

# Mother's Morning Out



## Parent Handbook 2024-2025

Rev. Asher Panton  
Pastor



Clara Spangler  
MMO Coordinator

First Baptist Church  
Mother's Morning Out  
120 N. Lafayette Street  
Shelby, NC 28150  
704-482-9456

Visit us on  at: First  
Baptist Church Shelby Weekday  
Ministries

This institution is an equal opportunity provider.

# Table of Contents

<b>MISSION STATEMENT</b> .....	<b>4</b>
<b>PHILOSOPHY</b> .....	<b>5</b>
<b>PURPOSE AND OBJECTIVES</b> .....	<b>6</b>
<b>MMO CALENDAR</b> .....	<b>7</b>
<b>DAYS AND HOURS OF OPERATION</b> .....	<b>8</b>
Inclement Weather Policy .....	8
<b>OUR PROGRAM</b> .....	<b>9</b>
<b>WAITING LIST AND REGISTRATION PROCEDURES</b> .....	<b>10</b>
Waiting List.....	10
Registration .....	10
Weekday Ministries Committee (WDM): .....	10
Withdrawal from the Program .....	11
<b>ENROLLMENT AND TUITION</b> .....	<b>12</b>
Tuition Payments .....	12
Returned Checks.....	12
Annual Registration Fee .....	12
<b>Tuition Rates for Fall 2024-2025</b> .....	<b>13</b>
Tuition Fees:.....	13
<b>GENERAL POLICIES</b> .....	<b>14</b>
Arrival and Departure .....	14
Parking .....	15
Authorization of Your Child’s Release .....	15
Early Arrival/Late Pickup.....	16
Late Arrival .....	16
Absences .....	17
Meals.....	17
Holidays.....	17
Items From Home .....	17
Outside Activities .....	18
Change of Clothing.....	18
Field Trips .....	18
Communication.....	19
Parent Concerns and Information.....	19
Prevention of Shaken Baby Syndrome and Abusive Head Trauma.....	20
Prevention of Shaken Baby Syndrome and Abusive Head Trauma Acknowledgement Form.....	21

**BEHAVIOR MANAGEMENT AND POSITIVE GUIDANCE POLICY .....22**  
 We Do .....22  
 We Do Not .....23  
 Behavior Management and Positive Guidance Policy Acknowledgement Form.....23

**IMMUNIZATIONS.....24**

**HEALTH AND ILLNESS POLICY .....25**  
 Other specific times that you should keep your child at home:.....25

**EMERGENCY PROCEDURES .....27**  
 Abuse and Neglect.....27  
 Notice of Nondiscriminatory Policy.....28

**CHRISTIAN EDUCATION.....29**

**POLICIES AND PROCEDURES AGREEMENT.....30**



©Karen's Kids

# MISSION STATEMENT



## FIRST BAPTIST CHURCH

Community + Compassion + Service

### Community

Jesus calls us to live life together - that's what community means, "with unity." Small Group Bible Studies connect us so that we are not trying to live life on our own! Worship is our signature way uniting our hearts and lives in obedience to God as we commit ourselves to his Kingdom work.

### Compassion

Jesus calls us to love our neighbors. Paul underlined this teaching for the early church saying, "The only thing that counts is faith expressing itself through love." Our hearts break when our neighbors hurt and grieve or struggle with sin. We look to share God's love with them by missional living "here" and "there."

### Service

Even as Jesus came not to be served but to serve, so each First Baptist Church member finds a place to give themselves in service to the Lord and our neighbors.

Visit us on  at: First Baptist Church Shelby Weekday Ministries.

# PHILOSOPHY

First Baptist Church Weekday Ministries is a program sponsored and supported by First Baptist Church and its members. It was founded for the purpose of providing our community with Christian education for all children. The children are enabled to reach their fullest potential by being offered opportunities through which they can experience love and understanding. The curriculum gives each child a sense of worth; one who can make choices, solve problems, get along with and care about each other in respect to God's creation.



The staff will provide opportunities for every child to develop skills for sharing, taking turns, making friends, resolving conflicts, solving problems, helping others, recognizing and accepting others, building self-esteem, strengthening emotional control and experiencing growth towards self-discipline. Our qualified teachers have a strong faith in Jesus Christ and look toward Jesus for guidance throughout each day.

