



A ministry of the Children's Department at **hilandpark**
BAPTIST CHURCH

(for ages 6 months to kindergarten)
Revised May 15, 2014

Hiland Park Baptist Church 2014-2015

Hiland Park Baptist Church
2611 N Hwy 231
Phone: 850-785-6530

Mother's Day Out Guidelines

(For ages six months – kindergarten)

The purpose of the Mother's Day Out Program at Hiland Park Baptist Church is to minister to both mother and child. For the mothers, this is a special time to call their own. For the child, it is a time of learning and recreation at a familiar place with children they enjoy being with. This time at MDO will reinforce spiritual values and being at church will become even more enjoyable.

MDO will be in session to coincide with the Bay County public school schedule. We will close for the same holidays as Bay County School. With the exception of Thanksgiving and on that holiday we take Wed. and Thursday for our break. Our day will begin at 9:00 am and will end at 2:00 pm on Tuesday, Wednesday and Thursday. Your child is encouraged to be in regular attendance. This is helpful for your child's adjustment and for our scheduling and teaching efforts.

Please do not bring your child to class early unless they are participating in extended care. When your child participates in extended care you sign them in and sign them out. You will be billed on your monthly statement for that care. Before care begins at 7:30 and ends at 4:00.

If you are not picking your child up you must let us know who is picking up your child, we must have written permission from you. The person's name and relation to the child must be on file in our office.

Do not bring children who have been sick in the past 24 hours. Enclosed with these guidelines are our health policies at HPBC. For the health and well being of all the children we will follow these for our Mother's Day Out program. Please review our sickness policy.

We ask that you do not bring toys to MDO. If your child has a comfort toy for nap time we ask that you tuck that away in their bag until that time. You will need to provide your child with a mat for nap time and a blanket for cover if needed. Mats will be stored in the room and should be clearly marked with first and last name. Mats and blankets will be sent home periodically for washing.

Your child will need a nutritious lunch and drink. Please send foods that can be easily managed (for those old enough to feed themselves.)

Be sure to label anything that is not disposable. Also, all clothing should be clearly labeled.

You may arrange ahead of time to bring a special snack for special occasions. Plain cookies or lightly iced cupcakes with juice are suggested. This must be approved by each individual class's lead teacher and posted outside the door so that parents will be aware of the special snack for the day.

Your child will be cared for with loving discipline along with the use of positive reinforcement. No child will be allowed to be disrespectful to his or her classmates or the teacher. We appreciate you trusting us with your child as we seek to minister to each child in a way that will help them grow in every way.

There is a one time registration fee of \$75.00. Fees will be billed at the beginning of the month and due on the first Tuesday of each month. You will be billed for each session as long as your child is enrolled. We ask that you pay for every session your child will attend on the first Tuesday of the month. Please notify the MDO staff two weeks in advance if you plan to withdraw your child from the program so we can fill the space left open.

Our fee for a session on Tuesday, Wednesday and Thursday is \$25.00 from 9-2. Extended care is \$6.00 per hour.

Drops in are any child who attends anything other than 3 days a week. That fee is \$30.00 per day.

There will be drop-in care available if our class sizes permit. You must call by noon on Monday to make arrangements and to check for openings. This will allow us to prepare for your child to be a part of the day's activities.

Thanks for your cooperation.

Tammy Kirkland
Children's Ministry Director

Daily Schedule for Mother's Day Out

*** All activities will be based around the learning theme for the day.**

6 months to one year

9:00 – 11:30 Free time or nap
11:30 – 12:00 Lunch
12:00 – 2:00 Free play or nap

One year olds

9:00 – 11:00 Free play (puzzles, blocks, books, toys) & snack time
11:00 - 11:30 Lunch
11:30 - 11:45 Diaper changing
11:45 – 11:30 Free play
11:30 - 1:35 Lunch & Nap
1:35 - 2:00 Diaper change and free time

Two's

9:00 - 9:45 Free play (little tikes toys, puzzles, blocks, nature, art)
9:45 - 10:45 Playground & snack time
10:45 - 11:00 Diaper changing or restroom
11:00 - 11:45 Lunch
11:45 - 1:35 Free time and Nap

