



BETHEL

mother's day out

Parent-Student Handbook

Revised 7.19.2023

Infants - Preschool 2023-2024

Bethel Mother's Day Out
5670 Granny White Pike
Brentwood, TN 37027

Welcome Bethel MDO Families!

Bethel Mother's Day Out (MDO) is an early childhood program at Bethel World Outreach Church. Bethel MDO provides parents with a quality childcare environment where children have opportunities to learn, grow, and make new friends. This handbook is provided to help answer any questions you may have concerning our school policies and procedures and to help ensure your child has a great year with us. We hope each child in our weekday Mother's Day Out Program will develop in many areas. We're committed to sharing God's love with parents and children by offering this program to families in the communities of Brentwood, Tennessee. Our program is designed to help preschool-age children develop a thirst for learning and a love for God, themselves, their families, and others.

OUR MISSION

The mission of the Bethel Mother's Day Out Program is to glorify God by establishing a nurturing, Christ-centered environment that seeks to help meet and care for the spiritual and academic needs of each child.

DAILY OVERVIEW

In our program, your child will experience bible stories, indoor/outdoor play, group time experiences, games, free play time, crafts, snacks, circle time, music, and hands-on discovery experiences. Each class will have a schedule based on age and developmental stage. We will have different weekly/monthly learning themes, coordinating lessons and activities to support the main theme.

DAYS OF OPERATION

- Monday/Wednesday Program: 9:00 AM-2:00 PM
- Tuesday/Thursday Program: 9:00 AM-2:00 PM

- Parent Orientation & Meet the teachers: August 2nd/ 3rd, 9:00 AM - 12:00 PM
- First Day of School: August 7th/ 8th

Bethel MDO currently accepts infants/children ages six weeks to 4 years old. We welcome all children regardless of race or religious beliefs.

REGISTRATION

Registration online must be completed for your child to be considered for admission. A \$100 non-refundable application fee per child is due at registration. Admission is not guaranteed until the application fee is received. If class capacity is reached, your child may be put on a waiting list at no charge.

FORMS

In order to be enrolled in Bethel Mother's Day Out, you will need to complete all necessary documents during the parent orientation or before the 1st day of school. These forms include:

- Online Registration Form
- Medical Form
- Student Information Form
- Social Media Consent Form
- Emergency Contact/Pick up Form
- DHS Form
- Key Fob Form

TUITION

Bethel MDO will run from August 2023 through May 2024. Tuition is determined on an annual basis and may be paid annually or in ten monthly installments. Tuition is due by the 1st of each month. **Payments are considered late by the 5th of each month, and you will be charged a \$20 late fee.** If you have not paid all fees due by the 15th of a month, your child will not be allowed to attend until all monies are rendered. Full tuition must be paid each month regardless of the number of days in attendance due to illness, holidays, vacation, etc.

A supply fee of \$50.00 per semester (2X) is due at the beginning of August & January.

2023-2024 TUITION

- Six weeks to 12 months: \$480 a month
- 12 months to 4 years old: \$400 a month
- 20% Sibling Discount

LATE FEES

Regular Program: At 2:10 PM your child will be moved into DROP-IN, you will be charged the daily after care rate of \$10.00 starting at 2:11 PM for late pick-up. This will be invoiced through Child Pilot, which must be paid by the end of that day.

WITHDRAWAL FROM PROGRAM

Enrollment is considered on a full month-to-month basis. Should you wish to withdraw from the Bethel MDO program, a **30-day written notice from the 1st of the month must be given to the MDO director. You are responsible for full tuition payment until such a letter is received.**

Tuition will be charged and due through the end of the 30-day notice. Your child may continue to attend during the 30-day notice. **If written notice is given during the middle of the month, payment of the entire next month's full payment is still required.**

For example: If you give written notice on October 15th, you will still owe for the entire month of November. Your child will be able to attend both the entire month of October and November. It's your financial advantage to provide notice on the first of any month.

STAFF & COMMUNICATION

Our Bethel Mother's Day Out staff have completed an application and submitted a background check. They have also submitted contact information for two written references and participated in a personal interview. We have ongoing training and professional development for our teachers throughout the school year and consider it an honor to partner with all of our families.

