

Mother's DAY OUT

A Ministry of First Methodist Church



Handbook 2023-2024

112 Adams Street • P.O. Box 555

Greenville, AL 36037

(334) 382-5872

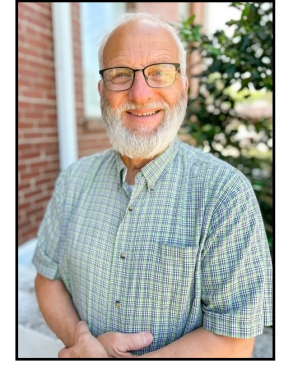
First United Methodist Church Staff



Senior Pastor
Rev. Lance Eiland
lance.eiland@gmail.com



Office Manager
Amber Callis
office@fumcgreenville.org



Building Super.
Steve Smith
office@fumcgreenville.org



Music Director
Jimmy Ansley
ja713@aol.com



Choir Director
Jean-Ann Johnson
jeanannheupel@yahoo.com

We would love to have you join us in Worship!

Sunday School @ 9:15 a.m.

Sunday Morning Worship @ 10:30 a.m.

Wednesday Fellowship Meal @ 5:30 p.m.

Wednesday Bible Study @ 6:00 p.m.

MDO Staff

Sarah Coker

Sarah has a degree in Liberal Arts. She has served in the nursery and children's ministry at Southside Baptist Church, where she attends. She began as one of our mothers at MDO! Sarah is married to Jeremy and they have two children. She enjoys arts and crafts, and watching children create and express themselves. She is grateful for every day in the classroom!

Betty Coker

Betty started at MDO as one of our grandmother's with grandchildren in the program. She has been very involved in their lives! She has a great love for children, and has cared for children in her family and for her neighbors. We are grateful for Betty's heart for this MDO program!

Lisa Cumbie

Lisa is a member of FUMC, serves in our church nursery, has volunteered during Vacation Bible School, and assisted with children's choir. She has been a part of our MDO Family for several years! She is very talented in crafts, enjoys singing and teaching Bible stories.

Jessica Heartsill

Jessica has a Bachelors of Science degree in Psychology, and over 6 years of childcare experience. She is trained in First Aid & CPR. Jessica began as one of our mothers involved at MDO! We were glad to have her join our staff!

Janelle Roper

Janelle has had a lot of experience with children over the years! She had six younger siblings, 3 children of her own, and 12 grandchildren! She also kept children in her home for many years. Janelle played a very active roll in each of their lives. We are so blessed to have her a part of our staff!

Renee Boswell

Renee has much experience with children! For several years she worked at the Sunshine Center Daycare, Judy Roger's Daycare, and in the church nursery. She is a member of Gracepoint Church where she loves singing and being a part of the choir.

Brandy Salter

Brandy was a licensed foster parent for four years. She has taken several childcare classes, is CPR certified, and worked at Bright Beginnings Pre-K. She substituted for MDO before joining our team full-time! She enjoys helping children create and learn new things!

Program Policies/Procedures

Welcome to Mother's Day Out at First United Methodist Church! Thank you for allowing us to be a part of your child's life. We believe your child is a special gift from God and we want to provide the best love and care possible.

Our Purpose

Jesus said, "Let the children come to Me" (Mark 10:13-16). As a church, we are committed to ministering Christ's love to His children. FUMC will minister to the children providing a positive transition to the outside world through our MDO program. We will work to promote a learning environment where children will develop and maintain a positive self-image. We strive to support each child in emotional, physical, social, intellectual and spiritual growth.

Hours of Operation

Church Office Hours:

Monday—Thursday, 8:00 a.m. to 3:00 p.m.

Friday, 8:00 a.m. to 12:00 p.m.

Mother's Day Out Hours:

Monday—Friday, 8:30 a.m. to 12:30 p.m.

After School Care: *Pending at this time.

Contact Information

Please feel free to contact us at any time, with questions or comments.

