

TULIP GROVE BAPTIST CHURCH

Mother's Day Out

Melissa Willis – Director

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tgbc.org/mdo

Pastoral Staff

Chase Sears – Senior Pastor

Phil Lundy – Worship Pastor

Brian Joines – Discipleship & Family Pastor

Eric Boswell – Preschool & Children's Pastor

Current worship and ministry opportunities of
Tulip Grove Baptist Church may be found on their website.

563 Shute Lane, Old Hickory, TN 37138

Church Office: 615-883-1856

www.tgbc.org

Welcome to Mother's Day Out Tulip Grove Baptist Church

Tulip Grove Baptist Church is a Christ-centered, biblically based ministry that utilizes the Bible and biblical principles in activities used with the children participating in the program.

We are delighted to serve your family this year. We seek to teach Christian values in a safe, caring, and fun environment for your child. We know how precious your children are to you, and we are honored that you have entrusted them to us. Our excellent staff is ready to assist you!

The MDO program is a ministry of Tulip Grove Baptist Church. As such, it is important to us to reach our community and connect people to Jesus. Throughout the year, you will receive information about events and activities at Tulip Grove. We invite you to be a part of any of the ministries we provide. If you do not have a church home, we would love to have you become a part of our family.

If you would like to know more about any of our ministries, please contact us or visit us!

Melissa Willis, Mother's Day Out Director
615-884-2707 (office)

MISSION STATEMENT

At Tulip Grove Baptist Church Mother's Day Out (TGBC MDO) our mission is to share the love of Jesus with the children in our care and to teach them age appropriate doctrines of the faith. We do this by serving God and our community and by providing a safe, Christian environment for preschoolers as they participate in early educational activities.

CORE VALUES

The TGBC MDO is a curriculum driven program designed to help enrich a child's education, desire for learning, and love of Jesus.

The TGBC MDO strives to be a blessing to families with preschool children. Our purpose is to provide our students with a Christian, developmentally appropriate (spiritually, physically, mentally, socially and emotionally) environment that will nurture and stimulate them on a daily basis.

The TGBC MDO program seeks to share the love of Jesus with children while providing them the opportunity to build self-confidence and self-discipline. Young children learn by doing and experiencing; therefore, our curriculum endeavors to give children these opportunities to learn. We believe that discipline provides healthy boundaries that allow children to grow and develop into productive citizens.

GOALS

- Gaining an understanding of God's love and age appropriate Biblical doctrines
- Learning to socialize with peers
- Learning to follow directions
- Cooperating in group settings
- Becoming an independent person
- Accepting authority outside the home
- Developing motor skills
- Developing a love of learning

ENTRANCE REQUIREMENTS

To be enrolled, your preschooler must be:

- One year of age by August 15, 2025
- Walking **independently**
- Able to use a sippy cup during school
- Able to feed themselves independently

POLICIES AND GUIDELINES

Attendance

1. School hours are 9:30-2:00. The doors will be opened at 9:25 each morning.
2. Tulip Grove Baptist MDO closes at 2:00 pm each day. A grace period of five minutes is given before late fees are applied. At 2:06 an initial late fee of \$5.00 will be applied to the child's account. \$1.00 per minute after that will accumulate until the time of pick up. If more than one child per family is enrolled, this fee will be applied to each individual child's account.
3. Parents should **ONLY** enter the church at the Children's Entrance. Please do **NOT** park under the drive through area, as it must stay clear for emergencies.
4. An adult must **ALWAYS** walk the child to the classroom and pick up the child from the classroom. Please do not linger in the mornings, so that teachers may give their full attention to the children in their care. It also makes for an easier transition if you can give a quick hug and kiss at the door as you leave. If you need to talk with your child's teacher, please schedule a time with him/her **AFTER** all children have been dismissed for the day.
5. If your child must be picked up early, please notify the office and the teacher. You will be asked to wait in the lobby and your

child will be brought to you, so as not to disturb the rest of the class. The intent of this policy is for occasional situations and cannot be a regular occurrence.

