

Ingleside Preschool Ministry Mother's Morning Out Program Parent's Handbook



"Open my eyes so that I can see the
wonderful truths..."

Psalm 119:18

Tim McCoy, Senior Pastor
Ginny Fillingim, Preschool Minister
Sarah Holukoff, MMO Director
834 Wimbish Road
Macon, GA 31210
478.477.0600
www.ingleside.org

Mother's Morning Out Program

Ingleside Preschool Ministry is pleased to offer an introductory program for babies through two-year-old children called *Mother's Morning Out*. Our Preschool Ministry understands the importance of the early months in a child's life *and* in the mother's life. Therefore, we are committed to providing mothers with the best program and environment for their children.

Our team consists of people who are dedicated to serving the Lord through caring for young children. Our program is intentionally designed to have small classes in order for the caregivers to develop relationships with your children.

We hope that you will find this information booklet to be helpful throughout your time in our program. If you have any questions or concerns, please feel free to contact the MMO Director in the MMO Preschool Ministry Office.



INGLESIDE BAPTIST CHURCH MMO

PARENT'S HANDBOOK

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Ingleside Purpose Statement

Our purpose is to:

Adore God (Worship)

Bring people to Jesus (Evangelism)

Call believers to membership (Fellowship)

Develop members to maturity (Discipleship)

Equip them for ministry (Service)

Mother's Morning Out Purpose

The purpose of Mother's Morning Out is to provide preschoolers opportunities to develop loving relationships and learn about God's love in a safe and loving environment.

General Information

School Year: August through May

Summer Session: June and July

Time: 9:00 a.m. - 12:00 p.m.

Days: Wednesdays and/or Fridays OR
Tuesday and/or Thursdays

Location: Ingleside - C Building
834 Wimbish Road
Macon, GA 31210

For Information: Sarah Holukoff, Director
MMO Preschool Ministry Office @ 477.0600

Opportunities Available

- Prayer partners for each class are needed (parents, grandparents, neighbors, etc.). Please contact the MMO Director if you are available for this wonderful ministry.
- Parents are invited and encouraged to participate in their child's class. If you have a special talent, interest, cultural background, occupation, or hobby or would like to help with an art project or read to the class, please advise your child's teacher. She will schedule a time for your class visits.

Our Objectives for Your Child are the Following:

- Physical, mental, emotional, social and spiritual development
- An abiding sense of safety and security
- Courage to face the problems of each day
- A calm spirit to hear the voice of the Lord
- A willingness to obey
- A clear mind, both to learn and to recall
- A generous spirit toward family and friends
- Wise teachers, mentors and counselors in your child's life
- Unshakable self-worth and personal dignity
- Eternal salvation and a home in heaven one day

Helping Your Child Have a Positive Experience at MMO

When you bring your child to MMO, you bring him to Christian teachers who know, love and understand children. You place your child in their hands. Assure your child that you will return for them, and then leave promptly. Most children make better adjustments to the group the first days if the parent is not present. If you are nervous or upset they will think they should be also. We do, however understand how difficult it is on mom and dad to leave a crying child. Please feel free to stand outside of the classroom and observe your child through the privacy window.

The most important way in which parents can help their children make a successful adjustment to MMO is through giving them lots of love and a feeling of security. Home needs to be a place of consistency and comfort, wherein the child knows they are loved and secure.

Curriculum

Our program is designed to prepare children for Ingleside Weekday Preschool ministry. The children are taught from *My First Look* curriculum that God loves them, that God made them and that Jesus wants to be their friend forever. During circle time, teachers will also reinforce the children's knowledge of letters, numbers, colors and shapes.

Holiday Observations

HALLOWEEN:

We celebrate fall in our MMO program by emphasizing nature. We learn about pumpkins and how they grow and how they are used as food.

We do not use witches, ghosts, or goblins as decorations or for crafts. Please do not send them to your child's class as part of a goody bag or craft as they will not be used.

The students are all invited to the Fall Family Festival that is offered by our church. Please encourage your child to dress in an appropriate fun costume and bring the whole family to this fun night.

