

McEachern UMC Mother's Morning Out  
2007-2008 Handbook

Welcome to John M. McEachern Memorial United Methodist Church Mother's Morning Out (MMO) Program! We are so pleased that you have chosen our program to nurture and love your child for the upcoming 2007-2008 school year! This handbook is designed to provide you with general information regarding our program and our church community.

Our MMO program is designed for young children and their caregivers. We seek to provide a happy, loving, Christian environment where infants, toddlers and preschoolers can have learning experiences on their level while their caregivers have some time to themselves. The children enjoy a variety of experiences that include art, music, books, pictures, puzzles, indoor and outdoor play and stories that celebrate Jesus Christ as our Lord!

Our program admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs, and athletic and other school administered programs.

In Christ,

Maxine Chriszt  
Director, McEachern Memorial UMC Mother's Morning Out

## TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	Page 1
Weekday Ministries Committee & Church Contact.....	Page 3
Mother's Morning Out Staff.....	Page 4
Safe Sanctuaries Training.....	Page 4-5
<b>MMO POLICIES &amp; GUIDELINES.....</b>	Pages 6-12
School Hours/Inclement Weather.....	Page 6
Classes/Age Requirements.....	Page 7
What to Bring with your Child.....	Page 7
Snack/Lunch.....	Page 8
Birthdays.....	Page 8
Discipline.....	Page 8-9
Biting Policy.....	Page 9
Potty Training.....	Page 9
Tuition.....	Page 10
Health & Safety Issues/Allergies.....	Page 11-12
Reasons for Dismissal.....	Page 12
A Note about Notes.....	Page 12
<b>MMO STAFF SCHEDULE.....</b>	Page 13
<b>SCHOOL YEAR CALENDAR.....</b>	Page 14
<b>ALLERGY MEDICAL FORM (to be completed).....</b>	Page 15

## **WEEKDAY MINISTRIES COMMITTEE**

McEachern UMC Weekday Ministries are governed by a Steering Committee composed of church members representing each individual ministry, senior ministry staff and the weekday ministry directors. This committee sets policies and guidelines to ensure consistency and provides support to each area.

**Chairperson:**

Rhonda Eberhard

**MMO Representatives:**

Tracey Brownlee

Meta Ridings

**Ministry Staff Leader:**

Cindy Blocksidge, Discipleship Pastor

**MMO Office Telephone Number: 770-943-1012**

**MMO Fax Number: 770-943-9664**

**Church Address:**

McEachern UMC

4075 Macland Road

Powder Springs, GA 30127

**Main Church Office Telephone Number: 770-943-3508**

## Mother's Morning Out Staff

### MMO Director:

Maxine Chriszt, 770-426-0834 (home)  
[Maxine@mceachernumc.org](mailto:Maxine@mceachernumc.org)

### MMO Assistant Director:

Julia Ledford  
[Julia@mceachernumc.org](mailto:Julia@mceachernumc.org)

### MMO FACULTY

There are two adult teachers in each classroom. Teachers are placed based on their individual strengths, aptitude and preference in working with different aged children. Our teachers are truly a blessing and the backbone of our program.

All staff personnel are CPR and first aid certified and receive United Methodist "Safe Sanctuaries" training annually. Teachers also receive in-service training on a regular basis. Our top criteria is that staff have a personal relationship with Jesus Christ and are willing to share His love with and for the children!

### 2007-2008 MMO Staff:

Rosie Anthony	Terri Jens
Karen Beaulieu	Suzi Lassiter
Mary Jo Beck	Nicole Ledford
Leesa Berry	Elizabeth McFarland
Karen Bills	Janice Martin
Melanie Blosser	Shari Martin
Amy Brown	Joanne Moyers
Ronda Chickvara	Jamie Naspinski
Maria Chopova	Dorothy Price
Joan Glover	Emilia Thomas
Debbie Haywood	Mary Ann VanPelt
Claudia Herrera	Vickie Worsham

### SAFE SANCTUARIES:

McEachern Memorial United Methodist Church is a *Safe Sanctuary* for children! As a Christian community of faith and a United Methodist congregation, we:

- Screen paid and volunteer workers;
- Implement prudent operational procedures in all programs and events;
- Train workers regarding policies and methods; and

- Report suspected incidents of child abuse, respond appropriately to both victim and the accused as well as to media inquiries if an incident occurs.

