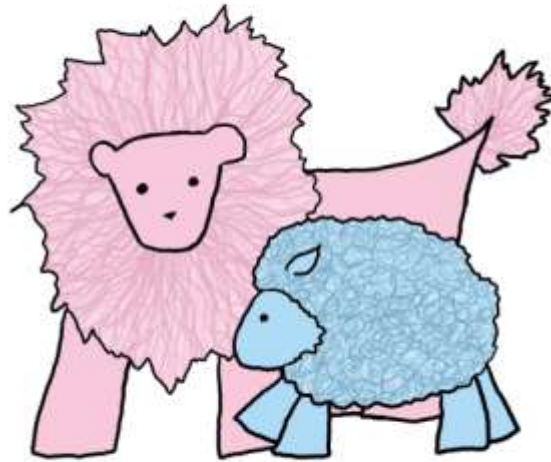


MDO

Mother's (And Father's) Day Out

2010-11 Handbook
A Lion Lamb Ministry

Bethany First Church of the Nazarene
Wednesdays and Fridays
9:30 a.m.—3:00 p.m.



6789 N.W. 39th Expressway
Bethany, Oklahoma 73008
405-789-8893

Judy Dixon, Director jdixon@bethanynaz.org
Janice Albright, Office Manager jalbright@bethanynaz.org
Phil Hause, Children's Pastor phause@bethanynaz.org



Welcome!

“The LORD your God is with you, he is mighty to save. He will take great delight in you, He will quiet you with his love, He will rejoice over you with singing.”

Zephaniah 3:17

Welcome to Bethany First Church of the Nazarene Mother’s Day Out ministry. We are delighted to have the opportunity to minister to and care for your child. In this handbook you will find answers to many questions about our ministry.

Please read it carefully.

There are a few new policies and some that have been changed. We trust that your desire to place your child in this Mother’s Day Out indicates to us your willingness to abide by all policies in this handbook. Our teaching staff is dedicated to making Mother’s Day Out (MDO) a positive experience for children, six-weeks through kindergarten. Because of our unique teaching experiences with many children through thirty-eight years, sometimes we spot and identify potential challenges children exhibit. In partnering with you, the parent, please know if we approach you with these concerns, it is so we can adequately support your family. We know we aren’t doctors, or Sooner Start professionals, but loving observers and teachers of all kinds of wonderful children!

This begins my tenth year of being in ministry with you! What a joy it has been to watch your children grow in stature and the Lord. If you have further questions, please feel free to see me or Janice, or call us at 495-0105 x 279 (Judy) or 789-8893 (Janice)

Loving Him Together,

Judy

Judy Dixon
787-0917 (Home)
550-6680 (Cell)



2010-2011

| | | | |
|---------------|----|-----|-----------------------------------------|
| September | 8 | Wed | First Day Back! |
| October | 15 | Fri | Closed—Fall Break (Putnam City/Bethany) |
| November | 24 | Wed | Closed—Thanksgiving |
| | 26 | Fri | Closed—Thanksgiving |
| December | 17 | Fri | Closed—Merry Christmas! |
| | 22 | Wed | Closed—Christmas |
| | 24 | Fri | Closed—Christmas |
| | 29 | Wed | Closed—Happy New Year! |
| | 31 | Fri | Closed—Happy New Year! |
| January, 2011 | | | |
| | 5 | Wed | First Day Back! |
| March | 16 | Wed | Closed—Spring Break |
| | 18 | Fri | Closed—Spring Break |
| April | 22 | Fri | Closed—Good Friday |
| May | 27 | Fri | Closed for Memorial Day |
| June | 1 | Wed | Elementary Program Begins! |
| June | ? | Wed | Closed for VBS (Join us!) |
| | ? | Fri | Closed for VBS (Join us!) |
| July | 1 | Fri | Closed for 4th of July |
| | 29 | Fri | LAST DAY OF SUMMER |

Please keep a copy of the calendar for future reference! We can also be found at www.bethanynaz.org



HOURS

Mother's Day Out is in session Wednesday and Friday, except as noted on the calendar. Our desk is open at 9:05 each day, and the doors to our classes are open at 9:30. Due to the structure of our day, please endeavor to have your child to his/her class on time. Children who come right at nap time, or lunch time, or just after craft time, tend to not be happy campers!

Children are to be picked up promptly at 3:00 p.m.