Mailing Address:

First United Methodist Church
P.O. Box 555, Greenville, AL 36037

Church Office: (334) 382-5872

Email: office@fumcgreenville.org

Website: www.fumcgreenville.org

Online Forms: www.fumcgreenville.org/ministries

Find Us on Facebook @ Mothers Day Out

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Enrollment

Enrollment is open to children ages 7 months to 4 years of age. All children who are in the 3 & 4 year old class **must be potty trained.**

We strive to provide a positive class setting by ensuring all children will benefit from being a part of our program. If your child has special needs, it may be determined that the setting and/or structure of our program is not a beneficial environment for him or her. Parents of children with special needs are encouraged to meet with the Director prior to enrollment to discuss the child’s needs.

The following items are required to enroll in our program:

- Completed enrollment form.**
- Registration Fee (\$50.00) + Snack Fee (\$50.00)**

Mother's Day Out Staff

MDO Director: Jennie Nearing



Contact: 1 (205) 368-8511
 vnearing@gmail.com

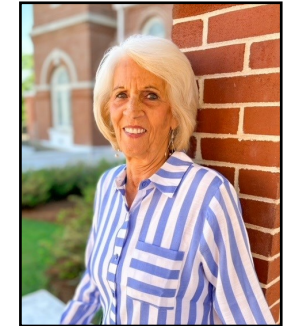
Jennie has many years of experience teaching in early childhood classes in many places--from inner-city New Orleans and Atlanta, to Baptist Hill Kindergarten in Greenville, military dependents in Okinawa, Japan and Omaha, NE, as well as one year in a private Christian school in Atlanta. Jennie has also held positions in other MDO programs at two different churches in Birmingham, accumulating to around 10 years. She is married to Wayne, a retired airline pilot and school bus driver. They have four adult children and seven grandchildren.



Sarah Coker



Lisa Cumbie



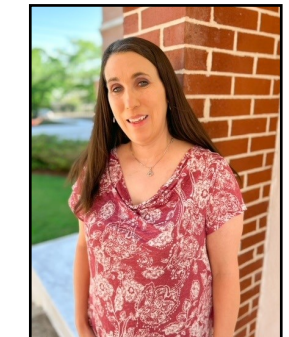
Janelle Roper



Betty Coker



Maryann Smith



Jessica Heartsill

Not Pictured: Renee Boswell & Brandy Salter

Mother's Day Out
2023-2024 Supply List

- 3 Packs Copy Paper
- 1 Pack Card Stock (White)
- 1 Pack Jumbo Glue Sticks
- 1 Box Glue Dots (*Crafts Section*)
- 3 Pack Clorox Wipes
- 1 Can Lysol Spray
- 2 Rolls Paper Towels
- 1 Box Kleenex
- 1 Box Quart Ziploc Bags (Boys)
- 1 Box Sandwich Bags (Girls)
- 3 Packs Baby Wipes
- 1 Pk. Cheap White **Paper Plates** (*for Crafts & Lunch*)
- 1 Pack Coffee Filters ***2-3 year class only**

SEND DAILY & LABEL DAILY

- Change of Clothes **in** Ziploc Bag (*Labeled with name*)
 - Sippy Cup (*Labeled with name*)
 - Lunch Box (*Labeled with name*)
 - Diapers, 2-3 minimum (*Labeled with name*)

Note: You are welcome to send a divided Tupperware container or Bento style lunch box with lid. Anything that needs to be warmed can be packed separately.



Registration & Snack Fee

A **\$50.00 registration fee** is due upon enrollment **per child**.
 A **\$50.00 snack fee** is due upon enrollment **per child**.
 (There is no snack fee for the baby class.)*
These fees are non-refundable and non-transferable.

Tuition

FUMC's Mother's Day Out accepts **checks** or **cash** as forms of payment. Please make checks payable to **FUMC**. We ask that you put your child's name on the "for" line on the bottom of your check. The church office does not keep change. Be sure to provide the exact amount if paying with cash, otherwise it may result in a credit for the following month.