All teachers and staff are screened through a reference procedure and through criminal background checks with appropriate law enforcement agencies. MMO staff must attend a required training on reducing the risk of child abuse and sign a Covenant Statement pledging to follow all procedures and policies.

Discipline training is offered to all teachers concerning the use of positive statements, establishing rules and behavior expectations and when to call in the MMO Director or Assistant Director and/or parents and what to do in a threatening behavior situation.

If you have any questions or concerns about *Safe Sanctuary* policies, please feel free to contact the director for further information.

## **McEachern UMC MMO Policies and Guidelines**

McEachern UMC MMO is open Monday thru Friday, beginning two weeks after Cobb County Public Schools resume and continues through May (see Calendar at end of handbook for specific dates). Parents may register for any one or two days of the week for Infants through Young Twos and any one, two or three days for Older Twos and Three year olds, provided there is availability. McEachern UMC MMO follows the Cobb County School calendar, meaning we are closed for the same holidays, teacher work days and early releases (MMO closes at Noon). The Calendar notes all closures and early release days.

### **SCHOOL HOURS:**

All classes meet from 9:00 am to 1:00 pm, except on Cobb County Early Release days (please consult calendar for exact dates) when classes end at noon. Please do not bring your child to the classroom prior to 9:00 am as teachers are preparing for the day. Please accompany your child to the classroom and sign in at the door, by including your child's name, your name and how we can reach you if necessary. Teachers will expect the same person to pick up the child at the end of the day as who brought the child unless notified IN WRITING. If another person will be picking up your child, this person's name must be listed on the application form and the person must present a valid identification that includes a photo. **NO EXCEPTIONS!** This is for the safety and security of your child!

Please be on time to pick up your child. It is upsetting to your child to be the last child in the room and they become anxious for your well-being. A late pick-up fee of \$1.00 per minute after 1:10 pm will be assessed with a maximum of \$50.00 per late pick-up. Habitual lateness in picking up your child is cause for dismissal from the program.

### **CLASSROOM ADMITTANCE:**

For the safety and welfare of all of our children, we have a strict policy of limiting the classroom area to teachers and children except on occasions such as Open House. Please know that this policy is not only for the safety of the children, but also smoothes the transition of being dropped off for the child.

### **INCLEMENT WEATHER POLICY:**

McEachern MMO follows the Cobb County School System decisions in the event of inclement weather. If Cobb County schools are closed due to snow, ice or other disruptive events, our program will also be closed. Please check with media outlets for school closure announcements.

## **CLASSES:**

The age breakdown for MMO classes is as follows:

*Infants* – Ages 8 weeks to steady walkers/self feeders

*Toddlers* – walkers and self feeders

*Young Twos* – Birthday between May 1, 2005 and October 31, 2005

*Older Twos* – Birthday between November 1, 2004 and April 30, 2005

*Threes* – Must be 3 years old by October 31, 2007

The teacher:child ratio for each child is as follows:

*Infants* – 2:6

*Toddlers* – 2:10

*Young Twos* – 2:12

*Older Twos* – 2:12

*Threes* – 2:12

## **WHAT TO BRING WITH YOUR CHILD:**

McEachern MMO provides a school bag for each child at Open House or upon registration. The following items should be included in the bag each day your child attends MMO:

- A weather appropriate change of clothes, including underwear for those children who are potty-trained;
- At least two diapers for those who are not potty-trained;
- If needed, LABELED comfort items such as blankets, pacifiers, special toys, etc...
- For two and three year olds, a rest mat (can be towel, blanket, etc...) for rest time;
- A lunch (lunch bag also provided).
- Infants and Toddlers should also have bibs if you are concerned about protecting their clothing.