FEES

Non-refundable Annual Supply Fee—\$30 per child (\$80 maximum per family) is required upon entering our MDO. Every child, even drop-ins, need to pay this fee. This helps buy snacks, wipes, bubbles, toys, laundry supplies, craft supplies, etc. etc. etc.!

Daily Fee—MDO rates are \$17 per day for all ages. A \$15 per day rate is available for those children who attend Bethany Elementary in the morning (They only miss an hour of MDO!) A \$14 per day rate is available for children who attend preschool or kindergarten. Our special My Lambs Preschool Rate is \$13. Our Drop-in rate is \$19 per day. Our out-of-town one-day-only guest rate is \$20. Enrollment information is on page 11.

Late fees—At 3:05 the doors to your child's room will be closed. This will indicate to you that the late fee is in effect. The children will be taken to Room 166 on the lower level, which is the designated 'late room.' You will be required to pay the late fee when you pick up your child. You will not be able to leave your child again until the late fee is paid. The late charge begins at 3:05 and is \$1.00 per child for every minute. Please understand that many of our teachers have their own children to pick up from school and need to leave on time. Therefore, we would ask you to be diligent and prompt in picking up your little ones. Additionally, most teachers have 2 to 3 children of their own to gather all their 'equipment' and usher downstairs, and adding extra children to the procession is both difficult and potentially dangerous. If, however, an emergency occurs (flat tire, wreck, medical condition, baby being born, etc.) please call us and let us know! This will help us take care of your child better... they do know when they are the last one here!

To be consistent in our bookkeeping, we are not able to accept IOU's for drop-in children.





LUNCH

Babies: Bottles and baby food brought by the parents will be given to each baby according to parent's instruction, as closely as possible. (Please remember, group dynamics sometimes change a baby's needs). We would really appreciate it if you would bring the morning bottle all mixed up and ready to go. In addition, we respectfully request you feed your babe breakfast before you come. It is extremely difficult to receive babies into the room and feed them all at the same time! We make every effort to support you in successfully breastfeeding your child. However, *if your babe is breast-fed, please plan to bring us a 'back-up' bottle or frozen milk we can use just in case of an emergency.*

Toddlers—Kindergartners: Parents should send a sack lunch and drink. Lunches should contain foods that the child is able to manage alone. Sugar is not our friend at MDO. Our experience shows us that children have a more successful day if their breakfast *and* their lunch is light on sugar! Label sacks, lunch boxes, thermoses, cups, lids, etc., with the child's name. Please do not send carbonated beverages in thermoses—they may 'explode.' We also request that your child's lunch not contain anything that requires refrigeration or microwaving. Here are some suggestions for lunch:

| | | |
|--------------|--------------------------|------------------------|
| Cubed cheese | PBJ (Light on the jelly) | Peanut Butter Crackers |
| Diced fruit | Small sandwiches | String Cheese |
| Crackers | Raisins | Chewy fruit snacks |
| Cubed meat | Chopped veggies | |

If you have a child in the Cruiser through the 2 1/2 year old class, please do not send Foods that require a utensil.

CLOTHING

Dress your child in appropriate clothing for play and outdoor activities. If weather permits, children will play outside. There is no provision for an individual child to remain inside. The 4's and 5's class may walk to the Family Life Center Gym to play in the afternoon. Please bring a complete extra set of clothes for children up to 36 months (or until he/she has no accidents.)

DIAPERS

Please send enough diapers for your child to last the day. Three is usually plenty! AND, please use a sharpie and put your child's name on each diaper. We also request that your child use paper diapers. Cloth diapers may only be used if a child is extremely allergic to paper. Our goal is to have babes "Coming and Going" in clean diapers. We have a changing room if you need it in the morning to help this happen. AND, if something 'fragrant' happens between the last diaper change of the day and you pick your child up, just mention it to us and we'll be glad to change one more diaper.

PROMOTION

Every month we look at the rooms of children, their ages, their birthdays, and do our best to keep it flowing. When a room is nearing capacity, and the next room has space, we flow a little earlier. If the next room is packed, we might wait another month to promote. Our program is a living, breathing one and we try really hard to keep the rooms even and almost full and always happy. The last week of the month, we will endeavor to send a note home with each child who is promoting so you will know what to expect! If your child is moved, and his buddy isn't, and it's causing a problem, please just talk to us. The rules aren't "set in stone" and we can *usually* move children up or back a room if you need us to. Your child's teacher will keep you informed.

