

Briarwood Presbyterian Church Mother's Day Out Program

2200 Briarwood Way ~ Birmingham, Alabama ~ 35243

Office: 205.776.5206



Jesus called to them, saying, "Permit the children to come to Me and do not hinder them, for the Kingdom of God belongs to such as these." Luke 18:16

HANDBOOK

Dear Parents,

We are so pleased that you have decided to make Briarwood's Mother's Day Out program a part of your life in spite of the Covid virus that faces us all. We hope and pray that this will be a great experience for you and your children! We will strive to keep all safe!!!!

We have had the opportunity to minister to parents and children since 1988 and we thank God for the blessings we have received through the thousands of children that have come our way. Our first priority is to serve God by serving you and loving these children. They have truly enriched our lives.

As you read through this handbook, we hope we have answered any question that you may have as you prepare your child for "school". If you have any questions, please feel free to call our office at any time. We are looking forward to another great year and we are so glad you will be a part of our family.

In His Service,

Betsy, Debbie & Ann

We serve a risen Christ that loves us and through Him we can love others. God has called us to the ministry of loving children. We hope we serve Him well.

Briarwood's Mother's Day Out program is for 1, 2 and 3 year old children.

To be eligible your child should be 1, 2, or 3 by September 2nd.

We do take exceptions to this rule. 😊

We offer a basic two day program on the following days:

Monday/Thursday or

Tuesday/Friday and

Wednesday for a one day class.

HOWEVER . . .

We will work with you on the schedule that best fits your needs. We offer ANY day combinations and any number of days that you need, with the understanding that you may have different teachers and possibly

repeat crafts. We offer any and all days. 😊

Our hours are from 9:00 a.m. to 1:00 p.m.

Briarwood's Mother's Day Out program offers:

- ✿ a balanced curriculum of play and "work"
- ✿ active time and quiet time
- ✿ group and individual experiences
- ✿ specific "theme" and Bible verse each month with activities planned according to your child's age group
- ✿ a loving atmosphere for your child – one in which they feel safe, secure and most importantly loved – it's a priority!



Mother's Day Out is a ministry of Briarwood Presbyterian Church and is **NOT** a part of the Briarwood School ministry.



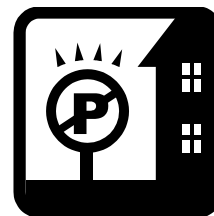
Please note that placement in our MDO program in no way provides waiting list status for Briarwood Christian School Kindergarten. You will need to contact Kelly Henderson, the Admissions Coordinator for the school. Her email address is: khenderson@bcsk12.org, or at 776.5812. You can visit the school web site at: <http://www.briarwoodchristianschool.org/>

SECURITY

1. Security of your child is still a number one goal of ours but this year that will involve an added measure of securing their health and well-being.
2. Please be reminded that we are able to exit the building in case of an emergency, or for our routine fire drills. Your children's safety comes first.

BECAUSE OF SAFETY ISSUES

- NO PARENTS WILL BE ALLOWED IN THE BUILDING EXCEPT TO A DESIGNATED SPOT. NO ONE WILL BE ALLOWED ON THE ACTUAL MDO HALL
- Park in Lot A across the street and walk your children to the door IF YOU DO NOT DO CARPOOL
- NO PARKING** on the curb along the covered walkway
- NO PARKING** in second fire lane.
- NO PARKING** in front of the areas painted blue.



The information below explains the 3 forms you will need to mail to us before the first day of school.

- Immunization Form - obtained from doctor
- Medical consent form - on web site
- Parental Waiver form - on website
- Guideline form - on web site
- Photo Release Form - on website

Immunization Form

It is required that you provide by the first day, a **standard blue immunization slip** from your child's pediatrician. An email will be sent to our current students informing you of the status of the form we already have on file. Please get these in as soon as possible. If you your child attended last year check with us to see if it is still current.

Medical Consent Form

We also require a **signed medical consent form**. You will find this on our web page. Print it off, sign it and return it with your other required paperwork.

Guideline Form

This is a form that lets us know that you have read through all the information contained in our handbook and "agree" to follow our procedures and guidelines.