CHRISTMAS:

At Christmas we celebrate the birth of our Savior, Jesus Christ. Trees decorated with angels, stars and symbols of the birth of Christ are very meaningful and the manger is the focus of our class parties and decorations. Snowmen are used as part of our winter unit.

We do not use Santa Claus, Rudolph, or elves in decorations or for crafts. Please do not send them to your child's class as part of a goody bag or craft as they will not be used.

EASTER:

Easter is the celebration of Christ's resurrection. The Easter bunny is not used in class parties or crafts. We put the emphasis on spring and new life and the resurrection of Christ.

Ingleside offers an annual Easter Family Fun Day the Saturday before Easter. All students, siblings and friends are invited to attend.

Registration Policy and Fees

- Registration for Mother's Morning Out is in February for Ingleside members and those currently enrolled in our programs. It will be open to the community two days after this. Please check with the MMO Preschool Ministry Office for the time, date and location of registration.
- The registration fee for the 2010-2011 school year is equivalent to one month of tuition (\$42.50 for one day and \$85 for two days) and is payable at the time of registration.
- Full payment of registration fee and all completed forms are necessary in order to hold your spot in the program.
- Current Immunization Records and signed Infection Control Policy must be on file in order to hold your spot in the program.
- If there is no spot available, your name will be put on a waiting list and you will receive a call if/when a spot opens. When we make a call we will wait 48 hours before calling the next person on the list.
- Determination of class placement is based on the child's age at the beginning of each session.
- The registration fee is not the August tuition payment and is **non-refundable**.

Tuition & Financial Policy

- Tuition is due and payable in full on the first school day of each month, August to May as follows: **One Day Class \$42.50 and Two Day Class \$85.00**
- Summer payments are listed at the bottom of the Summer Calendar (pg. 13).
- A \$20.00 late fee will be added to your tuition for payments not received by the 10th of each month.
- Checks should be made payable to IBC MMO and placed in the black payment box located in the MMO Preschool Ministry Office or mailed to Ingleside MMO, 834 Wimbish Road, Macon, Georgia 31210. Teachers will not be responsible for accepting payments at any time.
- If paying cash, use exact change and get a receipt from the MMO office.
- Please do not combine tuition payments with any other program fee.

Tuition & Financial Policy-continued

- If tuition payments are unpaid for two months, the student will be withdrawn by the first school day of the next month. We will hold the child's spot for one month and reinstate them if the fees are paid in full during that time.
- If you have extenuating circumstances regarding a payment, please speak with the MMO Director.

Student Withdrawal Procedure

- A two week notice should be made for any withdrawals during the school year. Please complete the Withdrawal Form located in the back of this Handbook and turn into the MMO office as your notice of withdrawal. You will be responsible for the regular tuition amount through the end of the month during which you withdraw.

Building Security

The safety of our children in all our programs is always our primary concern. Our safety policy is not to keep parents out of our classrooms, but rather to monitor everyone on our preschool floors. We now use a security card system for our MMO program. Security cards have been issued to all MMO parents to give to the people who most often pick up their child. Only those who have this security card will be allowed onto the floor during MMO hours.

- On MMO mornings a staff person will be at the front door as you arrive to drop off and pick up your child. In order to enter you must show your security card.
- When the front doors are locked, you may ring the "doorbell" and someone will check your security card and let you in.
- All other doors into the MMO building will remain locked. If you need access into the building, please enter through the front doors.

Drop Off & Pick Up Procedures

- All MMO children are to be brought into the MMO Preschool Building and to their assigned classroom at 9:00 a.m. and picked up from their classroom at 12:00 p.m.
- There will be a \$5.00 late fee for every fifteen minutes a parent is late after 12:15 p.m.
- To make the transition times go more smoothly, we ask that you not linger in the classroom during drop off or pick up.
- When you drop off your child, please do not attempt to slip away unnoticed. We feel that this only reinforces a child's fears of abandonment and that it is better to say a firm goodbye and leave the room immediately. You are welcome to observe the class through the privacy window and we will certainly call you if needed.
- When your child sees that you are relaxed and at ease about their day they are more likely to be happy.
- If someone other than the parents will be picking up your child, please contact the MMO office in advance and in writing if possible. If we are not familiar with the person picking up your child, identification will be required.

