

# FUMC MOTHER'S MORNING OUT PARENT HANDBOOK



## **First United Methodist Weekday Ministries**

**Preschool, After Preschool Care, After School Care, and Mother's Morning Out**

**100 Mount Salus Drive**

**Clinton, MS 39056**

**601-924-9961**



## WELCOME TO FUMC AFTERSCHOOL CARE

Dear Parents-

Thank you for choosing FUMC Mother's Morning Out for your child's first social group experience. The teachers and I look forward to a wonderful year of learning with your child. Your child's first group experience is an important part of his or her life, and we are here for the children and for you. You may reach me here in the office at 601-924-9961. You may also reach me by email at [kathy@fumccinton.org](mailto:kathy@fumccinton.org).

Sincerely,

Kathy Fisher  
Director of Weekday Ministries

The Afterschool Care Program is a ministry of First United Methodist Church of Clinton, approved by the Administrative Board and by Children's Weekday Ministries Committee.

**ALL INFORMATION IS SUBJECT TO CHANGE**

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After School Care, and Mother’s Morning Out  
100 Mount Salus Drive  
Clinton, MS 39056  
601-924-9961

**General Program Information:**

**Kathy Fisher, Director**

In case of the Director’s absence, the following FUMC staff are Director Designees:

- Lou Torrey
- Lorrie Jolly
- Dana Pope

**Dates/Hours of Operation for the Year 2018-2019**

FUMC Weekday Programs follow the Clinton Public School schedule as to closures and early dismissals. (*After Preschool Care children and After School Care children are offered on non-holiday school closings if at least six children sign up and pre-pay for the day.*)

**School Year for Preschool - August 23, 2018 - May 17, 2019**

For children ages 3 and 4

Preschool Hours:

- Early Room.....7:00 a.m. to 8:15 a.m.
- Preschool.....8:15 a.m. to 11:30 a.m.
- Playdays (T, Th) .....11:30 a.m. to 2:00 p.m.
- After Preschool Care.....11:45 a.m. to 5:45 p.m.

**School Year for After School Care - August 8, 2018 - May 24, 2019**

For grades K-5 to 5th grade (or until age 12, whichever comes first)

ASC Hours.....School dismissal to 5:45 p.m.

**School Year for Mother’s Morning - Sept 4, 2018 - May 23, 2019**

For children after first birthday through age 3

MMO Hours (M/Tu/W/Th) .....9:00 a.m. to 2:00 p.m.

# **MOTHER'S MORNING OUT**

September 4, 2018 - May 23, 2019  
Hours: 9:00 a.m. to 2:00 p.m.

## **AGES SERVED:**

After FIRST birthday through age THREE  
(Child must withdraw from program upon 4th birthday.)

## **COSTS:**

**REGISTRATION FEE:** \$60.00 per school year.

**This fee is non-refundable.** Do not lose your space by forgetting to register! Children already in the program are allowed first choice for the next year's openings. If you do not register, your child will have to be put on a waiting list until space is available.

## **TUITION:**

**NINE payments of \$130.00 due on the first of each month beginning September 1.**

**A late payment fee of \$20.00 will be charged after the 10th of the month (after 3 late charges in a school year, the late fee increases to \$50 on the 11<sup>th</sup>).** Make checks payable to FUMC Preschool. Failure to make a payment will result in the child's removal from the program. Payment by **CHECK** can be attached to your child's tote bag. **YOUR CHILD'S NAME AND PROGRAM ON THE NOTE PORTION OF THE CHECK.** CASH payments will be accepted **ONLY** through the weekday office (downstairs) and a receipt **MUST** be written at time of payment of ALL CASH PAYMENTS. Teachers have been instructed to never take cash payments. **CASH may only be paid in the Weekday office.**

Tuition costs are split into **NINE equal payments.** Any child withdrawn from the program before the school year is over will have the tuition pro-rated for a full paid two-week notice.

## **PAYMENT OPTIONS:**

For your convenience, we accept cash, personal checks, Visa or MasterCard (with a 3% service charge.) We also offer bank drafting. You may print a draft form from [www.fumclinton.org](http://www.fumclinton.org) or pick up one in the Preschool office.

