

MMO Preschool Parent Handbook

Welcome to our MMO preschool program at First Baptist Church of Fort Mill! We are thrilled that your family has chosen to join us here. MMO is designed to provide a safe, fun-loving, Christian environment where your children can play and learn. This handbook contains policies and procedures for MMO. If you have any questions, please feel free to contact any of the staff. Thank you for allowing us the opportunity to love and care for your children.

MMO Mission Statement

The mission of MMO is to glorify God through providing a safe, caring, and fun environment for preschoolers, where they can learn biblical truths, academic concepts, and social skills.

Our goal is for your child/children to:

- have a successful separation experience from parents
- learn to socialize with other children
- develop a sense of self away from home
- be introduced to preschool appropriate academic concepts
- learn to follow directions and participate in a group setting
- begin to develop an understanding of the Bible, God, and Jesus
- be prepared for Kindergarten by the time they complete our program.

MMO Monthly Themes:

September	The Bible is a Special Book
October	Creation
November	Thank You God for Families
December	Christmas
January	God Wants Me to be a Helper
February	God Wants Me to Love Others
March	Fruit of the Spirit
April	Easter
May	God Wants Me to Obey

Below is a list of concepts covered during the year by age groups.

1s

Colors

Shapes

Seasons

Body parts

Verbal name recognition

Social Skills: walking in line; taking turns

2s

Continue colors, shapes, seasons, body parts

5 Senses

Sight name recognition

Opposites

Counting Numbers 1 - 10

Social Skills: walking in line; taking turns

3s

Continue colors, shapes, seasons, body parts, 5 senses, opposites

Counting Numbers 1 - 20

Number Recognition 1 - 10

Sight name recognition

Name tracing/printing

Weather

Days of Week

Common Letters

Cutting with scissors

Social Skills: walking in line; taking turns, raising hands

4s

Continue 1s-3s skills such as colors, shapes, seasons, body parts, 5 senses, opposites

Work on letter sounds (phonics) on all letters

Recognition of capital and lowercase letters

Count and recognize numbers 1 – 20

Introduce Numbers 20+

Recognize first and last name

Work on spelling first and last name

Work on printing first and last name

Work on printing letters and numbers

Sequencing

Positional words (under/over) (bottom/top) (front/back)

Rhyming words

Sorting

Patterns

Learn birth date

Foundational Bible verses

Days of week

Months of the year

Introduction of sight words

Work on beginning reading concepts and concepts of print

Cutting, Lacing, Stacking

Hopping, running, and jumping

Social Skills: walking in line, taking turns, raising hands, working in groups

Learning independent self-care skills such as handling all bathroom needs, putting on jackets, managing zippers & buttons, putting on shoes, blowing/wiping nose

MMO Enrollment, Registration, and Communication

The application for enrollment is available on the MMO website. Once a position has been secured for your child, registration will be completed through the MMO Brightwheel portal. You will be provided a link to join our school via your choice of the Brightwheel app or web-based page. All important forms, communication, and tuition information will be found in in this portal. This will also be the primary form of communication for newsletters, pictures, announcements, and other important information.

MMO Readiness and Qualifications

A readiness guide for each age group is included in the registration information on the MMO website. We allow children as young as 12 months (by Sept. 1) to register, but please note that ALL children must meet the minimum requirements for enrollment - be able to walk, eat a cracker-type snack independently, and use a sippy cup (no bottles). You also should determine if your child will be able to manage the morning without a nap. If you choose to register a child in advance, and they do not meet the minimum readiness requirements, they will be moved to the waitlist. If a spot opens during the year, they can re-enroll once they are ready. If a spot does not open up mid-year, or you choose not to enroll mid-year, you will forfeit your registration fee.

In addition to meeting the minimum readiness guides, children must be able to function within the structure of our classrooms. While we wish we could accept every child that comes our way, MMO is not equipped to serve children with significant special needs. We may not have the staffing, training, funding, or equipment to serve your child. If your child will need special accommodations, please speak to the director prior to paying the registration fee. Admission will be considered on a case by case basis and is dependent upon our ability to adequately care for your child and accommodate their needs, while still providing the necessary care and attention to the other children in the classroom.

MMO Schedule

MMO at First Baptist Fort Mill offers two day-a-week classes for 1s, 2s and 3s that meet on Monday/Wednesday or Tuesday/Thursday. You may only register your child for one set of classes, not both. We offer a PK-3 class for mature three year-olds that meets 3 days-a-week (Mon/Tues/Wed). And PK-4 classes for four year-olds that meet 4 days-a-week (Mon/Tues/Wed/Thurs). Children are placed in age appropriate classrooms based on their age on Sept. 1 and remain in that class for the entire school year.

