

St. Simons Presbyterian Preschool
205 Kings Way
St. Simons Island, GA 31522
912-638-1263 / www.sspres.org

MOTHER'S MORNING OUT HANDBOOK

2019-2020

Welcome to our Mother's Morning Out program! Our staff is dedicated to provide you and your child with a friendly and fun program in a Christian atmosphere. Our Mother's Morning Out program is designed to nurture your child's social and emotional development as well as provide you with a necessary and well-deserved break.

IMMUNIZATION CERTIFICATES

Every child must have an Immunization Certificate on file with the director. A Certificate of Immunization (form #3231) can be obtained from your child's physician or the Glynn County Health Department. Please make sure to request form #3231 from your physician. Any other form (such as a shot record) will be considered invalid by the State of Georgia. Children will not be allowed to remain in the Mother's Morning Out program without this certificate.

MOTHER'S MORNING OUT DROP-OFF AND PICK-UP

The Mothers Morning Out program is held Monday through Friday from 9:00am-1:00pm. You will be required to sign your child in and out of the Mother's Morning Out program each day.

Please park near the playground and use the sidewalks on either side to enter MMO through the entrance on the covered porch. You will be required to sign your child in and out on the tablet at the MMO playground entrance door. Each parent has been assigned a PIN number which is the last four digits of your cell phone.

Please do not arrive before 9:00am since the staff will be in the classroom preparing for the day. Children must be picked up and signed out by 1:00pm. Please make every effort to be on time. Children who are not picked on time may feel very uneasy. A late fee of \$1.00 per minute will be charged to parents who pick their child up after 1:05pm.

During the first few weeks it is very common for some children to become upset during drop-off time. Please let the teacher take your child from you at the door. Although this can be an uncomfortable situation for both parents and children we ask that you do not enter the room with your child. Parents who linger in the classroom only prolong the separation process. This can be very upsetting for your child as well as the other children in the room. If you are concerned about leaving your child please wait outside the door so your child cannot see you. The staff will work very hard to calm your child and make him or her feel as comfortable as possible. If your child cries for unusual amount of time we will be sure to call you. We want to make this a positive experience for everyone.

TUITION

To register your child for our Mother's Morning Out Program you must pay a deposit of one month's tuition plus a registration fee. This deposit will secure your spot in MMO and the tuition paid upon enrollment will be applied to May or your child's last month in attendance. Tuition can be paid in full for the year or spread out on a monthly basis over a period of ten months. The first payment is due in August on or before our Open House. Subsequent payments are due on the first of each month regardless of your child's attendance. A \$10 late fee will be added to any tuition received after the tenth of the month. **There is also a yearly supply fee of \$125 which is due in August.** Tuition can be paid by cash, check or directly through your parent portal. Checks should be made payable to St. Simons Presbyterian Preschool.

If you secure your spot in our program and do not attend our Mother's Morning Out program for any reason your entire deposit will be forfeited. If you plan to remove your child from the program a two week notice should be given to the director. If less than two weeks notice is given the director reserves the right to require additional payment for the upcoming month.

Biting Policy

Children biting other children is one of the most common and most difficult behaviors in a preschool group situation. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the teachers nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power. No matter what the cause, biting in a group situation causes strong feelings with all involved. However, it does help to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The St. Simons Presbyterian preschool staff has developed the following plan of action to be used if and when biting occurs in any of our classrooms.

Before biting occurs:

1. St. Simons Presbyterian Preschool will make parents aware of the preschool biting policy by including the written policy in this Preschool Handbook.

For the biter:

1. The biter is immediately removed from the situation. The caring attention is focused on the victim.
2. The biter is not allowed to return to play for a period of time and is talked to on a level that the child can understand.
3. The child will be redirected to other play.
4. The teacher will notify the parents of the bite.

For the victim:

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid.
4. The teacher will notify the parents of the victim.

If biting is persistent and continues:

1. The teacher and parent will meet with the director for advise, support and strategy planning.
2. The teacher will record every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. The teacher and director will work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
4. The teacher and director will hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
5. The director will prepare the parents of the biting child for the possibility that the child may have to be removed from preschool.
6. If it is deemed in the best interest of the child, preschool and other children, termination of the offending child from St. Simons Presbyterian Preschool may occur. Written warning will be given to the parents before this action will be taken.

CLOTHES AND PERSONAL BELONGINGS

Please dress your child in clothes that are comfortable for play. Children will be participating in age appropriate activities throughout the day. Some activities may include the use of markers, paint etc. Although we will try our best to stay neat and clean, we may get a little messy at times.

Please make sure your child wears shoes that fit securely on his or her feet. Shoes that come off too easily can be a hazard while using the playground equipment and stairs. And yes...your child will return home with sand in their shoes...it's all part of the fun.

Your child will have a basket to leave his or her personal belongings in the classroom. Please bring an extra change of clothes for your child to leave in the basket. Make sure to label all personal belongings with your child's name.

DIAPERS AND WIPES

You will need to bring diapers to leave in your child's basket. We supply wipes (unscented and hypoallergenic) however, if your child requires the use of a particular brand of wipes due to skin sensitivity, please bring them from home and notify our staff members.

LUNCH

Your child will also need to bring a nutritious lunch with a drink. Lunch time is very busy for our staff. We encourage children to feed themselves whenever possible so you may want to bring a bib. We suggest the use of an ice pack and/or thermos to keep food at appropriate temperatures; however we do have a refrigerator and microwave for bottles and food if needed.

Please keep in mind that foods such as hot dogs and grapes are considered choking hazards for young children. For the safety of your child you will need to cut hot dogs and grapes into small pieces before packing them into your child's lunch.

SNACK

Your child will need to bring a small and nutritious mid-morning snack with a drink to school each day. Please keep the snack separate from your child's lunch and make sure to put your child's name on it. Notify your child's teacher about food allergy concerns or special dietary restrictions.

TOYS

Please do not bring any toys from home. Lost and/or broken toys can be very upsetting to a child. Security items such as blankets, stuffed animals, pacifiers, etc. may be brought to school but please make sure all items are labeled with your child's name.

EMERGENCY CLOSING/SEVERE WEATHER

If the Glynn County public school system closes for ANY reason, such as severe weather, our preschool will also be closed. Please stay tuned to local radio and television regarding public school closings. We are unable to provide tuition credits or make up days due to emergency closings.

TERMINATING ENROLLMENT

If the preschool director, after consultation with the preschool board, determines that it is not in the best interests of any given child or the preschool to continue such child's enrollment, the preschool may terminate such child's enrollment at any time and for any reason, including but not limited to, reasons related to non-payment of tuition, discipline, special needs of a child, or failure to follow preschool rules. The parent or legal guardian of any child enrolled at the preschool also has the right to terminate the child's enrollment at the preschool at any time and for any reason, by furnishing advance written notice to the director. In the event of such termination, tuition obligations will be determined in accordance with the tuition provision of this handbook.

COMMENTS AND CONCERNS

Our Mother's Morning Out program has been issued an exemption from licensing from Bright From the Start - Georgia Department of Early Care and Learning.

If you have any questions or concerns regarding your child in the Mother's Morning Out program please do not hesitate to contact any member of our Mother's Morning Out staff or the director, Judy Cauley via email judycauley@att.net or phone 638-1263.

Thank you for sharing your child with us!