



Handbook 2022-2023

Green Acres Baptist Church

1607 Troup Hwy
Tyler, Texas 75701
903.525.1122
www.gabc.org

Operational Policies for Our Families

PHILOSOPHY

The philosophy of the Mother's Day Out program at Green Acres Baptist Church is based on Luke 2:52, "Jesus increased in wisdom and stature and in favor with God and man."

WHAT IS MDO?

Mother's Day Out is a weekday ministry providing preschoolers with quality social experiences in a Christian atmosphere. Children learn to work, play, and share together under the direction of a loving, caring staff. Teachers plan activities that meet the special physical, mental, social, and spiritual needs of children.

WHAT DO WE OFFER?

ABC Jesus Loves Me curriculum is a comprehensive, research-based preschool curriculum focusing on Bible, academics, and development.

- A. Children learn to interact with friends in the same age group by taking turns, cooperating, and practicing self-control. These experiences help contribute to a child's social and emotional development.
- B. Children improve motor development and control by using appropriate equipment with space and freedom.
- C. Children develop intellectually through stimulation, thinking and reasoning, and opportunities appropriate for each age group.
- D. Preschoolers discover the beauty of God's world, experience the wonder of God's love, and develop the understanding that each child is a very special person.

WHO CAN COME?

Children from 2 months to 5 years (pre-kindergarten) may attend our MDO program. There are activities especially designed for each child's age group. Children are placed in classes with others of their same age group. *Your child must be potty trained to enter the 4-year-old class in September.

FEES: Registration: \$50.00 per child is due at the time of registration and is non-refundable.

Tuition: Tuition is based on a nine-month school year which is divided into equal monthly payments. No money is refunded due to illness, vacation, or any other missed days as tuition is an annual fee. September tuition is due Aug. 1. October-May tuition payments are due at the first day of each month.

Two Day (Monday and Thursday): \$1,530.00/\$170 mo.
\$10 discount for monthly tuition for siblings

One Day (Monday or Thursday, must specify at registration): \$990/\$110 mo.
\$10 discount for monthly tuition for siblings

PAYMENT

Your child is enrolled in the MDO program upon completion of the registration form and payment of registration fee. Tuition is due by the first day of each month, with the exception being September tuition which is due August. 1. Invoices will be emailed before the end of the month. Payments are made online through the Brightwheel app. More information about the Brightwheel app and how to set up your child's

profile and billing account is included in this handbook. Refunds are not given for missed days or vacation. **If child is absent for any reason, payment is still due on time or late fees will apply.*

Tuition received after the 1st MDO day of each month will be subject to a \$10.00 late charge per MDO day thereafter, and payment must be made by the end of the month to maintain your child's spot for the next month. This will be enforced unless the preschool associate is informed of unusual and extenuating circumstances. Please contact the preschool associate as soon as possible with any issues or problems that could contribute to late payment. Failure to pay by the end of the month could result in your child being dismissed from the program.

BRIGHTWHEEL APP

We use Brightwheel not only for payment, but as a tool for classroom management, communication, photos, videos, and much more. Brightwheel is the industry leader in early education, proven to save time for staff, allowing for measurably more time with students while also delivering a much better experience for parents. We are excited to be adding this state-of-the-art system and hope you enjoy it!

Easy steps to follow:

- 1. Create a free Brightwheel account.** When parents receive an invitation via email or text, we ask that they create a free parent account using either the web or mobile app. Parents should use the same email address or cell phone number they gave us at registration.
- 2. Confirm your child's profile.** Add your child's picture and any other information that would be helpful. Add any other family members and approved pick ups. Here's a helpful chart:

	Parent	Family	Approved pickup	Emergency contact
Create a brightwheel account	✓	✓	✓	
Can check-in & check-out	✓	✓	✓	
View activity feed	✓	✓		
Send and receive messages	✓	Send only		
View child's profile	✓			
View and pay bills	✓			

- 3. Set your account preferences.** You can adjust your notification preferences within your profile settings on the app.
- 4. Add your payment information.** Brightwheel offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. Please add your payment information.