6. If your child is going to be absent, please notify the office and your child's teacher.

Security

1. No child will be released to an unauthorized person.
2. The adult(s) listed on the front of the registration form are usually the ones who regularly drop off and pick up the students. However, sometimes another adult may need to pick up your child. We have provided a place on the back of the registration form for you to list these people. We ask that when this happens, you notify the office and your child's teacher in advance and that the person picking up the child have a security key tag or provide a photo ID at the door so that we may ensure we are releasing to an approved adult you have listed.
3. Any permanent changes from the original person(s) authorized to pick up your child, should be submitted in writing.
4. Each family will be issued two security key tags for admittance. A key tag must be shown at the outer door in order to enter the building. Additional key tags may be purchased for \$5.00 each.
5. The Children's Entrance will be unlocked at 9:25 am for morning arrivals. Afterwards, the doors will be locked until 1:45 pm for afternoon pickups.

Health

1. Sick children will not be allowed to attend. Should a child become ill at school, parents will be contacted to pick up the child as soon as possible. Should your child exhibit any of the following symptoms, he/she should stay home:
 - Fever - must be fever free for 24 hours

- Vomiting/diarrhea - must be free of both symptoms for 24 hours
 - Runny nose - no green or yellow discharge
 - Earache - until the cause is determined not to be contagious
 - Sore throat - until throat loses redness
 - Watery/red eyes (due to cold or conjunctivitis) - until eyes clear
 - Chest cough - until cough stops
 - Rash - until the rash is determined not to be contagious
2. TGBC MDO reserves the right to require a physician's admit slip any time it deems necessary.
 3. In order to prevent the spread of communicable diseases, please report these to us immediately.
 4. If your child should contract head lice, they must not return until they have been treated and are nit free. If they return and nits are still present, we will call you to take your child home.
 5. If we cannot contact you when your child becomes ill, we will pursue the emergency numbers you have provided, or we will utilize the emergency release you have signed.
 6. Current immunization records and medical release forms must be on file for every child in the program no later than August 28, 2025. Any students who enter the program after the beginning of the school year, must turn in a current immunization form at the time of enrollment. Failure to provide these documents may result in your child being released from the program.
 7. No medications will be given to children by staff members except in an emergency situation (epi pen or inhaler). If that were to occur, the medication will be administered by the Director or Assistant Director.
 8. If your child requires an epi pen or inhaler, these should be checked in at the office and will be securely stored there.

9. Diaper rash ointment will only be applied if a parent provides the cream and signs a waiver, giving permission to the teacher.
10. In case of an accident while at MDO, an accident report will be completed by the teacher and the parent will be notified and sign a report at the time of pick up. In case of a more severe injury, the parent will be notified immediately. **Please make sure your phone numbers stay current and up-to-date with the director.**

Discipline

In order to enhance learning, we have established some school rules that are taught to your preschooler beginning the first day of school. Each teacher goes over these rules every day during group time.

School Rules

- We always listen and obey our teacher.
- We walk in the building.
- We play nicely with our friends.
- We share our toys.
- We have lots of fun at school.

Only positive methods of discipline will be used to encourage acceptable behavior. When a child's behavior becomes challenging, the teacher will get on the child's level and talk with them about their behavior/choices and encourage/help them to make more appropriate choices. The child may also be redirected to an alternate activity or, if necessary, removed from the group. Should the child need to take a break or have a time out, the time frame will be the equivalent of the child's age (e.g. If a child is four years of age, he/she will be in time out for four minutes). If the problem persists, a teacher may request the assistance of the Director or Assistant Director. The next step would be to notify the parents.