Parent Visitation

- Parents are always welcome to visit the MMO preschool floor, however for security purposes and so as not to disrupt the classes, we ask that you notify the teacher before visiting the classroom.
- When you drop off or pick up your child, we ask that you keep your conversation with the teachers at a minimum so that they can concentrate on settling the children and managing their class. If you need to speak with your child's teacher, please schedule an appointment.

Attendance Policy

- It is important that your child arrive on time, especially in the older classes. The teachers have curriculum to follow and your child will miss out if they are late at the beginning of the morning.
- On occasion MMO may be cancelled due to snow or other weather emergencies. The decision to cancel school will be made by no later than 6:00 a.m. on the day that school will be cancelled. If school is cancelled on that day a notification e-mail will be sent to all parents whose e-mail address is on file with the MMO office. We will also post our school closure on the WMAZ website.

School Procedures for Emergency Preparedness

What to expect from your school staff in preparation for and during an actual emergency?

- Regularly scheduled fire and tornado drills will be conducted monthly.
- Your child will be instructed in emergency procedures for fire, tornado, etc.
- Your child will be kept at school during school hours unless it is unsafe or inappropriate to do so.
- Should the school need to be evacuated, students will be taken to the nearest safe location available. You can receive this information from your local radio station. Contact will be made with parents as soon as possible.

Discipline Procedure

- All children will be encouraged to use appropriate behavior according to the preschool rules.
- Children who exhibit inappropriate behavior will be given loving instruction and/or placed in time out.
- Children who continue to have difficulty behaving in the classroom will go to time out in the Director's office.
- In some circumstances a parent may be required to come and observe their child, or to take the child home.
- Children causing physical harm to others (hitting, scratching, biting, etc.) while in an MMO session will be sent to the Director's office and parents will be notified of the behavior. At the third occurrence of such behavior, the parents will be asked by the Director to keep the child home from class for two weeks or until such behavior ceases.

Parent Notification Procedure

ILLNESS/INJURY: A parent will be notified immediately of any illness or injury requiring professional 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.

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.

BITING: Parents will be notified of any child exhibiting biting behavior while in an MMO session. At the third biting offense, the parents will be asked by the MMO Director to remove that child from class for two weeks or until such behavior ceases.

BEHAVIOR: See Discipline Procedure.

INGLESIDE PRESCHOOL MINISTRY INFECTION CONTROL POLICY AND PROCEDURE

INTRODUCTION

By the very nature of preschoolers' activity, diapered infants and toddlers, and normal infant mouthing behavior, preschoolers are naturally exposed to a higher rate of infection than are other children. Infections such as *diarrhea* and *Hepatitis A* are primarily spread by a fecal-oral route, meaning that there is a higher spread among children who are in diapers. Infections such as serious forms of *meningitis, influenza, chickenpox and most respiratory infections* are spread by contact with respiratory secretions and lesions. Infections such as *pink eye, impetigo, scabies, lice, ringworm and chicken pox* are spread by person to person contact. *Fever blisters (Herpes)* are spread by contact with urine and mainly saliva. *Cytomegalovirus (CMV)*, a viral infection most commonly found in newborns and often without symptoms in children, but one which can cause birth defects in unborn babies, is spread through urine and saliva. So far as is known by medical science, *Hepatitis B* and *AIDS* are spread by contact with blood (transfusions, across the placenta in the unborn baby and through the birth process) and intimate contact (sexual intercourse and possibly breast feeding). There have been no known cases of *Hepatitis B* or *AIDS* spread in day care centers and none documented in daily living activities within families.

In order to minimize the spread of any infectious diseases within the preschool area and to insure the health and safety of all children and care givers, the following procedures will be followed.

