



Parent Handbook 2018-2019

Berean Bible Church
480 Cooper Road
Loganville, GA 30052

(770) 852-8680

email: MMO@BereanChurchGA.com

www.BereanChurchGA.com

Welcome to Berean Bible Church Mother's Morning Out

Dear Parents:

The staff at Berean Bible Church's Mothers Morning Out welcomes your child to an experience of nurture, love, play and growth. Our goal is to maintain a Christ-centered program which supports the development of the child --spiritually, socially, physically, mentally, and emotionally--in a loving Christian atmosphere. This dedication ensures all children in MMO will know and experience the love of God in a Christian setting.

We look forward to our sixth year of Mother's Morning Out. If you have any questions or concerns, feel free to contact me at (770) 852-8680 or MMO@BereanChurchGA.com. We look forward to working with you and your child.

Blessings,

Christina Barnett
Director of MMO

Table of Contents

ABOUT MMO	4
Who We Are, Your Role, Mission, Motto, Core Values	
IMPORTANT INFO	5
Admissions, Days & Hours, Inclement Weather, Visitation	
ENROLLMENT & TUITION	6
Enrollment Procedures, Tuition, Payment	
TERMINATION/WITHDRAWAL	7
Termination, Withdrawal, Re-Enrollment, Daily Drop-in	
CLASSROOM SET-UP	8
Class Structure, Class Ratios, Curriculum, Licensing	
IMMUNIZATIONS & ILLNESS	9
Health Records, Illness, Medication, Child Abuse	
DISCIPLINE	10
Discipline, Color Rules, Habitual Biting	
SECURITY	11
Authorization of Child's Release, Visitors, Emergencies	
ARRIVAL/DEPARTURE	12
Arrival and Departure, Early Drop-off, Late Pick-up, Absences	
LUNCH & SNACKS	13
Breakfast, Lunch, Snacks, Allergies, Lunch Ideas, Birthdays & Parties	
MY DAY AT MMO	14
Clothing, Rest Time, Diapers & Wipes, Outside Play, Toys from Home	
PARENT INVOLVEMENT	15
Room Parents, Communication, Conferences, Notes, Donations, Fund Raisers	

ABOUT MMO

Who We Are

Berean Bible Church Mother's Morning Out (MMO) program is an integral part of the ministry of Berean Bible Church, serving the community, and the Berean congregation by providing a Christian learning environment for pre-school age children. It is a tuition-based, non-profit program, supervised by and responsible to Berean Bible Church.

Your Role

At Berean MMO, we want to support you as you lay the foundations for teaching your child to know and follow Jesus. This is discipleship: being a student or follower of Jesus, and it involves a child's head, heart, and hands. We are to teach our children to know Jesus, believe the gospel, and obey God. The discipleship process for children is happening all the time, in everyday life. Every moment of the day is a chance to speak, teach, and demonstrate the gospel – the story that Jesus loves us and died for our sins, and wants to have a personal relationship with each of us. You, as a parent or guardian, are your child's greatest spiritual guide!

Our Mission

To work together with parents and guardians to foster growth spiritually, socially, emotionally, intellectually, and physically in a loving environment, thus paving the way for each child to come to know Jesus as their personal Savior and Lord, and to become His disciple

Our Motto

Learning, Living, Sharing God's Truth

Our Core Ministry Values

Berean MMO is safe

Berean MMO is child-targeted

Berean MMO is developmentally appropriate

Berean MMO intentionally supports families in the foundations of discipleship

Berean MMO teaches collaboratively through direct instruction, exploration and discovery, creative arts, and cooperative learning

Berean MMO encourages healthy, meaningful relationships with respect for God, self and others

Berean MMO is fun!

IMPORTANT INFO

Admissions

Berean Bible Church Mother's Morning Out program does not discriminate on the basis of gender, race, color or national origin.

Our staff is not trained in the area of special needs and disabilities, including learning disabilities or behavioral, social, physical, or emotional challenges. Berean Bible Church Mother's Morning Out program reserves the right to decline admission to, or withdraw from our program, any child if we believe we do not have adequate resources to meet his or her individual needs.

Days and Hours of Operation

Mother's Morning Out (MMO) operates during the Gwinnett County school year on Tuesdays and Thursdays from August to May from 9:00 am to 1:00 pm, with the exception of the holidays listed on the school calendar. First day and last day of school are noted on the school calendar as well.

Mother's Morning Out (MMO) reserves the right to close for repairs, workshops and conferences. Advance notice will be given.