**We want each child to remember that they are a valuable and capable person and are a beloved child of God.**



# PURPOSE AND OBJECTIVES

First Baptist Church Mother's Morning Out (MMO) is a ministry of First Baptist Church to children and their families in the name of Christ. We believe that children are gifts of God. We value their feelings, desires, thoughts and needs.



The purpose of First Baptist Church Mother's Morning Out is to provide a Christian atmosphere for the intellectual, social, emotional, physical and spiritual development of your child.

Each day we seek to meet the following objectives:

- Foster self-esteem
- Recognize that each child is an individual and to allow each child to develop at his or her own pace
- Provide opportunities for self-expression, investigation, experimentation, and participation in group activities
- Increase independence in meeting and solving problems
- Strengthen inner emotional controls and growth toward self-discipline
- Provide experiences that will satisfy the child's desire for knowledge
- Guide and help prepare each child for a successful school experience
- Promote health, physical growth and motor development
- Provide opportunities for the child to grow and develop in their understanding of God





# FIRST BAPTIST CHURCH MMO CALENDAR 2024-2025



August 8	Parent Orientation
August 9	Professional Development Day
August 12	1 <sup>st</sup> Day of School
September 2	Labor Day Holiday
November 11	Veteran's Day
November 25	Thanksgiving Feast
November 27, 28	Thanksgiving Holiday
December 23-31	Christmas & New Year's Holiday
January 1-2	New Year's Day Holiday
January 20	Martin Luther King, Jr. Holiday
March 1	2025-2026 In-House Registration
April 14-17	Easter Break
May 26	Memorial Day Holiday
May 29	Pre-K Graduation



## **DAYS AND HOURS OF OPERATION**

Mother's Morning Out (MMO) operates during the regular school year on Monday, Tuesday, Wednesday, and Thursday from late August to the end of May, 9:00 a.m. - 1:00 p.m. except for the holidays listed on the calendar. The Pre-K classes operate four days per week and there is a four-day option for the other classes as well. We strongly suggest that children arrive between 9:00 - 9:15 a.m. each day, as teachers have planned activities for the day.



Mother's Morning Out (MMO) reserves the right to close for repairs, workshops, and conferences. Advance notice will be given.

### ***Inclement Weather Policy***

In the event of inclement weather, the Center will follow the decision made by the Cleveland County Schools *when applicable*. Example: If Cleveland County Schools are closed, Mother's Morning Out (MMO) may also be closed. However, if there is a delay, Mother's Morning Out (MMO) will open at the regular scheduled time of 9:00 a.m.



If you have any questions regarding inclement weather closings, please call 704-482-3460 or visit our Facebook page at First Baptist Church Shelby Weekday Ministries.





# OUR PROGRAM

# Welcome!

First Baptist Church Mother's Morning Out (MMO) is designed to teach children who are ready to learn. It is flexible, so the needs of each child can be met. The same curriculum areas are used for all ages, but the experiences provided expand as the child grows and develops.

The curriculum is called WEE Learn and concentrates on the following:

Bible	Creative Art
Music	Dramatic Play
Block Building	Large Muscle Activity
Discovery (Science)	Health and Safety
Problem Solving/Number Concepts	Water & Sand Play
Social Awareness	Carpentry
Field Trips & Visitors	Self-Help Skills (Routines)
Food Experiences	Language Development

- Mother's Morning Out is located in the Educational Building
- The rooms are air-conditioned and fire resistant
- The rooms are fully furnished
- During free play activities, children have freedom to choose activities and playmates
- Periods of active play are followed by periods of relative quiet or rest
- There is a balance between self-directed and adult guided activities
- There are opportunities for group experiences, one-to-one interaction experiences and opportunities for being alone
- Manners are reinforced daily. We encourage children to use amenities such as



- "Please", "Thank you", "Excuse me", "Yes, Ma'am" and "No, Ma'am"
- The Dover Activities Building is available to all the children during school hours. The gymnasium offers games, tumbling and other gross motor activities
- Children are encouraged to participate in activities, but are not forced to do so
- We have outdoor activities daily, weather permitting. Vigorous indoor activities are provided when children cannot go outdoors
- Lunch is catered by the Church Food Service

# WAITING LIST AND REGISTRATION PROCEDURES

## ***Waiting List***

To place your child on the waiting list, a parent must visit First Baptist Church Mother's Morning Out (MMO) in person, give current information needed for the waiting list file and pay the \$75 non-refundable registration fee. Each registration form must be renewed yearly to keep our information current.

