

# Mothers' Day Out Parent Handbook



*Where Parents plant, Teachers water, and God grows!*

Jerusalem Baptist Church  
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## **Website**

[mdo.jerusalembaptist.com](http://mdo.jerusalembaptist.com)

## **Facebook**

[www.facebook.com/mdojbc](http://www.facebook.com/mdojbc)

*As of September 2017, this handbook is accurate.  
MDO reserves the right to make any changes necessary for the  
betterment of our program and the safety of children and staff.*

## Welcome!

It is my pleasure to welcome you to Mothers' Day Out at Jerusalem Baptist Church. This program offers our church an exciting opportunity to serve the children and families of our community. We know what a tough job Moms have of raising children and managing a family. Moms need some peace and quiet away from their children from time to time. This ministry exists for the purpose of giving your child loving care combined with teaching and training in a Christian atmosphere while at the same time offering a respite for mothers. I hope that your family will be encouraged and inspired by our program.

*-Amy Andrews*  
MDO Advisor

## OUR MISSION

The goal of our program is to minister to parents by providing support with the challenges of caring for children. While our program includes opportunities for cognitive development and intellectual growth, our focus is on spiritual maturity and social/emotional development. We believe that there is no substitute for loving parents and a warm family environment for learning and development.



## OUR PROGRAM

### **PROGRAM OVERVIEW**

We have designed our program to provide a wide range of opportunities to help each child grow in all developmental areas:

Physical	Social/Emotional
Intellectual	Spiritual

Children have daily opportunities to develop both fine motor skills and large motor skills, to learn about outdoor environments, and to express themselves. Concrete materials and hands-on experiences are integrated with life events as children learn not only from memory but also from personal, physical, and sensory involvement. Play, construction, and field science experiences are the focus of instruction. A typical learning encounter might include collecting leaves during outside play, sorting them by characteristic and using them to construct an art project.

In this way, children experience concrete learning activities.

Aesthetic expression and appreciation are offered through art and music experiences. A variety of art media are available for creative expression. Concepts of music are explored through movement, vocalizing and the use of simple instruments. Art and music experiences are designed to enhance curriculum topics.

Quality children's literature will be read in class each program day. It is our goal to bring books and children together often and to ensure that the experience is pleasurable and stimulating. Book club opportunities are available for parents to purchase children's literature.

Our curriculum emphasizes God's love and the teachings of Jesus Christ. Our staff members provide opportunities for children to experience God's love as they display Christian values. This is accomplished by sharing God's Word from the Bible and reading age-appropriate Christian literature. Chapel services, held once a month, are opportunities for children to interact with our pastors and to learn truths from God's Word through song and engaging object lessons.

### **While participating in our program children will:**

- Make choices and explore interests
- Develop language and problem solving skills
- Accept responsibility by following directions
- Participate in Chapel once per month
- Enrichment Classes include: Spotlight on a Book, Music and Movement, Read and Share Bible, Creative Art
- Explore a variety of age-appropriate topics in math, reading, writing, science and culture

### **OBJECTIVES:** The objectives of our Ministry are to help each child:

- Associate God, Jesus, and the Bible with happy feelings
- Know that the Bible is a special book about God and Jesus
- Think of church as a happy place where people love me
- Think of home as a place of love and security
- Develop a positive feeling of self-worth
- Progress in solving problems, sharing and expressing oneself
- Begin to show love, respect, and acceptance for others
- Progress in intellectual development

## **AGE REQUIREMENTS and TOILET TRAINING**

Children age 20 months to 59 months may be enrolled at MDO. Children must be 20 months old by September 30th to enroll. **Children in Frogs and Pre-K classes must be toilet trained.** Children who depend on disposable training pants are not considered to be toilet trained. Toilet training is not required for children in the Lambs and Bunnies classes.



## **CLASS DAYS and HOURS**

Mothers' Day Out classes are held on Monday through Thursday, September through May from 9:00a.m. to 1:00p.m. Please be sure to consult the MDO calendar which will include all holidays, breaks and special events.

MDO at Jerusalem Baptist Church has a similar academic calendar to Fairfax County Public Schools for teacher workdays, holidays, and breaks with the following exceptions:

- Classes begin one week later than public schools.
- Winter break is at least 2 weeks long.
- All classes end on the Thursday before Memorial Day in May.



## **DISCIPLINE**

The needs of the children are the first priority in every situation at MDO. All children will be treated lovingly and fairly while being guided through their various daily activities.