## **CLOTHING:**

Please allow your child to wear loose, comfortable, washable clothing. Please include an additional set of clothing in your child's bag in the event of spills, accidents, etc... All removable clothing, eg. sweaters, coats, hats, gloves, or anything a child may take off **SHOULD BE MARKED WITH THE CHILD'S NAME.**

Please also have your child wear comfortable, sturdy shoes that fit well. Weather permitting, your child will be going outside to play. The Older Twos and Threes classes do play on the large outdoor playground and may get mulch in their shoes – tennis shoes much less, sandals – a good deal more!

### **SNACKS/LUNCH:**

McEachern MMO provides a snack at mid-morning. This snack, usually pretzels, Goldfish, Cheerios or Fruit Loops, will be provided unless allergy restrictions prohibit your child from eating the snack or you specifically request in writing that the snack not be given.

Your child will eat lunch at MMO. Please send a balanced **lunch** that includes a drink and foods that your child enjoys. MMO provides an insulated lunch box for this purpose. Infants should have all necessary implements included, such as spoons, bottles, formula, baby food, bibs, etc... Please do not send foods that need to be refrigerated or cooked – MMO does not have the capacity to provide these needs.

### **BIRTHDAYS:**

Please feel free to give special attention to your child's birthday! A decorated cookie or another special treat such as rice krispy treats or brownies are wonderful to share with your child's classmates. **We ask that all treats be store bought and sealed in the original package until time to share. This will enable the teachers to check ingredients for any potential allergens.** Please let your child's teachers know ahead of time if you plan on bringing in a treat so that they can have plates, napkins, etc... ready. We ask that NO goodie bags or balloons be given to the class.

### **DISCIPLINE PROCEDURE FOR STUDENTS:**

We try to structure the classroom environment, the daily schedule, and the planned activities in such a way as to prevent problems from occurring in the classroom. However, when discipline becomes necessary, we start by gently reminding or explaining to the child what is acceptable and give the child the opportunity to correct his/her own behavior. Then redirection is used with the teacher offering an alternate activity to the child. If the inappropriate behavior continues, the child is separated from the group within the classroom. If this "time out" within the classroom does not affect the behavior, the child is removed from the classroom and taken to the director's office. A parent may be called at this point if the director feels the need for input or assistance in determining the most effective way to handle the behavior.

Any behavior that a teacher deems dangerous to the child exhibiting the behavior or dangerous to other children in the classroom will be cause for

immediate removal from the classroom and a trip to the office. We will make every reasonable effort to cooperate with the parents and the child, but extremely disruptive, destructive, or dangerous behavior will be cause for dismissal from the program.

### **BITING POLICY:**

It is the school's experience that biting by toddlers and young two year olds is usually an expression of frustration because the child does not have sufficient command of language to explain why they are upset. Biting can result from toys being taken away, being hungry or tired or any number of issues where the child feels helpless or upset but can't explain it to another child or the teachers. Teachers make every effort to avert these situations from happening and to try to redirect or address the child's issues if at all possible. However, repeated biting cannot be tolerated because of the health and safety of all the children in the classroom. Our policy is as follows:

- **ONE BITE**...child is separated in the classroom from other children and given an opportunity to rejoin activities within a reasonable amount of time.
- **SECOND BITE**...child is taken to director's office and parents are called.
- **THIRD BITE**...child is suspended from the program for one month.

A subsequent bite after returning from a suspension would be an automatic dismissal from the program.

### **POTTY TRAINING:**

MMO staff is delighted to support your home efforts to potty train your child. If you are in the process of potty training, please make sure your child's teachers are aware of your decision to initiate this major milestone. The teachers will make every effort to follow similar guidelines you have implemented at home. However, please be aware that you are potty training one child; the teachers will need to also be caring for and instructing 11 other children. Therefore, certain guidelines are necessary:

- Pull-ups are required until your child is fully potty trained. This is for sanitary reasons and for the cleanliness of our facility.
- Several changes of clothing, including socks, should be in the bag in the event of an accident.
- Please do not bring your child in cloth underwear unless significant progress has been made; especially when your child tells you they need to use the restroom on a regular basis.