Three's

9:00 – 9:45 Free play
9:45 – 10:00 Activity with music
10:00 – 10:15 Restroom and snack
10:15 – 10:45 Group time and craft
10:45 – 11:45 Playground
11:45 – 12:30 Lunch and restroom
12:30 – 1:30 Nap

Fours and Five's

9:00 – 9:35 Free play
9:35 – 10:15 Learning Activity
10:15 – 10:45 Story & snack time
10:45 – 11:00 Music
11:00 – 12:00 Playground
12:00 – 12:30 Lunch
12:30 – 1:30 Video and nap (4 & 5 yr olds don't always take naps, but we do encourage quiet time on a mat with a movie.)
1:30 – 2:00 Free time

Pre K schedule will come from the Pre K teacher.

* Age appropriate videos can be added at the teacher's discretion

Hiland Park Baptist Church Children's Sickness Policy

Because we love your children and we Care we are implementing the following rules:

For the protection of our children in the Children and preschool area, we cannot accept into class any child who is sick or exhibits the following symptoms:

- A fever of 100 degrees or higher (must be fever free for 24 hours)
- Colds, especially with mucus that is thick or yellow or green in color; congestion, coughing, sore throat etc.
- Any infectious process including "pink eye" (reddened eyes with purulent drainage).
- Vomiting or diarrhea (must be free of this for at least 24 hours).
- Any suspicious rash that could be infections.
- If you should detect that your child has lice or nits please do not send them to any church activity until they are lice or nit free.

Should your child become ill at church, you will be contacted immediately and asked to pick up your child.

MOTHER'S DAY OUT
3 day a week Program
Mother's Day out DATES AND FEE CHART

Mother's Day Out Dates for 2014 - 2015 (revised May 14, 2014)

(Remember we follow the Bay County School Calendar)

Tuesdays, Wednesdays & Thursdays

Monthly Fee - 1 child

August 19, 20, 21, 26, 27, 28

August fee: \$150.00

September 2, 3, 4, 9, 10, 11, 16, 17, 18, 23, 24, 25, 30

September fee: \$325.00

October 1, 2, 7, 8, 9, 14, 15, 16, 21, 22, 23, 28, 29, 30

October fee: \$350.00

November 4, 5, 6, 12, 13, 18, 19, 20 25

November fee: \$225.00

December 2, 3, 4, 9, 10, 11, 16, 17, 18

December fee: \$225.00

January 7, 8, 13, 14, 15, 21, 22, 27, 28, 29

January fee: \$300.00

February 3, 4, 5, 10, 11, 12, 17, 18, 19, 24, 25, 26

February fee: \$300.00

March 3, 4, 5, 10, 11, 12, 17, 18, 19, 31

March fee: \$250.00

April 1, 2, 7, 8, 9, 14, 15, 16, 21, 22, 23, 28, 29, 30

April fee: \$350.00

May 5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28

May fee: \$300.00

Veterans Day Nov. 11

Thanksgiving Break November 26 & 27

Christmas Break is December 22 – Jan. 5th

Spring Break is March 23- March 30

Teachers Work Day Jan. 20th

Drop In fee for any one day of the week \$30.00.

Attendance Policy

All children who participate in the Pre K program will be required to attend all 3 days of the week. We feel this will maximize their learning ability.

If your child is sick, we need to be notified as soon as you know they will not attend. A doctor's note will be requested in order to adjust your monthly fee. If you are going on vacation and will not be in class, a leave of absence form will be required to adjust your monthly fee.

Mother's Day Out Registration Form 2014-2015

Hiland Park Baptist Church Preschool Ministry

Child's Name: _____

Date of Birth: _____ Sex: Male or Female

Mother's Name: _____

Father's Name: _____

Home Address: _____

City: _____ Zip: _____

Phone/cell numbers: _____

e-mail address: _____

Church Membership or Attendance: _____

Emergency Contact: (After failing to reach either parent? Needs to be local)

Name: _____ Relationship _____

Phone number: _____

Name: _____ Relationship _____

Phone number: _____

Name: _____ Relationship _____

Phone number: _____

Allergies: _____

Medications: _____

Potty Trained? ___yes ___no Special Instructions: _____

The following People have my permission to pick up my child:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Please let us know of custody or legal issues that may exist.

