



# MDO PARENT HANDBOOK

2023-2024

**kids**  
SPRING ARTIST

[springkids.org/mdo](https://springkids.org/mdo)

# WELCOME MESSAGE

Welcome to Spring Baptist Church Mother's Day Out. We count it a privilege to lovingly teach and care for the physical, emotional, social, mental and spiritual needs of your child. This handbook has been prepared to answer questions most often asked about the MDO program.

Please read the entire handbook and keep it close at hand throughout the year. Please contact us with any questions.

We look forward to meeting your family and to many hours of learning and fun with your preschooler. We thank you for allowing us the privilege of serving your family through our Mother's Day Out program. This is only one of the many ministries that are available for your family. We invite you to make this church your home. We are here to serve you and to give you a place of service and worship.



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**BreAnne Lee**  
Director

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**Chelsea Highley**  
Co-Director

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# CONTACT INFORMATION

## Contact



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[springkids.org/mdo](http://springkids.org/mdo)

## Follow Us



Spring Baptist  
Mother's Day Out





# OUR PURPOSE



We are committed to reaching and teaching preschoolers in a loving, God-honoring environment. We provide a Bible-based curriculum designed to teach even the youngest the truth found only in Jesus.

Organized learning activities are carefully planned to encourage the physical, mental, social, emotional, and spiritual development of preschoolers. Throughout the day the children have opportunities to participate in learning experiences about God and the Bible. Our daily activities include Bible stories, classwork, circle time, arts and crafts, fine motor skill development, outdoor play, music, and quiet time. Most importantly our goal is to give loving individual attention to each child.

## Our Vision

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Leading Littles Ones to Christ

## Statement of Faith

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Visit [www.springbaptist.org](http://www.springbaptist.org)

## Our Mission

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Jesus invited them, "Let the little children come to me, and don't stop them, because the kingdom of God belongs to such as these."

- Luke 18:16



# STUDENT FEES

## **Annual Non-Refundable Registration Fee**

**\$300 per child**

This is due at the time of registration and is non-refundable.

## **Monthly Tuition**

**\$300 One Child**

**\$590 Two Children**

**\$880 Three Children**

Payments are due the first week of each month.

All payments must be made online unless otherwise pre-arranged.

Tuition is non-refundable and is due whether your child is or is not in attendance.

## **Late Fees**

After the 15th of each month, late fees will be assessed in the amount of \$20.

If payment has not been received by the last day of the month, the child will be unenrolled.



# STUDENT ENROLLMENT



## Enrollment

*MDO sessions are on Tuesdays and Thursdays from 9:30 AM to 2:00 PM. We accept children age six months to 4 years old by September 1st.*

MDO is open to children of all races, nationalities, and economic backgrounds. Classes will be filled on a first-come, first-served basis. Further availability will be filled from the waiting list.

A child is considered enrolled in the program once the child's registration form has been completed, fees have been paid, and classroom availability has been confirmed by the Director.

Parents will be notified by email if any of the policies have changed.



## Unenrollment

Please notify the Director in writing if you wish to unenroll from the program.



# SCHOOL COMMUNICATION



## Parent Notifications

Parents will be contacted by phone call, text, and/or email.

## School Cancellation

During inclement weather, MDO will follow Spring Baptist Academy closings. You will also receive a text message.

## Follow Us



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# SAFETY & SECURITY

## Security



For your child's protection, we have implemented a security system. Before you drop off your Preschooler, please use the computer system to check in. You will receive a security tag along with a nametag for the child. For the safety of the children, please do not enter the room. If the teacher is not at the door to greet you, please wait until she is free to do so.

Please bring the security tag back to pick up your child at the end of the day. Persons, other than the parents, authorized to pick up the child must be listed on the enrollment forms. If the person is not a parent, they will need to show identification in order to pick up the child. Only authorized individuals will be allowed to take the child. If you lose this tag, please see the Director before you pick up. All doors will be locked at 10:00 AM and will then be unlocked at 1:45 PM.



## Fire Safety, Evacuation & Intruder

In the event of a fire or fire alarm, we have a detailed plan to keep your child safe. Planning and preparation are necessary to assure that the response is timely, safe, and minimizes the possibility of injury.

In the event of an emergency that requires evacuation, MDO staff members and children will proceed to a safe, pre-determined location.

In the event of an intruder, classrooms will lock doors with a special locking mechanism that prevents others from entering the room. Teachers will be following intruder procedures while caring for the safety of your child.

Fire drills, hazard weather, and intruder drills will be practiced throughout the school year.