Please turn in your monthly tuition fee to the church office or mail to:
FUMC, P.O. Box 555, Greenville, AL 36037 or give to the director.
 (There is also a mailbox outside the office door.)

Tuition payments are due on the **1st of every month** and are considered **late after the 10th**. There will be a charge of **\$15.00** for any late payments. *An additional **\$5.00 per day** will be added if payment is not received by the 10th of each month. This is strictly enforced unless prior arrangements have been made in the church office. If payment is not received by the 1st of the following month, your child will be dropped from enrollment.

Mother's Day Out is a small not-for-profit ministry and operates on funds provided by tuition fees. Tuition is based on an annual budget. We rely on your support to continue this ministry.

Childcare tuition and fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, tuition must be paid in full **regardless of child's attendance**. Full tuition is due for weeks with holidays, vacation, closings due to emergency situations, or inclement weather days and no credits for tuition will be given for absences.

There is no deduction for having more than one child in the program.

Tuition Rates

Regular Classes		8:30 A.M.—12:30 P.M.
2 Day Program	Monday & Friday	\$155.00/month
	<input type="radio"/> 7-13 months <input type="radio"/> 14 months-2 years <input type="radio"/> 2-3 years <input type="radio"/> 3-4 years	
3 Day Program	Tuesday-Thursday	\$185.00/month
	<input type="radio"/> 7-13 months <input type="radio"/> 14 months-2 years <input type="radio"/> 2-3 years <input type="radio"/> 3-4 years	
5 Day Program	Monday - Friday	\$295.00/month
	<input type="radio"/> 7-13 months <input type="radio"/> 14 months-2 years <input type="radio"/> 2-3 years <input type="radio"/> 3-4 years	

After School Care	*PENDING AT THIS TIME	12:30—2:00 P.M.
2 Day Program	Monday & Friday	\$45.00/month
3 Day Program	Tuesday - Thursday	\$65.00/month
5 Day Program	Monday - Friday	\$100.00/month

Regular Classes	+ After School Care	= Total Monthly
2 Day/\$155.00	+ \$45.00	= \$200.00/month
3 Day/\$185.00	+ \$65.00	= \$250.00/month
5 Day/\$295.00	+ \$100.00	= \$395.00/month

****All After Care Rates are pending at this time.***

Only regular hours, 8:30-12:30, are offered until further notice.

Because MDO is a ministry organization less than 4 hours, we are automatically exempt. Once we surpass 4 hours a day, we must become "licensed exempt" with minimum standards. We will continue to work towards making extended hours possible for our program in the future.

Parent/Teacher Communication

Communication between parents and teachers is essential in providing a positive experience for the children. We have many forms of communicating with parents. These methods include the following: Meet the Teacher Night in August, email, call or text, Facebook (please find our page and request our friendship, as often times, we post important announcements and reminders on there.), letters home, monthly calendars, and daily reports.

Please keep calendars and newsletter handy for quick reference.

Mother's Day Out

Baby Class Supply List

7-13 months only

- 1 Pack Copy Paper
- 3 Packs Baby Wipes
- 3 Packs Clorox Wipes
- 1 Box Kleenex
- 1 Can Lysol Spray

- 3 Diapers Daily (Minimum)
- Change of Clothes in Ziploc Bag
- Bottles/Lunch (Labeled)

Behavior Management

At MDO we maintain a **positive discipline policy**, which focuses on prevention, redirection, love, consistency, firmness, and positive reinforcement. We stress two main patterns of behavior: respect for other people and respect for property. Young children often have difficulty expressing their feelings. Sometimes they may hit, throw toys, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when the offense involves another person, and withdraw privileges.

