

Parent Handbook

for

Sixes Mother's Morning Out Program

8385 Bells Ferry Road

Canton, GA 30114

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www.sixesunc.org

Jacquelyn Yelton- Director

Belief System

We believe:

- Each child is a child of God
- Each child should have an equal opportunity to develop emotionally, intellectually, physically, socially and spiritually to his or her fullest potential.
- Each child should be cared for in a safe, secure and nurturing Christian environment.
- Each child benefits from a partnership among the home, school and community that has the best interest of the child in mind at all times.
- Each child should be encouraged to demonstrate appropriate social skills to help him/her become a responsible member of society.
- Each child should be provided developmentally appropriate activities that help foster emotional, intellectual, physical, social and spiritual growth.
- Each child is entitled to a teacher who is caring, nurturing and loving.

Our Children

The Sixes MMO program is designed for children ages 2-4. Some age exceptions may be made with approval of the director. Classes for younger or older children may develop as the program expands.

Sixes MMO admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the program. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies or other program administered program.

Enrollment and Reserving a Session

Sixes MMO welcomes both children who are regular attendees as well as “drop-ins.” Prior to the child attending their first session, the parent/guardian will need to fill out an enrollment form either online or a hard copy. Hard copies are available to download and print from the website or with the director during drop-off and pick-up times. The director can also email an attachment if requested. Parents/guardians will also need to read the parent handbook and sign the Parent/Program agreement at the end of the handbook. Hard copies of the agreement will also be kept on file with the director as well. After completing the enrollment process, the parent can then reserve sessions by emailing the director at jacquelynann@gmail.com The director will reserve spots based on a first come first serve bases. Please do not assume your child has a spot until you receive a confirmation email and or a receipt of payment from the

director. If you are reserving all the offered sessions with-in a monthly period, you may choose to pre-pay for the entire month at a discounted session fee of \$20 per session. Upon payment, your child will have a spot reserved for all of the offered sessions. If you choose to pre-pay we cannot offer refunds or credits for absences due to the fact that your child's spot has been reserved and we will have planned for he/she to attend.

By reserving a drop-in spot, please be aware that other children may not be able to attend and placed on a waiting list. If your child is not going to participate in a session that you have reserved a spot for, please let us know in advance so that we can allow a child off the waiting list into that session. If you repeatedly reserve spots and do not show-up or pay for the reserved spot, we may require payment before holding a spot for your child.

Mutually Happy Environment

Sixes MMO is a "mutually happy" environment. We believe that staff, parents and children's feeling and emotional well-being should always be valued.

Although our staff has been trained and are highly qualified to work with children, we do not have the staff, materials or equipment adequate for students with significant learning disabilities, emotional disturbances, hyperactive behavior, or severe visual, auditory or learning impairments.

If at any time we feel we are not equipped to provide appropriate programming for your child, we will meet with you to discuss the best course of action for your child. Enrollment and participation in our MMO program will at the discretion of the MMO director and the MMO advisors which include the Senior Pastor and Director of Children's Ministries at Sixes United Methodist. Decisions will be made based on the best of interested of the participating child, the other children in the program and the qualifications of the Sixes MMO staff and equipment available. This is done only in the best interest of everyone.

Fees

There is a one time per annual enrollment fee of \$20 per student. It must be paid prior to your child's first session. This is a non-refundable fee that is used to cover the materials and snacks provided for the children during the MMO sessions.

Session fees are due at or before dropping off your child. An individual session is \$25 and is non-refundable once paid. You may pre-pay and reserve a spot for all the offered sessions during a month at a discounted rate of \$20 per session. Once you submit your payment, you child's spot will be reserved and the session fees will not be refundable. We use the pre-paid spots to determine the amount of staff needed for the month and once the commitment is

made, we are committed to paying our staff. **We regret that we are unable to make refunds or allowances for absences due to illness or vacations.**

Payments can be made by cash or check only. Please make checks out to Sixes United Methodist Church. You will receive a receipt for your payment. Please note that since you are receiving a service for your payment, your payment to Sixes will not be eligible for tax write-offs.

