



“Open Hearts. Open Minds. Open Doors.”
First United Methodist Church
Bainbridge, Georgia

Mother’s Morning Out Ministry

2018-2019 Parent Handbook

We welcome you and your child to the Mother’s Morning Out program of First United Methodist Church Bainbridge, Georgia. We provide a Christian atmosphere in which your child can learn to work and play with other children his/her own age. The curriculum includes chapel time, music, art, sensory activities, story-time, and exposure to letters, shapes, numbers, colors, and other pre-academic concepts. The activities we plan are age-appropriate and encourage development while allowing each child to learn at his/her own pace. Parent involvement is very important to us. If you have any questions or concerns please feel free to share them with us.

Enrollment:

Caterpillar Class:

- Ages 12 months to 2 years old
(The child must turn 12 months old before September 1st)
- Meets Mondays and Wednesdays
- Hours of operation 9am- 12pm

Grasshopper Class:

- Young 2 year olds
(The child must turn 2 years old before September 1st)
- Meets Mondays and Wednesday
- Hours of operation 9am-12pm

Butterfly Class:

- Ages 2 years to 4 years old
(The child must turn 2 years old before September 1st)
- Meets Mondays, Tuesdays, and Wednesdays
- Hours of operation 9am-12pm

You may schedule a “meet and greet” with the director of MMO and teachers on Wednesdays.

We follow the Decatur County public school calendar, and our classes will be closed according to their holiday schedule.

Program Starts: Monday, August 6th Last Day: TBA

*To enroll: Please submit the attached registration form, registration fee, 1st month's tuition, and schedule an orientation with the director.

Tuition and Fees:

An initial registration fee of \$40 is due at the time of enrollment. This fee covers special activities, holiday crafts, and extra snacks/supplies.

Tuition for the 2018-2019 school year is a monthly fee of \$130 for two day classes, and \$155 for 3 day classes. The average month will contain 8 half-days for the Caterpillar and Grasshopper Classes and 12 days for the Butterfly Class. If you choose to enroll your child one day a week the monthly tuition is \$80. There is a 10% discount available for families enrolling more than 1 child.

We do not refund tuition for absences, holidays, or any event that would require your child to leave the MMO program. Tuition is to be paid no later than the 2nd day of classes each month.

There is a \$20 late fee for not paying tuition on time. Make checks payable to First United Methodist Church, and include your child's name and MMO Tuition in the "memo" section of the check.

Supplies: You will receive a supply list of common items we use in the classroom. Please send these supplies with your child during the first week of classes.

Snack LIST for the Grasshopper and Butterfly Classes: We periodically ask parents to purchase and bring snack items for the entire class. This helps keep our tuition costs lower. You will receive a snack request sheet asking for specific items when our supply needs replenishing

What to Bring:

Caterpillar Class- (12 months to 2 year Group):

- Diaper Bag (diapers, wipes, etc)
- Snacks for your child
- Sippie Cup for your child (filled with liquid of your choosing)
- Weather appropriate attire, bug spray, sunscreen
- Label all items -Please do not bring toys from home

Grasshopper Class- (2 year old Group):

- Backpack/bag
- Change of clothes (all clearly labeled)
- Diapers/pull-ups /wipes if needed
- Weather appropriate attire
- Bug spray, sunscreen
- Label all items -Please do not bring toys from home

Butterfly Class- (2 – 4 year old Group):

- Backpack/bag
- Change of clothes (all clearly labeled)
- Diapers/pull-ups /wipes if needed
- Weather appropriate attire
- Bug spray, sunscreen
- Label all items -Please do not bring toys from home

Please send your child in play clothes!! We love to create learning experiences with your child that often involve getting messy! Your children will be learning through paint, outside play, and other sensory materials that may get on your child's clothes.

Policies and Procedures:

Drop Off/Pick-Up:

Hours of Operation: 9:00am- 12:00pm (drop off no earlier than 8:30am)

Drop Off: Please park in the church parking lot located on Florida Street across from the FUMC Sharpe building. Walk your child across Florida Street into the Sharpe Building. The Caterpillar class is located in the church infant nursery. The Butterfly classroom is located at the end of the hall (once you enter the building-take a right down the hallway).

Pick Up: Please pick-up your child at the drive-through located behind the church. This driveway can be found by following Shotwell Street and turning right immediately past the church sanctuary beyond Florida Street.

For the 12 month-2 year group- please pick up your child in the nursery.

Security/Safety Procedures:

-The front entrance to the Sharpe Building will be locked at 9:15 am every morning. If you are planning to arrive late please inform the MMO director so that the door can be opened. Children will not be released to anyone other than the parent/guardian or persons listed on the registration form. Photo identification might be requested for verification.

