



Parent Handbook

2018-2019



The 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 Preschool Ministry office.



Ingleside Baptist Church | 834 Wimbish Road | Macon, GA 31210
478.477.0600 • Preschool office | 478.477.7251 • Church office



Parent Handbook Table of Contents

Ingleside Purpose Statement	3
Our Preschool Ministry Overview	3
Mother's Morning Out Purpose Statement	3
General Information	4
Opportunities Available	4
Our Objectives	4
Helping your Child	5
Curriculum	5
Holiday Observations	5
Registration Policy and Fees	6
Tuition and Financial Policy	6
Student Withdrawal Procedure	7
Building Security	7
Drop-off and Pick-up Procedures	7
Parent Visitation	8
Attendance Policy	8
School Procedures for Emergency Preparedness	8
Discipline and Parent Notification Policies	9
Infection Control Policy	10-12
Infection Control Policy and Notice of Exemption	13
MMO Guidelines At-a-Glance	14
Fall Calendar	15
Official Student Withdrawal Form	16

Ingleside Purpose Statement

We describe how disciples are made with four biblical words: come, grow, serve, and go. A disciple comes to Christ in repentance and faith, grows in obedience and Christ-likeness, serves like Jesus served, and goes in obedience to Jesus' command to make more disciples.

We challenge every Christ-follower to . . .

- **Come** . . . to worship
- **Grow** . . . in a group
- **Serve** . . . in the body, and
- **Go** . . . with the gospel.

When by God's grace we do all four, it's good for us and glorifies God.

Our Preschool Ministry Overview

The Preschool Ministry at Ingleside is a ministry full of excitement and vitality. Preschoolers learn about the basics of faith each week from skilled and caring leaders. Preschool Ministry is available on Sunday mornings during all services and Wednesday evenings. There is also childcare during a number of other studies and group meetings throughout the week. As we partner with parents, we want preschoolers to:

- Know that the Bible is God's word
- Know that Jesus is God's Son
- Know that God hears them when they pray

Mother's Morning Out Purpose

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

General Information

School Year:	August through May
Summer Session:	June and July
Time:	8:45 a.m. - 12:15 p.m.
Days:	Mondays and/or Wednesdays OR Tuesday and/or Thursdays
Location:	Ingleside - F Building 834 Wimbish Road Macon, GA 31210
For Information:	Mother's Morning Out Office Kathleen McDaniel, MMO Director kmcDaniel@ingleside.org Phone: 478.477.0600 ext. 243

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 you to visit.

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 or her to Christian teachers who know, love, and understand children. You place your child in their hands. Assure your child that you will return for him or her, and then leave promptly. Most children make better adjustments to the group during the first days if their parents are not present. If you are nervous or upset, your child may 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 children know they are loved and secure.

Curriculum

We use ABC Jesus Loves Me which introduces the child to learning through play. Along with expanding the child's vocabulary with new words and sign-language, the child is introduced to Bible stories and songs. Academically, your child will be introduced to poems, colors, shapes, and animals. The child is also taught self-care and obedience. Our program is designed to prepare children for the Ingleside Weekday Preschool Ministry and, most importantly, to share with them God's love.

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.

Christmas:

At Christmas, we celebrate the birth of our Savior, Jesus Christ. Trees decorated with angels, stars, and symbols of the birth of Christ and the manger are 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 2019-2020 Mother's Morning Out is Tuesday and Wednesday, February 5-6, for Ingleside members and those currently enrolled in our programs. Registration for members of the community will begin on Thursday, February 7. Please check with the MMO Preschool Ministry office for the time and location of registration.
- The registration fee for the 2018-2019 school year is equivalent to one month's tuition (\$55.00 for one day and \$105.00 for two days) and is payable at the time of registration.
- Full payment of the registration fee and all completed forms are necessary in order to hold your spot in the program.
- Current immunization records and a 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 and when a spot opens. When we make a call, we will wait 48 hours for a reply before calling the next person on the waiting 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 and Financial Policy

- Tuition is due and payable in full on the first school day of each month from August to May as follows:
 - One-day class – \$55.00
 - Two-day class – \$105.00
- 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 **Ingleside MMO** and placed in the payment box located in the MMO Preschool Ministry office or mailed to Ingleside MMO, 834 Wimbish Road, Macon, Georgia 31210. Payments may also be made online at the link below. Teachers will not be responsible for accepting payments at any time.
- MMO Link: ingleside.org/mmo
- 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.
- 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 it in to 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 children in all of our programs is always our primary concern. Our safety policy is not designed to keep parents out of the classrooms, but rather to monitor everyone who is on the preschool floors.

A security card system is in place to ensure safety during drop-off and pick-up times for our programs. MMO parents will be issued security cards to give to the people who most often pick up their children. Only those who have this security card will be allowed onto the preschool floor during MMO hours.

- During drop-off and pick-up, an MMO staff member will be at the front door to greet you as you arrive. In order to enter the building, 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 near the MMO preschool office.

Drop-off and Pick-up Procedures

- All MMO participants are to be brought into the MMO preschool building and to their assigned classrooms by 8:45 a.m. You may bring your children in at 8:35 a.m. Parking in the underpass is not permitted. Please park in a designated parking space in the parking lot.
- All MMO participants are to be picked up from their classroom at 12:15 p.m.
- There will be a \$10.00 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 a parent 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. All people picking up a child from MMO should have their security card with them.

