



MOTHER'S DAY OUT PROGRAM

● CRBC NASHVILLE ●

CHARLOTTE ROAD BAPTIST CHURCH
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MISSION STATEMENT

The Mother's Day Out Program at CRBCNashville exists to provide a safe, loving, Christ-centered environment for your child to learn, grow, and prepare for kindergarten.

PROGRAM OVERVIEW

- Mother's Day out occurs on Tuesdays and Thursdays from 9:00am to 2:30pm
- The program begins Tuesday, September 2, 2025
- We accept children ages 2 to to Pre-K
- Children must be the accepted age on or before September 1, 2025
- Program Cost \$3110 per program year

ADMISSION:

Program admission is on a first-come, first serve basis. All required registration forms must be completed for your child to be considered for admission. A \$100 non-refundable registration fee per child must be paid at the time your child is accepted into the program. Admission is not guaranteed until registration forms and payment of the registration fee is received. If classes are full, children can be placed on a waiting list for an available spot. You will be contacted as soon as a spot becomes available.

Your \$100 non-refundable registration fee will be due at the time that you accept a position off of the wait list.

ENROLLMENT:

It is your responsibility to complete and return all required enrollment forms prior to August 15, 2025. Your child will not be allowed to start in the MDO program until ALL forms have been received. Failure to return the required enrollment forms may result in the loss of your child's spot in our program and forfeiture of your registration fee.

PROGRAM FEE:

- \$3,110.00 annually
- Sibling discount is \$150.00 annually per child registered

PROGRAM FEE PAYMENT:

The program fee is determined on an annual basis and may be paid all at once or in ten equal monthly installments due on the 1st of each month from September to June. **Payments are considered late on the 10th of each month and will be**

charged a \$15 late fee. The full program fee must be paid each month regardless of the number of days in attendance due to illness, holidays, vacation, etc. Our program fee is based on days registered, not days attended. Financial assistance is available. Requests for assistance may be confidentially submitted, in writing, to the Program Director.

LATE PICK UP FEES:

\$1.00 per minute/per child beginning at 2:31 pm. Payable upon pick up.

- If you arrive after 2:30, you will need to check in with security to pick up your child.

WITHDRAWAL FROM PROGRAM:

Prior to the start of the school year

If you choose to remove your child(ren) from CRBCNashville's MDO program, you must notify the Director prior to August 1st, in order to avoid a program fee being due on September 1st. **Please note: If you disenroll your child(ren) prior to the start of the school year, but after the August 1st deadline, this relinquishes their spot in the program.**

After Sept. 1st

Should you decide to withdraw from the program after September 1st, a 2-week written notice is required. You will still be expected to pay the month's program fee in full. No refunds will be given. If notice is not received by the 10th of the month (that you wish to withdraw) you will be billed for the following month as well. It is to your financial advantage to provide notice at the first of any given month.

FORMS:

In order to be enrolled in CRBCNashville's MDO program, you must complete all required forms. These forms include:

- o REGISTRATION FORM and submission of \$100 non-refundable registration fee.
- o Current immunization/physical form (TN Dept of Health Certificate of Immunization)
- o Signed Program Guidelines
- o Signed Program Fee Agreement
- o State Licensing Disclosure
- o Signed Medical and Liability Form

CURRICULUM:

Our curriculum is designed to prepare children for kindergarten teaching age appropriate knowledge and skills from a biblical perspective. Skills will be taught in a way that addresses their mental development, physical and social needs. All learning styles are incorporated into our program, and learning will be fun.

DAILY SCHEDULE:

Our daily schedule is designed to celebrate each stage and uniqueness of a child's development and growth. We use many different methods to accomplish this including Bible story time, group playtime, arts and crafts, and music. God's word and biblical principles are highlighted in each daily activity because understanding the love of Jesus is the strongest foundation we can offer a child.

STAFF:

Having a well-qualified and highly trained staff is a top priority for our program. Our requirements for employment are:

- Degree in education or minimum of 2 years related teaching experience
- Criminal background check
- Employment application with 3 references on file
- Professional Development Training at the beginning of each school year

COMMUNICATION:

We will try to keep you up-to-date and informed regarding your child and any other CRBCNASHVILLE'S MDO happenings. Teachers use the ClassDojo app to communicate with you throughout the day. You can also expect periodic emails from CRBCNASHVILLE'S MDO in reference to important information, and upcoming events.