## ***Registration***

In-house registration for August of every school year is held in March. All children currently enrolled are given an opportunity to re-enroll by March 31<sup>st</sup> or forfeit their space. People on the waiting list will be called when a space is available for their child.



## ***Weekday Ministries Committee (WDM):***

The Weekday Ministries Committee (WDM) is made up of members of First Baptist Church. The Committee oversees the total operation of the Mother's Morning Out (MMO) program.

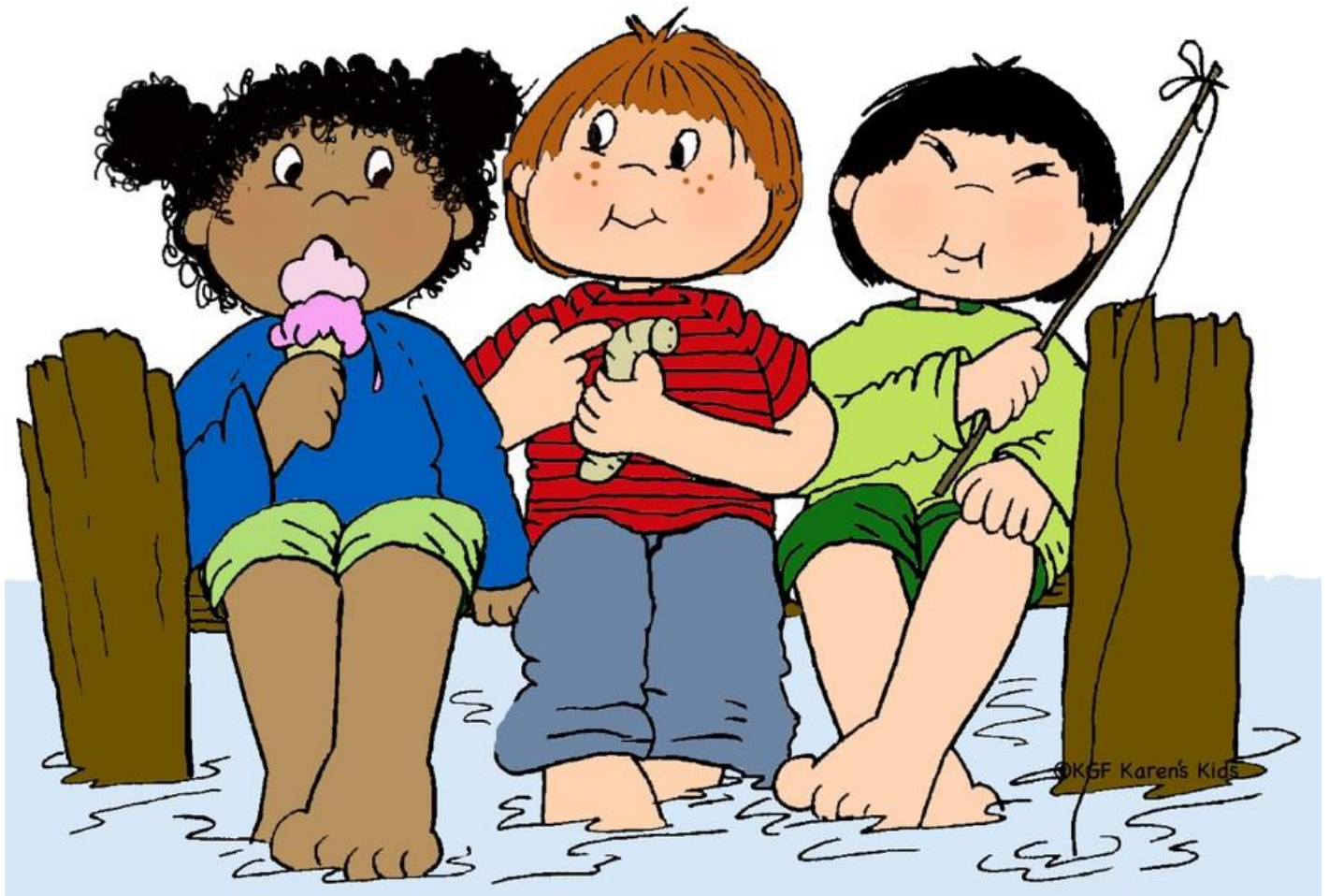


©Karen's Kids

## ***Withdrawal from the Program***

Withdrawal from Mother's Morning Out (MMO) requires a written notice of a child's withdrawal from the program, submitted to the MMO Program Coordinator two weeks or more prior to the child's last day. Tuition will be charged until such written notice is received. The bill is to be paid in full. Tuition payment is required for that two-week period, even if the child does not attend.

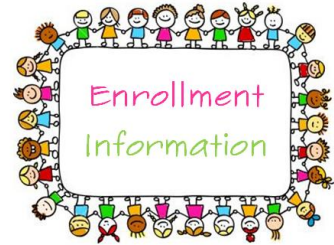
Mother's Morning Out (MMO) may discontinue child enrollment if the parent fails to keep current physical and immunization records, monthly tuition is over 30 days past due, or habitual abuse of the program policies occurs.



# ENROLLMENT AND TUITION

The following information is needed to complete enrollment:

- Completed application
- Medical Report (signed by a physician)
- Current Immunization Record
- Discipline Policy Acknowledgment
- Parent Handbook and Operational Policy Acknowledgment
- Travel and Activity Authorization
- Names and phone numbers (work and home) of persons other than parents who are authorized to pick up the child
- Picture release form