Parents that are late picking up their children after school are subject to a late pick-up fee of \$5 per 10 minutes beginning at 12:40. Please call us if you are going to be late so we can arrange for a staff member to stay late as well.

Days and Hours of Operation

The Mother's Morning Out program operates from 8:30am-12:30pm on Tuesdays. As demand grows, we may expand days of operation.

Children cannot be dropped off before 8:25 am as Sixes falls under the Georgia state "exempt status for churches and preschools" and is not a licensed daycare. Therefore, we cannot legally operate for more than four hours per day. Please do not ask or take for granted that your child may be dropped off any earlier than 8:25am or kept later than 12:30. Your understanding and cooperation is appreciated.

Our holidays and closings are in compliance with the Cherokee County Public School calendar with the following exceptions: the MMO starts 2-3 weeks after the public schools begin in August and conclude 2-3 weeks before public schools end in May. We will close one week earlier than the Cherokee Schools in December and resume operation a week after schools begin in January. For specific dates please see our calendar on our website.

School closings due to snow, ice, tornadoes and other inclement weather will be in accordance with Cherokee County School closings. Please check with local radio/televisions for weather advisories. You may also check our website. Children who have prepaid for a day that the MMO program closes for inclement weather will be granted a credit for their session fee **IF MMO did not operate at all that day.** If we started the MMO program and children were picked up early, we will NOT be able to offer a credit for the session.

Dress

Children should wear comfortable, washable play clothes. During the winter months, please dress your child in layers. Please make sure your child will be warm enough while playing on the play ground as well as be comfortable during our inside activities. All clothing brought to the MMO program needs to be labeled. If your child is potty training, please do not dress

him/her in overall or snap-under outfits. This will assist the teacher in quickly attending to your child's toileting needs.

Please do not send toys or other items to MMO. We do not want these important personal items to get left behind or lost! Thank you for your cooperation.

Parent Communication

Please check our website each week for upcoming themes and events.

In order to provide a safe environment for our children, we will be keeping our doors locked during operating hours. If you need to pick your child up early or drop them off later than the scheduled drop-off time, please notify us in advance. We will have a door bell system and or a cell phone number posted in the window of the narthex for you to reach the director when the building is locked.

Pick-up and Drop-off

Please walk your child in to the main building during morning drop-off time. Your child will receive a name tag and your child's bag will receive a tag. We will issue you a card from our system. Please bring this card back with you when you pick up your child. **If you do not have your card or if someone else is picking up your child, we will check a picture ID.** We will take your child back to the appropriate drop-off area with our teachers. Please let us know if your child is potty training at pick-up so we can make sure to ask them more frequently and better assist you with their training. If you need to bring your child after the scheduled drop-off time of 8:45 please let us know in advance. For everyone's security the building will be locked during the hours we are in operation with exception of drop-off and pick-up. There will be either a bell system and or cell phone number listed to get in touch with us to let you in.

Sixes MMO will only release your child to the people you have identified on the release form. If some new is to pick up your child please send a note with your child. We will ask to see picture identification of all people on your list and if you do not have your id card issued at drop-off.

Food

Children should eat breakfast before they arrive at the Sixes MMO program. All children will be provided a snack during the scheduled snack time. Parents should send a simple bag lunch to school each day. We do have some children with severe food allergies. For the safety of these children you may be asked not to include certain products that contain peanut butter or peanut products not to be sent to school if there is a child with a life-threatening allergy in the program. Your understanding is appreciated.

Birthdays are special days for your child. If you would like to furnish a special snack on your child's birthday, please contact the director. You are welcome to join us for lunch on that day.

Health Policies

The Director is responsible for observing the health and development of children, handling illness, implementing accident prevention and emergency procedures. Some of these duties may be delegated to other management staff if necessary.