A period of “time out” will be used when a brief cooling off period is necessary. During time-out a child will be removed from the group and will be temporarily unable to participate in activities. Children will be separated from the group only when the teacher has tried other methods for guiding the child’s behavior and these methods have been ineffective.

Under NO CIRCUMSTANCES will there be spanking, physical or verbal abuse, name calling, or isolation. Also, children will not be punished for lapses in toilet training.

Dismissal from Program

FUMC Mother’s Day Out reserves the right to dismiss any child at any time. Reasons for dismissal from the FUMC Mother’s Day Out Program include, but are not limited to:

- Continuous negative or disruptive behavior by the child
- Excessive biting
- Failure to pay tuition and fees on time.
- Routinely late picking up your child.
- Failure to complete all required forms.
- Physical or verbal abuse of any person/child or property.
- Our inability to meet child’s needs.
- Lack of compliance with handbook regulations.

Returned Checks

There will be a **\$30.00 fee** charged for all returned checks. Returned checks will not be re-deposited. Parents will be responsible for re-issuing a second check or paying with cash.

Pick Up Late Fee

If your child is picked up later than 12:30 p.m., there is a **\$5.00 late fee** per five minutes.

Drop In Procedure

Parents are welcome to do a drop-in for their child ONLY if space is available. Please give the Director at least 24 hours notice if your child plans to drop in. **The drop in fee is \$25 per day.**

Tuition Late Fee	\$15.00, then \$5.00 per day
Returned Checks	\$30.00 + Tuition Due
Pick Up Late Fee (after 12:30) After Care (after 2:00)	\$5.00 per 5 minutes
Drop-In	\$25.00 per day

Calendar Year/Summer Program

The MDO program begins in August and ends in May. We typically follow local school’s holiday schedule and procedures for severe weather.

We do offer a **3-day Summer Program** at MDO (**Tuesday, Wednesday, Thursday**). We usually begin the first Tuesday in **June** and end the last Thursday of **July**. MDO is closed for a week in June due to Vacation Bible School and during the week of July 4th. Regular hours: 8:30-12:30 p.m.

Summer Registration Fee \$20.00
June + July = \$350.00/Summer

Summer registration fee is \$20.00. Summer participants must be signed up by **May 1st** so we know how many teachers to have in place. **Total cost is \$350. Summer tuition must be paid in full by June 1.** After June 10th, late fees will accrue.

Withdrawal Policy

Registration for each child is a commitment of enrollment for the entire school year (Aug-May). **Two weeks (14 days) written notice** is required when withdrawing a child from our program for any reason. This allows us ample time to fill your child's place and allows us continued financial stability. Without this required notice, parents will be responsible for the payment of **one month's tuition**. A withdrawal form may be picked up in the church office.

Attendance/Drop Off

Consistent attendance and prompt arrival are essential at MDO. Children should arrive at 8:30 a.m. **The doors will not be unlocked until 8:30 a.m.** Our teachers are often busy preparing for the day before then.

Drop-Off Line: Children may be dropped off in a carpool line at the MDO entrance and teachers will take them to their classrooms. Please enter on Adams Street (main church entrance), drive around back to the Mother's Day Out entrance, and exit on South Park Street. (See Carpool Map on the next page.)

Please make your drop off as brief as possible. A smile, cheerful good-bye kiss/hug, and a reassuring word is all that is needed. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. If your child is upset when you leave, feel free to call back after some time to check on his or her progress. We will call or text you if your child does not settle down; however, most children quiet down quickly as they are reassured by the teacher and become interested in the toys and other children.

If you will be **late**, please let the teacher know ahead of time or text if it's a last minute delay. **The doors will be locked once all the students have arrived.** If your child will be **absent**, please let the teacher know.