## ***Tuition Payments***

Tuition payments should be made by the 1<sup>st</sup> week of each month. After that, a \$10 late fee will be added. All payments are to be turned into the MMO office. For your convenience, a monthly automatic draft is available. **If the program or a classroom is closed due to illnesses or viruses, tuition payment is still required.**

## ***Returned Checks***

A service charge of \$25 will be charged for each returned check. After the second returned check, tuition payments may be made in cash only.

## ***Annual Registration Fee***

This non-refundable fee is for the school year and includes secondary accidental insurance. Registration forms must be completed before admission to the program. The child's medical record is also required before admission.

***Hours:*** 9:00 a.m. - 1:00 p.m.  
Monday, Tuesday, Wednesday, Thursday  
August - May





# Tuition for Fall 2024-2025



## Tuition Fees:

Annual Registration

\$ 75.00

Toddlers (3 days) (at least 1 yr. old) <i>Your choice of 3 days</i>	Mon., Tues., Wed., Thurs.	\$195.00/mo.
Toddlers (4 days) (at least 1 yr. old)	Mon., Tues., Wed., Thurs.	\$230.00/mo.
Two's (3 days) <i>Your choice of 3 days</i>	Mon., Tues., Wed., Thurs.	\$195.00/mo.
Two's (4 days)	Mon., Tues., Wed., Thurs.	\$230.00/mo.
Three's (3 days) <i>Your choice of 3 days</i>	Mon., Tues., Wed., Thurs.	\$195.00/mo.
Three's (4 days)	Mon., Tues., Wed., Thurs.	\$230.00/mo.
Pre-K (4 days)	Mon., Tues., Wed., Thurs.	\$230.00/mo.

## Hours:

9:00am - 1:00pm

Mon., Tues, Wed., Thurs.

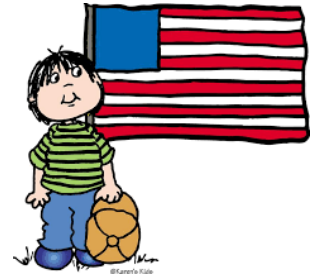
August - May



# GENERAL POLICIES

## *Arrival and Departure*

Upon arrival, an adult must accompany all children inside the church. We begin our day at 9:00 a.m. Please have your children at Mother's Morning Out (MMO) on time in order for them to be a part of the program activities.