## **TOTE BAG:**

**Your child will be given a clear tote bag from FUMC upon his/her first entrance to one of our programs. If you should need another bag while your child is enrolled in one of our programs, you may purchase another bag for \$11.00. These bags are to serve as a diaper bag/carry all. Lunches may be sent in a separate bag or included in the tote bag.**

## **PROGRAMS HOURS / ATTENDANCE:**

Mother's Morning Out meets from 9:00 a.m. to 1:45 p.m. Children are **NOT allowed to be dropped off early.** Payment is due regardless of whether child is in attendance. MMO follows the Clinton Public Schools calendar for holiday closings. Parents will be notified prior to all holidays.

## CLOTHING

Children should be dressed comfortable in clothes suitable for indoor or outdoor play. Please **NO** hard boots (cowboy) as children may be injured from a kick. Also, NO hats or belts should be worn. **IF USING PULL-UPS, they must have RELEASABLE TABS on the sides.** Children have to be completely undressed down to shoes and socks if other type pull-ups are used.

## SENDING DAILY SUPPLIES (Please label these every day)

Bring diapers, plastic bottles or special cups if used (not glass), a change of clothes even if your child is “potty-trained.” Please do not send milk or yogurt unless you have a chill pack in your child’s lunch bag.

**\*\*\*\*\*LABELING ITEMS\*\*\*\*\*VERY IMPORTANT\*\*\*\*\***

**All removable clothing, diapers, diaper bags, cups, pacifiers, bottles, blankets, lunch boxes, thermoses, etc. must be labeled for each child’s health and safety, as well as helping teachers get belongings home to the proper child.**

## FOOD

Each child must bring a lunch each day. (We provide a morning snack). Children eat lunch at 11:30 a.m. Finger foods are best. **NO HOT DOGS OR NUTS OF ANY KIND ARE TO BE SENT.** Children feed themselves at lunch, so send foods that your child can eat. **Send TWO (2) sealed cups of juice/milk/water that are CLEARLY LABELED with child’s name so there is no mix-up between cups** (our princesses and Spiderman all have the same or similar cups) **Please** send plastic spoons or forks with lunch as needed for yogurt, pudding, Jell-O, veggies, fruits, etc. **Lunches are not refrigerated, so a thermal lunchbox with a cold pack is a must for perishable food.** Parents may send re-usable containers, but teachers will not rinse or clean out containers. **MAKE SURE TO CHECK AND CLEAN OUT YOUR CHILD’S LUNCH BAG EACH DAY.**

## ARRIVAL (DROPPING OFF CHILDREN)

Park on Mt. Salus and come in the **side** entrance door (avoids Preschool and stairs). **Sign in on the computer in the hallway and pass your child over the door, to the teacher, to avoid children in the room from trying to enter into the hallway and confusion in the classroom.**

**It will be in your child’s best interest for you to tell them at the door “I love you and I’ll be back after your (play day, lunch or/nap). I will always come back. I love you.”** Kiss them, hug them, and leave. Children will adjust to new surroundings much easier and faster this way. Please, **it’s best not to linger at the door** - it only upsets your child more and sometimes the other children wanting their parents, until they adjust.

## HEALTH AND MEDICAL

**The center accepts well children only. Parents must help the Center maintain this policy. Parents PLEASE keep your child at home if he/she seems to show ANY signs of illness, such as:**

Symptoms that are causes for keeping your child at home are:

fever of 99 degrees or more	a severe cold
undetermined rash or spots	draining or red eyes
thick mucus	upset stomach, diarrhea
chills	ear ache
suspicion of head lice	sore throat
green drainage from nose	vomiting or nausea
continuous irritability or crying	

Should your child have a contagious disease, head lice or any other such conditions, parents should call to let the teacher and director know immediately so that the other parents can be notified. We are required to remain

confidential regarding the report of any communicable disease.

A child who has had a fever needs to be FEVER-FREE for 24 hours without fever-reducing medicine before returning to school.

IF YOUR CHILD SHOULD BECOME ILL WHILE HE OR SHE IS AT SCHOOL, PARENTS WILL BE NOTIFIED AND EXPECTED TO PICK UP AT THAT TIME. We are not equipped with a sick room and there is no nurse on staff. FUMC is not responsible for the care of sick children.

Emergency medical procedures will be followed as listed on the Medical Emergency Card. Parents are to read, fill out, sign and return these cards. Our staff is not allowed to give medicine to any child for any reason!