Clothing

Children should come dressed in play clothes and ready for fun and lots of activities. Please select clothing that is washable and **free of complicated fastenings, especially for children that are potty training.** Please **do not** send your children in outfits that require teachers to remove their shoes in order to change their diapers. During the winter months, please dress your child warmly and bring a coat since we anticipate playing outside everyday, weather permitting. Please mark any removable clothing or other items with your child's name. **A change of clothing should be provided in case of an accident or illness in a Ziploc bag labeled with your child's name.** This makes it easier for us to put wet clothes in the bag and return home. Children in diapers need **AT LEAST 3 diapers daily.**

Potty Training & Diaper Changing Policies

7-12 MONTHS • 1-2 YEARS • 2-3 YEARS

The children in these classes do not have to be potty-trained. **PARENTS OF THESE CHILDREN MUST PROVIDE THEIR CHILD WITH ENOUGH DIAPERS FOR EACH DAY. We suggest at least 3 per day.** If your child is being potty trained, please inform your child's teacher of your routine at home so that we may reinforce those habits at school.

3 & 4 YEAR OLD CLASS

All children enrolled in this class should be potty trained. There are no diaper changing facilities in this classroom. This requirement is common among other preschool facilities. Each child at this age should be able to take care of their potty needs with minimum assistance from their teacher. However, if your child is unable to care properly for his/her needs, they will need to wear a pull up until they are completely trained.

Labeling

PARENTS, PLEASE LABEL WITH YOUR CHILD'S NAME:

- | | |
|----------------------------------|---|
| <input type="radio"/> Lunchboxes | <input type="radio"/> Diapers (each) |
| <input type="radio"/> Sippy Cups | <input type="radio"/> Clothing [Ziploc Bag] |

Ratios/Curriculum

Here at MDO, we like to keep our classes small. Each class will have two teachers and no more than 10-12 students. In our Baby Class, there will be two teachers and no more than 5-6 children. Teachers are responsible for providing their own curriculum for each class. We encourage faith-based, educational learning, arts and crafts, and music. We also meet for Chapel on Wednesdays each week.

Lunch

Each child is responsible for bringing his/her own **lunch and drink**. We provide a snack by mid-morning. Children should bring a **sippy cup (or bottles for baby's class)**. **Please make sure that all cups, lunchboxes, etc. have your child's name on them.** If you forget your child's lunch, please pick him/her up by 12:00. We have a microwave available for heating food. Please send foods that do not take any longer than **1 minute to heat. We are encouraging children to self feed.** Please send finger foods children can pick up and feed themselves. We also have a refrigerator that we can store cold items in if needed.

***For Baby Class:** Please be sure to fill out a form and share with us what schedule and routine works best for your child.

Allergies

Please talk to your teacher about any food allergies with instruction for treatment should a child have an allergic reaction

Activities, Programs, Holidays

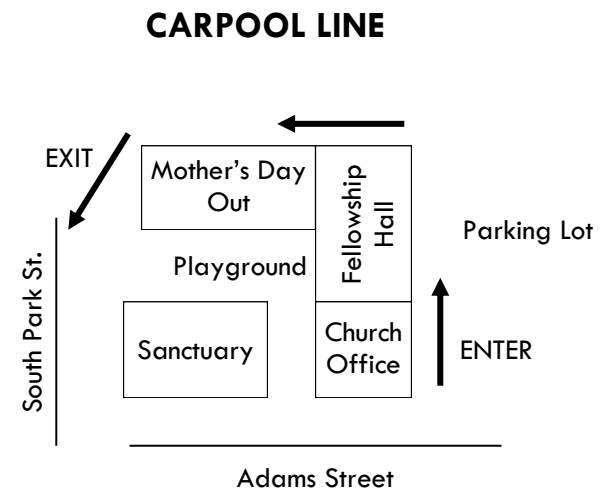
Parents are invited and encouraged to be involved in their child's school activities. We encourage the children to celebrate their birthdays with their classmates at school. Please let the teacher know in advance if you plan to do this.