Registration and Tuition

1. All enrollment forms and payments must be completed upon the child's admission.
2. A **non-refundable** registration fee of \$80.00 per child is due at the time of registration.
3. Tuition fees are \$150.00 for the first child, \$140.00 for the second child and \$130.00 each for additional sibling(s).
4. Tuition for the Tulip Grove Baptist Church MDO program is due by the 1st of each month. After the 15th, a late fee will be applied. An initial \$5.00 late fee will be charged on the 16th and then \$1.00 per day afterwards until the account is brought current.
5. Tuition is a set monthly fee (based on a yearly amount divided into monthly payments) and will remain the same August through May. Full tuition is due each month regardless of the number of days missed including, but not limited to, holidays, weather, illness, or closures.
6. Tuition payments
 - Tuition may be paid by cash, check or PayPal (**must use PayPal link on church website**).
 - For your convenience, a gray drop box has been installed near the Preschool Welcome Office and you may deposit your payments there.
 - Envelopes and pens will also be provided.
 - Please write your child's name on the memo line of your check, if applicable, and make the check payable to Tulip Grove Baptist Mother's Day Out.
 - Arrangements can be made **through your bank** to make automatic tuition payments.
 - Pay online, using PayPal, by going to www.tgbc.org/mdo.
 - Scroll down to Pay Online.
 - Select amount to pay under Pay monthly tuition and type in child(ren)'s name(s).
 - *Click Pay Now.*

7. If for some reason you need to withdraw the child from the program, we require two weeks' notice. The notice must be submitted in writing. You will be charged for the two weeks after the written notice is given, even if your child does not complete the two weeks.

Personal Belongings

1. Backpack – large enough to hold a folder without bending and labeled with your child's name in a visible spot on the outside.
2. Parents are asked to provide a mat or large towel for rest time. All children are required to rest but they do not have to go to sleep. Transitional items such as pacifier, special blankets, or a small pillow may be packed for rest time.
3. Each child must bring his/her own lunch daily. Items packed must be things that your child can feed him/herself independently (with limited assistance from the teacher). Please do not send items that must be refrigerated, heated, or opened with a can opener.
4. Lunches should contain healthy choices with no candy or soft drinks allowed. We also ask that you do not pack red drinks as they tend to stain our classroom carpets.
5. No toys or money should be brought unless requested in writing by the teacher or director.
6. Animals (with the exception of service animals required for a disability and performing a certain task) are not permitted on the preschool hall during MDO hours. This policy is to protect all children from allergy issues, potential injury, and for sanitary reasons. People who bring an animal to the door will be instructed to leave it in their vehicle. If they are unable or unwilling to do so, the Director or Assistant Director will escort the child to or from his/her classroom, in lieu of the animal being brought inside.

7. All children are to bring a complete change of clothing, including underwear and socks. Please place inside a gallon Ziploc bag and label with your child's name.
8. All children in diapers must bring a day's supply of disposable diapers and wipes.
9. Children should wear comfortable clothing suitable for playing inside or outside. Keep in mind painting and crafts can be messy and your child should be dressed with this in mind. Also, please note the following:
 - Tennis shoes are preferred-especially for the playground. Mulch often finds its way inside sandals and other slip on shoes.
 - Any removable clothing (jackets, hats, etc.) must be marked on the inside with your child's name.
 - Clothing should be easily manipulated for restroom purposes.
10. **ALL items from home should be labeled with the child's name.**
We are not responsible for any lost or damaged items.

Closures

TGBC MDO will make decisions on closing due to inclement weather on a case by case basis. The decision to close due to illness will be made on multiple factors including attendance at our program. These decisions will be made independently of what the local school systems are doing.

If we decide to close our program, you will be notified by email from the director. Teachers will also be asked to notify parents through text, Remind app, or other communication method that they use on a regular basis.

If we miss four or more days (per program-M/W or T/TH) due to inclement weather or illness, we may make those days up by adding days to our school calendar.

Any days missed due to the closure of an individual classroom because of the unavailability of a substitute teacher will not be made up.

Tuition will not be refunded due to closures.