The MS Department of Health requires that all children have outdoor play time every day, even in cold weather. Unless it is raining, too muddy on the playground, or the temperature is below 40 degrees Fahrenheit, we WILL go outside with the children. If your child is too sick to be able to be outside, consider keeping your child at home that day. **Outdoor play in cool, brisk air has been proven to build children's immune systems and increase lung capacity.** This is also a recommendation from the American Pediatric Association.

### **EXCESSIVE CRYING**

Teachers will try everything possible to make each child feel comfortable and loved while here. Some children take longer than others to adjust. There may be a need to pick your child up early a few times during this adjustment period.

### **IMMUNIZATIONS**

All parents must bring a **121 form** from their doctor stating that all immunizations are up to date when registering their child. **Please note that immunizations must be updated within 14 days from expiration date per Mississippi law. Children will not be able to attend without updated records.**

### **SEVERE WEATHER**

In severe weather we will follow the Clinton Public School dismissal policy. FUMC Staff are trained to evacuate the children in the most efficient manner should there be a weather or fire emergency. In the event of hazardous conditions, programs will remain open as long as safety allows.

Fire and tornado drills are conducted on a regular basis. Each room has a posted evacuation map. Each teacher also has an Emergency Evacuation Bag containing needed supplies and information in the event that a true evacuation is warranted. Evacuations: In the event of an extreme emergency (train derailment, tanker truck overturned, gas leaks, building fire), when evacuation is imminent, FUMC staff will evacuate students to our first evacuation site (Wildwood Baptist Church) and a sign will be posted on the preschool building doors stating where the children can be picked up. Parents will be called from the evacuation site for immediate pick-up of their child(ren).

In case of any person or conditions posing an immediate threat or danger to the children, FUMC staff will call 911, follow emergency procedures, and the teachers will protect your child to the best of their abilities.

### **NAP / REST TIME:**

A rest time will be provided for the younger class children from 12:00 - 1:45 and the older class from 12:30 - 1:45. All children will lay down to rest whether sleeping or not. Towels and blankets will be sent home every 2 weeks and holidays for cleaning (even plastic mats need to be cleaned.)

Pacifiers are only used at naptime. Cups will not be allowed on nap mats.

In the event a child becomes disruptive during nap and disturbs the other children resting, a parent may be called to pick up child.

Naptime will be an adjustment for some children; it is a good idea to try to adjust home schedules to help child become accustomed to the MMO nap schedule.

Supply list for Nap Time: PLEASE LABEL ALL NAP ITEMS

- One kinder mat (the thin type sold at Wal-Mart or Fred's)
- One blanket or towel for cover (Baby blankets are too small)
- One airline size pillow (optional)
- One sheet or mat cover (optional)

**DEPARTURE (PICKING UP CHILDREN)**

Children should be picked up only by parents or someone listed on your registration form. **Anyone listed on child's registration form to pick up MUST be at least 18 years old.** If someone else needs to pick up your child, please send written permission each time. **It is important to pick up your child on time. All children should be picked up between 1:45 - 2:00 p.m.**

**LATE PICKUP**

**A late fee will be charged at the time of pick up. The late fee assessed is \$5.00 for every 5-minute increments.** Make sure watches are set to correct time! At 2:10 p.m. **any child not picked up will be brought downstairs to the director's office and parents will need to pick up from there.** Continual late pick-up may result in additional charges or even dismissal from the program.

**BEHAVIOR**

Young children are expected to bite occasionally, but continual biting and other behavior problems are cause for dismissal from FUMC.

**DISCIPLINE AND GUIDANCE POLICY**

First United Methodist believes that all discipline should be directed to help each child learn self-control. Positive discipline is the best means to this end. Children are praised for acceptable behavior and encouraged to talk about their problems with each other and their teachers.

Re-direction is our choice for discipline in MMO and is the MSDH recommended disciplinary method for children under age three.

In the event that these measures do not bring acceptable behavior, the child will be brought in to the office, and the director will talk with the child. If the director feels further disciplinary action is needed, parents may be called to come to FUMC to speak with their child and/or pick up their child for the remainder of the day.

First United Methodist Weekday Programs reserves the right to drop a child from the rolls if he or she seems unable to participate in group experience or is unable to follow rules and guidelines of the program. In this event, a two weeks notice will be given.