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 teacher 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 children in the older classes. The teachers have curriculum to follow, and your child will miss out on instructional activities if they are late at the beginning of the morning.

School Procedures for Emergency Preparedness

What you should expect from the MMO staff in preparation for and during an actual emergency:

- Fire and tornado drills are 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. Contact will be made with parents as soon as possible.
- The closing of school due to weather conditions will be announced as soon as possible. Sometimes this announcement can be made the evening before the closing of school; but most days the announcement will be made by 6:00 a.m. the morning of the closing of school. The decision that school will be closed will be announced on the local television stations WMAZ and WGXA, and Macon.com. The announcement will also be posted on the Ingleside WPS / MMO Facebook page. An email will be sent to all parents with the announced closing.

Discipline Policy

- All children will be encouraged to use appropriate behavior according to 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 notified and 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 Policy

- 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 Director to remove that child from class for two weeks or until such behavior ceases.

INGLESIDE PRESCHOOL MINISTRY INFECTION CONTROL POLICY AND PROCEDURE

INTRODUCTION

By the very nature of a preschooler's 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 chickenpox** 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 daycare 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 ensure the health and safety of all children and caregivers, 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, **caregivers are required to wash hands with antibacterial soap after each diaper change, after accompanying a child to the toilet, after assisting a child to wipe his or her nose, after contact with his or her own nasal secretions, and before food preparations.** Caregivers 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 into his or 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, or 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 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 disinfecting solution after each session.
7. Universal precautions, meaning with every child and caregiver, shall be taken with handling of blood, urine, or feces. **A caregiver 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 caregiver 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, or feces shall be placed in trash cans which are lined with disposable plastic liners and are covered and 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, Weekday Preschool, 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.

PARENTAL RESPONSIBILITY

Parents should 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 100 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, or chicken pox) which are spread by person-to-person contact**

Parents are to bring disposable diapers for use 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 or 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).

CONFIDENTIALITY OF MEDICAL INFORMATION

If information regarding a child who has an immune deficiency, whatever the cause, is made available to the Director, then she will make this information available only to those caregivers 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 about other children.

**INGLESIDE PRESCHOOL MINISTRY
INFECTION CONTROL POLICY AND NOTICE OF EXEMPTION**

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

Signature

Print Name

Date

Preschool Minister or Director of Program Signature

MMO Guidelines At-a-Glance

- Parents must sign in each child 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. Everyone picking up a child from MMO should have their security card.
- 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 or 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). It is not our normal policy to administer medication to any child. If it is necessary for your child to receive medication, you may pick up a release form from the MMO Preschool Ministry office.
- DO NOT bring your child if he or 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 and pick up 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 empty sippy cup for your child.** We are not responsible for cups and bottles left behind.
- Please plan to feed your child before and after our sessions. We serve a mid-morning snack (finger food) at each session.
- If you are nursing your child, please take this into consideration before you drop off your child. We want your child to be happy.
- Bring at least three 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 are to be brought to class.



2018 - 2019 School Calendar

<u>Day</u>	<u>Date</u>	<u>Schedule</u>
Friday	August 10, 2018	Parent Orientation (9:00 -11:00 a.m.)
Monday	August 13, 2018	Fall Session Begins (M/W classes)
Tuesday	August 14, 2018	Fall Session Begins (T/Th classes)
Monday	September 3, 2018	Closed - Labor Day
Monday	October 8, 2018	Closed - Columbus Day
Monday - Friday	November 19 - 23, 2018	Closed - Thanksgiving Break
Wednesday - Sunday	December 19 - January 6	Closed - Christmas Break
Monday	January 7, 2019	MMO classes resume
Monday	January 21, 2019	Closed - MLK Day
Sunday - Wednesday	January 27 - 30, 2019	Open House
Tuesday - Wednesday	February 5 - 6, 2019	Registration - Current enrollment and church members
Thursday	February 7, 2019	Registration - Community
Monday	February 18, 2019	Closed - President's Day
Monday - Friday	March 25 - 29, 2019	Closed - Spring Break
Monday	April 22, 2019	Closed - Easter Monday
Tuesday	May 21, 2019	2018-2019 Session ends (T/Th)
Wednesday	May 22, 2019	2018-2019 Session ends (M/W)

The closing of school due to weather conditions will be announced as soon as possible. Sometimes this announcement can be made the evening before the closing of school; but most days, the announcement will be made by 6:00 a.m. the morning of the closing of school. The decision that school will be closed will be posted on the Ingleside WPS/ MMO Facebook page. An email will be sent to all parents with the announced closing.

Official Student Withdrawal Form

Ingleside Baptist Church
834 Wimbish Road
Macon, GA 31210
phone: 478.477.7251
fax: 478.477.7256

Student's Name: _____

Class: _____

Date of Withdrawal: _____

Reason for Withdrawal: _____

New Address if Moving: _____

Parent's Signature

Date

Director's Signature

Date

Office Use Only

Date Withdrawal Form Received: _____

Are tuition and fees current? Yes / No