When your child arrives, please sign in with the time of arrival. The Sign In/Out Sheet is located at the door of your child's classroom. Please let your child's teacher know you have arrived. Never leave your child unattended.

For departure, parents are not to come inside. We will release the children in the alleyway as we have done in the past. Parents will be notified if that should change.

***We follow Safe Kids guidelines for transportation which states the following: "When children are driven in a motor vehicle other than a bus, all children should be transported only if they are restrained in a developmentally appropriate car safety seat, booster seat, seat belt, or harness that is suited to the child's weight and age in accordance with state and federal laws and regulations."***



## **Parking**

When parking to bring children into the Center in the morning, be careful not to block the road between the buildings by the playground. It is congested many mornings at 9:00 a.m. and the street is a fire access. You could be ticketed for blocking the road.

Some parents find it more convenient to park in front of the chapel on North Washington Street, in the lot across the street on North Washington Street, on Campbell Street, on Sumter Street, or in the parking lot of CrossFit.

Children should always be loaded and unloaded from cars or vans at curbside, or in a safe, off the street area out of the flow of traffic.



**PARKING**

## **Authorization of Your Child's Release**

Your child may be released to parents, legal guardian(s) or person authorized and identified on the emergency form. In the event a relative or friend not identified on the form needs to pick up your child, you should provide advance, written notification. Written notification must be given to your child's teacher or the other designated person. In an unexpected decision, call the Center to notify the teacher. Picture ID may be requested. Please do not send siblings younger than 16 to pick up your child. Sometimes the teacher may need to talk to you, the parent.



## **Early Arrival/Late Pickup**

Please do not drop off your child before 9 a.m. or pick up after 1 p.m. MMO doors will be unlocked at 8:50 a.m. You may come into the Children's Library and stay with your child until 9 a.m. The teachers need time before 9 a.m. and after 1 p.m. to prepare for the next day's activities.



Our day ends at 1:00 p.m. **A \$10.00 late pick-up fee will be charged payable that day if you pick up your child after 1 p.m. An additional \$2.00 will be charged for each minute after 1 p.m. that your child is at the Center. To avoid these charges, please be prompt in picking up your child.**

## **Late Arrival**



It is important that your child be on time. A good starting time for preschool children is 9:00 a.m.; timeliness is an important thing to learn at even an early age. It is difficult for them to understand why the class has continued without them if they are habitually 10, 15, or even 30 minutes late. They miss out on many activities and habitual interruptions into the classroom are not fair to the other children or to the teacher. It is also important that parents walk their child to the door, help with their coats, and tell them goodbye. Lingering does not help the child, parent, or teacher.

We promise that we will help them feel secure in their transition from home to classroom and back home.

Please give us an opportunity to do our job. If we feel that the child is having extreme difficulty in adjusting, we will tell you. Growing up is sometimes painful for all of us!

**If you are detained unexpectedly and will be late dropping off or picking up your child from Mother's Morning Out (MMO), please call the MMO office or text Mrs. Clara Spangler (704)300-9836 to inform your child's teacher of the delay.**



## **Absences**

If your child will be absent or late, please notify the child's teacher (704-482-9456) by 9:00 a.m. This information affects classroom activities and meal count.



## **Meals**

We provide nutritious meals for the children. The Church's Food Service Coordinator will plan meals and weekly menus that should be posted on the parent's information board in or outside each room.

If your child has special dietary needs, please bring this information from your child's physician in writing. List any allergies on the child's application. Documented food allergies will be posted in classrooms and kitchens. Our Food Service team will prepare and serve food accordingly. If needed, a parent provided EpiPen can be placed in child's classroom or Coordinator's office.

## **Holidays**

The Center will observe most of the same holiday closings as set by the Cleveland County School System. Please refer to the calendar in your handbook for other closings.