Discipline will be constructive in nature. Methods will include the following: fair and consistent limits, positively worded directions, providing reasons for limits, redirection and modeling acceptable behaviors, assistance with verbal expressions of feelings and frustrations, arranging materials, equipment, activities and schedules in a way that promotes desirable behavior.

If these methods are not effective a child may be directed to sit in a chair away from the activity for a brief "Time Out." This period will be limited to the number of minutes equal to the child's age. For example no more than 2 minutes for a child who is 2 years old.

There will never be any cruel, harsh or unusual punishment of children while in our care. Physical punishment will NEVER be permitted.



## GENERAL INFORMATION

### **ARRIVAL and CHECK-IN**

**Parents are expected to escort children to their classes no earlier than 9:00a.m.** It is very important to arrive on time so that your child has an opportunity to transition into school. Arriving at school late can cause uneasiness and stress in children. Please wash hands or use hand sanitizer prior to entering classrooms. Parents should place their own child's snack and lunch in their cubby. At the check-in counter, parents will be asked to leave a phone number where they can be reached during class time.

### **DISMISSAL and KISS N RIDE**

MDO uses a "Kiss 'n' Ride" type of procedure for dismissing children to parents. More information and a diagram of this procedure will be given to all parents at Open House. Children are released to parents and guardians. If someone other than you is picking up your child, call or email the director and inform teachers. The person picking up will be asked to provide ID to the director during pick up.

At the end of classes, the Director or her designee will come to your car to greet you. At this time, she will call your child's teacher. Teachers will escort children to the parking lot. Parents are expected to assist children into their safety seats and latch their children's seat belts. This is necessary to ensure that your child is properly restrained before leaving the parking lot. For safety reasons, **please do not pass** a vehicle that is in front of you unless the Director or a staff person directs you to do so.

### **BACKPACKS**

Each new child will receive an MDO backpack at Open House. These will be clearly marked with your child's name and class. PLEASE ATTACH A PHOTO OF YOUR CHILD. Be sure to check your child's bag each day for notes, artwork, newsletters, etc.

### **DRESS**

Your child will get messy. Children must be dressed in casual and comfortable clothing that is washable and suitable for the playground. Please do not send your child dressed in his or her "Sunday best". Dirt and art materials sometimes end up on children's clothing. Sneakers are best for both indoor and outdoor play. Boots and slippery dress shoes are discouraged for everyone's safety. We encourage girls who wear casual dresses to also wear warm tights or leggings in cooler weather. All clothing and personal items (coats, hats, lunch boxes, sippy cups, etc.) must be clearly marked with your child's name. Please do not dress children in clothing with drawstrings around the neck. There have been fatal accidents resulting from drawstrings getting caught in playground equipment. Please provide a complete change of clothing (including socks and shoes) in your child's backpack. As seasons change, please check to see that appropriate clothing is packed.

### **WEATHER and DRESS**

Children will go outdoors to the playground each MDO day. Please dress children appropriately for cold temperatures with hats and gloves. Remember to remove all drawstrings from coats and sweatshirts. No scarves please. When it is raining or temperatures are uncomfortably cold, classes will play indoors on riding toys and indoor equipment.



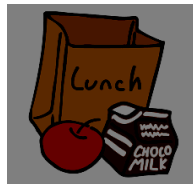
## **INCLEMENT WEATHER**

**We post closings and delays on our Facebook page  
([www.facebook.com/mdojbc](http://www.facebook.com/mdojbc))**

In the event of inclement weather, MDO follows the Fairfax County Public School decisions with the following exceptions:

**If FCPS schools have a delayed opening, MDO will open at 11:00am and close at 1:00pm. However, if conditions necessitate canceling classes for the day is at the discretion of the Director and Jerusalem Baptist Church.** Public schools hire staff members who are trained to use plows to remove snow from parking lots and who also treat the lots and sidewalks with chemicals and sand in icy conditions. These services are not guaranteed to our church during the weekdays nor do we have staff on call to perform these tasks. Therefore, for the safety of children and adults, MDO will cancel classes if the parking lot is treacherous.

If schools are **closed**, we are closed. In the event of an **early closing**, MDO will end at **noon** (12:00pm). Lunch will not be served. Please check Channel 21, local news channels, or radio stations for FCPS closings and or delays. **We do not make up days lost due to inclement weather or other emergencies.** MDO does not provide monetary refunds or credit for days lost due to inclement weather. Should FCPS add school days that fall within our established calendar then we will add the same school days, only if MDO has missed days, but will retain the right to determine which classes will attend those make up days based upon the number of class days missed.