1-3s & PK-3 classes meet from 9:00-12:00. PK-4 classes meet from 9:00-12:10. With a few exceptions, MMO follows the Fort Mill School District schedule related to closings for holidays, teacher workdays, and inclement weather.

The complete MMO calendar is available on our website and in your Brightwheel account.

Inclement Weather

If Fort Mill Schools close, MMO will be closed. When Fort Mill Schools are delayed, MMO will begin at 10:30 a.m. Dismissal times will remain the same as a normal day. We will not serve a snack on delayed start days.

MMO will not meet if FMSD schedules a half day in advance. If we are already at MMO and it is announced that Fort Mill schools will dismiss early due to incoming weather, each child's "quick pickup person" will be contacted and asked to come to the classroom for pick-up as soon as possible.

Tuition & Registration Fees

There is a \$125 non-refundable registration fee per year to enroll your child.

Monthly Tuition:

\$150 for 1s, 2s, 3s	2 days	*Sibling discount information is available in the tuition information document.
\$200 for PK-3	3 days	
\$250 for PK-4	4 days	

There will be no tuition reductions made for illness, travel, or voluntary absence. No tuition reductions will be made for school closings due to the Fort Mill School schedule (inclement weather closings, etc.) unless it exceeds 4 school days. If a class misses more than 4 days of school due to unexpected closings, a tuition discount will be applied to your final payment due April 15. The discount will be \$10 for each day (after 4) that your child's class was closed. We are not designed to allow children to switch days during the week.

Tuition due dates, payment options, and other payment information is available in the tuition document on the MMO website as well as in Brightwheel. If paying cash/check, the MMO tuition box is located in the lobby of the children's building. Please write your child's name and "MMO" on the memo line; checks should be payable to FBC Fort Mill. If paying cash, please place in an envelope with your child's name. Do not give your tuition to the teachers or send it in your child's folder. Do not hand tuition to MMO staff in the car line. If you need to drop off payment after MMO hours, please use the church's black deposit box located outside the main office doors. Online payments can be made in Brightwheel.

Withdrawal

Please notify the MMO Director as soon as possible if you will be withdrawing your child from the program. Tuition will not be reimbursed once the month begins.

The director reserves the right to withdraw any child under the following conditions:

- Failure to pay tuition
- If a child's behavior (physical, verbal, or emotional) continuously disrupts or causes undue stress on either the teachers or the other students in the class.
- It becomes apparent that the child has needs that extend beyond what we can provide for, while still maintaining a positive and effective learning environment for all children in the classroom.

Drop Off and Pick Up

We ask that you walk your child to their classroom for drop off each morning. You may enter the church through the pre-school entrance under the covered breezeway beginning at 8:55 a.m. Please wait outside until a staff member opens the door.

Dismissal for the 1s-3s classes is from 11:45 - 12:00 p.m. (late fee at 12:05)

Dismissal for the PK-4 classes is from 12:00 - 12:10 p.m. (late fee at 12:15)

For dismissal of children 1s-3s, you may form a car line beginning at 11:45 a.m. at the end of the pre-school hallway. Please pull forward to the orange cones. We will deliver your children to your car but will not buckle them in due to liability issues. Please park in the back parking lot away from the horseshoe area after receiving your child to properly buckle them in their seat. 4s will dismiss from the playground beginning at 12:00. If you have both a younger child and a 4-year-old, please go through the carline first. During rainy days, please park and come inside for pick-up.

Late pick-up charges for 1s-3s:

12:05-12:10	\$5.00
After 12:10	\$10.00

Late pick-up charges for PK-4:

12:15 - 12:20	\$5.00
After 12:20	\$10.00

If you incur a late pickup fee, the charge will be added to your Brightwheel account and must be paid by the end of the month.

Colored car tags will be distributed at Open House. These tags help us during the car line dismissal and are the only approved tags for child pick-up. Please display them on the front dashboard or mirror and keep them displayed until your child is placed in the car.

You will be given further information regarding dismissal, carline entrance/exit, rainy day pickup, etc. at the beginning of the school year.

Security

One of our main goals is to make sure that your child is safe at all times while in our care at First Baptist Church Fort Mill. For that reason, we ask that you fill out a Pick-Up Authorization Form before your child starts MMO. Children will not be released to anyone other than the parent/guardian or those listed on the Pick-Up Authorization form. **A pick-up authorization form must have an emergency contact person in addition to the child's parents. This person must live locally and be available to pick up your child should you be unable to do so.** A parent must notify the director or teacher if someone, other than those listed, is going to pick up their child. We will ask for photo identification before releasing your child into their care if they do not have the colored pick-up tag. As part of your enrollment forms, you will be asked to supply the name and number of your "quick pickup person." This is a parent or caregiver that is typically available to come pick up the child immediately, in case of illness or other emergency.