PERSONAL BELONGINGS

PLEASE BE SURE TO CLEARLY LABEL DIAPER BAGS, BLANKETS, DIAPERS, JACKETS, LUNCHES, PACIFIERS, BOTTLES, ETC. WITH YOUR CHILD'S NAME.

If your child has a security blanket or toy that he needs during nap time, please label it clearly and bring it. If possible, mark items with permanent marker instead of tape.

POTTY TRAINING

If your child is potty training, he/she must wear pull-ups until he/she is accident free for one month. If your child comes in underwear and has not been accident free, we will put a pair of pull-ups on him/her from our supply. With carpeted floors and children who play and nap there, it's best to avoid accidents! It's a hygiene thing! We have scheduled potty breaks at 11 a.m., after lunch, and after naps. We will take your child at other times if he/she tells us he/she needs to go. WE WILL NOT FORCE THEM TO GO. Please be assured we will do the best we can.

TOYS

Educational toys and teaching materials are furnished in each classroom. We request that you leave your child's toys at home or in the car. We cannot be responsible for toys brought to MDO. Please do not allow your children to bring small items that could be a choking hazard (such as coins, blocks, toys, etc.). Check their pockets for small items before you bring them.

PICTURES

We will, on occasion, take pictures of the children at play and doing activities which may be used in MDO publications or on our web site. If this is not acceptable to you, please make note of it on your enrollment form.

BUGGIES

One of the highlights of our days is taking the babes out for stroller rides in our Bye Bye Buggies! We will not go off campus, and we will always be "Two Deep" with our walkie-talkies and our class lists. If you have any concerns about this, please see the Director.

BITING

Every now and then we have a child that bites. It's a scary thing for the other kids, and for their parents. It's also frustrating to the parents of the child that bites! We know sometimes, it just happens! Unfortunately, nothing you do as a parent, nothing we do as teachers, can insure biting doesn't occur. Our procedure is 1) Distract, redirect, talk to child about how much biting hurts our friends; 2) Child spends some time in a pak-n-play; 3) We read "Teeth Are Not for Biting" to your child 4) We send home the book for YOU to read with your child; and as a last resort, 5) You may be asked to take a break from MDO until your child passes through this oral stage. It really will pass, and we will welcome you back in a few weeks!

SECURITY

As our church moves toward a more secure environment, we will give you as much information as we can as soon as we have it. In the near future, we will have all doors locked at all times, and we will need identification to enter our buildings. When the time comes, we will provide you with key chain ids to use to gain swift access the building, and to your child. Everyone else entering the building will need to sign a log sheet. This is a good thing, and we just ask your patience as we tweak ways to keep us all safer!

MDO ROOM SECURITY

Another issue we must discuss is our policy of no one in the classroom except for the teachers and the children. Every teacher has had a background check and extensive training. So, we don't stop you from coming into the room because we don't like you, we do it to protect *all* the kids. Our Risk Management Team of Bethany First Church of the Nazarene insists on this policy. If you have any questions about it, again, please talk to Judy or Janice!

THIS YEAR'S THEME—*Be There*

Every year we choose a Bible Verse and a theme for our teacher training time. This year we focused on Jesus' words in John 14:1-4 "Do not let your hearts be troubled. Trust in God, trust also in me. In my Father's house are many rooms; if it were not so, I would have told you. I am going there to prepare a place for you. And if I go and prepare a place for you, I will come back and take you to be with me that you also may be where I am. You know the way to the place where I am going." We believe with all our hearts that our joy is to live and teach in a way that when we get to heaven, we can look around, and each and every one we've come in contact with will *'Be there.'*

This year we welcome Karis Stemen to our staff as our Enrichment Teacher. One of her greatest loves is teaching Scripture to children. She will be traveling to the classrooms with her visuals and her precious heart to teach your children the Words of God's Book. We will include the Scriptures she's teaching in our quarterly newsletters!

DEPARTURES

In these volatile times, it is our goal to protect your child with utmost care. These procedures will be followed if someone other than a parent must pick up your child:

1. The person's name must appear on the Registration Information Sheet.
2. The person picking up the child must come prepared to show a photo ID, and be at least 16 years of age.



When a child needs to be released to a person other than the ones listed on the Information Sheet, a "Request for Release of Child" form **MUST** be filled out. These forms need to be obtained from the office.