SPECIFIC PROCEDURES

1. Diapers shall be changed in the child's own crib or on a nonporous surface which is sanitized after each use.
2. Strict hand washing with antibacterial soap is of utmost importance in the prevention of the spread of infection. Therefore; *care givers are required to wash hands with the antibacterial soap after each diaper change, after accompanying a child to the toilet, after assisting a child to wipe his/her nose, after contact with his/her own nasal secretions and before food preparations.* Care givers should make sure that a child's hands are washed after using the toilet, after use of tissues for wiping eyes and nose and before eating. Disposable towels will be used after hand washing.
3. When an infant or toddler is seen putting an object in to his/her mouth, this object shall be put into the sink for cleaning by the housekeeping staff with a disinfecting solution before being returned to the "clean toy" container.
4. The Preschool Minister should be notified of any spills, soiling of blood, urine, and feces, so that proper cleaning and disinfecting can be arranged with housekeeping staff.
5. All changing tables, toys and play equipment in the preschool area shall be cleaned by the housekeeping staff with the disinfecting solution after each session.

6. All equipment in infant and toddler rooms (e.g. cribs, swings, walkers) shall be wiped thoroughly by the housekeeping staff with the disinfecting solution after each session.
7. Universal precautions, meaning with every child and care giver, shall be taken with handling of blood, urine and feces. **A care giver shall wear disposable gloves when cleaning a cut or a bloody nose.** Personnel shall wear disposable gloves when cleaning bathrooms and disposing of trash. **Gloves are required for use by any care giver in changing diapers, and should be changed after each use.** (In the event that an emergency precludes the use of gloves in contact with blood, cleaning of skin with soap and water is sufficient to prevent blood borne infections.)
8. All diapers and trash contaminated with spills of blood, urine, and feces shall be placed in trash cans which are lined with disposable plastic liners and are covered out of reach of children.

IMPLEMENTATION

To ensure that these guidelines are implemented, the Preschool Minister shall arrange for initial and ongoing training in infection control procedures for paid childcare staff, MMO, WPS, church workers in various activities (e.g., Bible Study, Awana) and all other volunteers. The Director of each individual program shall be responsible for the day to day observance of these guidelines.

BITING

If any child exhibits persistent biting behavior while in a preschool session, his/her parents will be notified. At the third biting offense, the parents will be asked by the Preschool Minister or the Director of that program to remove their child from preschool activities for two weeks or until such behavior ceases.

PARENTAL RESPONSIBILITY

Parents will be required to refrain from bringing their child to any session if the child has been ill during the previous 24 hours with:

An oral temperature greater than 99.5 degrees

A rash other than normal skin irritations

Diarrhea or vomiting

Any contagious symptoms (e.g. green nasal discharge, sore throat, open sore, severe coughing, etc.)

Any symptoms related to a communicable illness (infections such as pink eye, strep throat, impetigo, scabies, lice, ringworm, boils, measles and chicken pox, which are spread by person-to-person contact)

Parents are to bring disposable diapers during the time that their child is in a preschool session.

Bringing toys from home is not allowed.

DISPENSING OF MEDICINES

A Medical Authorization and Release form must be filled out and signed by the parent/guardian of a child giving permission for any Ingleside staff member to dispense medicines (EpiPen, Children's Tylenol, Children's Motrin, Children's Benadryl or topical creams only).

SPECIAL CARE PROVISION

Children under the age of six, who have been tested "positive" to the AIDS virus, or have not been tested negative by currently accepted medical standards but are the offspring of an infected adult, will participate in the nursery or children's activities in a restricted environment (i.e., separate room with a special care giver). Because bodily functions, sharing food, biting, etc., are normally well controlled from age six, children in either of the categories noted above are encouraged to participate in appropriate age group activities. Our church will seek to minister to restricted children through specialized ministries.

Any parent may request in writing to the Minister of Preschool that their child be placed with children receiving special care.

CONFIDENTIALITY OF MEDICAL INFORMATION

If information regarding a child who has an immune deficiency, whatever the cause, is made available to the Director, then he/she will make this information available only to those care givers who need to know in order to protect the child against other infections. This need to know, however, does not require knowledge of HIV status. Parents of children enrolled in children's programs shall not be privy to any confidential medical information.

I have received a copy of the **INFECTION CONTROL POLICY AND PROCEDURE** handout. I have read it and thoroughly understand my expectations. This page will be on file with the child/children's information sheets.