Parental Waiver Form

This is a form that you need to carefully read, sign and return to us

The medical consent form and the guideline form along with a photo release form, are found on the web site to print

All these forms, along with your first monthly tuition check + the supply fee will be due by the first day.

Other Important Information. . . .

- You will find on the website, a holiday calendar that you may want to print off for your convenience
- We have a chart of tuition charges. Ask about any of these if you have questions. **TUITION CHART REFLECTS MONTHLY CHARGES, NOT WEEKLY.**
- We have a list of the supply fee charges – according to the number of days attended
-
- Note the information about our Aftercare - 1pm - 2pm care - after mdo



Potty Training

Three – Year – Olds

Your child will need to be potty trained by the time school starts if possible. If he or she is in the **older** class –we will work with you to have this accomplished as soon as possible. We want you to be aware that our 3 yr. old rooms are not set up for diaper changing and this can sometimes be embarrassing for the child when they realize the other children are potty trained and they are not. This is for the benefit of your child. We strongly encourage that the moms with children who are going in the **younger** three year old classes be consistently working toward the same goal of potty training your child by September. The summer provides a perfect opportunity to train because of less clothing and more time at home. We appreciate your cooperation in this matter, and we want you to know we will work with you any way we can to make this a **positive process**.

Health Policies

and other issues



@ FEVER

Children will have their temperature taken daily before you will be able to leave them. A temp of 100 or more will not be allowed to stay

- ✿ Any child sent home with a fever will have to be kept at home for 72 hours before returning to school

@ RUNNY NOSES

While all “runny noses” are not indicative of a cold or a contagious condition, please use discretion and keep your child home if the drainage is discolored or profuse. Please be considerate of others when deciding if you are going to bring your child that has been ill. Ask yourself if you would want your child around another child that had been brought back too soon. Thank you.

@ VOMITING AND DIARRHEA

Make sure that there has been a 24 hour period after these conditions before bringing your child back to MDO

- @ All the above will be dealt with and evaluated through a new lens – the current virus. We will be making determinations based on criteria from the CDC when it comes to the various symptoms.

@ HEAD LICE

Pediculosis, or head lice, is a common problem for children and their families. The head louse is a wingless insect that lives on the human scalp and lays eggs (nits) in the hair. It cannot hop or fly, but crawls rapidly. Head lice are transmitted by personal physical contact or common use of combs, brushes, or hair accessories.

If lice are found on a child, the parents will be called to pick him/her up. The child may return to MDO once a treatment has been administered and there are no **lice** or **nits** present in the hair. Upon return, the child must be checked by the Director before being left for the day. MDO reserves the right to make the final determination on whether a child will be re-admitted or not.

If the problem persists for 2-3 weeks without being resolved, we reserve the right to ask the parent to take the child out of the program for an extended time or until the problem is solved. Thank you.

We have been blessed by a wonderful group of women that love these children – your child – and they will do everything to protect these precious little ones. We are so thankful to have the teachers this year that are willing and able to work in this current situation!!!!



DISCIPLINE . . . it is our desire to teach a child the difference between right and wrong

Consistent Behavioral Problems

It is our policy to use time out as a means of discipline in the classroom. A child may also lose a privilege if their behavior disrupts classroom continuity. If the behavior cannot be corrected by working with the child, we will talk with you about the problem. If it persists, we evaluate each circumstance and come up with a workable plan to deal with the behavior.



Biting

We know that biting is a natural process of learning for our little ones. As moms and dads, we sometimes face the obstacle of having to teach “what to bite & what not to bite.” If you find that your child is having difficulty in distinguishing what is his favorite toy from a little friend’s arm, then we will have a talk with you about what we can do to resolve the problem.

We will work with a child that has a problem with biting. It is our policy to inform not only the parent whose child was bitten, but also the parents of the child who is doing the biting. We will use time out for the purpose of teaching him/her that it is inappropriate behavior and will not be tolerated.

Many times a child has a tendency to bite the same child and this adds to the problem. We feel that it is unfair to the child who is being bitten to have to stay home or even withdraw if the problem persists. It is never our desire for a child to leave the program, under any circumstances. We will all work together to bring this persistent issue to a close that is good for all those involved.