If a parent is unable to inform us in the morning that someone else will be picking up their child, the following procedure will apply:

1. Call our office at 789-8893 (Direct Line to MDO; or Judy at 495-0105 ext. 279. If no answer, call main switchboard and ask for help in reaching us—789-2050)
2. Give the child's maternal grandmother's maiden name
3. Tell us who will pick up the child.

The person taking the call will fill out the "Request for Release" form and inform the teacher of the change. If this information is left on voice mail, please leave a phone number where you can be reached by someone in the office to verify the request. If we cannot reach you to verify, then we may not be able to release the child. If there are any other questions, Judy or Janice will call the enrolling parent for verification. The person picking up your child must be at least 16 and come prepared with a photo ID. Please understand that we are strict in this policy **ONLY** to protect **YOUR** child!

Protecting Your Children ...

Some issues we need to address ... If you have custody of your child, and have a court order for the non-custodial parent or anyone else to *not* have access to your child, please provide us with a copy of the court order. If we do not have a copy in your child's file, it is more difficult to help you protect your child. A court order gives us the power to protect, if we need to!

If the person who comes to pick up your child, whether it is you, a grandparent or friend, appears to be impaired either mentally and/or physically, we will not release your child. This will be a judgment call from the Director and/or Children's Pastor. We will make every effort to find the child's other parent, a grandparent or friend to help us out. As a last resort, if we feel the child's life is in danger and we cannot find help from the family, we may call DHS to help with the situation.

And last, we are not able to walk children to other schools off our BFC campus. (For Kindergarten or Preschool) Our Risk Management Team of BFC has put policies into place to help protect the children and keep them safe to the best of our abilities. One of these policies is that we cannot go off campus with them. We are sorry for any inconvenience this might cause you. We suggest 'carpooling' with other moms so that you just have to have this detail once in a while. The only exception to this rule is our MDO teachers who pick up their own kids, and the other teacher kids. If you see a teacher with a few kids, be assured they are all the staff kids who, by necessity, are the exception to this rule.

Please understand, these efforts are to protect your child. We take our responsibility seriously to provide for your child. If you have any questions, please come see me. We love your children!

ILLNESS

Children who are ill or contagious cannot be brought to MDO. A parent will be asked to pick up a child if symptoms begin or are observed during the day. PLEASE be sure your child has been symptom free for 24 hours (without the aid of medication such as Tylenol) before returning him/her to MDO

Symptoms would include:

- A. Fever
- B. Vomiting
- C. Diarrhea
- D. Yellow/Green discharge from eyes/nose with a fever and/or cough
- E. Skin rash (boils, ringworm, impetigo, etc)
- F. Lice (Child must be both nit and lice free)

MEDICATIONS CANNOT BE ADMINISTERED BY OUR MDO STAFF. If your child must receive medication during MDO, you will need to arrange your schedule so that you can give the medication personally. No medication should be left in the diaper bag or lunch box.

PLEASE DO NOT ADD MEDICATION TO A BEVERAGE CUP.

For children with high reactions to certain foods (like peanuts), we will gladly keep an 'epi pen' in a high cabinet, and meet an EMT at the door with the pen and your child should a reaction occur 'on our watch'. Please don't leave the pen in a diaper bag; hand it to the teacher.

EXCEPTION: Diaper rash medication, orajel or 'gas drops' may be applied when indicated on your signed application form.

REST TIME

For all children (except the 4 1/2–6 year old class,) please explain to your child that there will be a rest period and that he/she, along with all the other children, will be required to rest. Please encourage your child in this area. We do not have the staff available to give your child an alternative during rest time.

Children past the Toddler room need to bring a blanket or mat for your child to rest on.

If your child just absolutely cannot rest, you may be called to come help us by either 1) Having a chat with him and sending him back to his mat or 2) taking him home for the afternoon. It's really difficult when one child keeps 13 from resting in the afternoon.

Please LABEL EVERYTHING.

SEVERE WEATHER

In the event of severe weather, MDO will close if Putnam City schools are closed. Please listen to the local news reports or call the church at 789-2050. (In case you wondered, we use Putnam City as our barometer because they 'call' snow days so very early)

If we must close for bad weather, those paying on a monthly basis will be given a credit on their next months charges.

