

# Briarwood Christian School 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. We hope and pray that this will be a great experience for you and your children!

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 2<sup>nd</sup>.

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 now a ministry of Briarwood Christian School



Please note: If you are interested in Briarwood Kindergarten you will need to contact Kelly Henderson, the Admissions Coordinator for the school. Her email address is: [khenderson@bcsk12.org](mailto:khenderson@bcsk12.org), or call her at 776.5812. You can visit the school web site at: <http://www.briarwoodchristianschool.org/>

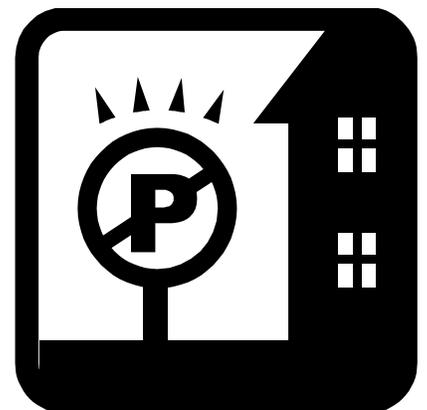
# SECURITY

1. Use the entrance marked 'school' by the flagpole.
2. When you return in the afternoon, if you arrive prior to 12:50 please show your MDO key tag to the designated person at the desk in the school lobby. The key tag is provided and will be in your child's tote bag when you come to the pick-up day.
3. If you do not have your key tag, you will be required to sign in before being allowed on the MDO hall.
4. If for any reason someone else needs to pick up your child (children), you need to inform them of the procedure.
5. Return all "school visitor" passes to the receptionist before leaving the building.
6. Remember once you leave the "locked down" area of our hallway you will not be able to re-enter unless you go around to the main school entrance.
7. For those who exit down the nursery hall, you can gain re-entrance to the building by going through the outside courtyard and reentering the building by the main lobby that exits to the covered walkway and parking lot A.
8. Please do not ask the ladies in the nursery to come unlock the doors.
9. 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.

\*If you need additional key tags you may purchase them (\$1.00) in the office or at the sign in table the first week.

## BECAUSE OF SAFETY ISSUES

- Park in visitor parking lot or parking Lot A across the street and walk your children in the building if you do not use the carpool option.
- 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
- Guideline/Photo Release form – on web site

**DO NOT SEND AS AN ATTACHMENT TO BE PRINTED OFF. YOU NEED TO PRINT THEM OFF, SIGN AND RETURN THEM TO US.**

### 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.

### 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.

**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 September 1<sup>st</sup>, at the latest.**

## 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 attending
- Note the information about our Early Care - 8am – 9am care - in the nursery
- Note the information about our Aftercare - 1pm – 2pm care - after mdo

# 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.

*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.*



# Health Policies

## and other issues



### @ FEVER

Children with fever should be kept at home until they have been **free of fever for at least 24 hours.**

### @ 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

### @ 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.



## 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.**



# Fees

- Payment needs to be set up to be paid monthly through your bank – info will be sent about this
- Your first payment will be due no later than September 1<sup>st</sup> along with your supply fee
- You will set up your payments to make 9 payments total for the year. It will only be 8 payments if you bring your first payment to the “drive-by”
- All tuition payments are due the 1<sup>st</sup> of each month and considered late if not paid by the 15<sup>th</sup> of each month.
- A \$10 late fee will be charged for payments received after the 15<sup>th</sup> of each month.
- If you make a payment at a time the MDO office is closed you may place your payment in an envelope in the MDO 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 MDO](#).

## 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.

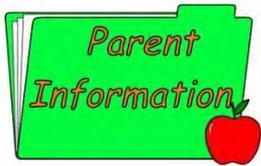
## Delinquent Accounts

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. Go by their “animal name” if you know it or their age. 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.

### **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 or Instagram pages 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 LABEL everything 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 birthdays and want the children to feel special on their birthday. To help make that happen you can send a treat to school on a predetermined day that you set up with your child’s teachers. You will need to check with the teacher to see what they would or would not like for you to send. Some foods are harder to handle than others and make bigger messes, so you might want to follow the teacher’s lead on what treat to send.

# MDO CHECKLIST!!!

- Turn in an immunization form from their doctor if one is not on file already
- Print, fill out and mail consent form along with the immunization form.
- Print, sign and return guideline/photo release form
- Turn these forms in no later than September 1<sup>st</sup> if you do not bring them the day of the drive by.
- 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 – it will be in your child's tote bag provided
- Carpool tags – hang from your mirror – will also be in your child's tote bag
- 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. Find a set of clothing that you can keep in the bag at all times!!!**
- Send a bag and extra diapers for those not 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.
- Tuition is due the 1<sup>st</sup> of each month, delinquent after the 15<sup>th</sup>
- Make sure you check the chart and include the correct supply fee amount with your first payment



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