Inclement Weather Policy

In the event of inclement weather, the church will follow the decision made by the Gwinnett County Schools. Example: If schools in the Gwinnett County School Zone are closed, Mother's Morning Out (MMO) will also be closed.

If you have any questions or concerns, please call the MMO Director at (770) 852-8680.

Visitation from Berean Bible Church

Families of Mother's Morning Out may be visited or otherwise contacted during the course of the school year by members or staff of Berean Bible Church for the purpose of inviting to church and special events sponsored by Berean.

ENROLLMENT & TUITION

Enrollment Procedures

All children must be enrolled by a parent or legal guardian who agrees to be responsible for their behavior and financial obligation.

All children enrolled are to be the specified age as of September 1st of the given school year. However, since every child is different, MMO staff reserves the right to promote or hold back children based on their developmental readiness and classroom space. The final decision will be made by the MMO Director, with parental input.

The MMO school year runs from August through May. In-house registration for August of every school year is held in March. All children currently enrolled are given an opportunity to re-enroll for the next school year by March 15th or forfeit their space. The MMO Summer Program is offered in June and July, with separate enrollment and Activity Fee.

Applicants will be enrolled in MMO when the following are completed and on file:

- Enrollment Form, including Emergency Medical Waiver
- Immunization/health records form
- Non-Refundable Registration Fee is paid

Tuition

Mother's Morning Out is a non-profit ministry of Berean Bible Church. All fees and tuition are used to give you the best teachers, supplies, and equipment possible. Our budget is based on **a full year's tuition** for each child.

Tuition is for the full August to May school year, divided into 10 equal monthly payments, for your convenience. The monthly tuition payment takes into account normal school closings due to holidays and the occasional closing due to inclement weather. It also takes into account the shortened months of August, December, and May. Tuition refunds cannot be given for illness or vacations. Tuition is due even if your child does not attend.

Payment

Tuition payments are due on the 1st of each month. We will notify parents by a posted sign in the main lobby. A \$20.00 charge will be added to payments received after the 15th of each month. If your full tuition payment has not been received by the 15th, a statement will be sent home after the 15th to inform you of late fees. If the responsible parent fails to keep tuition current, steps will be taken to collect the outstanding balance to include the notification of a collection agency. Parents paying

with cash need to use an MMO payment envelope completely filled out at the time of payment. All payments should be placed in the drop box in the lobby or turned in to the church office. Checks should be made payable to Berean Bible Church. Ensure to write your child's name on the check.

TERMINATION / WITHDRAWAL

Termination from the Program

Berean Bible Church Mother's Morning Out (MMO) may discontinue child enrollment if the parent fails to keep current physical and immunization records, monthly tuition is over 30 days past due, or habitual abuse of the program policies occur. Additionally, MMO reserves the right to dismiss any student who has continually violent behavior, such as continual kicking, biting, spitting, or verbal misbehavior or if we feel we are unable to meet their individual needs.

Withdrawal from Mother's Morning Out

Should you find it necessary to withdraw your child, please give a written notice of your child's withdrawal from the program, submitted to the MMO Program Coordinator two weeks or more prior to the child's last day. Tuition will be charged until such written notice is received. The bill is to be paid in full. Tuition will be charged during that two-week period, even if the child does not attend. Please note: should you choose to withdraw your child mid-month, your billing for that month will be automatically switched over to the daily rate of \$25 per day or the full monthly tuition for the month, whichever is less. No refunds of tuition will be given, if the full month's tuition has already been paid. Withdrawal in April and May is discouraged. Future enrollment will be reviewed before acceptance, and one month's extra tuition will be required in addition to the enrollment fee.

Re-Enrollment

Should you wish to re-enroll your child, please notify the MMO Director to ensure that space is still available. The \$75 Registration fee will be due for your child to re-enter their class. If you choose to re-enroll mid-month, you will be billed at the daily rate of \$25 per day or the full monthly rate for that month, whichever is less.

Daily Drop-in Rate

We offer a daily drop-in rate of \$25 per day on Tuesdays and Thursdays, space permitting. The Daily Drop-in Rate is for students who are **NOT** currently enrolled in our program. Payment is due each day at the time your child is dropped off. Drop-ins are available first-come, first-served; we cannot guarantee that space will be available on any given day. We highly recommend contacting the director before coming to drop-in. Drop-in rates may be increased during the Summer Program.

CLASSROOM SET-UP

Class Structure

Each of our classes is set-up for the age and development of the child. All classrooms follow similar schedules. Children will have a snack, activity-based learning centers, Bible story, craft times, purposeful play, music and movement, lunch, outdoor recess and quiet time.

