



**PRINCE**  
PRESCHOOL

## **Mother's Morning Out**

Parent Handbook 2023-2024





Dear Parents,

What an exciting time for your family. We feel privileged that you are enrolling your child(ren) at Mother's Morning Out, PABC. We commit our love and devotion to each child who is made in the image of God.

We're thankful for the dynamic, dedicated and passionate teachers we have who lead our Preschool. PABC believes that every child is a unique blessing from God. We will always have your child's best interest at heart.

We understand that each child is unique and needs affection in different ways. We are blessed to have the opportunity to minister to your child(ren) and to your family. We believe in the power of prayer and will be praying for your family daily.

If our staff can ever be of service to you and your family, please do not hesitate to call on us. We cordially invite you to worship with us each Sunday morning and join us for Bible studies throughout the week.

Serving Him,

Terri Henderson – Preschool & MMO Director, Prince Avenue Baptist Church

**"Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6**

# **AN EXTENSION OF PRINCE AVENUE BAPTIST CHURCH**

We seek to provide a nurturing, developmentally appropriate environment that encourages each child to develop physically, spiritually, socially, and emotionally. We provide a ministry to families, and provide a witness of Christ and His Church to each child's family. In order to achieve these goals, we commit to provide a quality weekday early education ministry built on developmentally appropriate practices such as:

- Learning experiences that are biblically based including Bible stories and thought to the child's level of understanding;
- Staff who profess Jesus Christ as Savior and exhibit Christian traits in caring for children and interacting with families and coworkers;
- Positive guidance for children that encourage problem solving and managing negative emotions.
- Planned small and large group activities that permit each child to progress and enjoy success.

# THE MINISTRY

Your child will participate in a variety of age-appropriate activities that will facilitate his/her growth and development.

- **Spiritual:** daily prayer, Bible thoughts and Bible stories, weekly worship experience.
- **Creative:** paints, clay, crayons, chalk, markers, blocks and other materials, as well as “cooking.”
- **Music:** daily singing, rhythm activities, listening to music, motion and movement exercises
- **Academics:** quality children’s literature, phonics and reading readiness and number, color and shape awareness activities. Older preschool children will begin sounding out words.
- **Social:** learn to share, take turns, plan, work, think and reason while working and playing with others. Learn to take direction from an adult outside the home. Acquire good health, hygiene and manners with daily snacks and lunchtime.
- **Physical:** hand-eye coordination skills are nurtured as well as gross motor skills through outdoor play.

# OUR MISSION

Our ministry is developmentally appropriate and uses the learning center approach to teaching. Our staff works with Pre-K teachers at Prince Avenue Christian School to develop a learning scope and sequence centered around expectations for entering PACS Pre-K students. Lesson plans are developed with general application to the age of the class as a whole, and is adjusted to the needs of each student where applicable.

Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories, biblical thoughts and verses are included in each teaching unit. Our ministry provides time for both vigorous and quiet activities for children to work and play with a group or to work and play alone. Indoor and outdoor experiences are scheduled. Weather permitting, outdoor play will occur.

A daily schedule is posted in each classroom. The children know what is expected of them during the day. Children not adhering to the rules will be redirected or spend time with the Director. (Time away from the group may be utilized.)

## Tips for a Successful School Year

- ☐ You are the biggest help for your child to look forward to attending the Mother's Morning Out Ministry.
- ☐ Your attitude can help him/her come in anticipation of happy experiences.
- ☐ Show an interest in your child's work and play.
- ☐ Announcements concerning events will be sent home with your child at the appropriate time.

# 2023 / 2024 SCHOOL CALENDAR

**Meet the Teacher** | Monday, August 14

**First Day of School** | Tuesday, August 15

**Fall Break** | Tuesday, October 10

**Thanksgiving Holiday** | Tuesday, November 21-Thursday, November 23

**Christmas Holiday** | Tuesday, December 19 – Thursday, January 4

**School Resumes** | Tuesday, January 9

**President's Day Holiday** | Tuesday, February 20

**Spring Break** | Tuesday, April 2 - Thursday, April 6

**Last day for all classes** | Thursday, May 9

# ADMISSION PROCEDURES

The Director, along with the parent or guardian, shall determine the individual needs of each child, and whether or not the child's needs can be adequately met by our program before admission.

1. Read the Parent Handbook and agree to abide by the ministry policies contained therein.
2. Provide an up-to-date immunization record signed or stamped by a physician or designee verifying that the child has had or is in the process of receiving all immunizations appropriate to his/her age as required by the State of Georgia (Form 3231).
3. Provide a copy of your child's birth certificate (New Students Only).
4. Pay a non-refundable \$100 registration fee.
5. Complete all online Registration Forms

\*All signed forms must be completed and turned in to the director of Mother's Morning Out at PABC.