Miscellaneous

1. It is vital that you let us know of any food allergies your child may have.
2. Simple **store bought** birthday treats to share with the class are welcome. Please let your child's teacher know if you would like to bring something.
3. Teachers may have wish list items that they would love to have help with for their classrooms. These are voluntary donations. However, your help is always much appreciated.
4. We require your child, by three years of age, to know what it means to go potty and can verbally communicate that he/she needs to go. Please do not send your child with belts, tights or other restraining clothes while they are potty training. For sanitary purposes, please send your child in Pull Ups until your child is completely potty trained. Additionally, please provide an extra set of clothes in your child's backpack.

Parking Lot Safety

1. Traffic should flow ONE WAY through our parking lot.
 - Enter the parking lot on the side where the church office is located.
 - Exit the parking lot on the side nearest the cemetery.
2. DO NOT park under the covered drive through area. This is considered a fire lane.

3. Always drive SLOWLY while on the church property, watching diligently for small children.
4. Do not use your cell phone while on church property.
5. Please do not park in the handicapped spaces directly adjacent to the building on the right side of the preschool entrance.

Dear Parents,

We are very excited about the excellent team of teachers we have this year! Our teaching team understands that parents are vital to their child's MDO experience. When parents are involved, they can add needed support, share concerns and reinforce learning at home. Below you will find some tips to use during the week to help you work with the teachers to strengthen the faith of your precious child.

How to help your child get the most out of the MDO experience:

1. Encourage your child to develop friendships at MDO. One of the strongest benefits the church provides your family is an extended "family" of both adult and childhood friends who support positive Christian values.
2. Be consistent in bringing your child to MDO so that he/she will benefit from the biblical instruction. Consistent attendance also makes it easier for meaningful friendships to grow.
3. Cultivate friendships with your child's teacher. Your support helps teachers do a good job! Partner with them. Share special needs, prayer requests, concerns, and helpful information about your child. Let them know when your child is sick.
4. Watch for and talk with your child about the take-home materials provided each week. A few minutes of informal conversation at home can help to reinforce and apply the Bible truths your child has studied.
5. Learn the Bible memory verses with your child. Copy verses on to a folded index card and set it on your table to review when you sit down together as a family.
6. Ask a few questions about the day to see what your child remembers and understands. Look for ways to connect a recent Bible verse or story to specific situations in your family or neighborhood.

7. Make sure your child gets plenty of sleep each night and a nutritious breakfast each morning before coming to MDO. Both lead to a better preschool experience.
8. Pray for your child and your child's teacher. Ask your child's teacher how you can help. Volunteer to help with a special activity or project.
9. Be positive and enthusiastic about MDO, the church, and your child's teacher.
10. Be alert for special emphases and events. Encourage your child to participate. Besides being fun, such activities help build relationships that lead to better learning.

The medical permission and release form will be completed by August 28th or at the time of enrollment for students entering after the beginning of the year.

TULIP GROVE BAPTIST CHURCH
Mother's Day Out
MEDICAL/PERMISSION AND RELEASE FORM

2025-2026

Participant's Legal Name _____ Date of Birth ____/____/____
Address of Participant _____ City _____ State _____ Zip _____
Parent/Legal Guardian Name _____ Address (if different) _____
City _____ State _____ Zip _____ Email Address _____
In case of emergency notify: _____ Phone Numbers: Mobile (____) _____
Work (____) _____ Other (____) _____

Medical Profile (Continue on back if necessary)
Generally, Participant's Health is: (Circle One) Excellent Good Fair Poor
If Fair or Poor, please explain your condition: _____
List any medical difficulties for which you are currently being treated: _____
Check any of the following that cause you problems and explain: Asthma _____ Sinusitis _____ Bronchitis _____
 Kidney Trouble _____ Heart Trouble _____ Diabetes _____ Dizziness _____ Stomach Upset _____ Hay Fever _____
List any medicines or substances to which you are allergic: _____
List any previous operations or serious illnesses: _____
List any medications you are currently taking: _____
List any special diet or special needs: _____
Childhood Diseases: Chicken Pox _____ Measles _____ Mumps _____ Whooping Cough _____ Other _____
Date of Most Recent Tetanus Immunization: ____/____/____
Family Physician _____ Phone (____) _____
Health Insurance Co. _____ Policy # _____
Subscriber Name _____ Subscriber Number _____ Place of Employment _____
Subscriber Occupation _____ Work Phone (____) _____