Parent's Signature: _____

Date: _____

For Office Use Only: Date Received _____
Registration/Supply Fee Paid Yes No Cash _____ Check # _____ Amount _____

Room Assignment: _____ Days: Tues Wed Thurs

Mother's Day out - Medical Release

Parent's Name: _____

Phone: _____ Cell _____

Address: _____

City & State: _____ Zip: _____

Child's Name: _____ Date of Birth: _____

My child, _____, has my permission to participate in Mother's Day Out, sponsored by Hiland Park Baptist Church, 2611 N Highway 231 Panama City, FL 32405.

In consideration of granting permission by Hiland Park Baptist Church, its agents, servants, and members for the participation in such activity by participant and custodian hereby, release and exonerate Hiland Park Baptist church, its agents, servants, and members from any and all liability of every nature and kind pertaining to such activity or the participation therein by participant. Participant and custodian expressly covenant not to sue or do hereby waive and relinquish whatever right either may have or which otherwise might accrue against Hiland Park Baptist church, its agents, servants, and members by virtue of the sponsorship and supervision of such activity and/or the participation therein by participant.

Participant and custodian hereby authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care to be rendered to participant under the general or special supervision, and on the advice of a license physician, surgeon, anesthesiologist, dentist, or other qualified medical personnel acting under their supervision.

Allergies _____

Doctor _____

Insurance Company _____

Policy # _____

The consent, waiver and/or lease provisions hereof shall remain in full force and effect until written notice or revocation or withdrawal is received by Hiland Park Baptist Church at its office at 2611 N Highway 231, Panama City, FL 32405, (850) 785-6530

Parent/Guardian signature

STATE OF FLORIDA, COUNTY OF BAY

Before me personally appeared _____ to me well known and known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed. WITNESS my hand and official seal, this _____ day of _____ A.D. 20_____

My Commission expires _____

(notary seal)

Notary Public State of Florida

What you can expect from Hiland Park Baptist Church Pre K Program?

Christian Environment

Bible Stories

Academic Development

Social Development

Playtime

Arts and crafts

Music with movements to enhance coordination skills

Educational Field Trips

Discipline through visual pulling of colors

Further develop independence and responsibility to carry out daily tasks expected at school.

Our scheduled field trips are:

Panama City Mall - Santa

Panama City Fire Department

Strawberry Farm

Pumpkin Patch

Panama City Library

Each child will be evaluated academically, emotionally, socially. You will receive progress reports at the end of each 9 week period.

Periodic parent/teacher conferences will be scheduled as the teacher feels necessary. We have an open door policy and you are always welcomed to ask questions, visit the class room or schedule conferences.

Testimonials from Parents:

We LOVE MDO! As a first time Mom it can be hard to drop your child off in a new environment. It wasn't hared to drop Josiah off at MDO because they made us feel like family. I knew when I dropped my child off he was in a clean facility and that he was safe and loved. My son grew so much with his social skills and they prepared him for school with sounds and numbers. The friends he made will be life long friends. I can't say enough good things about this program.

-Jessica Daniels

My son started the MDO program when he was 3, and remained in the program through Pre-K. He absolutely loved going to school each day. The teachers became second mothers, loved on him, and taught him everything he needed to master prior to entering Kindergarten, Most importantly though, we loved the fact that we were sending him to an environment that reinforced the Word!

-Amy Henderson

My son attended MDO at HPBC for 3 years. He was in the Pre K program as well. He loved his "school", his teachers and his friends. The teachers planned fun and creative activities for the kids. They worked on kindergarten readiness skills, but also taught him about local and foreign missions. Reed was well prepared for kindergarten and still hugs on his teacher and his MDO buddies every time he sees them.

-Jennifer Kyle