

# MOTHER'S DAY OUT

## A MINISTRY OF SUNNYSIDE BAPTIST CHURCH

And all thy children shall be taught of Jehovah;  
and great shall be the peace of thy children.  
Isaiah 54:1



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**Welcome to Sunnyside Baptist Church  
Mother's Day Out**

**Dear Parents,**

**Welcome to Sunnyside Baptist Church Mom's Day Out program. Our program was created to provide your child with a safe place to grow spiritually and in a loving environment where he/she may begin learning independence and interactive play while forming new friendships with other children. Our leaders desire to lay a foundation that guides your child into a love for God, a love for others, and a love for learning. It is our goal to make MDO a fun and happy place that your child will anxiously anticipate each week.**

**This handbook is designed to help you better understand our program and our guidelines. We believe God commands us to "train up a child in the way he should go so when he grows old, he will not depart from it" and we desire to partner with you in this mission. We pray that your child will grow just like Jesus did...in wisdom, stature, and in favor with God!**

**Thank you for allowing us the privilege of serving you and your child!**

Your child will be learning a Christian curriculum that incorporates many academic skills. Your child will be participating in small group times, phonics lessons, math lessons, science lessons, and learning through play. Children learn so many lessons through cooperative play time, songs, and art activities. Along with academic lessons, your child will be learning about the Bible and the love of Jesus for them.

Our program at Sunnyside Baptist Church is supervised by caring leaders trained to meet the needs of individual children and provide positive adult role models. This program is designed to supplement and support the family experience at home.

Our MOD is a ministry of Sunnyside Baptist Church and exists to serve families of our church and community.

This handbook has been created for you to have as a resource to answer any questions you might have. Our passion includes what we all at Sunnyside Baptist Church want, children to find Jesus and accept them into their lives. If you have any questions, please feel free to contact me at: [children@sunnysidebaptistchurch.org](mailto:children@sunnysidebaptistchurch.org) or call me at 423-361-1482.

Welcome and Excited in Jesus' Name,  
Tammy Rogers  
Children's Director

# Handbook

## Licensing

We do not have to be licensed because we operate as a part-time ministry extension of Sunnyside Baptist Church. We do however, follow the DHS guidelines. It is not required to be licensed by section 71-3-503 (2005)(12)(2).

## Ratios and Tuition

Sunnyside Baptist Church Mom's Day Out Program has classes to accommodate children 2 months old to Pre-Kindergarten. The following milestones must be reached for consideration for certain classes:

<b>Class</b>	<b>Ratio</b>	<b>Milestones</b>
2-12 month class	2:5	2 months old
1 year old class	2:6	walking and self-feeding
2 year old class	2:6	potty training in progress
3 year old class	2:8	potty trained
*4 and 5 year old class	2:10	turning 5 before 12/24

\*Children will be grouped according to their chronological age. There may, however, be occasions when a child will be placed out of their age group. These developmental decisions will be made by the director, leader(s), and the child's parent. We will always be doing what is best for the child.

# Handbook

## Tuition for 2024-2025 year

Sunnyside Baptist Church has a \$85 non-refundable registration fee to get your child registered. This will guarantee your child's enrollment for the 2024-2025 year and must be paid at time of registration and does not go towards your tuition. \*Sibling discount applies (\$85 1st child, \$70 2nd child, etc.)\*

There is a yearly activities fee of \$45 which will cover any class snacks, crafts, supplies, etc.

Tuition is \$200 a month with a 15% discount for siblings. Tuition is to be paid on the 1st of the month. If payment is not received by the 15th of the month, a possible late charge of \$20.00 will be added to your account. Please make your checks payable to Sunnyside Baptist Church and on the memo line, please write MDO and your child(ren) names. There will be a \$25.00 returned check fee for any NSF checks.

Sunnyside Baptist Church MDO reserves the right to drop a child from the program if tuition is not paid for 2 months of childcare.