OPERATIONAL HOURS

MDO program hours are Mondays and Thursdays beginning at 9:00 a.m. and ending at 2:30 p.m. MDO starts the Monday after Labor Day and finishes in mid-May. MDO is closed during Thanksgiving week, from the middle of December through the beginning of January, and during Spring Break week. Specific dates are communicated through monthly newsletters, messages in Brightwheel, and/or through email (to the email address provided at registration). In addition, we follow the Tyler Independent School District inclement weather plan.

DROP OFF

Drop off begins no earlier than 8:50 a.m. Please enter through the Children's Lighthouse doors (door #33) each day to drop off your child. If for some reason you arrive early, you must wait on the sofas in our lobby until 8:50 a.m. Please have the Brightwheel app opened on your phone at drop off. We will have a QR code outside the door or you can use your 4-digit pin to check your child in. (You will use your phone to check in/out your child.) Please make sure any "approved pickups" also have the app if possible. It helps our drop offs and pickups to go more smoothly.

PICK UP

Our program concludes at 2:30 p.m. You are required to check your child out through the Brightwheel app. If you are later than 2:40, your child will be sent to the preschool desk, and you will be charged a \$10.00 late fee. After 2:40 you will be charged \$10.00 for every 10 minutes that pass. The late fee is **payable immediately**. If there is an emergency that precludes you from picking up your child on time, please call 903.525.1122 to inform the kids ministry staff that you will be late (however, **late pick up fees will apply**).

If someone other than you, your spouse, or regular caregiver will be picking your child up from MDO, it is your responsibility to inform your child's teachers ahead of time, in person, who that individual will be. If possible, please add your "approved pickups" to Brightwheel and ask your "approved pickups" to use the Brightwheel app. If "approved pickups" will not be using the app, we may require your child's "approved pick up" to provide us with identification information.

It is not our policy under normal circumstances to accept changes in your child's pick-up plan based on phoned-in information; however, in an emergency, and with appropriate identification information in our possession, we will accommodate your request. We ask that you supply us with the full name of the person who will pick your child up so that upon check out we can verify the identity of that person. Please inform any individual who will pick up your child that he/she must be prepared to provide proper identification, preferably a driver's license, to MDO staff upon arrival to ensure your child's safety.

POLICY CHANGES

Parents will be notified of operational policy changes in writing through regular monthly newsletters, through messages on Brightwheel, and/or through email (to the email address provided at registration). Parents are encouraged to speak with the preschool associate if comments, questions, or concerns about MDO policies or procedures arise.

WITHDRAWALS FROM MDO

A two-week notice given to the preschool associate is required to withdraw from MDO. If this notice is not given, payment for the month will be required.

FOOD AT MDO

It is your responsibility to notify your child's teachers of any allergies. Please add this important information to your child's profile in Brightwheel. Each child should bring a lunch to eat. If possible, please send items your child can feed to himself/herself and that doesn't require refrigeration or reheating. No nut products. Please let teacher know if you are sending sun butter products which are allowed. Please include any utensils that may be needed. Please send a spill-proof cup and a bib if your child needs it. Please label these items.

Pizza Lunch Day: On the last Thursday of each month, we will have an option pizza lunch for the students older than 16 months. Please send \$1 per slice and sign up at the preschool desk by 9:30 a.m. on Pizza Day. Please send a drink for your child. If you do not wish for your child to participate, please send a lunch on that day.