We encourage teachers to regularly communicate to parents the current focus of the class as well as their individual child's progress through weekly progress reports. This Parent Handbook should answer most questions you have regarding policies and procedures.

DROP-OFF AND PICK-UP**ARRIVAL:**

Check-in begins at 9:00 a.m. To avoid interruption to the classroom, we ask that all students be dropped off no later than 9:30 a.m.

All children enrolled in CRBCNASHVILLE'S MDO must be checked in prior to entering their class. In an emergency, our check-in roster is what will be used establish a headcount. Additionally, for state exemptions, we must keep daily records of the hours that each student is present in our program.

Drop-off time can be stressful for both moms and children. Please make your good-bye definite and do not linger. If you would like to check on your child during MDO hours, you can communicate with their teacher using the ClassDojo app. We will be happy to let you know how they are doing as time allows.

DEPARTURE:

The pick-up person must be listed on your child's Registration Form. It is especially important to list all people that you allow to pick up your child. It is important to let the teachers know if the afternoon pick-up person will not be the same as the morning drop-off person. Teachers begin to learn each child's familiar contacts. If someone unfamiliar comes to pick up your child he/she **will** be asked for a photo ID and their name **will** be checked against the Registration Form. Your child will not be released to anyone until we confirm their identity and that their name is listed on the Registration Form. **We will ID anyone that we do not know.** Children will not be released to siblings unless they are over the age of 18 and their name is listed on the Registration Form.

DROP OFF/PICK UP:

- Drive up to car/rider line under the covered awning by the church sanctuary

- Check your child in with the classroom assistant in the church foyer. Classroom assistants will take you child to class.

Children can be checked in from 9:00am-9:30am and picked up from 2:00pm-2:30pm. If you arrive, outside of those time spans, you will need to contact the security office. If you arrive later than 2:30 you are considered late and are subject to the Late Pick-Up Fee.

WEATHER DISMISSAL:

If Davidson County Schools are closed, CRBCNASHVILLE'S MDO will be closed. If Davidson County Schools have a delayed start, CRBCNASHVILLE'S MDO will delay start in line with Davidson County, and pick up will remain the same.

- 1-hour delay=10:00 MDO drop off begins
- 2-hour delay=11:00 MDO drop off begins

You will receive notification via text and email any time CRBCNASHVILLE'S MDO is unexpectedly closed or delayed.

ILLNESS:

Please do not bring your child to CRBCNASHVILLE'S MDO if they are ill. If a child becomes sick while at CRBCNASHVILLE'S MDO, you will be called and expected to have your child picked up.

Our wellness policy helps us to maintain a healthy environment for all our children. The following are guidelines to illness and symptoms:

- Fever over 100 degrees in the last 24 hours (Please do not use the fever-reducing medication in order to bring down your child's fever to make them "well" to bring them to CRBCNASHVILLE'S MDO program)

- Diarrhea or vomiting in past 24 hours
- Persistent cough (wet, dry, or croup)
- Colored discharge from nose or eyes (including conjunctivitis/pink eye)
- Rash of any kind
- Open wounds
- Lice (free of nits)

Occasionally we are made aware that a child has contracted a communicable disease. We will notify you by text or email as soon as the Director is made aware of exposure. Please notify the Director if your child has been in CRBCNASHVILLE'S MDO and comes down with a contagious disease such as pink eye, chickenpox, lice, flu, etc. We will not administer any medication to children while they are in school.

EMERGENCY PROCEDURES:

All staff will be First Aid and CPR certified and will take the appropriate measures to handle an emergency situation. In the case of serious injury, we will make every attempt to contact a parent. If a parent can't be reached, we will contact the persons listed on your Emergency Contact Form. If necessary, we will call 911 and an ambulance will take your child to your preferred hospital or Vanderbilt Children's Hospital. The following Emergency Procedures are in place and all staff has been trained accordingly for each:

- Tornado
- Fire
- Earthquake
- Explosion
- Intruder

A Fire Drill and Tornado Drill will be conducted annually while your child is at CRBCNASHVILLE'S MDO program.

