

# MOM'S DAY OUT

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## *Lively Stones Parent Guide*

PARKWAY BAPTIST

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*This manual will provide information concerning the Lively Stones, Mom's Day Out Ministry at Parkway Baptist in Fort Oglethorpe, GA. It is our privilege to partner with parents in educating, equipping, and encouraging their children.*

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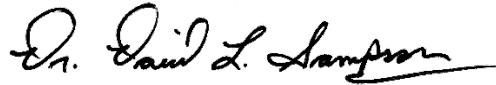
# Message from the Pastor

As the Pastor of Parkway Baptist, I want to thank each parent for entrusting your child(ren) with us. Our Lively Stones staff has worked diligently to make this ministry exciting and educational for your child(ren). We pray that your child(ren) will have an enjoyable time as we teach and celebrate new discoveries with them.

Our staff understands that when parents search to find the right programs for their children, it is like trying to solve the Rubik's Cube, frustrating and challenging. We take seriously your decision to trust us with the development of your child(ren).

I would like to take this moment to give you a great BIG welcome to our Parkway family, and I pray that your time spent with us will be rewarding.

Missional Until He Comes,



Dr. David L. Sampson  
Senior Pastor  
Titus 1:3



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# Ministry Staff

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1 Peter 2:5

*Ye also, as **lively stones**, are built up a spiritual house, an holy priesthood, to offer up spiritual sacrifices, acceptable to God by Jesus Christ.*

### **Purpose**

The purpose of having a ministry, such as Lively Stones, is to provide an additional arm of outreach from Parkway Baptist to our community. We believe in an active, hands-on approach to learning with children. Your child can plan on a lot of activities in singing, learning, and laughter in every experience. *Lively Stones Mom's Day Out* offers a flexible program that will help your child develop basic social skills. Our staff will assist your child in learning how to participate in a group, share with others, learn new games and songs, and, most importantly, learn how God loves them. We look forward to helping your child learn and make new friends at *Lively Stones*.

### **Enrollment**

We provide classes for Two, Three, Four, and Five-year-old children. Classroom placements are based on the child's age as of **September 1<sup>st</sup>**. No exceptions.

### **Price and Fees**

The first day will begin on **August 12<sup>th</sup>**. Thereafter, we will go by the Catoosa County School calendar. We will operate the ministry 4 days a week—*Monday, Tuesday, Wednesday, and Thursday from 9:00 am—1:00 pm*.

- **Age 2-5 yrs.....4 days a week (Monday – Thursday).....\$290 per month**
- **Babies—5 yrs.....3 days a week (Tuesday—Thursday).....\$250 per month**
- **Babies—5 yrs.....2 days a week (Tuesday and Thursday) .....\$200 per month**
  - Special events and Chapel are on Thursdays. The two-day-a-week program must include Thursday as one of the days. This eliminates any student missing special events.
  - **Early Care:** We will also offer early care, which begins at 8:00 am and costs **\$5** per day or **\$40** a month.

### **Multi-Child Discounts:**

- ✎ A **\$20** discount on the second child registered.
- ✎ A **\$30** discount on the third child registered.
- ✎ **Please Note:** 5-year-olds will be accepted only if they are 5 years old after the Catoosa County School cutoff date or are homeschooled.

## **All Registration Fees are Non-Refundable:**

- Registration fee.....\$75
- Tuition is due on the 1st of each month. Any payment made after the 10th of each month will incur a \$25 late fee.
- Thursday, we offer pizza lunch at the cost of \$4 per child.
- Field Trips will most likely be scheduled on Thursday. This is still considered a paid school day. **We cannot change days or give days in lieu of a field trip.**
- **We cannot change days anytime during the year. We staff accordingly. In the event of an emergency, we will try to accommodate. We must stay within proper ratio guidelines. If we can accommodate an extra day, the fee will be \$25.**

## **Late Pick-Up Policy and Fees:**

In the event we are not notified of an emergency, any child picked up after 1:00 P.M., a fee of \$5.00 will be charged to your account per child for the first 10 minutes. After 10 minutes, an additional fee of \$1 every minute will be charged to your account. After 15 minutes, we will begin to call the authorized escorts from the parent's list. If, however, no one responds to our calls, and the child has not been picked up by 1:30 P.M., we will notify the Fort Oglethorpe Police Department and register a report.