## **LUNCHES & SNACKS**

Parents provide snack and lunch. Each day students should bring a small nutritious snack that does not require refrigeration (goldfish, cereal, grahams etc). Place your child's snack in their cubby. Parents should send in a water bottle/cup each day. Please **DO NOT SEND** baby bottles, popcorn or hard candies to school.

All classes eat together in the large fellowship hall of Jerusalem Baptist Church at noon. Please send a nutritious lunch each day with your child. Please include an ice pack if needed in your child's lunchbox. Please do not send lunches that need to be heated.

**Lunches need to include food that children can self-feed.** Although teachers will assist each child as needed, they cannot spoon feed children. The teachers at MDO will encourage children to try new foods and eat what parents have packed. We send home what is not eaten so you will know what works for your child.

Each year we screen each child's medical information for allergies. If a severe allergy exists, parents will be asked to avoid sending foods to the child's class that would aggravate a severe allergy.

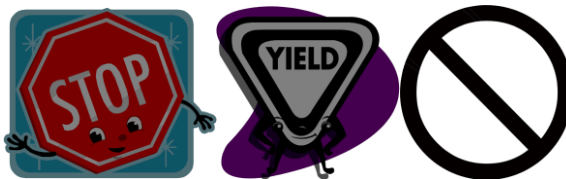


### **BIRTHDAY TREATS**

Birthdays are a very important time in your child's life. If you wish, you may provide a simple birthday snack to help us celebrate. Please ask your child's teacher about allergies of children in the class to avoid any child being left out. Birthday snacks may be sent to be enjoyed at snack time in which case there would need to be one for each child in the class, or they may be sent in for an after lunch treat. If treats are sent for lunchtime, we ask that enough be sent for each child attending that day. Please discuss possible food allergies with the Director.

### **TOYS**

Please **do not send toys to school** with your child unless specially directed by his/her teacher. We cannot assume responsibility for lost or broken toys. We do appreciate and encourage children sharing books or other items that supplement our curriculum.



### **STUDENT CONDUCT**

Each child's social and emotional development is very important to us. Children are encouraged to become increasingly autonomous, to feel secure in their relationships with adults, to begin to resolve conflicts, to cope with fears and anxieties constructively, and to not be easily discouraged. Teachers have been trained to guide individual children to seek alternatives and solutions to different points of view. Behaviors that are harmful in word and deed or create an unsafe situation will be addressed. Behaviors involving harm toward another child will not be tolerated. Teachers will attempt to correct behavior through redirection, by modeling acceptable behaviors and by providing assistance with verbal expressions of feelings and frustrations. If harmful behaviors persist and continue to disrupt the classroom, the parent or guardian will be called to take the child home for the welfare of the child and other classmates.

### **BITING POLICY**

In the event of biting, the incident will be immediately addressed by the teacher and Director. Biting is often a last resort for upset or frustrated children. Everyone affected will be notified.

In the case of a second biting incident, a conference will be scheduled with the parents, teacher and Director. Depending on severity, the child may not be allowed to return to MDO until after this conference. In the case of a third offense, MDO has the right to withdraw the child from the MDO program with no tuition refund.



## **HEALTH & SAFETY**

If, during the day, your child displays symptoms of illness he/she will be sent home. In such cases, the child will be isolated from other children to prevent the spread of the illness, and you will be notified to pick up your child. If we are unable to reach a parent, the authorized people on your emergency care form will be called to pick up your child.

### **Please consider the following if you are uncertain if your child is too sick to attend**

#### **MDO:**

- Has a fever or has had one during the previous 24 hour period
- Vomiting or diarrhea within the previous 12 hours
- A cold less than four days old
- Heavy or green nasal discharge
- Persistent cough or upset stomach
- Is fussy, cranky and not himself
- Symptoms of conjunctivitis – pink eye
- Has been on an antibiotic for less than 24 hours
- Child is too ill to play outside
- Displays symptoms of a possible communicable disease

The Director will make the final judgment in assessing the health of your child. PLEASE notify the office immediately if your child is diagnosed with a communicable disease, such as hand foot mouth, chicken pox, small pox, scarlet fever, strep throat, measles, Fifth disease, Hepatitis A, impetigo, head lice, pin worms or conjunctivitis.



## **ILLNESS & MEDICATION**

Parents must inform teachers and the Director of allergies or special physical conditions their children may have. Children who show signs of illness will not be accepted into the program for the day.