***LABEL TOP AND BOTTOM OF ALL CONTAINERS WITH CHILD'S FIRST AND LAST NAME.
NO GLASS CONTAINERS.***

WHAT TO BRING EACH DAY

1. Each child should have a backpack to hold his/her belongings. **Check your child's backpack daily!**
2. Each child who is not yet potty-trained will need to have three labeled disposable diapers for each school day. Mother's Day Out provides wet wipes.
3. Each child should have an extra set of clothes in their backpack. Please label this clothing, as well as any sweaters, jackets, or accessories that your child might use for outside play during the school day.
4. You may bring a spill-proof cup and a bib if your child needs it. Please label these items.
5. Kinder mats for naptime will be provided for toddlers and older. (The oldest pre-kindergarten class will not nap.) Please provide a crib-sized sheet for your child to use on the nap mat. Parents of toddlers 14 mo-23 months, please ask your child's teacher if you need to provide a crib sheet. You can send the sheet on Mondays, and we will send it home on Thursdays. If your child only comes on one day, please send a sheet each day. You may also provide a blanket and /or a "lovie" item that might help your child rest.
6. Other than the comfort item your child might want to have at rest time, no toys, games, candy, or gum should accompany your child into his/her class. All toys should be left at home. This rule is meant for the safety and happiness of all the children.

WHAT TO WEAR TO MDO

Children come to MDO to have fun and be involved in art activities, so please send your child in comfortable clothes and shoes. Please dress babies in layers. Since toddlers and older children spend time on the playground almost every day, please *send your child in closed-toe shoes*. Toddlers and older children should dress warmly during winter weather for outside play.

REST TIME

All classes except for the oldest pre-kindergarten class will rest daily. Older children will rest on kinder mats. Your child will not be required to sleep during this time, but he/she will be expected to be quiet and restful.

DISCIPLINE

Our primary goal is to love your child. With that in mind and understanding that all children need boundaries, your child will be disciplined if his/her behavior requires it. Should a behavior problem arise, your child will be asked to sit quietly for a short period of time to “think.” This differs from traditional “time-out” since the word “time-out” connotes punishment. You will be notified at the end of the day if your child has had to take time to “think.”

Should a biting occur, (1) the biter will be asked to sit quietly for a short period of time to “think.” (2) both parents of the biter and other child will receive a Biting Report, and (3) if the biter is old enough, he/she will attempt to help make the situation better by helping to hold an ice-pack on the wound. We believe that a bad situation can be a learning situation for all. We encourage our children to love their friends, and we will help them understand their responsibility to attempt to make their friends feel better. If a child bites for a second time in one day, he/she will spend a period of time separated from the class with an MDO staff member, and parents will be called. If the child bites for a third time in one day, his/her parents will be called to come get the child. The child can return to MDO the next school day with a clean slate.

CHRONIC BEHAVIOR PROBLEMS

On rare occasions a child may continually behave in a manner which is disruptive to the entire class. When this occurs, and sitting quietly becomes an ineffective option, his or her parents will be called to pick up the child. If this occurrence becomes a pattern, the parents may be asked to withdraw his or her child from the program.

ILLNESS

For the protection of all children at Mother’s Day Out, please keep your child home if he/she has any of the following symptoms:

- Fever of 100 degrees or more at arrival or has had a fever in the previous 24 hours

- Vomiting

- Heavy discharge from the nose

- Any discharge from the eyes or ears

- Diarrhea (defined as two loose stools within a short period of time)

If your child becomes ill during the school day with any of the above symptoms, you will be contacted immediately. Please notify us if your child has been exposed to any contagious disease. These conditions are among those categorized as highly contagious, and it is our policy to keep all children and teachers as safe and healthy as possible. ***If your child has been sick with a fever, he/she must be fever-free, without the aid of any medication for 24 hours before returning to MDO.***

If your child becomes ill during the school day with any of the above symptoms, he/she will be separated from other children, and you will be contacted immediately. Your child should be picked up from MDO as soon as possible. Children must be healthy enough to participate in outdoor activities before returning to the program. Please notify us if your child has been exposed to any contagious disease (including, but not limited

to, pin worms, viral infections, measles, mumps, chicken pox, scarlet fever, fifth disease). These conditions are among those categorized as highly contagious, and it is our policy to keep all children and teachers as safe and healthy as possible. ***If your child has been sick with a fever, he/she must be fever-free, without the aid of any medication for 24 hours before returning to MDO.***

MEDICINE AND EPI PENS

We are unable to dispense medications in class. Should a treated illness require medication during the school day, please contact the Preschool Associate to make appropriate plans. If a medical situation arises beyond the scope of our care, we will contact parents and call 911 if necessary.