## Child Abuse

All MDO staff will take yearly training regarding abuse and neglect of a child. If a teacher suspects child abuse, she will bring the child to the Director. They will contact Child Protective Services if necessary. Information will be kept confidential.





# HEALTH

## Sickness

The health of your child is important. We ask that you remain home if one of the following is present:

- Fever within the past 24 hours.
- Fever above 99.9 degrees.
- Vomiting and/or diarrhea within the past 24 hours.
- Symptoms of possible communicable diseases, such as chicken pox, fifth's disease, head lice, measles, croup, COVID, etc. Please contact the Director as soon as possible if your child develops these.
- Any unexplained rash or skin infections, ringworm, impetigo, etc.
- Pink eye or other eye infections.
- Severe diaper rash.
- If they have had immunizations within the past 24 hours.
- If your child cannot participate in normal activities (i.e. outside activities).

A written note from the pediatrician may be requested before a child can return to the classroom.

## Medication

No medication will be administered to your child by our staff unless the child has a life-threatening condition such as asthma or severe allergies. In these cases, medication may be kept in the Director's Office for use in an emergency situation only.

A child should not keep medication (even over the counter) in their diaper bags or backpacks. Medication should never be placed in bottles or sippy cups. Items considered medication include prescription medications, over-the-counter (including pills, syrups, and ointments), aspirin, Tylenol, and cough drops. Diaper rash or teething medications may be applied ONLY with parental consent to children 18 months or younger. Insect spray and sunscreen will not be applied by the staff. Please apply at home before coming to MDO.

## Medical Release

If emergency medical action or treatment is required and neither parent nor guardian can be contacted, MDO staff will call 9-1-1 and administer first aid or CPR. **Spring Baptist Church Mother's Day Out has no responsibility for the emergency care or transport of any child.**

# DISCIPLINE

Teachers will use positive reinforcement methods to minimize the need for corrective discipline.

- Individualized and consistent for each child.
- Appropriate to the child's level of understanding.
- Directed toward teaching the child acceptable behavior and self-control.
- A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
  - Reminding a child of behavior expectations daily by using clear, positive statements.
  - Redirecting behavior using positive statements.
  - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

If a child is sent to the MDO office for discipline reasons, the parent will be notified.

If a child who continually disrupts the classroom, who is consistently disobedient or disrespectful, or physically harmful to others will be asked to withdraw from the program.



We realize that biting is a common occurrence among Preschoolers in classroom environments. We believe that there are effective ways to help children conquer each biting situation. Biting is always documented on our standard incident report form.

# Potty Training

Many of you are or will be in the process of toilet training your child. We will help you with this training in every way we can. Please talk with your child's teacher to let them know when you are potty training.

We consider a child completely potty trained when he/she can go to the bathroom on his/her own without being asked or coached. **Three-year-olds MUST be potty trained to be in a three-year-old class.**

Please furnish an adequate supply of pull-ups for each day. The class will make several bathroom breaks throughout the day and will positively promote children's toilet training successes. Children often model other children. We find this to be an incentive for them. During toilet training, we request that your child be sent to school in pull-ups rather than training pants due to sanitary conditions that can occur with the training pants.

# Birthdays

Children may celebrate their birthdays at MDO. However, we ask that you DO NOT bring cakes. The following items are preferred:

- Rice Krispy Treats
- Cupcakes
- Cookie Cakes
- Muffins
- Donuts or donut holes
- Pre-Baked Cookies with icing and sprinkles to decorate
- Other easy-to-handle treats

Please check with your child's teacher.

If you want to invite other classmates to your child's birthday party, please send invitations to be sent home at the end of the day. We are unable to provide the addresses of other children.



# FOR YOUR PRESCHOOLER



## Breakfast

Don't forget to eat breakfast before arriving.



## Dress to have fun

Dress your child in comfortable play clothes that are suitable for inside and outside. Please include a sweater or jacket on cold days. Shoes should be for play. Tennis shoes or shoes with backs are ideal. Due to hazards when running or playing, please do not send children in house slippers or flip flops.

For children that are still in diapers or in the process of potty training, it is important that the clothes are easy to manage at bathroom or changing time.



## Extra Clothes & Diapers

Diapers:

Please provide disposable diapers only. Be sure there are enough diapers to last an entire day.

Extra Clothing: Please bring a change of clothes in case of accidents. Children who do not have a change of clothing will be sent home in a t-shirt and diapers/pullups.



## Food

Bring a lunch and snack that includes a balance of healthy choices. Limit foods high in sugar. Include only finger foods that your child can eat without assistance. This means cutting up hotdogs and grapes into quarter pieces. We are unable to heat lunches.