No MDO staff member will administer medication to children at any time for any reason. Extensive training and certification is required for medication administration in child centers. If a child requires medication during MDO hours, a parent or legal guardian must administer the medication.

## **ALLERGIES**

Each year we screen each child's medical information for allergies. If a severe allergy exists, parents will be asked to avoid sending foods to that particular class that would aggravate a severe allergy. Staff is trained in use of the epi-pen. We recommend leaving safe snacks for special occasions in your child's classroom.

## **COMMUNICATION**

All staff members strive to keep all parents informed of what is happening at MDO. Monthly newsletters will be posted on the MDO website. Newsletters are also posted on the MDO bulletin board in the hallway. Teacher communication and information from teachers will be placed in your child's backpack. Please check your child's bag for this information. Daily class activities and information is written on whiteboards outside each classroom. If you have questions or need to contact the Director during MDO hours please call 703-278-8166 x101.



## **ABSENCES**

If your child will be absent or late for the day, please call the church office at 703-278-8166 x101 or email the Director at [mdodirector@jerusalembaptist.com](mailto:mdodirector@jerusalembaptist.com).

## **ACCIDENTS**

At MDO, every safety precaution is taken. However, accidents do happen. Accident reports will be completed when an accident occurs. A copy will be kept on file at MDO. An attempt will be made to notify parents immediately in the case of a serious injury. In the case of a serious accident, the Director will seek emergency medical care for a child.



## **CHILD ABUSE**

If our staff at Mothers' Day Out becomes aware of any indication of child abuse, we are required by law to contact Child Protective Services. Please be advised that it is considered neglect to leave any child, six years old or younger unattended in a vehicle.



## **SUPPLIES**

Please use the MDO backpack given to you at Open House and remember to mark all belongings with your child's name. The following is a checklist of what your child will need for Mothers' Day Out on the first day and each day he/she attends:

### **Lambs & Bunnies**

Diapers  
Ointment (if needed)  
Snack w/ reusable water bottle  
Sippy Cup (Lambs only)

Change of clothes including shoes  
and socks (seasonal)  
Lunch w/ ice pack as needed

### **Frogs, Turtles and Pre-K**

Snack w/ reusable water bottle  
Lunch w/ ice pack as needed  
Change of clothes including shoes and  
socks (seasonal)





## After-School Classes

MDO offers After-School Stay & Play from 1:00 to 2:00 pm., Tuesday and Thursday. This is for potty trained children 3 to 5 years of age. Topics will change throughout the school year which allows the children the opportunity to enjoy new activities.

Children will be working with two adults. Instructors are usually teachers or parents with a special talent to share with the kids. The class will begin after a regular school day. Classes max out at 14 children.

How to Register:

- ⑩ Enroll your child in our After-School Program by completing the After-School Enrollment Form and paying the one-time \$20 enrollment fee. Pre-register your child for a full five-week session.
- ⑩ Choose a specific day each week for the entire five-week session. Sign up for both days each session and receive additional savings.

1 class per session: \$65

2 classes per session: \$95

If you choose not to pre-register your child for a full five-week session, you may choose the drop-in option when space is available. As a drop-in student, the fee is \$10 per class, in addition to the one-time, \$20 enrollment fee. Please send in a written note with your child on the days that you would like for your child to drop-in the After-School class.

**PLEASE NOTE:** A session can be canceled if a minimum of 8 (max 14) children do not register. We cannot guarantee drop-in availability. Do not wait until the end of the day to request drop-in. Sessions are not made up in the event of school closings.

Look for our Session Schedule and Enrollment Form on the Registration Page of the website.

## **CODE COMPLIANCE STATEMENTS**

If a child day center operated under the auspices of a religious institution chooses not to be licensed, certain documentation must be filed annually with the Department of Social Services. In addition, the code of Virginia outlines the additional requirements that exempt child day centers must meet. The following are statements required to be disclosed to parents or child guardians.

### **EXEMPTION FROM LICENSURE**

This center is exempt from licensure by the Commonwealth of Virginia.

### **STAFF QUALIFICATIONS**

Each staff member must have previous experience working with children in a school, church or home setting. All staff will submit to a background check and TB tests. All staff will receive training in classroom management, planning lessons and age appropriate activities, as well as discipline techniques. Staff will also receive CPR and First Aid Training. Each staff member must agree in writing to submit to the authority of the church staff and to the Lordship of Jesus Christ.

