



Markham Street's Mothers' Day Out ~ Preschool and Home School Co-op K-2 Parent Handbook 2017-2018

9701 West Markham Street
Little Rock, Arkansas 72205

Phone: 501.225.3364 ~ www.msbcir.org ~ like us on facebook

Director:
Ava McClintock
Cell: 501.213.6347



Welcome!

Thank you for choosing Markham Street's Mother's Day Out ~ Preschool and Home School Co-op K-2 as the place to enroll your child for the 2017-2018 school year. We appreciate the opportunity you have given us to take part in your child's learning and care and we look forward to ministering to your family this year.

Our Purpose

We are here to minister to both parents and children by providing a safe, loving, & learning environment. We want to allow parents time away from their child(ren), giving them a necessary break, and to provide the children enrolled in our programs the opportunity to learn and play with other children their age. Our goal is to provide activities that will essentially prepare children for kindergarten or enhance their learning with enrichment classes as we work to strengthen them spiritually, physically, mentally, socially and emotionally.

"Train a child in the way he should go, and when he is old he will not turn from it."

Proverbs 22:6





Tuition Rates

Enrollment & Registration Fees

One time enrollment fee of \$25/child. This is due with initial application and registration forms. Registration fee of \$25/semester/child, due during the registration period prior to the start of the Spring and Fall semesters. **All registration and tuition payments are non-refundable.**

***Tuition** for the month is due the first Tuesday or Thursday of the month. **Any payments received after the 15th of the month will need to include an additional \$25 late fee.**

Supplies and activities fee of \$50 per semester per child. This will include all supplies and activities, except nap bedding and fieldtrips.

Drop off service rates are \$35 for the first child, \$25 for siblings/child for the day or \$10/hour for partial day. This will only be a option if there is available space in our classes. If a child is not enrolled in our programs you will need to enroll and register them before using this service.

Tuition Discounts:

A discount of 10% off the first child's tuition for a period of two months will be applied to the tuition due of families who successfully refer new families to MSBC MDO~P & HSCO. (The Referral Discount is applied to the existing MDO~P & HSCO family once the referred family has enrolled and paid for two months tuition.)

Active members of Markham Street Baptist Church will receive a discount of 20%. Discounts for church members cannot be combined with other discounts.

*Monthly Rates

BED BABIES

(6 wks - up to 12 months at the start of the Fall semester)

<i>(two days/week):</i>	\$200
<i>(one day/week):</i>	\$120

1 YEAR - 2nd grade

<i>(two days/week):</i>	\$195
Additional sibling	\$135



MDO/P and HSCCO Policies & Procedures

Lunches & Mid Morning Snacks: Please send items that do not need to be refrigerated or microwaved. Clearly label the snack. Also, be cautious of allergies in your child's room. You will received a notice if there are any.

Schedule: MDO/P & HSCCO will be open each Tuesday and Thursday between Labor Day and Memorial Day. Exceptions include the holidays listed on page six; snow days when the Little Rock or Pulaski County School Districts are closed; or in cases when the MDO/P & HSCCO Director determines that building should close. Refunds for unplanned closures shall be at the Director's discretion.

Eligible ages: We accept babies/children from six weeks to five years old for our MDO/P program and K-2nd for our Home School Co-op program. Our classes are divided by birth dates, and we strive to keep the children in the appropriate classes due to the activities performed in each class.

Missed days: If your child will not be at school, please call no later than 9:30 a.m. The MDO/P & HSCCO office may be reached at 501.225.3364. If you call prior to the office opening, please leave a message. Please note that neither refunds nor credit is given for missed days.

Enrollment: Current Markham Street members and enrolled MDO/P & HSCCO families will be given initial priority at the beginning of each new year. Open enrollment will follow.

Time / Daily Check-In: The school day begins at 9:00 a.m. Since MDO/P & HSCCO staff observe a prayer time from 8:30 – 9:00 a.m., doors will not be open to students prior to 9:00 a.m. Each child will be checked in with his/her unique scan code that will be assigned during the enrollment process. It is important to keep the assigned scan code and present it each time you drop off or pick up your child. The school day ends promptly at 2:00 p.m. In consideration of our teachers, please arrive on time to pick up your child. Please be prepared to pay a \$5 inconvenience fee to your child's teacher (at the time that you pick up your child) for each 5-minute increment that a child is left in our care after 2:15 p.m.



Health Guidelines

When should your child NOT attend MDO/P
+ HSCO



In order to ensure a safe, healthy environment for our children, we ask that parents take the responsibility for making sure that children are well before coming to Mothers' Day Out/Preschool or Home School

Stomachache / Vomiting / Diarrhea:

Consult your pediatrician if your child has a stomachache which lasts longer than four hours or is severe enough to limit activity. If vomiting occurs, keep your child home until he/she can keep food down and does not have a fever for 48 hours.

A child with diarrhea should be kept home for at least 48 hours after the diarrhea has stopped, and his/her hands should be washed thoroughly after using the restroom. Call your pediatrician if improvement does not occur within 24 hours.

Fever:

A fever is a warning that all is not right with the body. The best way to check for a fever is with a thermometer. **No child with a fever over 100° F should be sent to MDO/P or HSCO.** When no thermometer is available, check the child's forehead with the back of your hand and, if it is hot, please keep the child home until the fever can be checked with a thermometer. Please do not bring your child to MDO/P or HSCO until he/she has been fever-free (without the aid of medication) for 48 hours.