Class Ratios

A combination of age and classroom size determines the number of children that can be in each classroom. We strive to maintain the following ratios:

1 year olds	5:1
2 year olds	6:1
3 – 4 year olds	7:1

Berean Bible Church Mother's Morning Out reserves the right to cancel or change a class due to unforeseen events such as low enrollment.

Curriculum

Berean Bible Church Mother's Morning Out (MMO) is designed to allow children to grow and develop as Jesus did- "in wisdom and in stature, and in favor with God and man" (Luke 2:52). Our program will help the child develop language, reading, writing, and math skills appropriate to his or her stage of development. Instruction is differentiated to meet the needs of each child.

Children are guided through learning activities using age-appropriate Christian curriculum. Typical activities include art, music, games, nature and science exploration, story-telling, role playing and purposeful play. We seek to strengthen a child's ability to establish healthy and meaningful relationships with children their own age, and to respect themselves and others. The curriculum is centered on Bible memory verses and songs that support the Bible stories and themes being taught.

Children learn through play and repetition. Our goal for the children attending the MMO Ministry is to know God's love for them by experiencing a positive, nurturing and loving environment in a Christ-centered atmosphere.

Licensing

This program is not licensed and is not required to be licensed by the state as a child care agency. We comply with zoning, certificate of occupancy, fire inspection and health department requirements.

IMMUNIZATIONS & ILLNESS

Health Records

The immunization / health record form #3231 is to be completed and kept up-to-date for filing in our records. The state requires these records be in our files before the end of the first month of attendance of MMO.

Illness

Children will be removed from the classroom and asked to be picked-up if they show the following symptoms: Temperature of 100°, vomiting, diarrhea, unexplained skin rash, green mucus discharge from nose, nits in hair, red eyes with mucus discharge.

If your child displays (or has in the past 24 hours) a temperature of 100° degrees or over, currently has an earache, sore throat, upset stomach, diarrhea, unexplained rash, persistent cough, yellow or green draining (2nd instance of the day), crusty, matted or oozing eyes or a communicable disease such as chicken pox, staph infection, strep or Impetigo, **DO NOT BRING THEM TO MOTHER'S MORNING OUT.**

Children must be fever free for 24 hours, without medication, before they can return to MMO.

If your child develops symptoms of sickness with or without a fever, while here, they will be isolated from other children in the office until you (or someone on your emergency list) can pick them up. After receiving the call to pick-up your child, come as quickly as possible.

Please leave a number where you can be reached during the day with your child's teacher if different from your regular emergency numbers.

Medication

We cannot administer medications to a child unless it is medically necessary. If your child requires medication at school (rescue inhaler, epipen, etc) an Administration of Medication form must be filled out and left with the director along with the medication in the original container with the child's name on it and written instructions by pharmacist, doctor, or parent/guardian.

Child Abuse

The Berean Bible Church Mother's Morning Out staff is required by Georgia Law to report any suspected child abuse to the appropriate authorities when there is reasonable cause to believe that a child has been abused. Mother's Morning Out staff adheres to the Berean Bible Church Child Protection Policies.

DISCIPLINE

Discipline

We strive to be consistent with our classroom rules so that each child will know what is expected. We find that this helps the children and leads to their success. We use positive reinforcement behavior systems that reward appropriate behavior and give consequences for unacceptable behavior.

When a child does disobey a teacher or disrupts class, the following steps will be taken:

- The child will be spoken to in a private manner, to ensure he/she understands the proper classroom behavior.
- If misbehavior continues, the child will be taken to an area away from other children and will be reminded again of proper classroom behavior. If needed, the child will be placed in time-out. The parent will be notified of the time-out.
- The teacher will notify the MMO director or assistant director if the behavioral difficulty becomes a habit.

We do not spank nor do we use sarcasm or ridicule. We do not intentionally embarrass a child when disciplining. Extreme discipline problems will be referred to the Director. Berean Bible Church Mother's Morning Out program reserves the right to dismiss any child with severe or uncontrollable discipline problems.

Color Rules

All age levels use the Color Rules as our behavior guideline. This helps students have consistent rules and discipline throughout their years at Mother's Morning Out.

Green Rule: BE KIND

I will share and wait my turn

Blue Rule: BE POLITE

I will listen and follow directions and use my inside voice

Yellow Rule: BE CLEAN

I will pick up after myself and wash my hands

Red Rule: BE SAFE

I will walk and keep my hands and feet to myself

Habitual Biting

Habitual biting will be dealt with at the discretion of the MMO Director. If biting becomes habitual, we will schedule a meeting with the parent or guardian to determine the next course of action. Examples of further action may include but are not limited to the child being sent to the office for a time out, the child being sent home early, the child being suspended from attending classes for a time, and in extreme circumstances, the child being withdrawn from the MMO program.