If a child is absent due to sickness, vacation, etc., parents are still responsible for payments. (See Illness Policy page).

# Handbook

## School Year-Days and Hours of Operation

Sunnyside Baptist Church MDO is open on Tuesdays and Thursdays. Tennessee state law for MDO programs allows children to be in our care for no more than 2 days a week for 12 hours per week.

Children may enter the building at 8:00am and should be picked up PROMPTLY by noon. "Note that if you are consistently late picking up your child, you will be charged an additional \$20.00 per month.

Our MDO follows the Sullivan County School District Schedule. We will observe all Sullivan County School holidays. If any changes occur due to sickness, Sunnyside Baptist Church-MDO has the right to make any decision about closing for the protection of our students and leaders. If Sullivan County School District is closed for inclement weather, we will be closed or delayed.

## Behavior Issues

We will continually work with your child in a Christian attitude. We will use positive behavior techniques, but when a child is doing something inappropriate for the learning situation, he/she will be corrected and respectfully redirected to a more positive behavior.

While in our care, if there are any instances of biting or harmful behaviors, the child will have consequences. If all appropriate actions have been followed, Sunnyside Baptist Church-MDO has the right to drop a child from the program. We want a safe environment for all our children to learn and grow without any harmful distractions.

## Wellness Policy

**\*Children who have had the following symptoms within the last 24 hours SHOULD NOT be dropped off at MDO!**

**Fever, Vomiting, Diarrhea, Green or Cloudy Runny Nose, Inflamed Throat/Mouth, Runny or Pink Eyes, Croup, Coughing or Sneezing, Skin Infections (unexplained rash, ringworm, or impetigo) Symptoms of Childhood Diseases (mumps, chicken pox, measles) Covid 19 Symptoms**

## Illness Policy

We work hard to clean and disinfect our work and play area, surfaces, and toys. As we all know, children are going to be in contact with germs. Please read the notice above and make sure that you do not send your child if they have/or have had in the last 24 hours. Children should be symptom-free for the last 48 hours to return to MDO. This protects the other children, leaders, and your child so they will not recatch any sicknesses!

## Teething

If your baby is teething and runs a slight fever, you do not have to keep them out for multiple days. Please call to discuss what is the best option for your teething baby.

## Lice

Head lice is a common problem in any group of children. If it is found that your child has head lice, your child will not be allowed to return until he/she has been treated and found to be lice/nit free. All parents will be notified of any lice outbreak.

## **Medication**

If your child requires medication while at MDO, please ask the leader for a medication form. The leader will administer all medications per parent's written instructions. All medications will be kept in the Children's Director's office. NO MEDICATION will be applied or given without written permission from a parent or guardian (including diaper cream). Please do not leave any medications in diaper bags or backpacks. Sunscreen will not be applied at MDO so please apply it to your child in the morning for the day!

## **Allergies**

Sunnyside Baptist Church-MDO is not a nut restricted facility. We will be nut free in classrooms if there is a child with a peanut/nut allergy. We will take this very seriously and evaluate on an individual child basis. If your child requires any additional allergy restricted food, for your child's best protection, you will need to provide their particular snacks. Please make sure to list any food allergies on the registration forms. Please make sure you tell the teacher of any food restrictions!

## **Covid 19 Protocol**

As with all sicknesses, we will send children/staff home that are running a temperature over 99.7. They will remain at home until they are 24-hour fever free.

## **Sign-In and Sign-Out**

When entering in the morning, you will need to sign your child in at the sign in Table. This will generate our list of attendance. We will use this to keep track of everyone and in case of an emergency. At dismissal, we will need you to sign your child out. This will be a record to keep your child safe by knowing who picked up the child, and when the child was picked up.