## **Daily Schedule**

We will teach basic phonics and numbers, and more importantly, we will teach them the Scriptures. We will offer crafts, playtime, snacks, and music during their time with us. **However, each child will need to bring their own sack lunch.** Each Thursday morning, we will have Chapel, and one of our staff or staff pastors will bring the lesson.

## **Curriculum and Check-in**

*The Curriculum* that we use is Bible-based and is designed to prepare children to develop social interaction, emotional responses, and basic motor skills. Recognition of letters, numbers, days during the week, and months of the year, are all parts of the fun of learning. Additional learning skills will deal with sorting, grouping, following directions, and communication skills.

*Use of Videos:* A recent study from the Education Development Center and the U.S. Congress-supported Ready To Learn (RTL) Initiative found that a curriculum that involved digital media could improve early literacy skills when coupled with strong parental and teacher involvement. Interestingly, the study focused on young children, and 4-5-year-olds who

participated showed increases in letter recognition, sounds association with letters, and understanding basic concepts about stories and print.<sup>1</sup> From time to time we will use videos to enhance learning through visual means along with teaching songs to the class.

***Our Check-In System*** makes our check-in process very easy for parents, and it allows our parents the peace of mind that their kids are protected and secure. The system allows the parents to provide our staff with all the needed information so that we can provide their child with the best experience possible.

## **Pick Up Policy**

1. Anytime a new person, or someone that the staff is not familiar with, is sent to pick up a child, he/she will be asked to show I.D., and they must be on the Parental Pick-Up sheet that the parent has authorized.
2. We ask that emergency contacts and the persons authorized to pick up your child who are listed on your application, be updated regularly. Please make sure that the people listed are able to pick up your child in an emergency.
3. Under **NO** circumstances will your child be released to anyone **NOT** on your list.

## **Security**

***Safety procedures—We are Child CPR Certified.*** We have established emergency operations to include— circumstances due to fire and evacuation procedures due to natural disasters or unforeseen circumstances. These procedures will be rehearsed throughout the year to ensure safety, and parents will be notified of all procedures during the orientation meeting.

***Background checks*** for all volunteers and employees in contact with children are extremely important both for child safety and the protection of Parkway Baptist. All of our volunteers and staff have completed the background check process and passed all requirements.

***Doors will be locked during operating hours.*** Anyone needing to enter the building during this time will need to ring the doorbell. A staff member will need to identify you before letting you in. This is for the safety of all our children and workers in the program.

## **Discipline**

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<sup>1</sup> ABC News Report: <http://abcnews.go.com/blogs/technology/2011/12/the-benefits-of-video-games/> (accessed July 2013).



Appropriate behavior will be praised. However, despite our attempts to encourage positive behaviors, children will still misbehave at times. When this occurs, we will treat this situation as an opportunity for teaching rather than punishment. When necessary, our method of discipline will be to warn the child that a “timeout” will result from misbehavior. The duration of the timeout corresponds with the child's age. For example: *(If the child is 2-yrs-old, their timeout can only last up to two minutes.)* Most likely, your child will only stay a few seconds in timeout. However, please know that we will never go beyond their age with a timeout. No physical contact will be used as a form of discipline. Biting cannot be tolerated. When necessary, the parent will be called to remove the child from the program for the rest of the day. If problems continue, parents may be asked to attend a meeting with an MDO representative and the Pastor.

### **Sick Policy**

1. If your child has any of the following symptoms and/or illnesses listed below, we require that you keep your child at home:

*Fever (it is considered a fever if a temperature is over 100° unless accompanied by other symptoms.)*

*Questionable Rashes  
Vomiting Impetigo  
Mumps  
Strep Throat*

*Green Runny Nose  
Chicken Pox  
Head Lice  
Flu*

*Diarrhea  
Measles  
Scarlet Fever  
Conjunctivitis (Pink Eye)*

*Any Communicable Disease.*

2. If your child is being treated with antibiotics, he/she should be on the medication for at least 24-hours before returning to the Lively Stones program. Your child should be fever free for 24 hours. In the case of a viral infection, children should be free of vomiting or diarrhea for at least 24 hours.