-Church entrances are closely monitored by cameras and front office staff.

-FUMC requires that the MMO program follows the United Methodist Church's "Safe Sanctuaries" policy which includes having at least 2 adults in each classroom, observing appropriate adult-child ratios, and completing background checks on all adults working with children.

-You will be contacted directly by MMO director about any situations that concern your child's safety.

-Failure to pick-up your child by 12:15 will result in the MMO staff contacting persons identified on your registration form under "emergency contacts". If contacts on the emergency contact sheet are not reachable the Decatur County Sherriff's Department will be contacted to do a welfare check at your home.

Snacks:

Children enrolled in the Caterpillar Class (12 months-2 years) are encouraged to bring their own snack and sippy cup. We are PEANUT FREE facility so do not bring any snacks with peanuts or peanut butter.

Grasshopper and Butterfly Classes (Ages 2 years – 4 years): We ask for parents to bring 2 items at the beginning of the year for snack time that will feed the entire class (ex. Box of Goldfish, bunch of bananas). We are feeding approximately 10-12 children per class and this helps us keep costs low.

****BIRTHDAY SNACKS****- We LOVE to celebrate birthdays at MMO. You may bring cupcakes, cookies, etc. for snack time on the day of your child's birthday. Please consult with the Director about allergy concerns before bringing ANY special snack.

Vaccination Policy:

Please be advised that we do not require proof of vaccinations for children to be enrolled in the MMO program. Therefore, your child may be enrolled in a class with other children who have not been vaccinated. We at MMO respectfully allow each of the families in our program to make the best choices for their children based on this information.

Sickness Policy:

Please do not send your child to MMO if he or she has: nausea or vomited within 24 hours, fever within 24 hours, runny nose with green/yellow discharge, diarrhea within 24 hours, conjunctivitis, the flu, or any other communicable illness.

General rules for returning to school:

- 1) Child must be on antibiotic therapy for 24 hours before returning and/or
- 2) Fever free for 24 hours-WITHOUT fever reducing medication and/or
- 3) Symptoms have subsided

If your child becomes ill at MMO program we will contact you to pick up the child. Please notify the director if your child is diagnosed with any contagious disease or illness. We will notify other parents of the possibility of exposure to their child.

Head Lice-

As with our sickness policy, we have a no attendance policy regarding head lice at MMO. If we detect head lice in our classrooms, all children will be checked and parents will be notified. Any child with live lice and/or eggs (nits) will be sent home until treatment is administered and he/she must be completely lice free before they are permitted to return to school.

If your child has ANY allergies we must be informed-

Please let us know if your child is taking any medication and inform us of the possible side effects. However, we are not allowed to administer medications other than basic first aid for bumps, bruises, and scratches.

If your child is injured at MMO we will inform you the day the accident occurs.

Discipline:

Appropriate socialization skill building is a goal of the Mother's Morning Out Program. Skills such as sharing, taking turns, and cooperating with teacher and other students is important for their educational future. We believe in positive discipline by reinforcing appropriate behaviors through praise and rewards and correcting inappropriate behavior through redirection, setting clear limits, removing child from the group, and providing individual attention to help a child with a particular situation.

Many children go through stages of biting and hitting. If a pattern occurs, a conference will be arranged to discuss appropriate disciplinary action.

Potty-Training:

Please inform your child's teacher(s) if you are in the process of potty-training. We will do our best to reinforce your method of training.

Separation Anxiety:

Separation anxiety is a common developmental trait that causes concern for many parents. The staff at MMO is trained to handle separation anxiety through redirection, positive reinforcement, and other behavior modification techniques. We ask parents not to linger in your child's classroom for too long in effort to limit disruptions in classroom management. We encourage you to discuss any concerns regarding separation anxiety with the director and teachers.

Developmental Concerns:

Please address any developmental concerns with your child's teacher(s). We will do our best to address these concerns in the classroom. If your child is receiving SLP, PT, OT or early intervention services please inform the director so that we can make accommodations for your child if necessary.

Curriculum and Schedule:

Our curriculum includes age-appropriate activities to encourage: Language and Literacy, Cognitive Development, Social/Emotional Development, Physical Development (gross and fine motor) and Spiritual Development. It includes: child and teacher initiated activities, large and small group interaction, alternating periods of quiet and active play, daily out-door activities (weather permitting), music and movement, developmental and age appropriate spiritual concepts.