PERMISSION AND RELEASES –Mother's Day Out program of Tulip Grove Baptist Church
By signing below, the parent/guardian acknowledges that the participant named above has permission to participate in the Mother's Day Out program of Tulip Grove Baptist Church from June 1, 2025, to May 30, 2026.
I, the undersigned have legal custody of the participant named above, a minor, and have given my consent for him/her to participate in the Mother's Day Out program of Tulip Grove Baptist Church. I understand that there are inherent risks involved in any ministry or activity, and I hereby release the Mother's Day Out program, the church, its pastors, employees, agents, and volunteer workers from any and all liability for any injury, loss, or damage to person or property that may occur during my child's involvement.
This consent form gives permission to render or obtain necessary medical attention in case of sickness or injury to my child and releases the Mother's Day Out program, the church and its staff of any liability against personal losses of named child. I, the undersigned, do hereby verify that the above information is correct, and I do hereby release and forever discharge all sponsors and the Mother's Day Out program of Tulip Grove Baptist Church and the church from all claims, demands, actions or cause of action, past, present, or future arising out of any damage or injury while participating in the Mother's Day Out program of Tulip Grove Baptist Church.

PERMISSION FOR PHOTOGRAPHY – Mother's Day Out program of Tulip Grove Baptist Church
☐ **GIVE** permission to the Mother's Day Out program of Tulip Grove Baptist Church to photograph and/or video my child for the promotional purposes of the Mother's Day Out program of Tulip Grove Baptist Church. This may include but is not limited to brochures, newspapers, and the church website.
☐ **DECLINE** permission for the Mother's Day Out program of Tulip Grove Baptist Church to photograph and/or video my child for the promotional purposes of the Mother's Day Out program of Tulip Grove Baptist Church.
Parent/Legal Guardian Signature _____ Date: _____

NOTARY ACKNOWLEDGEMENT
On this the _____ day of _____, 20____, personally appeared before me _____, personally known by me, and in my presence executed the within and forgoing permission and release form. Witness my hand and official seal this _____ day of _____, 20____.
Place Notary Seal Below

Notary Public Signature
My commission expires _____

TULIP GROVE BAPTIST CHURCH

Mother's Day Out

2025-2026 CALENDAR

August 7	Orientation Monday/Wednesday families 9:30am
	Orientation Tuesday/Thursday families 11:00am
August 11	First day Monday/Wednesday children 9:30-2:00
August 12	First day Tuesday/Thursday children 9:30-2:00
August 28	Immunization & Medical Release Forms due
September 1	No School-Labor Day
September 8 & 9	Grandparent's Day Celebration
September 22-25	Community Helper Celebration
October 6-14	No School-Fall Break
October 29 & 30	Fall Festival Parties
November 19 & 20	Thanksgiving Feast
November 24-27	No School-Thanksgiving Break
December 17 & 18	Christmas Parties
December 22-January 1	No School-Christmas Break
January 5	First day back for Monday/Wednesday children
January 6	First day back for Tuesday/Thursday children
January 14 & 15	Pancake and Pajama Day
January 19	No School-MLK Day
February 11 & 12	Valentine's Day Parties
February 16 & 17	No School-Presidents' Day & Stockpile Day (WCS)
March 9-12	No School-Spring Break
April 1 & 2	Easter Celebration
May 5	No School-Election Day
May 13 & 14	Last Days of School
May 14	Graduation

Dates subject to change based on Wilson County Schools calendar.