PERSONAL ITEMS:

A diaper bag or backpack for your child's belongings should be sent each day and should contain the following items:

- Nut-Free lunch
- Seasonally appropriate change of clothes (including socks) in a Ziploc bag with their name on it
- Rest time supplies (nap mat, blanket, crib sheet, lovey)
- Jacket or coat when the weather is chilly
- If it is not raining and above 50 degrees, we will go outside!

Clothing should be comfortable and easy to put on and remove for ease of going to the bathroom. Children should wear washable clothes that will enable them to play and engage in arts and crafts without the fear of getting dirty. Their shoes should be comfortable and sturdy enough for them to run and play with ease. Please remember to label all clothing with your child's name.

FOOD:

Each day you will need to send a **NUT-FREE** lunch for your child.

Please pack your child's food in a lunch box using non-glass items. We cannot heat food for your child. Please be sure all items have your child's name on them. Please pack a well-balanced lunch that your child will eat and enjoy. Don't forget a spoon or a fork, if needed. Avoid packing foods that could

pose a choking risk. Please have all your child's food cut and ready to eat in finger food sizes. **Cut hot dogs and grapes in quarters.** We welcome birthday celebrations. Please keep it simple: cookies, cupcakes with minimal icing, or ice cream cups are a few examples. Confer with your child's teacher ahead of time what you will bring and when it would be mutually convenient to celebrate. Our **NUT FREE** policy applies to birthday celebrations as well. Please make sure you double-check **ALL** labels as we **WILL NOT** serve any item containing nuts.

POTTY TRAINING:

Teachers are willing to work with your child in the potty-training process. Give your teacher keywords that your child will recognize. Please dress your child in clothing that will allow for as much independence as possible. Send additional underwear or pull-ups. We will deal with accidents in a calm manner. In the case of multiple accidents in regular underwear that begin to interrupt the schedule of the entire class, we will put your child in a pull-up for the rest of the morning. We will continue to take your child to the bathroom, but he/ she will be changed into a pull-up for continuing accidents. Children will not be forced to use the potty at any time.

BEHAVIOR:

Please remember that young children need experience in learning how to take turns and cooperate with others. It is an ongoing process for young children. Aggressive behavior may occur for some children as they learn to interact with other children and adults. We do not allow this behavior to persist,

but will continually work with your child to learn to express acceptable ways of dealing with anger and frustration. We do not expect perfect children, but reasonable cooperation. If we feel that a child is exhibiting behaviors on a consistent basis that need further intervention, we will discuss

BEHAVIOR (cont.):

this with the parents in seeking solutions to deal with the child's behaviors. We never spank, swat, or in any way physically discipline a child in our care. It is our policy to re-direct the child's interest, if possible and affirm acceptable behavior. Teachers will not be aggressive in their response to a child's behavior, nor will they humiliate or frighten a child under any circumstance. Our ultimate goal is to encourage them to change their future behavior, not just the immediate action.

Corrective actions to take if warranted include:

- Talk with the child giving guidance in correct behavior.
- Give the child the opportunity to exhibit the appropriate behavior.
- Sit the child in a chair, away from play (one minute per age of child).
- Help him/her see the situation from the other's point of view (especially when an act of aggression has occurred against another child).
- Gently re-direct the child, being as consistent as possible.
- If child does not respond to action steps and behavior continues, the child may be separated from the group and removed from the classroom for a time.

The Director will listen to the child and discuss appropriate behavior in a firm but loving manner. The child may then return to class. If the situation repeats itself, the parent may be notified. It is possible that you may be asked to pick up your child for the remainder of the day.

- If disruptive behavior persists, we reserve the right to disenroll your child from the program.

DOMESTIC ISSUES:

Should a domestic issue arise that might concern a CRBCNASHVILLE'S MDO family, please notify all pertinent staff of the situation, especially in the case of marital separation or divorce. CRBCNASHVILLE'S MDO desires to protect all children in our care.

GRIEVANCES:

If you have a question or problem with something that is happening with your child in class, it is a good idea to address this problem first with your child's teacher. You may request a conference at any time to discuss your child's progress, behavior, or anything that you feel is affecting them at school. If problems cannot be satisfactorily resolved, please contact the program director. If you have a question or problem about a general CRBCNASHVILLE'S MDO policy or procedure, please see the program Director.

For more information on Charlotte Road Baptist Church, visit our website at: www.crbcnashville.org