## **Items From Home**

Your child's teacher will inform you of Show and Tell days. Please only allow your child to bring items from home on their Show and Tell day. Nature items are especially desirable for your child to bring. Toys are permitted but not preferred. If an item is alive - insects, reptiles, small creatures, etc. and is caught on another day, let your child bring it on that day rather than wait as it may die if kept too long. We encourage your child to share "nature discoveries" with their classmates every day, such as bird's nest, fresh vegetables, and flowers from your garden. Items that promote Christian values are preferred. Please label all items: toys, books, clothes, etc. Guns, knives, swords, or anything that reflects violence, aggression or rough play are not permitted. Videos are not appropriate Show and Tell items.



## Outside Activities

Daily routines at Mother's Morning Out (MMO) include a playtime (weather permitting). Please dress your child accordingly. The children will not be allowed to stay indoors while their class is outside. If your child is too ill to participate in daily activities, please keep him/her at home.



## Change of Clothing

Children are active. They play on the playground; make play dough, paint, cook, etc. They need to wear clothes that are washable. Simple clothes, easy to fasten and unfasten are the best choices for children learning to take care of themselves. Please take the weather into consideration when dressing your child for school.

Please label and send a complete change of clothing for your child. When used, please bring another change of clothing. This includes shirts, pants, underwear, and socks. **Please do not send or allow your child to wear jellies or flip-flops; these are not safe when the children are running or climbing.** If your child needs a change of clothing and does not have it, you will be called to bring clothes. Mother's Morning Out cannot be responsible for unmarked or lost clothing and belongings. **Please label all items clearly.**

## Field Trips

Field trips are restricted to classes that have only four-year-olds and older enrolled. The Pre-K classes will occasionally go on field trips. Parents will be asked to sign a blanket permission slip allowing their children to participate. A blanket permission slip is required to allow your child to go outside the fenced area (i.e. nature walks, walks up-town, etc.). Field trips will be posted on the child's classroom door prior to the trip. We recommend tennis shoes for safety and comfort on all field trips. Children may not remain at Mother's Morning Out while their class goes on a field trip. If you do not want your child to participate, you must make arrangements for your child during the time the class is away from the Center grounds.



## **Communication**

We believe that ongoing communication between parents and staff is very important to the success of a program for children.

Please report any upsetting experiences, which your child might have at home or school, so that the teacher will be able to better understand and help your child at preschool. This will be held in strict confidence.

Please write down any important information that you want your child to give to his/her teacher. Do not depend on your child to remember to relay messages.

Please do not contact teachers about your children via Facebook. We respect each family's privacy therefore contact the program coordinator at 704-300-9836 with any question you may have.

Check bulletin boards outside your child's classroom for notices, articles of interest, calendar, menus, and church activities. Check it frequently for information which might be applicable to you.

A parent or teacher may request a conference at any time. We welcome your input. Comments, suggestions, or questions are always welcome as we all want to work together...For the Children!



## **Parent Concerns and Information**

When information is needed or concerns arise, we request the parents follow the following procedure:

- For classroom or program information and concerns, see your child's teacher or the Program Coordinator
- For financial information and concerns, see the Program Coordinator
- For registration information, see the Program Coordinator
- For general MMO information or concerns, see your child's teacher or the Program Coordinator



# First Baptist Church Mother's Morning Out

## Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

### Belief Statement

First Baptist Church Mother's Morning Out believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

### Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. The National Center on Shaken Baby Syndrome states that shaking may last only a few seconds but can result in severe injury or even death. According to NC Division of Child Development and Early Education and the North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT.

### Procedure/Practice

Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will do as stated in *Shaken Baby Syndrome*, the Mayo Clinic:
  - o Call 911 immediately upon suspecting SBS/AHT and inform the director.
  - o Call the parents/guardians.
  - o If the child has stopped breathing, trained staff will begin pediatric CPR according to *Pediatric First Aid/CPR/AED*, the American Red Cross.

Reporting:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing [webmasterdcd@dhhs.nc.gov](mailto:webmasterdcd@dhhs.nc.gov).
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services at 707-487-0661.

### Prevention strategies to assist staff\* in coping with a crying, fussing, or distraught child:

Staff first determines if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies as recommended in *Calming Techniques for a Crying Baby* from the Children's Hospital Colorado:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children as stated in *Caring for Our Children*, Standard 1.7.0.5: Stress.
- Provides support when parents/guardians are trying to calm a crying child and encourages parents to take a calming break if needed.

