Pre-Kindergarten**

We offer a 10% discount if tuition is paid in advance for the year. Please contact the director if interested.

NSF Check Fee

You will be charged a **\$25** fee on any returned check due to non-sufficient funds. After one NSF check, you may be required to make all future payments by money order or cash.

Withdrawals

A two-week **written** notice should be given when a child is withdrawing.

Biting

We are aware that biting can be a serious problem in the classroom. We make every effort to work with parents and child when biting becomes a problem, however when a child bites twice in the same day you will be called to pick up your child immediately. If this plan of action does not work after repeated biting, we reserve the right to dismiss your child from MDO.

Discipline

Our facility will not tolerate any form of physical punishment. Redirection of your child will be handled in a positive manner. Redirection is intended to be a learning experience. Children must learn self-control. The teacher will discuss continuing behavioral problems with the parents and Director. Every effort will be made to correct the problem and encourage good behavior. If the child does not respond to discipline, we will call you to pick up the child. However, after a reasonable period, if your child's behavior is still causing problems, your child will be dismissed from our facility.

Dismissal of a child

Our weekday program reserves the privilege of dismissing any child if, after entering, he/she seems unable to participate in group experiences, or if fees become delinquent.

Lunches (MDO only)

Students attending MDO will eat lunch provided from home during their day. Please send foods that your child can easily handle and eat by themselves. If you send hot dogs or carrots, please chop them into small pieces. If you send grapes, please chop them in half. These items pose severe choking hazards. Do not send hard candy in your child's lunch. We do not heat up lunches unless your child is in the nursery. **NO** pizza Lunchables or squirt yogurt. Please send a spoon or fork if needed. Please send an **empty and clean** sippy cup with your child each day. Make sure your child's name is clearly marked on the sippy cup. Drink will be provided.

Snacks

MDO parents are asked to sign up with their child's teacher to provide snack twice per semester for the entire class. Students will eat a provided snack early in the morning and have their lunch in the afternoon.

PreK/K students will be provided a snack during the day. Lunch will not be served. Parents are allowed to send prepackaged snack for the entire class but not required.

Birthdays

Children's birthdays are considered very special at school. Special recognition is given to each child on their birthday. Please inform your child's teacher at least one week in advance if a special birthday treat will be brought in so that the teacher can plan a small celebration time. Please check with the teacher for possible food allergies in your child's class. **Balloons are not allowed at school. They are a choking hazard to children!**

Parties/Special Days

You may be asked to help provide treats for parties or special days. You will be notified in advance of any upcoming parties. MDO does not put a lot of emphasis on parties and parents are asked not to attend on party day. PreK/K will allow parent involvement in a select few parties. (Thanksgiving, Christmas, and Easter)

Allergies

If a child has allergies of any kind, please alert the teacher and office staff so that the appropriate precautions can be taken in order to protect your child's health. Allergies should be noted on your child's registration form.

If a child in a classroom has a severe allergic reaction to a particular food, the entire classroom will be asked to refrain from sending that particular food. We ask for your cooperation in this matter for the child's well-being and safety.

If your child requires any special medications, please notify the office immediately. (Inhaler, EpiPen etc...)

Security Cards

Each child will receive five laminated cards with his/her name on it. These cards are to be given out to relatives or friends who have permission to pick up your child if you are unable to do so. Please ask them to show us the card when they come to get your child. If they do not have a security card they must present a valid ID and be listed as an approved person on your child's registration form.

Custody Orders

Certified custody orders must be provided to the Director any time a limitation is put on a parent or legal guardian of a child.

Dropping Off & Picking Up Children (MDO Only)

Drop off is from 9-9:30am. You may drop your child off no earlier than 9:00 a.m. in their classrooms, children's wing doors will not be open until 9:00am. Pick up is from 1:00-1:30. Children are to be picked up no later than 1:30 p.m. If someone other than yourself will be picking up your child, we must be notified. We are not allowed to release your child to anyone unless they have a security card or unless we are notified by you.

Carpool (PreK Only)

Each child will be given a car tag to be displayed inside the car with a carpool number. This carpool number will match your child's backpack tag. If you carpool with others, please make sure all car tags are displayed. Please have your security card ready to show the teacher if you do not usually pick up that child.

Please help us make loading/unloading as safe and pleasant as possible by following these simple rules.

*** Please let your child sit in the back seat on the passenger side. (This will save time and make the line move faster. This is also safer for the child and unloading person because they do not have to walk between any cars.)

*** We encourage you to drop your child off at the proper area rather than walking them to and from your parked car.

*** We **DO NOT** buckle your child into their car seat. You or your child must buckle the car seat.

Late Pickup Fees

If you pick up your child more than 5 minutes after the stated end time, the following fees will be imposed:

<u>Time</u>	<u>Fee</u>
6 to 10 Minutes	\$5.00
11 to 19 Minutes	\$10.00
20 or More Minutes	\$20.00

We reserve the right to dismiss any child from our program who is picked up late on a repeated basis.

The clocks at school will be set to coincide with the time set by your cell phone.

Lunch Bunch (PreK Only)

PreK students are allowed to stay after school until 1:30 for an extended lunch and play time. Lunch is provided by the parents. If your child participates in this after school playtime, please make payment to FBCMDO or FIRST BAPTIST CHURCH MOTHERS DAY OUT. At the end of each month, your child will receive an envelope with the amount owed for "Lunch Bunch." Please place that envelope in your child's folder. Remember that "Lunch Bunch" begins on the first Tuesday of September and ends on the last Thursday of April. A \$25 registration fee must accompany the registration form.

Reporting Child Abuse and Neglect

We are required by law to report any signs of suspected child abuse or neglect to the Louisiana Department of Social Services.

We are looking forward to a great school year with your children!

If you have any questions don't hesitate to email or call the school office. Please check out church website for information and updates.