All the doors in the Children's Building are locked and there are security cameras installed in the hallways and classrooms. We keep the front door open the first 15 minutes while children are arriving. Someone from the MMO staff will be at the front entrance during this time. After 15 minutes the door will be locked and a doorbell placed on the door. Please ring the doorbell if you need to enter the building.

Discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, verbal rebuke, teaching, and encouragement. Our goal in guiding children's behavior is not to punish, but to educate and help children develop self-control. All children are encouraged to use appropriate behavior. It provides security, produces character, prepares for life, and is evidence of God's love. When challenges occur, we will use the following methods to help the child make better choices:

Warning and Redirection

Our primary form of discipline is warning and redirection. The child will be warned that their behavior is inappropriate and instructed in what they should do instead. If needed, the child will be moved to another location where he/she can interact with other toys and children.

Time Out

Time out is the removal of a child from the group for a short period of time. Time out is utilized in a situation in which the child is not responding to redirection or verbal warnings. The time out space is located away from the classroom activity but within the teacher's sight. During time out the child has the opportunity to think about the behavior which led to his/her being removed from the group. After a few minutes, the teacher will discuss the incident and appropriate behaviors with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect as the other children. If time out is not having the desired effect, the child will be sent to talk to the MMO Director and the parents will be notified.

Children causing physical harm to others (scratching, biting, etc.) during MMO will be sent to the director's office and parents will be notified of the behavior. The parents may be asked by the director to pick up their child immediately if it is a repeat offense. If the problem continues, a conference will be scheduled between parent, teacher, and director.

You can help support your child's success by talking with them about the expectations you have for their behavior while at MMO. Keep communication lines open with your child's teacher and follow up at home if there are areas where your child is struggling.

If the class cannot maintain a productive learning environment due to a child's behavior, suspension or withdrawal may occur.

Wellness Policy

In consideration of other children and teaching staff, please do not bring a child to MMO who has shown signs of illness within the last 24 hours.

A child should not attend MMO if they display any of the following symptoms:

- *Persistent coughing or complaints of a sore throat
- *Persistent sneezing with nasal discharge
- *Persistent, non-allergy nasal discharge
- *Rash (except diaper rash) unless you provide a doctor's note that it is not contagious
- *Vomiting in last 24 hours
- *Fever of 100 or more - must be fever-free without the use of fever-reducing medications
- *Extreme fatigue or irritability
- *Earaches
- *Complaints of stomachache
- *Diarrhea - 2 or more loose bowel movements within a 24 hour period
- *Red or watery eyes unless a doctor verifies that it is allergy related.

If your child has allergies that cause these symptoms, we must have a doctor's note.

If a child shows signs of any of these symptoms while in our care, the child will be isolated from the other children and the parents will be contacted. Our desire is to protect all children and teaching staff from exposure to illness. We appreciate your cooperation in maintaining a healthy ministry environment.

Colds: If the child comes to school with a minor cold, he/she should be able to follow the daily routine, including time outside. If the staff determines they cannot care for the child without compromising their ability to care for the health and safety of the other children, the parent will be notified to pick up the child. If a child is not yet able to use a tissue on their own or cover their mouth when they cough - please keep them home. You would not want another child to spread germs all over your child's classroom and toys so please be courteous to other families.

In the event of possible exposure to a contagious disease or parasite in the classroom (pink eye, head lice, etc.) the classroom teachers or director will notify parents.

Illness/Injury

If a child becomes ill or injured during the school day, their "quick pickup person" will be contacted. Please make every effort to come to the school as soon as possible to retrieve your child. If this person is not a parent, we will also notify the parents.

A parent will be notified immediately of any illness or injury requiring medical attention. If a parent cannot be reached, their emergency contact person will be notified. 911 will be called if an illness or injury requires immediate, professional medical attention.

If minor accidents occur and/or scratches, bumps, or bruises are treated during MMO you will receive an incident report through Brightwheel and/or verbal communication from the teacher regarding the incident.

Snacks

Snacks are provided for your children while at MMO. Snacks usually consist of some type of cracker, pretzel, or cereal with water to drink. Please send a pre-filled water bottle or sippy cup with your child each day. DO NOT send juice, milk, or any other beverage in their cup. We will have water available to re-fill if needed.

If you would like to bring a special snack to celebrate your child's birthday, please feel free to do so! Cookies make a great snack and are easy to clean-up. If bringing cupcakes, please send mini cupcakes. This works best for little hands and helps during clean up. Contact your child's teacher ahead of time to make arrangements. We require all shared snacks and treats to be store bought and sent in the original packaging so that we can check for possible allergens. We ask that you or your family not attend the birthday celebration as it is disruptive to the classroom schedule.