### Prohibited behaviors

Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

\*For purposes of this policy, "staff" includes the Director and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers. This policy applies to children up to five years of age and their families, operators, early educators, substitute providers and uncompensated providers.

# First Baptist Church Mother's Morning Out Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

## Parent or Guardian Acknowledgement Form

I, the parent or guardian of \_\_\_\_\_ (Child's Name), acknowledge that I have read, reviewed and received a copy of the facility's **Shaken Baby Syndrome/Abusive Head Trauma** policy.

\_\_\_\_\_  
(Date Policy Given/Explained to Parent/Guardian)

\_\_\_\_\_  
(Date of Child's Enrollment)

\_\_\_\_\_  
(Print Name of Parent/Guardian)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)



# BEHAVIOR MANAGEMENT AND POSITIVE GUIDANCE POLICY

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, nonviolent and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline.

The Administrator will review the Behavior Management and Positive Guidance Policy during the registration process with the parents. All children must have a signed Behavior Management and Positive Guidance Policy form in their files.

Based on the belief of how children learn and develop values, First Baptist Church Mother's Morning Out will practice the following Behavior Management and Positive Guidance Policy:

## WE...

- **DO** give positive and specific encouragement to children and comment frequently on children's appropriate behavior.
- **DO** post behavior expectations and review regularly.
- **DO** model appropriate behavior for children.
- **DO** design the classroom environment to attempt to prevent problems before they occur.
- **DO** listen to children.
- **DO** identify inappropriate behaviors and engage children in problem solving.
- **DO** provide the children with natural and logical consequences of their behaviors.
- **DO** treat the children as people and respect their needs, desires, and feelings.
- **DO** ignore minor misbehaviors and focus on positive behaviors.
- **DO** give instructions that are age appropriate, clear and concise.
- **DO** use a variety of developmentally and age-appropriate strategies including redirection, planned ignoring, and time-in.
- **DO** promote the acquisition of self-regulation skills by teaching feelings and emotions, calming and relaxation strategies, and teaching children responses that are socially acceptable and emotionally mature.



## WE...

- **DO NOT** spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- **DO NOT** make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- **DO NOT** shame or punish the children when bathroom accidents occur.
- **DO NOT** deny food or rest as punishment.
- **DO NOT** relate discipline to eating or playing.
- **DO NOT** leave the children alone, unattended, or without supervision.
- **DO NOT** place the children in locked rooms, closets, or boxes as punishment.
- **DO NOT** allow discipline of children by children.
- **DO NOT** criticize, make fun, or otherwise belittle children's parents, families or ethnic groups.

## Parent or Guardian Acknowledgement

I, the parent or guardian of \_\_\_\_\_ (Child's Name),  
acknowledge that I have read, reviewed and received a copy of the facility's **Behavior  
Management and Positive Guidance** policy.

\_\_\_\_\_  
(Date Policy Given to Parent/Guardian)

\_\_\_\_\_  
(Print Name of Parent/Guardian)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)



# IMMUNIZATIONS



First Baptist Church Mother's Morning Out (FBC-MMO) will adhere to the following policy concerning immunizations per NC state law:

*"No child shall attend a childcare program unless a certificate of immunization indicating that the child has received the immunizations required by G.S. 130A-152 is presented to the facility. A certificate of immunization should be presented to the program coordinator for each child who attends the program. The program coordinator should check the certificate to ensure the child meets immunization requirements".*

The law further states:

*"If a child's immunization record lacks evidence of required vaccination, the parent or guardian must be notified about the deficiency".*

**An immunization record must be signed or stamped and updated as immunizations are received to attend FBC-MMO.**

If an immunization record is incomplete, the Mother's Morning Out program will give written notification to the parents that the file must be completed and/or updated. Written verification of proper immunization must be received within 30 days of notice, or the child will be terminated. **It is the responsibility of the parent to provide the immunization record at the time of enrollment and to continue to bring in up-to-date records as the child receives immunizations.**





# HEALTH AND ILLNESS POLICY

Most children with mild illnesses may attend school unless they are too sick to participate in daily activities, they require more care than the teacher can provide, or are lethargic, irritable or very fussy. Children with mild illnesses such as colds are often contagious before they have symptoms; so, excluding them from school has not been helpful in decreasing the spread of illness.