Signature

Print Name

Date

Preschool Minister or
Director of Program
Signature

GUIDELINES FOR MMO

- Parents must sign each child in on the clipboard located in the child's assigned room. Please include an emergency contact number.
- If someone other than the person who regularly picks up the child will be picking him or her up, please contact MMO in advance and in writing if possible. If we are not familiar with the person picking up the child, identification will be required. We cannot release a child to someone else without direct parental consent.
- Emergency numbers on forms must be kept up to date at all times.
- A Medical Authorization and Release form must be filled out and signed by the parent/guardian of a child giving permission for any Ingleside staff member to dispense medicines (EpiPen, Children's Tylenol, Children's Motrin, Children's Benadryl or topical creams).
- DO NOT bring your child if he/she is SICK or shows any sign of becoming ill. (Colds, nose secretion, fever, diarrhea, suspicious rashes, etc.) If a child becomes ill, the child will be isolated and the parent will be contacted to come get the child immediately.
- Mark your child's belongings with first and last name. This includes diaper bags, coats, hats, bottles, etc. Please bring a labeled bottle or sippy cup (empty sippy cup) for your child. We are not responsible for cups and bottles left behind.
- Please plan to feed your child before/after our sessions. We serve a mid-morning snack (finger food) at each session.
- If you are breast feeding your child, please take this into consideration before you drop off your child. We want your child to be happy.
- Bring at least five disposable diapers or pull-ups for babies, as well as a change of clothes for all ages (in case of spills, etc.).
- For your child's safety, no toys, gum or candy is to be brought to class.

Ingleside Baptist Church Mother's Morning Out Summer 2010 - Calendar



<u>Day</u>	<u>Date</u>	<u>Schedule</u>
Tuesday	June 1, 2010	T/Th Summer Session Begins
Wednesday	June 2, 2010	W/F Summer Session Begins
Tuesday /Thursday	June 15 & 17, 2010	Closed—Vacation Bible School
Wednesday/Friday	June 16 & 18, 2010	Closed—Vacation Bible School
Thursday	July 29, 2010	T/Th Summer Session Ends
Friday	July 30, 2010	W/F Summer Session Ends

If you have any questions regarding the Mother's Morning Out calendar, please contact Sarah Holukoff at 477.0600 ext. 243

Summer Fees

Registration Fee

1 Day	\$25.00
2 Days	\$50.00

Tuition Payment

1 Day	\$ 85.00
2 Days	\$170.00

(single payment for entire summer program)



Ingleside Baptist Church Mother's Morning Out Fall 2010-2011

<u>Day</u>	<u>Date</u>	<u>Schedule</u>
Thursday	August 12, 2010	T/TR Orientation
Friday	August 13, 2010	W/F Orientation
Tuesday	August 17, 2010	Fall Session Begins
Wednesday	August 18, 2010	Fall Session Begins
Tuesday	November 23, 2010	Closed - Thanksgiving
Wednesday	November 24, 2010	Closed - Thanksgiving
Thursday	November 25, 2010	Closed - Thanksgiving
Friday	November 26, 2010	Closed - Thanksgiving
Tuesday	December 21, 2010	Closed - Christmas
Wednesday	December 22, 2010	Closed - Christmas
Thursday	December 23, 2010	Closed - Christmas
Friday	December 24, 2010	Closed - Christmas
Tuesday	December 28, 2010	Closed - Christmas
Wednesday	December 29, 2010	Closed - Christmas
Thursday	December 30, 2010	Closed - Christmas
Friday	December 31, 2010	Closed - Christmas
Tuesday	February 15, 2011	Registration - Current Enrollment & Church Members
Thursday	February 17, 2011	Registration - Community
Tuesday-Friday	March 28-April 1	Spring Break
Thursday	May 19, 2011	Fall Session Ends
Friday	May 20, 2011	Fall Session Ends

**If you have any questions regarding the Mother's Morning Out calendar,
please contact Sarah Holukoff at 477.0600 ext. 243**

Official Student Withdrawal Form

Ingleside Baptist Church

834 Wimbish Rd., Macon, GA 31210 P.478.477.7251 F.478.477.7256

Student Name: _____

Class: _____

Date of Withdrawal: _____

Reason for Withdrawal: _____

New Address if Moving: _____

Parent's Signature: _____

Office Use Only

Date Withdrawal Form received: _____

Are tuition and fees current? Yes / No

Director's Signature

Date