We put a strong emphasis on Christian based holidays and events with little importance focused on secular events/characters (Santa Claus/Easter Bunny). The MMO program participates in mission activities throughout the year striving to teach the concepts of giving and helping others. One mission program we participate in is the FUMC food bank that provides 30-40 families with food every week. All we ask of our families is to clean out their pantries occasionally!

Daily Schedules:

Each day includes instruction to encourage pre-academic and developmental skills based around an academic theme while providing time for socialization during snack time and out-door free play. A strong emphasis is also put on Christian development through chapel time.

Daily Schedule: EXAMPLE

8:30 am-9am: Drop-off

9am-9:15am: Station play/sensory exploration stations/social interaction

9:15-am-9:30am: Circle Time (Potty Time)

9:30-10am: Outdoor play (weather permitting) or indoor games

10:00-10:30: Music/Enrichment Programs

10:30-10:50 am: Snack Time and Potty Time

10:50-11:10: Chapel time and Story time

11:10-12:00: Art and Crafts

12:00: Pick-up

(Schedule is subject to change depending on weather and special planned activities.)

(The 12 month- 2 years group maintains a slightly different schedule.)

MMO Staff:

**The staff of MMO posts weekly announcements, pictures, and updates on our facebook page
"Mother's Morning Out at Bainbridge FUMC"**

Cindee Madding-Director/Lead Teacher of Butterfly Class

Victoria Cay-Lead Teacher Grasshopper Class

Marisa Jasinski-Lead Teacher Caterpillar Class

Jessie Thornton-Floating Classroom Assistant

Miranda Whitaker-Floating Classroom Assistant

Chelsee Crews-Floating Classroom Assistant

Church Activities:

FUMC invites you and your family to participate in any of our weekly activities. There is a place for you and each of your family members! Please read our weekly schedule below. By giving us your email address you will automatically be put on our mailing list to receive our weekly bulletin. We put a strong emphasis on worship and spiritual growth through various weekly ministries. We pride ourselves in our Children's Ministry, Music Ministries, Youth Ministry, and Outreach/Missions. Please visit our website (www.bainbridgefirstumc.org) and Facebook (Bainbridge FUMC) sites for updated schedules. We also post program pictures on these sites.

WEEKLY CHURCH CALENDAR (Beginning in August)

SUNDAYS

*9:00 AM-----Contemporary Service, J. O. Smith Building
*9:45-10:45 AM-----Sunday School, Sharp Building and Adult S. S. Building
*11:00 AM-----Traditional Worship Service, Sanctuary
4:30 PM-----Youth Choir Rehearsal, Choir Room
5:00 PM-----Children's Snack Supper(1-5), J. O. Smith Building
5:30 PM-----Children's Fellowship (1-5), Sharp Building
5:30 PM-----Youth Snack Supper, J. O. Smith Building
5:45 PM-----Handbell Choir Rehearsal, Handbell Room
6:00 PM-----1 Timothy 4:12 UMYF (Youth/Gr. 6-12), Youth Basement

WEDNESDAYS

3:00 PM-----Knitting/Crochet Ministry, Simmons Parlor
5:30 PM-----Two Year Old Music Group, Circle Room
*6:00 PM-----Christian Fellowship Dinner, J. O. Smith Building
6:25 PM-----Preschool Music and Arts, ages 3-4, Circle Room
6:25 PM-----Children's Worship Arts (Grades K-5), Drama Room
6:30 PM-----Youth Small Group Bible Study, Youth Basement
*6:40 PM-----Adult Bible Studies, Adult S.S. Building
*6:45 PM-----Study led by Pastor Mike, Reynolds Chapel
*7:30 PM-----Chancel Choir Rehearsal, Choir Room
*nursery provided

Schedule is subject to change

Please Note: Throughout the week we also offer other Bible studies and small group opportunities for adults. Please visit our church website bainbridgefumc.org or like our Facebook page for updates and general information!

We are excited to have you and your child joining us at Mother's Morning Out. Please contact the Director if you have any questions or concerns!

Church Staff Information

Rev. Mike Brown, Pastor	Ida Cooksey, Children's Director
Gaye Herndon, Director of Music Ministries	Steven Hayes, Youth Director
Mary Nell Lovering, Financial Secretary	Ruth Masciarelli, Secretary
Lauren Turner, Events Coordinator	

Church Office: 246- 1864

Parent Handbook

Name of Child: _____

I, _____, have received and read the FUMC, Bainbridge MMO Parent Handbook. My signature indicates I have read, understand, and agree to adhere to the policies and procedures published in the MMO Parent Handbook.

Signature _____

Date _____