# What to Know about MDO

## What should my child bring with them to MDO?

- Labeled backpack with complete change of clothes (including underwear and socks)
- Adequate supply of disposable diapers (if not potty trained yet)
- Nut-free lunch/snacks - if there is a nut allergy in their room, Otherwise, a snack and/or lunch of your choosing in a lunchbox labeled clearly for your child including beverage in spill proof cup, napkin, and utensils. All leftovers will be placed back in the child's lunchbox for you to dispose of.
- Please DO NOT send food that needs to be heated!!

## What Will my child be doing each day?

- Learning in group time, learning in centers, working together through cooperative play.
- Interacting to develop physically, emotionally, socially, mentally, and spiritually.
- Story time, letters, phonics, math-numbers, art, music, and Bible knowledge will all be included in your child's learning.

## What if my child cries?

- Your child will be attended to and distracted to get them interacting with fun things in the classroom. Do not linger! We will take very good care of your child, but they will cry out for you if they see you. We will love your child like our own and make sure they feel safe and loved while in our care. We will work to make this a very positive place for your child to learn and grow.

## Who can pick up my child?

- Your child may ONLY be picked up by adults listed on the registration form. The adult picking up the child will be required to show valid driver's license or photo ID. This is a REQUIREMENT, so please make sure those picking up have valid ID.
- If there are any custody issues, PLEASE make these known to the leader. Our facility is very secure, but we do need to know how to make sure any child in a custody situation needs to be protected by our leaders.

## **Withdrawal**

A minimum of 2 weeks notification of withdrawal is required in writing and submitted to the Children's Director. If it is not received in writing, you will continue to be charged. This is needed to invite new students wanting a spot in our program and to prepare for any leader changes.

If a child is absent for more than 2 weeks, without explanation, the child will be dropped and will not be guaranteed a space in the program.

## **Pets and Other Animals**

In order to maintain a safe environment for all children, we do not allow animals of any kind in our building.

## **Birthday Policy**

Birthdays are very special, especially to children. If you would like to celebrate your child's birthday during MDO, please contact your child's leader the week before you wish to celebrate. You are welcome to bring store-bought items to distribute during snack (example: Big chocolate chip cookie, cupcakes, juice boxes, etc.) Due to health regulations, we ask that you do not bring homemade food items to distribute. Please arrange all details with the classroom leader.

Our MDO Program is only able to distribute birthday invitations if every student in the class is invited. This is in effort to protect the feelings of ALL our students.

# Parent Agreement - Handbook

I, \_\_\_\_\_, whose child \_\_\_\_\_ is enrolled in the 2024-2025 school year of Sunnyside Baptist Church Mother's Day Out Program, have received a copy of the Parent's Handbook. I have read and understand the policies and guidelines as described in the handbook, and I agree to abide by them.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## Photograph/Video Release and Authorization

The undersigned hereby authorizes Sunnyside Baptist Church MDO program, its leaders, to photograph and/or film me and/or my child, and consent to the use of my and/or my child's likeness in any and all publications and/or materials, including, but not limited to, advertising, news media, video and website materials. I further release Sunnyside Baptist Church from and waive any rights that I and/or my child might have to any revenue payment or fee for said photography and/or film.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**PLEASE SIGN AND RETURN THIS PAGE WITH YOUR REGISTRATION.**

Office Use Only: Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Immunization form \_\_\_\_\_ Class Assigned To \_\_\_\_\_

2024-2025  
Sunnyside Baptist Church  
Mom's Day Out Program Registration

Child's Full Name \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Preferred Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age (as of 8/15/2024) \_\_\_\_\_

**PARENT/GUARDIAN CONTACT INFORMATION:**

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Home \_\_\_\_\_ Home \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Home Church: \_\_\_\_\_ Home Church: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Employer Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Work Hours: \_\_\_\_\_

**Transportation Plan: Persons (other than parents) to whom your child may be released and are authorized to provide transportation for your child**

Name/Relationship \_\_\_\_\_

Cell \_\_\_\_\_

Name/Relationship \_\_\_\_\_

Cell \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**2024-2025  
Emergency Information**