SECURITY

Security/Authorization of Your Child's Release

Your child's safety and security are our top priority. For this reason, we adhere to strict security policies. In order to retrieve your child, you may be asked to show your driver's license at pick-up. Teachers will get to know the parents, but there may be a substitute teacher that is not familiar with each child's parent.

Please notify the Director and provide us with a copy of the necessary legal documents if there are any special custody arrangements or other security situations that the school needs to be aware of for your child.

You must provide in writing a request for anyone other than a previously authorized adult to pick up your child. We will also request that proper identification, such as a driver's license, be presented by the appointed guardian.

For your child's safety, we cannot make any exceptions to these policies no matter who registered the child or who is paying tuition.

Visitors

Parents/guardians are always welcome and should feel free to visit during school hours. However, we do request that you schedule an appointment with your child's teacher for a classroom visit or teacher conference, so as not to disrupt the class.

Berean Bible Church Mother's Morning Out is a closed campus. Doors are locked at 9:30 am and remain locked until 12:30 pm. Parents and visitors who come during these hours for any reason should come to the front entrance. Please allow time for a staff member to come open the doors for you. Parents and visitors are asked to go to the front office to sign in and receive a visitor name tag. Visitors are to be escorted at all times while in the building during school hours.

Emergencies

Should your child become ill or injured during Mother's Morning Out, our policy will be as follows:

1. The MMO staff will attempt to contact the parent.
2. In the event MMO cannot reach the parent, we will attempt to contact the Emergency Contact person listed on the Enrollment Form signed by the parent.
3. Should contact not be made, MMO shall be authorized to secure such medical attention and care for the child as may be deemed necessary.

In the event that we have a loss in water, electricity or gas, we will call parents and have them come pick up their children. Without water, electricity or gas, we would not be able to function throughout the day.

Parents should always have their cellphones with them and turned on during school hours in order for us to contact them during emergency situations.

ARRIVAL / DEPARTURE

Arrival and Departure

We begin our day at 9:00 am. The front doors will be unlocked at 8:55 am. Please park in the parking lot and walk your child to their classroom. Please let your child's teacher know you have arrived. *Never leave your child unattended.*

Please be on time for arrival and dismissal. Timeliness is an important thing to learn at even an early age. We strongly suggest that children arrive between 8:55 – 9:05 am each day, as teachers have planned activities for the day. Your child will miss out on these activities if you are habitually late. Also, your child may become anxious or upset if you are late at dismissal. Plan to pick up your child in their classroom between 12:55 – 1:05 pm.

It is easier on your child if you do not prolong morning drop-off. Generally it is best for the parent to say goodbye, give a hug and a kiss, and leave the child as quickly as possible. Our MMO teachers are well trained and experienced in dealing with issues of separation and anxiety. Children will usually settle down once their parent is gone. You are welcome to call to see how your child is doing.

Early Drop Off

Parents needing to drop their child off prior to 9:00 am may choose to pay an additional \$5.00 per day per child. Early drop-off must be prearranged by the director.

Late Pick-Up

We must keep strict guidelines on when the program opens and closes each day. Please plan to arrive promptly at 1:00 pm. Children late being picked-up will be charged \$2.00 for every (5) five minutes you are late. Termination and/or suspension will occur if a parent is continually late picking up their child.

If you are detained unexpectedly and will be late picking up your child, please call the MMO office to inform your child's teacher of the delay, and so that we can assure your child that you are coming.

Absences

Once enrolled, we hope that your child can attend MMO regularly in order to receive the full benefit of the ministry. **We regret that refunds cannot be given for illnesses or missed days.** If your child is ill or cannot attend MMO, please give his/her teacher the courtesy of notification.

LUNCH & SNACKS

Breakfast

Ensure your child has eaten a good breakfast prior to arriving.

Lunch

Each child will eat a lunch brought from home while at MMO. We ask that lunches be healthy and nutritious. **CANDY, SODA, AND GLASS CONTAINERS ARE NOT PERMISSIBLE.** Send food your child likes to eat that does not have to be refrigerated or heated. Lunches should be prepared ready to eat; please cut up foods at home. We will be unable to do this for each child in the class. Please send a separate lunch box for each child, as siblings may have different lunch times.

If you forget your child's lunch, please do not stop by a fast-food restaurant and purchase a "happy meal", etc... We will have a room of unhappy children smelling the delicious aromas. If you do forget the lunch, you will have to bring something for them to eat. Due to restrictions from the Health Department, we are not able to fix and/or serve food in the MMO program.