We will have several holiday parties throughout the school year—Fall, Christmas, Valentine's Day, and Easter. We will ask for two volunteers to help with each party. Others may contribute. Each year, we have a Thanksgiving program in November, a Christmas program in December, and an End of the School Year celebration in May. All parents and grandparents are invited to attend. **Please check our Facebook page and your child's backpack daily for info on upcoming events.**

Parents are required to notify the child's teacher or Director of any special instructions or needs for the child's day. The parent may present the special instructions in the form of a letter, text, or verbally discuss them. This should include, but is not limited to: early pick-up, alternative pick-up person, health issues over the previous night, and/or any general issues of concern which the child care providers should be aware of.

Pick Up Procedures/Running Late

Children may be picked up in a carpool line beginning at **12:10** and ending at **12:30 p.m.** Our staff is paid only until a certain time. **Teachers often make appointments right after school and may need to leave promptly.** If your child is picked up later than 12:30 p.m., **there is a \$5.00 late fee** per five minutes. Payment is accepted at the time of pick up or can be added to the next month's tuition check. For safety reasons, please notify the teacher if someone is picking up your child other than you.



Accident Reports

Should your child be involved in an accident during the course of the day, a staff member will complete an Accident Report and it will be sent home at the end of the day with the person(s) picking up the child. Depending on the severity of the accident, the parent may be notified immediately.

Personal Information

In the event of an emergency situation, it is very important that we are able to reach you. Therefore, **if any information on your child's form changes during the school year, please inform the staff as soon as possible.** This includes information such as your address, phone number, and work location/number, and emergency contact information.

Toys from Home

Due to the risk of damage, sharing issues, and loss, children are **not** permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. **Parents are responsible for enforcing this policy with their child.** However, for **BABY CLASS (7-13 months):** This class is permitted and encouraged to send a "lovey" from home that they may nap with.

Health and Safety

Our main goal is to keep every child safe, healthy, and happy. In the best interest of every child's well being, every effort is made to prevent the spread of illness. Please only send healthy children to be cared for at Mother's Day Out. Upon recommendation of the Committee of Infectious Disease of the American Academy of Pediatrics, a child should not attend a classroom setting when the following symptoms exist:

- Fever
- Vomiting or diarrhea
- Runny nose (green in color)
- Common cold, COVID, or Flu
- Hand, Foot, and Mouth
- Respiratory Syncytial Virus (RSV)
- Sore throat and/or deep or productive cough; Croup
- Any unexplained rash; frequent scratching of the body
- Any skin infections (boils, ringworms, impetigo, head lice)
- Discharge in eyes (Pink Eye)
- Symptoms of usual childhood diseases (chicken pox, scarlet fever, etc.)

Health and Safety (Continued)

Children should not be permitted to return to the program until they are no longer contagious. A doctor's decision as to whether or not the child is contagious may be required. FUMC reserves the right to refuse to allow a child to return if the Director or teacher believes the child to be too ill to participate in the program. **If any other children in the household pose a risk please keep the MDO participant home until symptoms subside.**

Please notify us immediately of contagious conditions so we may alert other parents. Mother's Day Out is not a required school setting. Please be considerate of all the other families.

If a child begins to exhibit any of the above signs or symptoms while in our care, they will be excluded from participation in the program and parents will be contacted to pick up the child. Parents are asked to pick up an ill child within 30 minutes of notification by phone. If a parent is reached, but cannot pick up their child within 30 minutes, we will contact someone listed on the child's emergency contact form. **We DO NOT give any medications to any children.**

Children sent home from the program due to a fever may not return until they are fever free, without fever-reducing medication for 24 hours. If a child is sent home due to a fever, he or she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on the thermometer of at least 100 degrees Fahrenheit or higher.

Children are required to be sent home from the program for loose bowels or diarrhea which occurs 4 or more times in a 24 hour period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify either the church office, the Director, or your teacher. This enables our staff to keep track of any illnesses which may occur at school. This information will only be shared with the staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be notified that a communicable disease is present. We will take all measures to protect your child's confidentiality.