



2025-2026 Handbook

Dear Parents/ Guardians,

Welcome to the Immanuel Baptist Church's Mother's Day Out Ministry. We are excited that you have chosen to be a part of this ministry opportunity. We hope that your association with us will be a great experience for your family. At IBC MDO, we believe that children are precious gifts from God. Thank you for sharing your precious gift with us.

This handbook contains the philosophy and policies of our Mother's Day Out (MDO) ministry. Please keep this handbook as a handy reference. If you have any questions after reading the handbook, please call the MDO director at 501-860-1523.

Thank you, MDO Staff

Welcome to Mother's Day Out!

We welcome you and your child to the Mother's Day Out Ministry of Immanuel Baptist Church. We believe that the first five years of life are valuable in building character, love, and a positive response to Christ and the Church.

At Immanuel Baptist Church, we will love and nurture your child, care for their needs, teach the basic standards of learning for their age, and teach them the Word of God that is found in the Bible. When you drop off your child we want you to know their safety is of utmost importance.

Our curriculum reflects many types of activities including Bible stories, music, art, crafts, games, and other experiences to stimulate all types of learning. There is a balance between free and structured play, group and individual experiences, quiet and active times, and classroom and gym time activities.

Our desire is that each child will become an enthusiastic learner. We will encourage children to imagine, explore, be curious, and to express themselves in positive ways.

We encourage teamwork among our staff and parents. It is our hope that your family will experience love and joy as you encounter all aspects of this ministry.

We recommend reading this handbook carefully as it will answer many of your questions. Please contact the director if you have a question or concern at any time.

GENERAL INFORMATION

Purpose: It is the desire of Immanuel Baptist Church, through the MDO ministry, to provide a safe and happy Christian environment for children 12 months old to preschool age.

Location: Immanuel Baptist Church is located at 315 Immanuel Street. Mother's Day Out and is held in the Fellowship Hall.

Days: MDO is offered on Tuesdays and Thursdays beginning on August 5th, 2025. MDO will follow the Nashville Public School Schedule.

Contact Information:

Kayla Herndon- MDO Director

kidsministry@myimmanuel.com

What You Will Need for Registration

Birth Certificate

Immunization Records

\$30 Registration Fee

Policies and Procedures

Tuition: Tuition for each child attending MDO is \$22 per day. Tuition is due on the 1st Tuesday of each month and must be received no later than the 2nd Tuesday of each month. Payments received after the 2nd Tuesday of each month will incur a \$10 late fee. If tuition payments are not received for two months, we will not allow your child to attend our program until payments are received.

Because we hire staff for each classroom based on the number of enrolled children, we cannot offer credit for absences due to illness or vacation.

Registration /Material Fee: A non-refundable \$30 registration fee (per child) is due immediately to confirm enrollment.

Hours: MDO meets from 9:00 a.m. to 2:00 p.m.

Enrollment and Attendance

Withdrawing: If you select to withdraw your child, we ask that you give the director a two week notice.

Dismissal: MDO reserves the right to dismiss a child for reasons of non-cooperation, delinquency of fee payment exceeding 2 months, or the inability of a child or parent to adjust to the policies and/or procedures of MDO.

Absences: Please notify the director or teacher as soon as possible if your child will be absent for any reason.

Address Changes

Please immediately inform the Director of any changes in your address, phone number, emergency contacts, or other important information. We want to make sure that our records are accurate.

Maximum Class Ratios Per State Regulations

Birth to 18 months 1:5

18 months -36 months 1:8

2.5 years - 3 years 1:12

Curriculum

MDO uses many sources for curriculum. All curriculum is selected to best meet the needs of each specific class and age group. Teachers select materials and activities developed around themes that provide opportunities for children to learn. The work that is planned is intended to emphasize the process rather than the product. Each child's daily routine will incorporate a balance of free and structured play, group, and individual experiences, quiet and active times, and classroom and gym time activities. Since children learn best through hands-on activities, lessons are structured around play and experimental learning. Developmentally appropriate activities are chosen to enrich all areas of a child's life, including mental, physical, social, emotional, and spiritual.

Food, Naps, and Personal Items

Snacks: Mother's Day Out will provide an afternoon snack.

Lunch: Please provide a nutritious lunch for your child. We are unable to heat up food. Please pack food accordingly. Please ensure that children can eat packed food independently (within their abilities) and that food does not require teacher preparation beyond opening container lids.

Water Bottle: We ask that you send a water bottle daily. Please ensure the water bottle is labeled with the child's name, does not leak and is only filled with water.

Naps: Nap mats and bedding are provided for daily naps. The three to five year old class will not take naps.

Clothing: Your child should wear clothes that are easily managed by children. All children should have an extra change of seasonally appropriate clothes kept in their backpacks. Please remember to update these clothes seasonally. Please label all items with your child's first and last names. This includes pacifiers, blankets, lunch boxes, cups, jackets, etc. Everything needs to fit in your child's lunchbox and/or backpack.