**Emergency Contact: (authorized to act on parent's behalf if parents are unreachable in an emergency)**

Name/Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Work \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Zip \_\_\_\_\_

**Medical Information: (Please fill in completely)**

**Child's Physician:**

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Medical Concerns/conditions \_\_\_\_\_  
Current Medications \_\_\_\_\_

**Child's Dentist:**

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_

Allergies \_\_\_\_\_  
Treatment Required \_\_\_\_\_

**For life-threatening allergies, we must have care instructions from the physician on file.**

**Consent and Authorization for Medical Treatment 2024-2025**

I hereby give my consent to Sunnyside Baptist Church Mother's Day Out Program to act on my behalf in a medical emergency. I understand that every reasonable effort will be made to notify me. If I am unreachable, the emergency contact person noted on my child's registration form will be contacted.

**Preferred Hospital:** \_\_\_\_\_

**Parent Name (please print):** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Child's Name \_\_\_\_\_

2024-2025  
Getting To Know Your Child

**Eating Habits**

1. At what time does your child eat:  
Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_
2. Does your child feed him/herself? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Food Favorites: \_\_\_\_\_
4. Food Allergies: \_\_\_\_\_
5. Dietary restrictions: \_\_\_\_\_

**Sleep Habits**

1. Morning Nap? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Naps from: \_\_\_\_\_ to \_\_\_\_\_
3. Special blanket, lovie, etc. \_\_\_\_\_

**Toilet Habits**

1. Does your child tell you when they need to go?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Typical Time of bowel movement: \_\_\_\_\_
3. Are they able to wipe by themselves or need assistance?  
\_\_\_\_\_
4. Wear a pull-up/diaper? (if potty training) \_\_\_\_\_

**Speech and Physical Development**

1. My child talks: Well \_\_\_\_\_ Fairly Well \_\_\_\_\_ Not Very Well \_\_\_\_\_  
Not at All \_\_\_\_\_
2. Crawling? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Walking? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Any concerns about speech or physical development?  
If yes, what are your concerns? \_\_\_\_\_

**Social Development**

1. How would you describe your child? Outgoing \_\_\_\_\_  
Shy \_\_\_\_\_ Quiet \_\_\_\_\_ Talkative \_\_\_\_\_ Active \_\_\_\_\_ Happy \_\_\_\_\_  
Grumpy \_\_\_\_\_
2. Is your child around other children on a regular basis?  
Yes \_\_\_\_\_ No \_\_\_\_\_
4. Do you have any concerns about their social development?  
If yes, what are your concerns? \_\_\_\_\_

Any other information about child that would help us in caring for them?

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# Mom's Day Out Baby Class

## Schedule/Routine

### 2024-2025

Since we will be taking care of your precious little at MDO, we ask that you please fill out this questionnaire to help us in offering the best care for your precious little one!

Child's Name \_\_\_\_\_

- Will your baby have had breakfast before arriving?
- What time does he/she have his/her bottle. Is it breast milk \_\_\_\_\_ or formula \_\_\_\_\_?
- What time does he/she usually have a morning nap and how long do they sleep?
- What time do they snack \_\_\_\_\_ lunch \_\_\_\_\_
- Is there a routine for putting them down for a nap? Special lovey, etc?
- Favorite things to play with?
- Is there anything else we need to be aware of?

# Mom's Day Out Supply Wishlist 2024-2025

If you would like to help us out with some additional items that will be needed throughout the semester/year, please feel free to donate.

- 3 Packs Copy Paper
- 1 Pack Card Stock (white)
- 1 Pack Jumbo Glue Sticks
- 1 Box Glue Dots (crafts section)
- 1 Box Quart Ziploc Bags (Boys)
- 1 Box Sandwich Bags (Girls)
- 3 Pack Clorox Wipes
- 1 Can Lysol Spray
- 2 Rolls Paper Towels
- 1 Box Kleenex
- 3 Packs Baby Wipes
- 1 Pk cheap white paper pates (for crafts)

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