Common Cold:

A cold presents the most frequent problem for parents. A child with a "heavy" cold (including colored discharge/mucus) or hacking cough should stay at home with lots of

Pain:

- **Earache:** Consult your doctor immediately.
- **Headache:** If a child's only complaint is a headache, he/she does not need to stay home. However, if a bad headache follows a fall or blow to the head, contact your pediatrician.

Rash:

A rash may be the first sign of one of childhood's many illnesses, such as chicken pox. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with a rash to MDO/P until your pediatrician has examined him/her and said that it is safe to do so.

Sore Throat:

If white spots and/or red throat and swollen glands can be seen in the back of the throat, or if fever is present, keep the child home and call your pediatrician.

If children are ill the evening before (with vomiting or fever) or don't feel well the morning of MDO/P, please keep them at home, and call our office at 225.3364 to let us know they will not be in attendance that day. Keeping your child home when he/she is ill will help him/her recuperate sooner and will ensure that germs are not shared with other students or staff members. Thank you for your cooperation in this matter.



General Information & Checklist

- If you have not already filled out a registration form, please do so the first day of class. You will also need to provide your child's immunization record at that time.



- Please label **everything** that your child brings to MDO/P and HS Co-op, including bottles, cups, lunch bags, back packs, kinder mats, sheets, blankets, and pillows.
- Please do not send toys to MDO/P & HSCO with your child. (Lovies are permitted.)
- Please pack your child a **nutritious lunch and mid morning snack** that does not require refrigeration and does not need to be microwaved. Please do not include drinks or Jell-o that contain **red dye**. All foods should be cut and ready to eat. **Jarred baby food can not be fed to children over the age of 11 months.** If your child is **12 months or older**, please send **finger foods** he/she can feed himself/herself. **We are a NUT FREE ZONE! Please be extra cautious not to pack nuts or nut products in your child's lunch.**
- Daily activities will include active play, crafts, use of washable markers, etc. Please dress your child in comfortable play clothes that can get messy.

- Due to limited number of classrooms that have changing tables, children who are at least 36-months-old as of the MDO/P start date must be fully potty-trained (not in Pull-Ups). We understand that accidents may happen as children are learning this important skill, so we will clean and change a child who is 36 months or older a maximum of three times in a school year. Thereafter, we will hold your child's seat in a classroom for up to four weeks (or up to two weeks if the child is older than 48 months as of the MDO/P start date) to give them ample time to complete the potty-training process at home.

- When the weather is nice, older children will usually spend part of the day playing outdoors. Please be sure to send a jacket with your child if the weather is chilly.



- For the safety of our children, all doors to the children's building will be locked from 9:30 am—1:55 pm. If you arrive after the doors are locked, or need to pick up your child early, please contact the Director, Ava McClintock at 501.213.6347 or ring the door bell to



Important dates to remember:

(all dates subject to change)

Tuesday, September 5	First day of MDO/P Tuition due	Tuesday, January 2	Spring semester begins
Thursday, October 12	Fox Class field trip to Pumpkin Patch	Thursday, January 11	Hot Chocolate & s`mores!
Thursday, October 26	Fall Festival/Noah's Ark Party (children may dress up in their favorite animal costume.)	Tuesday, February 13	Valentine Day Parties
Thursday, November 17	Thanksgiving Feast (please dress your child like a Pilgrim or an Indian)	Thursday, February 22	Drive In Movie (at MDO/P)
Tuesday, November 21	Thanksgiving - NO CLASS	Thursday, March 15	K-nine unit, LRPD
Thursday, November 23	Thanksgiving - NO CLASS	Tuesday, March 22	Spring Break - NO CLASS
Tuesday, December 7	Spring Priority Registration begins & tuition due.	Thursday, March 22	Spring Break - NO CLASS
Thursday, December 14	MDO/P Christmas Program	Thursday, April 29	Easter Egg Hunt
Tuesday, December 19-	Christmas Break - NO	Thursday, April 19	Fire Truck Day
Thursday, December 28	CLASS	Thursday, May 17	Fox Class Graduation
		Tuesday, May 22	Water Day!
		Thursday, May 24	Movie Picture, popcicles and PJ's. Last Day of MDO/P & HSCO

We have a website link at



Like us on Facebook!

Markham Street's Mother's Day Out/Preschool program has a presence on Facebook! Friend us and have access to up dates, school closings, reminders and more! Find us under "Markham Street Baptist Church Mother's Day Out."



Markham Street Baptist Church

Mothers' Day Out/Preschool & Home School Co-op is a ministry of Markham Street Baptist Church. It is the goal of the church and our programs to meet the spiritual needs of our community and exhibit the love of Christ in any way that we can.

If you are looking for a church home or would like more information about Markham Street Baptist Church, please feel free to contact us:

Senior Pastor: James McClintock
Office Administrator: Kathy Rice
Church Office: 501.225.2877
Web site: www.msbcldr.org

Weekly Schedule:

Sunday

9:00 a.m. – Sunday School
10:30 a.m. – Church Services
(nursery available for children from birth to 3-years-old)

Wednesday

4:45 – 5:45 p.m. –
Fellowship supper
6:00 p.m. – Worship
service / children's
activities