3. If your child has a continually clear runny nose or rash due to a non-contagious illness or allergy, please let us know. We realize that some symptoms hang on long after the child is no longer contagious. Remember that our goal is for all of our children to remain healthy and happy!

4. **No** medications will be administered at school under any circumstances. *(The only exception to this policy is in the case of serious childhood allergies.)*

**The Staff is trained to watch for the following allergic reactions:**

**MOUTH**     *itching & swelling of the lips, tongue, or mouth.*

THROAT	<i>itching and/or a sense of tightness in the throat, hoarseness, and hacking cough.</i>
SKIN	<i>hives, itchy rash, and/or swelling about the face or extremities.</i>
STOMACH	<i>nausea, abdominal cramps, vomiting, and/or diarrhea.</i>
LUNG	<i>shortness of breath, repetitive coughing, and/or wheezing</i>
HEART	<i>“irregular” pulse, “passing-out”</i>











5. If a child contracts a childhood disease following a class session, parents are asked to inform the Lively Stones Director so that they may inform the other parents to take preventive care. If a child appears ill during the time he/she is in class, they will be isolated, and the parents contacted.

**Disposable Gloves**—All teachers will wear disposable gloves when tending to the physical needs of children (such as diapering, wiping noses and drools, or tending to a bump or scrape that has broken the skin).

## Snack Time

If your child is allergic to certain foods, you must fill out an *Allergy Prevention Form* listing all food items your child(ren) are allergic to.

### **Snack we will not serve:**

-  Peanuts/nuts
-  Foods high in sugar content
-  Grapes, *unless cut in half*
-  Hot dogs
-  Citrus Food (*pulpy and with seed*)
-  Raw carrots
-  Raw celery
-  Seeds
-  High-sugar powdered drinks
-  Peanut butter









We believe that nutritious snacks are essential for young children’s optimal growth and development. The energy provided by healthy foods ensures that children will be ready to participate fully in the day’s learning opportunities. During snack time, we will be teaching the children that God expects us to take care of our bodies. We will help the class to learn to make nutritious choices and develop healthy eating patterns.

We will be diligent in maintaining a healthy, safe environment for food preparation and eating areas. Staff and children’s handwashing require consistent attention. Proper washing and





sanitizing procedures will be followed for cleaning tables used for eating, snack preparation surfaces, and snack equipment before and after use. The recommended procedure for cleaning eating surfaces involves washing tables with a soapy solution, then sanitizing them with a bleach-water solution. Tables should be dried with disposable paper towels. Staff will always wash their hands after wiping tables and before serving snacks. Child handwashing before snacks consists of washing hands with soap and water, drying hands with a paper towel, and going directly to a table. Snack times will be a prime opportunity for extending high-quality teaching practices and child learning outcomes.

- practice emerging independence by allowing students to set tables, serve themselves, and clear their places.
- interact in a pleasant social atmosphere as they participate with peers and adults in decision-making, sharing, communicating with others, and practicing good manners during family-style mealtime settings.
- learn healthy habits such as handwashing.
- develop mathematical understanding by counting and sorting during snack time.

### **\*Teachers or caregivers should wash hands...**

-  Upon arrival into the classroom or before beginning a teaching assignment outside the room.
-  Before preparing, serving, or eating food.
-  Before and after feeding infants or children.
-  After using or helping a child use the toilet.
-  After every diaper change.
-  After removal of disposable gloves.
-  After contact with body fluids (such as spit up, nasal discharge, tears, saliva, urine, stool, blood or vomits).
-  After handling soiled items.

### **\*Infants and children should wash hands...**

-  Before preparing, handling, or eating snacks.
-  After every diaper change.
-  After using the toilet.
-  After contact with body fluids.

*\*According to the Center for Disease Control, the proper method to wash hands is to wet them, rub soap into lather and rub hands together for 15 seconds. Rinse. The faucet should be turned off with a paper towel after drying your hands.*

# PARKWAY BAPTIST

*CHANGING LIVES ONE VERSE AT A TIME*

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Lively  
STONES

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