FEES

- **Payment will be made on a monthly basis – not a month in advance as we have had in the past. We hope to return to this method next year**
- **Your first payment will be due in September 1st along with your supply fee**
- **If you do automatic payment with your bank you will set up your payments to make 9 payments total for the year**
- **All tuition payments are due the 1st of each month and considered late if not paid by the 15th of each month.**

- A \$10 late fee will be charged for payments received after the 15th of each month.
- If you make a payment at a time the MD0 office is closed you may place your payment in an envelope in the MD0 box in the mail room or slide it through the mail slot in our door. Please include child's name and applicable month on the check. Please make checks payable to Briarwood MD0.

Additional Fees

A supply fee for each child is required with the first month's tuition. A chart can be found on the website

Withdrawal Policy

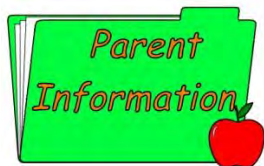
If you find it necessary to withdraw your child, we require at least two (2) weeks notice in order that you may avoid being charged for the entire month.

Delinquent Accounts

If your account falls two months behind, you will be asked to remove your child from the program. It is our desire that it never comes to this. Also those accounts in arrears from the previous year will prevent you from starting your child for the fall until the account is taken care of. Please come to us if you find you need more time to get your account up to date. We have an open door at all times.

Late Pickup

There will be a \$5.00 late charge for each 10 minutes a child is left after 1:00 p.m.



Supplies required

Supply lists may change from year to year so check the chart according to what class your child is in. You will find this on the website. There are different supplies for each age. Thank you for your help in this area.

Personal Items

Keep personal toys at home or in their bag to avoid losing them or causing unhappy feelings between the children. This will also be one less item the teacher will be responsible for keeping clean and germ free

Monthly Newsletter

"Memo to Moms" is a monthly newsletter that will be available at the beginning of each month. It will contain a short paragraph or two about what your child's class will be doing that month. It will also include important dates and reminders that you will need to mark on your calendar. **It will be sent via email.**

Inclement Weather

If Briarwood Christian School classes are canceled due to inclement weather, MDO will follow suit. We are sorry for any inconvenience this causes, but any cancellations are made with your child's best interest at heart. Listen to 88.5, 93.7 or ABC 33.40 and Fox 6 - WBRC for closings. **Also, check our Facebook page for weather/closing updates.**

Re-enrollment Procedures

Re-enrollment information is provided in late December. Upon our receipt of the registration form and fee, your child will be placed in the program for the following year. Eligible siblings have priority at this time.

Holidays

Months with holidays have the same fees as other months. Refunds cannot be made for absences of any kind – holidays, sickness, vacations or inclement weather because tuition is prorated over the year. A calendar is available on our website.

Proper Dressing Attire

Children go outside each day as weather permits, so please always send a jacket or sweater for those days when the weather is cooler. **Don't forget to mark with their name.**

Food and Food Restrictions

Don't forget to send a sack lunch consisting of "finger type" foods children can manage easily along with a juice cup. Bite size pieces would be helpful for the one year olds. A mid-morning snack will be provided.

Birthdays

We love to celebrate your child's birthday but this will be something that we will have to let you know about at a later date. This has not been decided.



MDO CHECKLIST!!!

- Mail immunization form from their doctor in one is not on file already
- Print, fill out and mail consent form along with the blue slip
- Print, sign and return guideline form as well as the photo release form
- Sign and return the Parental Waiver Form
- Turn these forms in by September 1st.
- Don't forget your security key tag – if you already have it you will not need a new one
- New moms will receive your key tag the first day of school
- Label everything with your child's name**
- Don't forget to send an extra set of clothing, including socks. Also, make sure you mark everything, including cups, with your child's name. THIS IS MORE IMPORTANT THIS YEAR THAN ANY OTHER YEAR!!!**
- Send a bag for soiled clothing and extra diapers for those being potty trained
- A tote bag will be provided unless you already have a tote bag for your child. The teachers prefer this type but if you have already purchased something else that will be fine. WE WILL HAVE A "DRIVE BY" day to pass out bags, etc. and for you to leave supplies
- Tuition is due the 1st of each month, delinquent after the 15th
- Make sure you check the chart and include the correct supply fee amount with your first payment



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