**\*Non-Discrimination Policy:** Mother's Morning Out is a non-profit ministry of Prince Avenue Baptist Church for children ages six weeks to three years. We do not discriminate on the basis of race, color, creed, sex, nationality or religion.

**\*Notice of Exemption:** Mother's Morning Out at Prince Avenue Baptist Church is not a licensed facility by the GA Dept. of Early Care and Learning. Our program is not required to be licensed due to meeting the exempt status requirements for the state of Georgia.

# REGISTRATION AND TUITION FEES

## SIX WEEKS TO THREE-YEAR-OLDS

Tuesday and Thursday from 8:30 am to 12:00 pm.

Registration fee \$100, Tuition \$195 per month

## DISMISSAL / WITHDRAWAL

Sometimes it may become necessary for a child to be dismissed or withdrawn from the ministry. The following items represent some but are not all of the reasons a child may be dismissed from our ministry:

- ☐ Unpaid tuition fees
- ☐ Inappropriate behavior of a parent (bringing fire arms, alcohol. or other illegal materials into the preschool
- ☐ The use of profanity around the children or staff
- ☐ Three or more late pickups or two or more late pickups beyond 1:00 pm by parents.

*Should you need to remove your child from our ministry, please be sure to notify the director in writing.*

## REGISTRATION AND LATE FEES

Children will be registered for classes based upon their age on September 1 of the school year for which they are registering. *No exceptions to this policy.*

A non-refundable registration fee is due upon application to Mother's Morning Out at PABC.

*Tuition is a yearly fee, which may be paid in 9 monthly installments, August through May.* The first tuition payment is due the first day of school. The remaining payments are due on the first of each month, with the last payment due on April 1<sup>st</sup>. If your child begins the program on or after September 1<sup>st</sup>, then your last payment will be due May 1<sup>st</sup>.

Tuition payment can be made electronically online or by check. For online payments, please refer to the Online Tuition Payments for MMO instructions provided in your child's folder. For check payments, please give your the tuition payments to the MMO representative at the Preschool Welcome Desk. Make checks payable to: Prince Avenue Baptist Church MMO.



A late fee of \$25 per child will be charged for payment not received by the 10<sup>th</sup> of any month by 12:30 pm. If tuition is not paid by the 20<sup>th</sup>, your child will not be allowed to attend school until you have paid the tuition and late fee. A \$35 returned check fee will be charged for any checks returned for "insufficient funds". From time to time, a crisis may arise, and it may be difficult for you to pay on time. Arrangements can be made if the Director is notified before the tuition and fee deadline.

Mother's Morning Out operates on the funds provided by tuition and fees. Tuition is not prorated for sickness or absence of any nature. As well, there are no make-up days available for missed days. If your child is absent for any reason, you must continue to pay the designated rate in order to hold your place in Mother's Morning Out.

Every effort will be made by the teachers and director to adequately meet the needs of every child. However, in the event that a child's needs go beyond the scope of our ministry, Mother's Morning Out reserves the right to dismiss a child.

## ARRIVAL AND DISMISSAL

**School hours are from 8:30 am – 12:00 pm**

**Arrival Procedures:** When you arrive at school, you may park on the side next to the church C Entrance. Please do not park in the drive thru. You'll enter Preschool Check-In Desk from the church C Entrance. Just come straight ahead to the welcome desk where you'll be greeted by some of our great staff and volunteers. All children are to be checked into our Security System using the check-in kiosks. After printing the security badge, put the badge on the child's back.

**Regular School Hours:** Please do not come down hallway early as teachers are preparing for the day.

**Pick-Up: 12:00 pm:** If you arrive earlier and need to pick up your child, come to the welcome desk at Preschool Check-In Area. If you are unable to be here on time, please notify us by phone immediately (678-753-3190). Children know their routine and become frightened when their parents are not on time. Children not picked up by **12:15 pm** will be charged \$10 per child and \$1.00 will be assessed each additional minute thereafter. This fee needs to be paid in cash on arrival or the following day. In the event a child is not picked up by **12:45 pm** and after 3 attempts to reach parents or emergency contacts by phone, authorities will be notified that a child has been left in our care.

**For your child's protection,** we will not release him/her to anyone other than those listed on the Pick-Up Authorization Form, unless the parent speaks with the Director in person before-hand. Therefore, in order to avoid delays during dismissal, please follow these guidelines.

## SCHOOL CLOSINGS

**Weather Closing:** Mother's Morning Out at PABC will close under hazardous weather conditions. No refund will be given for these days. If Prince Avenue Christian School is closed, we will be closed. The PACS website at [www.princeave.org](http://www.princeave.org) and our Face Book page MMO Prince Avenue Baptist Church with up to date information (please request to join this private page).