- If your child is sick, please do not bring him/her to school. Sick children do not feel like learning, playing, etc. Sickness would include fever of 101 degrees, vomiting, diarrhea or any other signs of illness.
- If your child becomes sick during the day (fever of 101 degrees, vomiting, diarrhea, breaking out, etc.) the parent or contact person will be called and asked to pick up the child from the Center **immediately**. The child will be cared for away from the other children until he/she is picked up.
- Parents should notify the Center when a child has a communicable disease, as we will need to notify other parents.
- **During outbreaks of illnesses or viruses, we may limit access to classrooms.**
- Mother's Morning Out does not administer any medication.

## ***Other specific times that you should keep your child at home:***

1. **Fever.** Children should stay at home until they have not had a fever (temperature over 101) for 24 hours.
2. **Vomiting.** Children should remain at home if they have vomited two or more times in 24 hours or until their physician states that they are not contagious.
3. **Diarrhea.** Children with severe diarrhea or with diarrhea that spills out of the diaper/causes accidents should stay home.
4. **Strep Throat.** Children may return when the fever is gone, and after 24 hours of antibiotic treatment.
5. **Chicken Pox.** Children should be excluded from school for six days after the rash begins or less **IF** the rash has **ALL** dried and crusted over. Children who develop a rash within 1-2 weeks of receiving the chicken pox vaccine are not contagious. Children who have had the vaccine but develop a later rash (more than 2 weeks) **ARE** contagious and should not return to school until the rash has crusted over.



6. **Conjunctivitis (pink eye).** Please stay at home until the yellow discharge is gone and/or the infection has been treated with antibiotics for 24 hours, unless the physician says the illness is not contagious allergies.
7. **Impetigo.** Children should not attend until treatment has started for 24 hours.
8. **Head Lice.** Children may return to school when they are "Nit Free". "Nit Picking" is essential to make sure lice don't come back!
9. **Open Skin Sores.** Children with open, weeping skin sores that cannot be covered should remain at home.
10. **AIDS.** "Exclusion. Since human immunodeficiency virus infection or AIDS is not acquired by casual contact, children and adolescents infected with HIV should be allowed to attend school without restriction unless they manifest severe aggressive behavior such as biting..." or have any of the problems listed above.

Thank you for your help in following these guidelines. Please also remember that most infections are spread by touch, making hand washing critically important in preventing the spread of illnesses.



# EMERGENCY PROCEDURES

The staff will keep a file indicating how to get in touch with parents, who to call if parents are unavailable, and the name of your child's physician, hospital, and dentist. Please keep these numbers up to date. If you should change addresses or telephone numbers, please let your child's teacher know.



If your child requires medical attention due to an accident that occurred at Mother's Morning Out (MMO), please bring the medical report to the MMO Program Coordinator the following day.

Important things to remember:

- A car is always available for emergency transportation
- Staff must be able to identify persons authorized by the parent to take the child from the Center
- The Center maintains a listed telephone
- Emergency telephone numbers are posted by the telephone (fire, police, ambulance and rescue squad)

## ***Abuse and Neglect***

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** Suspected cases of abuse or neglect will be reported to the MMO Program Coordinator, Weekday Ministries Director, or Pastor. The MMO Program Coordinator, Weekday Ministries Director or Pastor will report suspected cases to the Department of Social Services. A person cannot be held liable for a report made in good faith.

"Sharing, caring and working together, helping to make the world a better place." ~Karen's Kids



## Notice of Nondiscriminatory Policy

The First Baptist Church Mother's Morning Out, in accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **Fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **Email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

05/05/2022



# CHRISTIAN EDUCATION

Emphasis upon Christian education will be an important part of each day's activities. An early morning devotional, inspirational stories and songs will be included daily. Children will be taught Christian values through these instructional periods, as well as through example.



# First Baptist Church Mother's Morning Out

I have read and understand the policy and procedures of First Baptist Church Mother's Morning Out (MMO). I understand and agree to follow such said procedures.

---

Parent/Guardian Signature

---

Child's Name

---

Date