No child who is noticeably ill will be admitted for that day. Please keep your child at home if he/she has any of the symptoms of a contagious disease such as:

- Nausea or vomiting within 24 hours
- Diarrhea
- Severe cold or coughing
- Sore throat
- Rash or skin eruptions
- Fever of 100 degrees or higher

We will call you to pick up your child if he/she exhibits any of these or other contagious conditions. Children should not return to school until 24 hours of fever/symptom free or until the period of contagion has passed. Notify us at once if your child has a contagious illness or one of the following communicable diseases: chicken pox, Conjunctivitis (pink eye,) diarrhea, Fifth Disease, Giardiasis, Hand-Foot- Mouth Disease, Hepatitis A or B, Impetigo, Lice, Measles, Meningitis, Mumps, Pertussis (Whooping Cough,) Pinworms, Respiratory Illness, Ringworm, Roseola, Scabies, Streptococcal sore throat, Thrush or Scarlet Fever.

If your child becomes sick or injured while at Sixes MMO, you will be notified as soon as possible. If your child receives a bump, scratch or minor injury while at school, we will notify you at pick-up or with a note on your child's bag.

No staff member will administer medications to any child. Exceptions must be approved by the advisory committee and will be administered by the Director. Epi-pens and inhalers for emergency use are permitted for children with severe allergies and must be left with the Director.

We ask that you respect our request that there be **no smoking** in the church building or anywhere on the church grounds. Little lungs are busy developing and we appreciate your understanding and cooperation in the area.

Behavior Management

During our program, children are constantly engaged and involved in activities that interest them. Therefore, negative behavior is seldom an issue. Positive behavior is encouraged through several strategies that include but are not limited to:

- Redirection and substitution- Channeling the child's attention elsewhere and offer something else to do where applicable.
- Model and Problem Solve- Show examples of expected behavior and offer suggestions.
- Logical Consequences- Match the consequence to the behavior being corrected. (i.e. a child is throwing blocks, he may be asked to play with a different toy instead of using the blocks)
- Isolate/time-outs: Time alone often helps get feelings and emotions under control.
- Director conference- If negative behavior continues, a visit with the director and parent notification may be necessary.

Biting:

If a biting incident occurs, the following guidelines will be implemented:

1. 1st offense or infrequent biting: an accident report will be sent to all children involved.
2. For biting that occurs more frequently 2nd offense: biting forms will be sent home and the child will be given a time-out. Notification will be given to the parents.
3. 3rd offence- conference with parents.
4. If biting becomes habitual, further action may be taken by the Director and the child may be asked not to attend for several sessions until his/her biting is under control.

This handbook is subject to change. The most current handbook will be kept online at www.sixesumc.org. Parents please refer to the website for the most current updates.

Parent Agreement

This agreement is made between the named parent(s) and Sixes MMO program.

The following conditions involved in the care of _____ (child) are understood and agreed upon between Sixes MMO and _____ (parent or guardian.)

The parent agrees that:

1. The parents will pay the session fees prior to drop-off of registered days.
2. If a child needs a prescribed medicine during the day, he/she will not be brought to the program without a written note for the school file from the doctor stating that child is able to be in a group situation. No medication will be administered at school without Director approval.
3. In case of illness or accident when the school is unable to contact a parent and if in the judgment of the teacher or Director, the illness or accident requires a physician, the pediatrician or emergency services (911) may be called at the parent's expense.
4. In the event the child has a contagious illness, the parent will notify the MMO director. The child will not be allowed to return until all danger of contagion is gone.
5. In all emergencies, the program has permission to take such reasonable measures as are, in the judgment of the teacher and/or director necessary for the welfare and safety of the child.
6. The Sixes MMO program reserves the privilege of dismissing the child if, after entering the program, he/she seems unable to participate in classroom experiences.
7. Liability for a child's action while under the care of the program is the parent's responsibility.
8. The program is not liable for accidents or illnesses occurring to the child while he/she is in its care, unless proof is presented that the accident or illness was the direct result of the worker's negligence.
9. The registration fee, monthly pre-paid fees and daily session fees are non-refundable.
10. The parent has read and agrees with the policies in the parent handbook. (The most current handbook will be kept posted on our website at www.sixesumc.org.)

Parent/guardian signature

Date