Personal Belongings: All Items you bring for your child must be clearly labeled with their name. Personal items such as stuffed animals and loovies will be brought out at naptime. Please try to refrain from letting your child bring their own toys to class. This typically causes conflict among the children.

Arrival

Children are welcome into their classrooms no earlier than 8:50am. Every student must be signed in on a sign-in sheet. The staff enjoys being able to greet parents each day. Arrival and pick up times are not the ideal times to have a conference with your child's teacher. If you wish to have a conference, we will be glad to make a special time just for you. Also, we have found it is best if you do not linger after telling your child good-bye. If they are upset, the quicker you are out of sight, the quicker they can be calmed. If your child is upset and their teacher cannot get them calmed after a reasonable amount of time, we will contact you. If you need to check on your child, please do so through the MDO Director or their teacher.

Dismissal/ Release of Child

Pickup is from 1:55pm – 2:10pm. Please sign your child out on the sign in/ out sheet. If someone else is picking up your child, please make sure they are listed on your Child Release Form that is on file in the MDO office. Also, you will need to inform your child's teacher and the director of this pickup change. If an emergency occurs please contact the MDO director or your child's teacher.

Health Policies

We ask that you keep your children home if they are sick or getting sick. We are depending on you to help us maintain this policy. A child demonstrating any sickness symptoms must be free of symptoms for the past 24 hours.

Teachers cannot administer medication. Exceptions for this policy are Epi-Pen or Asthma Inhalers. Please provide the director with emergency medications such as Epi-Pen or Asthma Inhalers that are up to date. Emergency medications must be clearly labeled with explicit use and dosage information.

Parents/ Guardians will be notified to pick up children immediately if signs of illness occur during the day.

Diaper rash or yeast infection ointment may be used by the teacher and may be kept in the child's backpack. Teachers must remove all other types of medication from a child's bag and give it to the Director for safekeeping until the end of the day.

In the event of an accident or illness requiring medical attention, the child's parents will be called immediately. We will call 911 if necessary, and your child will be transported by ambulance or emergency vehicle to the nearest hospital. The director will keep the name of the child's doctor and the name of other adults to contact if a parent cannot be reached. A completed consent form will be kept on each child in case emergency medical treatment is needed.

If your child becomes sick at school, he/she will be isolated from the other children. He/she will be made as comfortable as possible while you are contacted to come pick up your child.

We want to maintain a healthy environment, so we ask you to please keep your children home if they have had any symptoms of illness in the past 24 hours.

Discipline Policy

Children are continuously experimenting with behavior as they learn to distinguish between what is acceptable and unacceptable in various situations. Knowing this, our staff patiently and lovingly works with children to teach them acceptable social behavior. Positive reinforcement methods are used to encourage self-esteem, self-control and self-direction. Teachers will seek to redirect a child in a respectful manner.

While children are entrusted with Immanuel Baptist Church MDO, no corporal punishment or verbal abuse will be used. In the event that a child is unruly, the following forms of discipline will be administered:

- Give a verbal request to the child to stop the behavior and provide an explanation as to the appropriate behavior/choice.
- Redirect the child's focus.
- Brief, supervised separating from the group may be used. The director may require the removal of a child if they become a disciplinary problem that other children should not be subjected to.
- If these efforts have been exhausted and the child's behavior becomes totally unacceptable, then the parents/guardians may be asked to pick up the child.

Security

The MDO hallway and church campus are equipped with a security monitoring system. All exterior doors are locked during the day while children are present. They are only unlocked during drop-off and pick-up times. The director and staff monitor hallway traffic during this time.

Closures/ Inclement Weather

We follow Nashville Public School inclement weather and holiday closures. If Nashville Public Schools have a “delayed start” for inclement weather, MDO will remain closed. If Nashville schools are dismissed early for any reason, Mother’s Day Out will do the same. We will contact parents/guardians for immediate pick up arrangements. Parents/Guardians will not be required to pay for days that are closed due to unforeseen circumstances.

Special Events

Birthdays: Birthdays may be celebrated at school in your child's classroom. Please let us know if you want to bring something special for your child's birthday. We ask that you bring prepackaged snacks/treats and provide enough snacks for each child in the classroom. Also, if you bring personal birthday invitations for your child's party, please bring an invitation for each child in the class.

Parties: We have multiple holidays during our year that allow us to celebrate with your child. The director or your child's teacher will reach out if there is an opportunity for you to help provide items for these parties

2024-2025 MDO Schedule

July 31 | Meet the teacher from 4pm to 6pm

August 5 | First day of MDO

September 2 & 4 | No MDO - NPS Holiday

October 14 | No MDO - NPS Holiday

November 25 & 27 | No MDO – Thanksgiving Holiday

December 23, 25 & 30 | No MDO- Christmas Holiday

January 1 | No MDO- New Years Holiday

February 17 | No MDO - NPS Holiday

March 24 & 26 | No MDO- Spring Break

May 21 | Last day of school | Closing Program

MDO Director

Kayla Herndon

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Lead Pastor

Paul Herndon

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