## OPEN DOOR POLICY

Parents of children enrolled in Mother's Morning Out at PABC are welcome to visit at any time during working hours. We encourage you to observe your child and his/her classroom. However, please check with the Director first and be discreet. When children see their parents, they may think it is time to go home.

*Please be sure to notify us ahead of time if your child is to leave with another parent (e.g., when going to a play date or birthday party).*

## Questions/Complaints

We encourage you to speak to your child's teacher about any questions or problems you may have in regard to Mother's Morning Out or to your child. If you are not satisfied about the matter, please contact the Director. We will work with you to the best of our ability in resolving the matter in an appropriate and timely manner.

## Child Abuse & Neglect

As mandated reporters, all Mother's Morning Out staff shall report any suspected abuse and/or neglect of a child to their immediate supervisor and she will then report to her supervisor. Her supervisor will then call the Oconee County Department of Family & Children Services at 706-310-2260. A report will be written up and placed in the child's file.

## BOOK BAGS / TOTE BAGS

All children need a book bag, tote bag or diaper bag with his/her name on it. This will be used for an extra change of clothes, notes, folders, art projects, etc. It is best if the book bag is large enough to hold the child's lunch box. That will free up your child's hands. Please check your child's bag/ folder daily.

Each child needs to have a change of clothing in his/her bag daily. We have fun at preschool, and occasionally spill things! Please label things in your child's bag. This includes the bag, lunch boxes, wipe boxes, pacifiers, baby spoons, bibs, and especially bottles and sippy cups. Check from time to time to see if your child's name is still visible on these items. If you have any concerns about your child's day, please share them with the teacher or Mother's Morning Out Director.

## SNACK TIME

We have cookies/crackers and juice/water around **9:00 am**. We may have other special snacks during the year for the letter of the week we are studying. If you would like to send a special snack from time to time, please talk with your child's teacher. We appreciate and encourage parent participation.

## LUNCH TIME

All children need to bring their lunch with a drink. We ask that you do not send sodas. They will eat lunch in their classroom about **11:00 am**. We are unable to warm or cool food for children other than our babies. Plastic, rather than glass containers must be used. Please label all lunchboxes and containers. Please make sure your child's lunch is easy for your child to open and eat. Our teachers cannot peel apples, cut crust off sandwiches, etc. If your child needs a fork or spoon for lunch, please send a disposable one. If there are any special needs, please talk to your child's teacher or the Director.

# PARENT PARTICIPATION

- ❑ Keep communication open with your child's teacher. Please send a note, make a phone call, or schedule a conference, if necessary. Please check book bags/folders daily!
- ❑ Send child regularly and on time so they will be involved in all of the exciting activities. School starts at 8:30 am.
- ❑ Let your child know you are interested in what they are learning. Ask specific questions:
  - "What did you make in Art today?" "Who did you play with on the playground?" , "What book did you read today?", "What is your Bible Verse?"
- ❑ If you are interested in volunteering, please see the Director.

## CLOTHING

Children should wear washable, comfortable clothing and shoes. Remember, we paint, spill things and sometimes fall outside on the playground. Neither dress up shoes, flip-flops nor CROCS are allowed for safety reasons. We discourage boots and hard soled shoes, as they leave marks on the floor and hurt little hands when they're stepped on. We would like all children to wear tennis shoes. In colder weather, please send a sweater or jacket with your child. Slogans on clothes need to be respectful of our Christian environment. Elastic waist pants are preferred as it makes restroom time much more independent. Please keep a complete change of clothes including socks and underwear in a large zip-lock bag in your child's book bag.

***Please LABEL EVERYTHING!*** – lunch boxes, sippy cups, coats...

## PERSONAL ITEMS

Please make sure personal toys, books, and other items are not brought to school unless requested by a teacher. Any toys brought into PABC will be taken away and given to the Director. Parents will need to pick up your child's toy from the office. We are not responsible for broken or lost toys brought to our facility. Children have a difficult time sharing their personal toys and we like to encourage sharing at PABC.

# PERSONAL GROOMING

Please make sure your child's nails are trimmed and well groomed. By doing this, it will help avoid scratches to themselves as well as other children.

# BIRTHDAYS

For the health and safety of our students, please notify your child's teacher prior to bringing any foods or party items to ensure that all children can enjoy the celebration. In most cases the party will be during snack time unless you will be serving lunch.

# ILLNESS OR INJURY

We can accept only well children. Upon arrival each day, your child will be observed for possible signs of illness, bruises and injuries, but we depend upon you to help us maintain this policy. If your child has any sign of illness within 24 hours of preschool, he/she must be kept at home. This includes diarrhea, vomiting, fever, sore throat, inflamed eyes or excessive cough. Notify the Director immediately of any contagious disease or other illness.

A parent or designated person will be notified immediately if a child becomes ill, has an accident, or exhibits unusual behavior while in our care. This is for the benefit and safety of the sick child as well as the other children who might be exposed. In the event of a medical emergency, EMT services will be called first and then parents will be notified.