We have a Facebook group, BFC MDO, if you'd like to join us there for updated information.

Our teachers are trained for emergencies and will care for your children in a safe place should bad weather occur while we are in session. In the event of a tornado, we will take ALL children to the basement below our main building. If you would like to see where it is, please just ask us! In the event of a fire, we will be in the parking lot to our north by the Family Life Center. In case of a bomb threat, we will travel all the way to the Floyd Center and have your babes there.

TAX/WORK RECEIPTS

We use Quicken to track our cash flow. In January, we will be happy to supply you with a tax receipt for your business or for your taxes. Just ask!

DISCIPLINE

We view discipline not as a form of punishment, but as a lesson in self-control. It is what we do with and for a child, not what we do to him or her. The form of discipline is consistent for all children. Our levels of discipline are as follows:

- 1) Try to distract child with another activity.
- 2) Verbal warning.
- 3) Time Out (sitting quietly in a chair or in a Pak-N-Play).
- 4) Ask Director for intervention.
- 5) Call to parents.
- 6) Temporary removal from MDO.
- 7) Permanent removal from MDO.

SUBSTITUTES

If you have a desire to be a substitute teacher this year, please see Judy and let's get you on the list. When you sub, your children come free for the day, and you get paid. What a deal! Especially during winter months, if you are WELL and could even help us for a couple of weeks, we would sure appreciate it!

A NOTE ABOUT ENROLLMENT

Our goal for Mother's Day Out is 100% enrollment. The enrolled children pay a flat fee at the first of every month and are guaranteed a spot in a class. If you would like to be enrolled, please check with Janice to get on the waiting list!

For 2010-2011 the fulltime enrollment fee is \$120. Because they only miss one hour of MDO, the 1/2 day rate for children at Bethany Elementary Morning program is \$106. The 1/2 day rate (for children in Preschool or Kindergarten) will be \$100 per month. The My Lambs rate for both days is \$92.

Because our days off include *four* more Wednesdays than Fridays, the following is a breakdown of enrolled children who are just here one day a week.

| | |
|-------------------------------|--------------------------------|
| Full Day—Wednesdays Only—\$64 | My Lambs—Wednesday Only—\$49 |
| Full Day—Fridays Only—\$56 | My Lambs—Friday Only—\$44 |
| 1/2 Day—Wednesdays Only—\$53 | Bethany AM—Wednesday Only—\$57 |
| 1/2 Day—Fridays Only—\$47 | Bethany AM—Friday Only—\$50 |

Here's how we figure it:

We take the total number of days we are open from September 9 through May 31, which is 64 (Multiply that number by \$17

Which totals \$1,088

And divide by 9 Months (September – May)

Totaling \$120

We have been asked to average the monthly bill to assist you in planning your finances, and if we didn't average, it would be an office nightmare, and it would cost the following by month:

September—7 days—\$119; October—8 days—\$136; November—6 days—\$102; December—5 days—\$85; January—8 days—\$136; February—8 days—\$136; March—7 days—\$119; April—8 days—\$136; May—7 days—\$119.

The fee for your enrolled child is due the first day of MDO each month.

(We will take post-dated checks in rare cases of emergency. We are a self-supporting ministry, and REALLY need to pay our teachers each month! If you haven't paid by the second week of the month, a \$5 will be added to your account)

Please remember that December really is one of those 9 months we average and we need you to be prepared to pay your fee that month. If you choose to drop out just for the month of December, your child will be placed on the waiting list for January (if you want to come back) and your monthly fee will go up for the remainder of the year.

*And one more note—if your child is enrolled for 1/2 days, because of our commitment to teacher/child ration, that is what **we are prepared for each week until summer. If your child's school is out, we can only accommodate you for your regular times here at MDO.***

If you enroll after Christmas, please check with Janice about spring

Summertime!

During the summer we offer additional programming for children just out of first through fifth grade. This fun, active program accepts 40 children and is tons of fun. It is the same daily fee as the younger children, and an activity fee. It runs through July every Wednesday and Friday, same as regular MDO. They go on field trips, study God's Word, get messy, creative and WET!

This year we went to Braum's Farms, Ore Family Farm, Red Rock Canyon, swimming, a Buffalo Hunt, splash parks, Jump Zone, Oklahoma Science Museum, Sam Noble, Cici's Pizza, to name a few!

Be watching in April/May for enrollment forms to ensure your spot!