You will have opportunities to sign up for special snacks during some of our holiday celebrations. Thank you for your help with these special events!

We do not permit chewing gum at MMO.

Please have your child eat breakfast before they arrive at MMO. If a child arrives with food in hand, they will have to finish or throw it away prior to entering the classroom.

MMO Allergy Policy

If your child has any type of allergy, please complete the Allergy Information Sheet in your Brightwheel account. This information will be shared with your child's teachers.

Please note our snacks may contain soy, egg, dairy, and/or gluten. We strive to purchase snacks for MMO that contain no peanuts or tree nuts but they may be made in a facility where peanuts or tree nuts are processed. We will make reasonable efforts to work with individual families regarding allergies. To help with allergies, we have a limited, consistent list of snacks that we use throughout the year. We will have examples of each item at Open House and ask individual families whose children have allergies to read the ingredient list and approve what their children can have. If your child's allergy is severe and the snacks aren't suitable, you may need to provide a daily snack for your child. If you wish to send in allergy-safe special treats for your child to have when there is a birthday celebration in the classroom, we are happy to store those and will pull out whenever needed.

If your child has an allergy that requires rescue medication, such as an EpiPen, you may not leave the child at MMO without it. If we must administer emergency medication to the child, 911 will be contacted. The parent will then be contacted and advised of the situation. Any expenses incurred must be borne by the parent. Parents are responsible for providing all medication, ensuring that all medication is current, and that it will not expire during the course of the school year.

Diapers and Potty Training

We ask that cloth diapers not be used during MMO. Children wearing diapers will be checked twice during the MMO morning.

We will do our best to partner with you when potty training your child. Each class will have a scheduled bathroom time during the morning. Additionally, children will be taken anytime they request to do so. Please take your child to the bathroom before taking him/her to the classroom. We are not able to give individual potty training rewards in the classroom.

During potty training, pull-ups with velcro sides are preferred. Please do not send your child in underwear unless the child is able to tell the teacher when they need to use the bathroom.

Children in our 1s and 2s classes are not required to be potty trained. 3-year-olds in our 2-day classes should be potty trained or in the process when they school year begins; they must be fully potty trained by January. Please continue to send your child in pull-ups until you are confident they can make it through the school day without frequent accidents.

Children in our PK-3 and PK-4 classes must be fully potty-trained to attend MMO.

A fully potty-trained child is a child who can do the following:

1. Be able to TELL the teacher that they need to use the bathroom.
2. Wear underwear all day without potty accidents (rare accidents are understood)
3. Be able to dress and undress themselves when using the bathroom.*
4. Be able to wipe themselves after using the bathroom.*
5. Be able to wash and dry hands.
6. Be able to postpone going if they must wait their turn.

*3 year-olds will be provided assistance with dressing and wiping if needed.

What to Bring and Wear to MMO

Each child that enrolls in MMO for the first time will receive a tote bag with their name on it. Please keep your bag from year to year. If you lose your child's bag or would like a second bag for separate households, you may purchase additional bags from the MMO director for \$5 each. If you have had your bag for at least one full school year and it needs replacing, let us know and we will provide a new one at no cost. We do ask that all children use the MMO tote bag, not a backpack, diaper bag, etc. The bag should come each day with your child's class folder, a complete change of clothes (including socks and underwear), water bottle or sippy cup, and diapers/pull-ups/wipes if needed. Shoes are required at MMO.

Please keep in mind that we engage in various activities from playing on the playground to using paints and other craft materials. Please dress your child in appropriate clothes and shoes for these activities. Each class will have 30 minutes on the playground (weather permitting). When the weather becomes colder, please remember to send a jacket or sweater. If desired, sunscreen should be applied by parents/guardians before MMO.

Please do not have your child bring any toys with them to MMO. Your child will be engaged in activities planned by the teacher in the classroom. We have plenty of age appropriate toys in each classroom. If a child brings a toy to the classroom, we will ask you to take it with you to the car. Exception to this guideline applies to comfort items for toddlers who are experiencing separation anxiety.

General Information

CRYING: We know how difficult it is to leave a crying child. Please know that we will notify you if your child continues crying for a prolonged period of time. We want your child's experience at MMO to be a happy one and we will work together with you to make that happen. Linger during drop-off typically makes crying worse. A quick, happy good-bye from mom or dad helps the child know they are safe and that this is a fun place to be.

Teachers will share pictures of their MMO class in your Brightwheel account. Please **DO NOT** re-post pictures of other MMO children on your personal social media accounts without permission from their parents. If you want to share a picture of your child on social media and the photo includes other children, please blur out the faces of other children or ask their parents if it's ok to post.

MMO does not advertise or promote business products. MMO does not promote fundraisers or advertise for other ministries or organizations. Please do not promote business products or fundraisers using your class Brightwheel group.