This Parent Handbook should answer many questions regarding policies and procedures. The calendar will list all dates and events. We will use email for any emergency information or special Bethel World Outreach Church events that may interest your child or family. **ChildPilot notes will be sent home daily.** Any messages or instructions for your child's teacher must be in writing or via our ChildPilot App. We ask that you not "visit" with your child's teacher at arrival or dismissal; however, if you need to talk to the teacher, a conference can be scheduled with your child's teacher through the director. Please know that you can share any concerns or questions with the MDO director.

To reach our Bethel MDO's director, Jodie Almaguer, please email bethelmdo@bethelworld.org or call 615-346-1340.

ARRIVAL

When you arrive each morning with your child, you will enter Bethel World Outreach Center portico to the left of ENTRANCE B. It is the last pair of doors (facing Granny White). Please do not park in the handicapped parking areas or the fire lane. Also, please drive slowly and cautiously, as small children are unpredictable. Key fobs will give access 5-10 minutes before drop off and pick up.

DEPARTURE

The pick-up person must be listed on the child's transportation list on their student form, so it's crucial to list all the people you allow to pick up your child. Let the teachers know if the drop-off person is not the same as the pick-up person. As teachers learn each child's familiar contacts, they will question anyone they do not know. If one of the parents or regular guardians is not picking the child up, the alternate pick-up person picking up the child must present a photo ID. Your child will not be released until their identity is confirmed and cross-checked with the transportation form. Your child will only be released with both confirmations. Children will only be released to siblings if they are over 18 and their name is listed on the transportation form. Children will not be released to anyone whose behavior suggests that the child may be put at immediate risk.

PERSONAL ITEMS

A diaper bag or backpack for your child's belongings can be sent daily or you can utilize the space we provide on site to keep items that can stay here. Please ensure your child has all the items they need for the day. Clothing should be comfortable and easy to put on and remove for pottyng. Children should wear washable clothes that enable them to have fun, play and do art without fearing "getting dirty." Please provide a complete change of clothes, including socks, in your child's backpack in a ziplock bag with your child's name on it. Please remember to label all clothing with your child's name. Please send a jacket or coat when the weather is chilly. Please send age-related items such as diapers, pull-ups, an extra change of clothes, sippy cups, bottles, formula, etc. Please label everything, including pacifiers, diapers, sippy cups, bags, backpacks, jackets, etc. Each child will have a space to leave items that can stay here such as crib sheets, diapers, and extra clothes.

*Items that will need to be sent daily are lunches/food and a water bottle/bottle (NUT FREE) and must be labeled.

*Please do not bring toys to school except for naptime use only. The extra toys distract from the day and can cause problems with other children. If a child comes with a toy, teachers will put the toy away until the end of the day.

NAPS

Each day your child will have an opportunity to take a nap. We encourage them to have a quiet time to rest and help them in the middle of the day. Each classroom has a set time in the day for naps. Depending on your child classroom you will need to bring certain items for them.

- **Infant/Crawler:** Crib sheet & a sleep sack
- **One's:** Nap mat with cover (crib sheet, blanket, pillowcase)
- **Two's:** Cover (crib sheet, blanket, pillowcase) for their cot which is provided
- **Three's:** Nap mat and cover (crib sheet, blanket, pillowcase)

*Other items that can be brought in are pacifiers, blankets, and stuffed animals.

*These items MUST be labeled with your child's name

*Crib sheets/covers will get sent home to be washed throughout the month.

WEATHER/SAFETY POLICIES

If Metro City schools are closed because of weather, our MDO director will evaluate weather conditions daily and decide if we will be in operation. There will be no make-up days for missed school closure due to inclement weather.

ILLNESS

Our staff strives to maintain the highest standards of cleanliness. Our classrooms are sanitized before and after each use. All classroom toys and surfaces are sanitized for children's use. Illness results in a greater need for care than the staff alone can provide without compromising the supervision of the other children in the classroom. One of the best ways to prevent the spread of disease is to exclude ill children until they are well. We need your help with this. Please do not bring your child to Bethel Mother's Day Out if they are ill. If a child becomes sick at Bethel MDO, the parent will be called to come for their child. A wellness policy helps us to maintain a healthy environment for all our children.