### **PHYSICAL FACILITIES**

The church building is located at 5424 Ox Road, Fairfax Station, Virginia. The total square footage of the building is 15000 square feet (7500 square feet per floor, two floors.) The condition of this building is good. Seven rooms of this building will be used for the program. These rooms include four classrooms on the main level and one classroom on the second level. The fellowship hall and one office will also be used for this program. The kitchen will be available to assemble snacks and lunches. It will not be used to prepare lunches but may be used to enhance educational activities (cooking projects, science experiments, etc.) The play area is located adjacent to the parking lot and is fenced for safety. Cushioning material is provided under playground equipment. This material is maintained by Jerusalem Baptist Church to ensure the protection of children.

### **ENROLLMENT CAPACITY**

The maximum number of children that will be in attendance at any given time will not exceed 39.

### **FOOD SERVICE**

The center will not offer food services except to assemble snacks and lunches. Snacks and lunches provided by parents will be served.

### **STAFF HEALTH REQUIREMENTS**

The exemption law requires that all staff be certified annually by a practicing physician to be free from any disability, which would prevent them from caring for children. All staff members will have verification of a negative TB test on file good for 2 years.

### **PUBLIC LIABILITY INSURANCE**

Jerusalem Baptist Church holds a public liability insurance policy that provides coverage in the event that someone brings suit against the church for personal or bodily harm suffered during the operation of the center as a result of negligence. This type of insurance is not to be confused with accidental injury insurance.

**HAND WASHING PROCEDURES**

The center has established and implemented procedures for hand washing by staff and children before eating and after toileting and diapering. Hand washing also occurs before preparing and serving food and after handling unclean surfaces.

**SUPERVISION OF CHILDREN**

The staff handbook outlines procedures for appropriate supervision of all children in care including arrival and dismissal procedures to ensure the safety of children. This includes maintaining staff/child ratios. All staff are trained in procedures and policies to assure protection of children. The Director provides oversight to ensure that the procedures and policies are properly implemented and enforced.

**HEALTH SCREENING**

A daily health screening observation will be made by the Director or a staff member who has received instruction in performing the daily health observation of children from a health care professional. Daily health screening is a health observation of children to promptly identify changes in a child's pattern of behavior or physical appearance that might alert staff to an illness or upset. Appropriate action may then be taken both to protect the ill child from avoidable health risks and to prevent exposure of well children to an illness that might be contagious.

**FIRST AID**

This center ensures that persons trained and certified in first aid will be present at the center whenever children are present. Staff will receive training in basic first aid procedures. Staff certification in first aid will be encouraged.

**IMMUNIZATIONS**

All children must be in compliance with the provisions of Section 32.1-46 regarding immunization of children against diseases. Section 32.1-46 lists the required vaccines, the doses of each and the ages at which children should receive them. A copy of the most recent shot record is required before the first day of attendance.

**CHILD ABUSE AND NEGLECT**

All staff will receive training to recognize the signs of child abuse and neglect. This center will be found in compliance with Section 63.2-1509 of the Code of Virginia relating to reporting of suspected cases of child abuse and neglect.

**CHILD RESTRAINT DEVICES**

Section 46.2-1095 requires children to be secured in a child restraint device when being transported on the highways of Virginia in any motor vehicle manufactured after Jan. 1, 1968. The child restraint system must meet standards adopted by the United States Department of Transportation. The device must be secured by an appropriate safety belt system.

**BACKGROUND CHECKS**

This center is in compliance with Section 63.2-1724 of the Code of Virginia that requires criminal background checks and central registry checks for employees in the child day center.

**PROOF OF IDENTITY AND AGE**

Section 63.2-1809 mandates that a regulated child day program shall require proof of a child's identity and age as well as information from the person enrolling the child regarding previous child day care and schools attended by the child. If the parent, guardian, or other person enrolling a child in a regulated child day program for longer than two consecutive days or other

pattern of regular attendance does not provide the required information within seven business days of initial attendance, the child day program shall immediately notify the local law enforcement agency of such failure to provide the requested information.

#### **A FINAL WORD**

We strive to enrich the spiritual lives of the children we serve as well as the total family. Jerusalem Baptist Church offers an array of ministries to meet the needs of the entire family. We invite you to visit our church and would welcome the opportunity to share with you the truths of God's Word.



#### **JERUSALEM BAPTIST CHURCH MISSION STATEMENT**

We desire to see God work in a powerful way uniquely in and through Jerusalem Baptist Church both individually and corporately...whatever the cost.