If your child has an EPI pen, please let us know. Please leave the EPI pen with Kids Ministry staff at drop off, and we will keep it at the preschool desk. We also will ask you to fill out a medical form to keep with the EPI pen. Kids ministry staff is trained to use EPI pens in cases of emergency.

INSURANCE

It is the policy of Green Acres Baptist Church and Mother's Day Out to inform all participants that the church and its programs are covered by insurance policies for bodily injury and property damage. Any questions regarding insurance coverage should be directed to the preschool associate or children's minister.

BIRTHDAY CELEBRATIONS

The teachers plan to give each child special recognition on the Monday or Thursday nearest to their birthday. Parents may provide a special snack on that day (Small-sized treats are preferred). Please make arrangements with your child's teacher if you plan to send a special snack.

PARENTAL INVOLVEMENT

We, at Mother's Day Out, want you to feel connected to the program. Join the private Green Acres MDO Facebook group! We also encourage parents to sign up to send an item for your child's class parties at Thanksgiving, Christmas, Valentine's Day, Easter, and/or End-of-the-Year celebrations. We look forward to working with you and growing together in God's love.

CHURCH INFORMATION

Green Acres is transforming lives with the truth of Jesus! We invite your family to join us on Sundays!

8:30 a.m. and 11 a.m.* in the Worship Center.

**Bible Study and childcare is provided for babies through pre-K during worship services.*

9:45 a.m.

Connect Bible Study Groups for all ages

Office Hours: Mon-Fri: 8:30 a.m. to 5 p.m.

Website: www.gabc.org

Questions? Email gabckids@gabc.org or Call 903-525-1122

Please make sure you have set up the Brightwheel app and logged into your child's account. Please have the app opened on your phone at drop off. We will have a QR code, and you will use your phone to check in/out your child. Please make sure any "approved pickups" also have the app if possible. It helps our drop offs and pick ups to go more smoothly.

Using Brightwheel for check in and check out is super easy and quick! We will help you! No worries!

MISCELLANEOUS INFORMATION

- Drive-through drop off will be from 9 to 9:45 a.m. in the driveway between the preschool building and the adult ministry building. The one-way driveway is accessible from Troup Hwy and Dulse Street. Please use the drop-off lane (right side lane) closest to the preschool building.
- Please enter and exit through door 33 of the Children's Lighthouse.
- Please label all items for your child including bottles, sippy cups, jackets, diaper bags, etc. If possible, please pack lunch foods that are easy for your child to feed himself/herself and that don't need to be cooked or warmed. Our preschool building is nut free. Please do not send any nut products.
- You will use the Brightwheel app to check in your child each morning. Right before you do the final click to check in your child, there is a tiny spot to click and "add info," and you can type in times for "woke up, last ate, last potty" and leave any other notes for your child's teachers if needed.
- You also can add notes on your child's Brightwheel profile that the teachers can see.
- You also may message the teachers through Brightwheel.
- During drop off, please reassure your child that you will return soon and that the child will have a great day! Drive-through pick up will be at 2:30 p.m. in the driveway between the preschool building and the adult ministry building. Please use the outside lanes of the driveway (left or right sides).
- If you are not able to pick your child up, please make sure you have added any approved pickup people to your child's account. Please make sure your approved pickup people bring an ID.
- If you need to pick up before 2:30 p.m., please message your child's teachers through Brightwheel prior to arriving so we can be prepared.