***Your child will not be able to come that day if he/she shows these symptoms.**

- Fever in the last 24 hours- medicine free (Giving a fever-reducing medication to bring them in is not allowed).
- Heavy nasal discharge other than clear
- Extreme "wet" cough or croup cough, chronic, consistent cough (wet or dry)
- Shortness of breath
- Rash of any kind/ besides diaper rash unless a doctor has given clearance
- Open wounds must be treated with bandages and covered
- Red, runny, or oozing eyes
- Diarrhea or vomiting within the last 24 hours

Occasionally, we are made aware that a child will have contracted a contagious disease. We will notify parents by email as soon as the program is aware of the exposure. The ill child will not be allowed to return to Bethel MDO until the period of contagion has passed. Please notify the childcare director if your child has been in Bethel MDO and has a contagious disease such as pink eye, lice, ringworm, scabies, chicken pox, Covid-19, etc. **We will NOT administer any medication to children while they are in school. If your child has an epi-pen, please make arrangements to show classroom teachers the proper procedure for issuing it should it be needed for an allergic reaction.**

EMERGENCY PROCEDURES

There will be staff onsite at Bethel Mother's Day Out that are First Aid and CPR certified and will take the appropriate measures to handle any emergency. In case of serious injury, we will call 911 and contact a parent. An ambulance will take your child to your preferred hospital or Vanderbilt Children's Hospital. We have a fire plan and a tornado plan in place. We will contact persons listed on your Emergency Contact Form if a parent cannot be reached. Evacuation and active shooter routes are listed in each classroom, and teachers have practiced a mock evacuation during training. A fire or tornado drill may be conducted yearly while your child is at Bethel MDO.

SECURITY PROCEDURES

In light of our commitment to providing a safe and secure environment for the children under our care, we would like to emphasize and clarify the security procedures for our facility. These procedures are designed to ensure the safety and well-being of our staff, children, and visitors. Please familiarize yourself with the following guidelines.

1. **Locked doors:** All entrance doors to the building will remain locked at all times. The inside main MDO pair of doors will be secured 30 minutes after drop off and remain locked until pick up.
2. **Key fobs:** Access to the building will be granted through key fobs provided to our parents. Parents may receive up to 2 key fobs per family with a \$10 deposit for each one. The key fobs will allow access only during drop off and pick hours.
3. **Blink doorbell:** If you come past the designated times you must ring the doorbell and we will allow entrance upon verification. Please make sure to message us through Brightwheel when to expect you if you are running late or have an earlier pick up time.

DISCIPLINE POLICY

Children of all ages feel more comfortable with their surroundings when they know what is expected. Therefore, we ask that all of our parents help us encourage the children to develop positive attitudes and general respect for teachers, aides, fellow students, and the building in which we fellowship, worship, learn, and play together. Our rules and boundaries will be established to ensure the safety and well-being of all children enrolled in our program.

Children are not allowed to:

- Hurt themselves
- Hurt others
- Destroy property

Our suggested course of discipline is as follows:

- Warning or Redirect depending on age
- Time out (away from others)
- Loss of privileges
- Parent conferences
- Removal from the program if no significant improvement

*No time shall any of our Bethel Mother's Day Out staff use corporal punishment.

*Parents will be made aware of any unsafe or unruly behavior about their child from the teacher or director the day of the incident.

OTHER GENERAL PROCEDURES

LUNCHES: Children in our toddler classes and up must pack a healthy lunch daily. Please provide a lunch box that will keep items warm or cool. We also ask that you provide foods that your child enjoys eating and that is easy for your child to eat independently. **Bethel Mother's Day Out is a nut-free program! Nuts or nut products are prohibited in the classrooms (including peanuts, tree nuts, almonds, cashew butter, etc.)**

SNACKS: We will provide a safe snack such as the following:

Saltine Crackers, Animal Crackers, Graham Crackers, Pretzels, Cheese Crackers, Dry Cereal Mix, Goldfish, Fruit Snacks, Puffs, and Veggie Straws.

*Please be sure you have informed us of any food allergies on your child's application, and we will accommodate their needs.

BIRTHDAYS & CELEBRATIONS

Birthdays are a special day for a child. Parents may provide treats such as cookies for children in the classroom. Please notify teachers if you are bringing in a special treat. Nuts or nut products free!

CONTACTS

MDO Director: Jodie Almaguer

MDO Admin: Jacinda MaGee

bethelmdo@bethelworld.org or 615-346-1340

Website: <https://www.bethelmdo.org>

Please contact our Bethel Mother's Day Out with any questions or concerns.

We are here to make your child's experience with us a great one.