CORPORAL PUNISHMENT, TOTAL ISOLATION, OR WITHHOLDING OF FOOD SHALL NEVER BE USED AS DISCIPLINE MEASURES AT FUMC.

## **CHILD ABUSE AND NEGLECT POLICY**

FUMC MMO has trained, loving teachers caring for the children. All staff are required by state law to go through extensive background and criminal checks in order to work in the program. Please be assured that the rules and regulations set forth in our handbook are in the best interest of the children in our care and are mandated by Mississippi law. As early childhood caregivers, we are here to put the children first and to give the children loving life/learning experiences. We are required by state law to be “mandatory reporters” of any suspected neglect or abuse of the children in our care. Any teacher who suspects neglect or abuse of a child will report to the director, who is required to investigate and report any suspicion of abuse or neglect to the MS Department of Human Services and the MS Department of Health.

## **DISMISSAL OR WITHDRAWAL FROM PROGRAM**

If a child continues to have discipline problems or has behavior such as, but not limited to biting, hitting, kicking, or behavior harmful to others, it will be handled as follows:

A conference between the parents and the director will take place.

- If the behavior continues then the child will be given a two-week probationary notice stating if the behavior does not improve within that time, then the child will be dismissed from the program.
- The child will be dismissed from the program.

The director reserves the right to remove a child from the rolls if extreme discipline problems are manifested without a two-week notice. This will only be in the case of behavior that is injurious to others. If parents choose to remove their child from FUMC Mother’s Morning Out for whatever reason, a **two-week paid and written notice** is to be given to director. Parents should request a conference with the director before making a choice for removal of a child from the program mid-year.

***NOTICE: Being in Mother’s Morning Out does not automatically guarantee a child’s eligibility for the preschool program. If space is available, children will be enrolled according to birthdate. All children admitted to preschool must be completely potty-trained. No pull-ups are allowed.***

**ALL FEES ARE NON-REFUNDABLE ALL INFORMATION IS SUBJECT TO CHANGE.**

## **GENERAL INFORMATION ABOUT FUMC WEEKDAY PROGRAMS**

First United Methodist Church Weekday Programs, located at 100 Mt. Salus Road in Clinton, Mississippi, began during the early 1970’s as a ministry of First United Methodist Church to serve the Clinton community’s need for early education. With half-day programs for children ages three and four, an Afterschool Care Program for children Kindergarten through fifth grade, and a Mother’s Morning Out Pro- gram for toddlers through age three, First United Methodist Weekday Programs currently serves approximately 100 families in the Clinton and Hinds County area. FUMC Week- day Program’s mission is to provide the highest quality of early childhood education for the children of our community, not only focusing on cognitive skills, but also physical, emotional, mental, social, and spiritual development as well. The Weekday Programs provides a safe, nurturing environment where children are encouraged to reach their fullest potential through learning activities and play. The preschool director is available during regular office hours at 601-924- 9961. Hours of operation for FUMC Weekday Programs are 7:00 a.m. to 5:45p.m., Monday through Friday, following the Clinton Public Schools Calendar.

To better insure the safety of the children in our care, the Weekday Programs staff is trained in CPR and first aid, and emergency drills are held each month, so the staff and children are familiar with proper procedure in the event of an actual emergency.

Fire extinguishers are installed at each entrance door of the Education building, and the doors are all installed with panic locks, preventing anyone from being locked inside. Entrance doors are kept locked during program hours to monitor who comes and goes through the doors each day -- visitors must ring the doorbell to enter the building. A new security system was installed during the spring of 2007, which included more advanced locks for the doors.

Staff are prepared to act quickly in an emergency situation and are familiar with the emergency plan of action in order to be able to remain calm and help better insure the children's safety and well-being in time of crisis. Teachers each keep their own cell phones with them and have key phone numbers stored in memory so that all may remain in communication in the event of an emergency.

Any questions about the information in this handbook may be answered by calling the Weekday Programs office at 601-924-9961 or the main church office at 601-924-6671.

Mother's Morning Out is a program ministry of First United Methodist Church of Clinton, approved by the Administrative Board and by the Children's Weekday Ministries Committee.

**THESE POLICIES & PRICES ARE CURRENT AS OF JULY 2018 AND ARE  
SUBJECT TO CHANGE**