Snacks

Snacks will be provided by the MMO program and by donations from parents. Please provide a written notification to your teacher if there are any allergies. Snacks can include but are not limited to: goldfish crackers, graham crackers, animal crackers, ritz crackers, cheez-its, cheerios, pretzels, fruit snacks, fresh fruit, etc.

Allergies

We at times may have children in our program with severe nut allergies. Therefore MMO is a nut-free zone, since much of our space is shared between classes, including our lunchroom. Please do not pack nuts or nut products (i.e. peanut butter) in your child's lunch.

Suggestions on what to bring for lunch

Fresh fruit slices, raisins, vegetable slices, cheese, lunch meat on a sandwich, jelly sandwich (**no peanut butter, please**), baked snacks, granola bars, yogurt, pudding cups, jello, fruit cups, pretzels, crackers, pre-cooked mac-n-cheese in a thermos, lunchables, etc.

Birthdays and Parties

Parents may send in a special snack on their child's birthday. Please notify the teacher well in advance of the birthday. We will be glad to send home birthday invitations for children if the entire class is invited.

MY DAY AT MMO

MMO Clothing and Personal Belongings

MMO is very messy! We recommend that children wear play clothes that are practical, comfortable, diaper or potty friendly, and washable. Please note the following list of items to send each class time. Please label all personal items with your child's name.

- School back pack or diaper bag
- Spill-proof cup of water that can be refilled, labeled with child's name
- A complete change of clothing including socks
- Lunch in a lunch box
- Jacket or Coat, if necessary
- Diapers or pull-ups and Wipes labeled with child's name (if needed)
- Pacifier with clips, if needed
- Special comfort item, if needed (limit one per child, 1's and 2's only)
- A smile!

When the weather is chilly, we will still go outside. Please send a jacket or sweater for your child. Also have your child wear appropriate shoes for playing outside. We ask that you please send them in closed toed shoes only and no cros please!

Rest Time

Since our time with your child is so short, we don't schedule a nap time. All classrooms do have a quiet / rest time near the end of the MMO day with lights dimmed and quiet music, a story, or an age-appropriate educational video. Staff will not keep a child awake due to a special request.

Diapers and Wipes

Diapers and wipes are provided by parents for each child. Please label all wipes packages.

Outside Play

Playground time is a regular part of the daily schedule unless the weather is rainy, extremely cold, or extremely hot. If a child cannot play outside because of illness, he or she should be kept at home. Please dress your child in appropriate outdoor clothing, including hats and mittens, during cold weather. Our indoor play space will be used for recreation time in the event of inclement weather.

Toys from Home

Please do not allow your children to bring toys from home, unless the teacher asks you to do so for a special occasion. The toys distract children from planned activities and upset them when they get lost or broken. 1's and younger 2's may bring a comfort item (favorite blanket or small stuffed animal, etc.) if needed, packed in the diaper bag.

PARENTAL INVOLVEMENT

Room Parents

If you are interested in helping at MMO, there are several areas in which your teacher would be glad to have your assistance. These include parties, crafts or as a class helper. Please check with the teacher to make specific arrangements.

Communication

Open communication between parent and teacher is imperative for a successful school year. Please feel free to ask questions and request to talk to the teacher or director at any time. Our teachers are busy during the school day, but will be happy to call you before or after school. Teachers will inform you what is happening in your child's room in the form of a monthly calendar and a class newsletter sent home periodically.

Conferences

A conference may be scheduled anytime during the year at the parent's request or teacher's request. Please call the MMO office and leave a message if you would like a teacher to return your call and/or schedule a conference. (Try not to schedule a conference during drop-off or pick-up times as the teacher will not be able to give full attention to you or the other students.)

Notes Home

The MMO office must approve any communication to a MMO parent or student. Our class lists are not to be used for solicitation purposes. If you wish to send any correspondence home; it must be approved by the director.

Special Instructions for Teacher

If you have special instructions for your child's teacher, please have the information written out and ready to give to the teacher when you drop off or pick up your child.

Donations

We will gratefully accept donations (toys, books, craft supplies, etc.). Donations need to be clean and in good condition. Please see our director for complete details. Monetary donations can be used as a tax deduction. Always seek advice from a tax professional.

Fund Raisers

We invite family and friends of our students to participate in our fund raisers throughout the school year. Much of your tuition supports our teachers' salaries, so these periodic fund raisers really help out to provide new equipment, materials and supplies for our students to enjoy. Thank you for helping to make MMO the best it can be!