## ***Injury***

In a major emergency:

- ☐ The Director/teacher calls the paramedics.
- ☐ The Director/teacher calls the parents or designated emergency contact person.
- ☐ The Director/teacher notifies the church office.
- ☐ If the paramedics feel it is necessary, the child is transported by ambulance to the hospital.

In case of less serious injury, school officials will attempt to contact parents before calling paramedics. Doctors and paramedics will only treat minors if there is a life-threatening situation or if they have parental consent. Therefore, it is imperative that we are able to contact a parent at all times.

## ***Allergies***

Please make sure any allergies – food or other – are noted on the student information sheet as well as made known to your child's teacher and the director.

<b>Illness / Symptoms</b>	<b>Exclude Until...</b>
Fever of 100 orally; 100.4 rectally; or 99 under arm	Free of fever for 24 hours without medication
Diarrhea (2 or more loose stools)	Free of diarrhea for 24 hours without medication
Vomiting	Free of vomiting for 24 hours without medication.
Undiagnosed generalized rash	Well or cleared in writing by child's physician
Cold with green mucous	Clear Drainage
Conjunctivitis (Pink Eye)	On Medication for 48 hours
Head Lice	Free of nits.
Chicken Pox	Blisters scabbed over completely.
Thrush	On medication for 24 hours
Any skin infection (boils, ringworm, impetigo)	24 hour treatment
Meningococcal Disease	Well with written proof of non-carriage
Hib Disease (hemophilia influenza)	Well with written proof of non-carriage
AIDS or HIV infection	Until child's health, neurological development behavior and immune status is deemed appropriate, on a case by case basis, by qualified persons including the child's physician, parent or guardian and Director.
Any onset of vomiting, irritability or excessive sleepiness	Evaluated and cleared
Childhood diseases such as scarlet fever, German measles and mumps	Cleared for 48 hours
Hepatitis A	One week after illness started and fever gone without medication.
COVID-19	5 day quarantine or negative test results with doctors note

# Biting Policy

Upon the occurrence of a bite:

- ☐ The child who bit must sit in time out while the teacher tends to the bitten child.
- ☐ The teacher will wash the bite with warm soapy water.
- ☐ The child who bit will help apply an ice pack to the bitten child.
- ☐ The child who bit will help render TLC.

Teacher/Director will explain to the child how biting hurts our friends and discuss alternative ways of handling feelings and frustration in a positive manner. If a child bites twice in one day, parents will be called and the child must go home.

Please remember that the names of both the biter and the bitten child are to be kept confidential at all times.

## ***Disciplinary Actions***

- ☐ No child shall be deprived of food (snacks) or any part thereof for disciplinary reasons.
- ☐ No child or group of children shall be allowed to discipline another child.
- ☐ No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made about family members of children or about the children themselves. Any form of punishment that violates the spirit of this standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited.

# POTTY TRAINING

When you are ready for your child to begin potty training inform your child's teacher that you are attempting to potty train your child and would like for them to use the potty at school.

Bring pull ups; even after your child is potty trained. In case of an accident, at least one pull up should be in their bag along with a change of clothes. The teacher will give your child an opportunity to use the bathroom every 30 minutes to an hour.

If your child has an accident while wearing underwear, we will put them in a pull up afterwards. We understand that some parents may think this is a step backwards in their process, but it is the safety of our other teachers and students that we are considering. We want to eliminate the risk of excrement or urine being on classroom surfaces in case of a second accident.

The soiled underwear and clothes will be put in a bag to be sent home unless otherwise instructed by the parent.

Teachers are not responsible for laundering soiled clothing.

At Mother's Morning Out, we begin introducing our students to the potty in the two-year-old room. We strongly encourage they be potty trained before entering into our three-year-old preschool class. We will work with parents and children on this, however, we expect the child to be working on it before school begins in August.

# MILESTONES

Certain classes require particular milestones in order for your child to move up including:

- ☐ **One-Year-Old Class:** The child must be walking, using a sippy cup, and self-feeding on solid food (cannot walk around with bottle in hand)
- ☐ **Two-Year-Old Class:** No pacifiers, blankies, or bottles are allowed to be carried around during school hours.
- ☐ **Young Three-Year-Old Class:** (not potty trained) but in pull ups and in the process of being trained.





# PRINCE AVENUE BAPTIST CHURCH

Prince Avenue Baptist Church offers a full ministry of worship, Bible study, music, student ministries, children's ministries, preschool ministries, mission education, and special events. Our women's ministry offers various Bible studies and ministry events throughout the year.

## MINISTERIAL STAFF

Josh Smith, Senior Pastor

Cody Timmerman, Children's Pastor

Terri Henderson, Preschool & MMO Director

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