Don't forget a water bottle. Please no canned drinks or sodas.

If your child takes a bottle, the formula or juice should be mixed and ready for feeding. Nursing babies must be able to take a bottle before they may be enrolled.

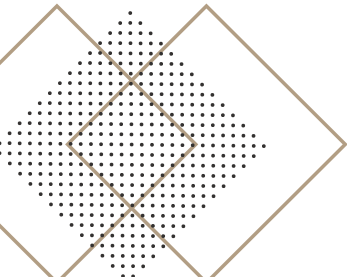


## Backpack and Naptime Items

Please bring a full-size backpack.

Bring a lightweight nap mat, small pillow and blanket. These will be sent home each day.

**Make sure to label all items with child's name.**





# CALENDAR

## August

- 17th Open House 10 AM - Noon
- 22nd First Day of Class  
Tuition Due
- 29th Learning About Me Week  
Spirit Shirt Day

## September

- Color: Yellow Shape: Triangle**  
**Numbers: 1 & 2 Letters: A, B, C**
- 5th Tuition Due
- All Week: My Family Is Special
- 12th All Week: Learning About Pets  
Spirit Shirt Day
- 19th All Week: I Like Going to Church  
I Can Make Friends
- 26th All Week: All I Can Express My Feelings
- 28th Yellow Day

## October

- Color: Orange Shape: Square**  
**Number: 3 Letters: D, E, F**
- 3rd Tuition Due  
All Week: Discovering Fall
- 10th All Week: Being Safe  
Spirit Shirt Day
- 12th Fire truck visit
- 17th All Week: Community Helpers  
Police Visit
- 19th Super Hero Day
- 24th All Week: I Am Learning to Help
- 31st All Week: Kids of the Kingdom  
Silly Hat/Glasses Day

## November

- Color: Brown Shape: Rectangle**  
**Number: 4 Letters: G, H, I**
- 2nd All Week: Kids of the Kingdom  
Tuition Due  
Kids of the Kingdom Dress Up
- 7th All Week: USA
- 9th Patriots Parade
- 14th All Week: Thanksgiving  
Spirit Shirt Day
- 16th Brown Day
- 21st & 23rd No School
- 28th All Week: Nursery Rhymes

## December

- Color: Red Shape: Star**  
**Number: 5 Letters: J, K**
- 5th All Week: Christmas  
Tuition Due  
Silly Sock Day
- 7th Christmas Shirt Day
- 12th All Week: Christmas  
Santa Hat Day
- 14th Red Day  
Half Day - Pick up at Noon
- 19th & 21st No School
- 26th & 28th No School





# CALENDAR

## January

**Color: White, Black, & Gray**

**Shape: Circle**

**Number: 6 Letters: L, M, N**

2nd All Week: Discovering Winter  
Tuition Due

9th All Week: I Can Be Healthy  
Spirit Shirt Day

16th All Week: Space

23rd All Week:  
Communicating with Others

25th White/Black/Gray Day

30th All Week: Transportation

## February

**Color: Pink Shape: Heart**

**Number: 7 Letters: O, P, Q**

1st All Week: Transportation  
Tuition Due

6th All Week: Opposites

13th All Week: Caring for Our World  
Spirit Shirt Day  
Kindness Service Project

15th Pink Day

20th All Week: Farm Animals/Rodeo

22nd Rodeo Day

27th All Week: Dinosaurs

## March

**Color: Purple Shape: Oval**

**Number: 8 Letters: R, S, T**

5th All Week: Five Senses  
Tuition Due

12th & 14th No School

19th All Week: We Discover Spring  
Spirit Shirt Day

21st Ladybug Release

26th All Week: Easter

28th Purple Day  
Egg Hunt

## April

**Color: Green Shape: Diamond**

**Number: 9 Letters: U, V, W**

2nd All Week: Zoo Animals  
Tuition Due  
Dress Like Your Class Animal Day

4th Stuff Animal Day

9th All Week: Weather  
Spirit Shirt Day

16th All Week: Insects

18th Butterfly release

23rd All Week: Outdoor Fun  
25th Bike Day

30th All Week: Day & Night  
Green Day

## May

**Color: Blue Shape: Review**

**Number: 10 Letters: X, Y, Z**

2nd All Week: Day & Night  
Pajama Day  
Tuition Due

7th All Week: Mother's Day/Father's Day

14th All Week: Aquatic Animals  
Spirit Shirt Day

16th Blue Day

21st All Week: We Discover Summer  
Bounce House Day

23rd Last Day of Class  
Noon Pick up





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