**TUITION:**

Tuition is \$60 per month for one day a week and \$110 for two days a week. Three days a weeks (Older Twos & 3 year old classes only) is \$145 per month. No credit will be given for absences. A \$10 late fee will be charged if tuition is not paid within 7 days of the due date. If your child is absent, you may mail your check to the MMO office to avoid a late fee. A written notice must be provided at least 10 days prior to withdrawal of a child from our program or tuition for the month must be paid.

Tuition is due in on the 15th of the month preceding the month of attendance. Each family is provided a payment coupon sheet with the Open House letter or upon late registration. Please write your child(ren)'s name(s) on each coupon along with the amount paid. There will be a late fee of \$10.00 for anyone who has not paid by first day of the month attending. There will be no refunds for days missed (such as absences of a child, inclement weather, or other instances that necessitate the closing of the facility, etc.).

Any tuition payment as much as 30 days in arrears will make the child subject to suspension until payment is made. If a financial problem should arise, please contact our office. We are happy to work with you if there are difficulties associated with meeting your financial obligation; however, if we are not made aware of extenuating circumstances, we can't help so please call us!

Checks should be made PAYABLE TO:

**McEachern MMO**  
**4075 Macland Road**  
**POWDER SPRINGS, GA 30127**

Please mail your check to McEachern MMO or drop off your check in the tuition boxes located in both the sanctuary (gray box outside the MMO office) and Christian Life Center (small pencil box located on easel outside F145 classroom) buildings. Please do not place your payment in your child's school bag...teachers do not always need to go into your child's bag and payment may not be received in a timely manner. Payments made in cash should be hand delivered by an adult to the preschool office and a written receipt will be issued.

**HEALTH AND SAFETY ISSUES:**

A child should not attend school if any of the following symptoms are present or have been exhibited within the previous 24 hours:

- temperature of 100 degrees or above
- diarrhea
- vomiting
- pinkeye
- severe, runny nose
- persistent, heavy coughing
- extreme congestion
- or other obvious signs of illness

If a child develops these symptoms during the school day, the child will be isolated and parents will be contacted and requested to pick up the child. In the event that a parent cannot be contacted, the emergency contact listed on the registration form will be called.

NOTE: MMO reserves the right to send your child home if the teacher(s), director or assistant director feels that the child's health poses a potential for exposing other children in the classroom.

**ALLERGY ISSUES:**

Life threatening allergies to certain food products such as peanuts and dairy items pose a certain dilemma for programs that serve large numbers of children. Because McEachern MMO serves lunch, we are especially cognizant of our responsibility to protect the health and welfare of all participants. We have designed our allergy policy to be flexible and hopefully meet the needs of all children attending the program.

MMO approach to mild allergies is to highlight those children with food allergies and identify their lunch boxes with a special alert band listing their particular allergens. The teachers will keep separate any child and the product to which they are allergic. For example, a child with a mild allergy to peanuts will not sit at the same table for lunch with a child who has the product as part of their meal. No child is allowed to leave the table until all hands and faces have been washed and lunch items have been removed.

MMO's goal is to provide a safe, healthy Christian environment for children to have fun and experience God's love while giving caregivers a respite. Severe allergies, those which require the use of epi-pens or antihistamine products, present a special challenge that we try to address on a case by case basis. Because MMO is located in "shared" space, we cannot guarantee that products that pose life-threatening risk such as peanuts, dairy products, etc... have not been in the classrooms while they are not in use by MMO staff and

participants. However, we make every effort to minimize such risks, with appropriate cleaning practices, limiting access to the classroom space and establishing standardized guidelines for all church activities. Further, MMO reserves the right to limit the use of allergen products in the classroom in the event that a child with severe allergies is part of the group. With appropriate documentation from the affected child's physician, we simply request in writing that those products not be part of any child's lunch for that class. We have found that parents are more than willing to make adjustments for the health and safety of their child's classmates.

**If your child has an allergy to certain foods, insect bites, etc... which necessitate the use of an antihistamine medication or an epi-pen, please have the medical form included in this handbook completed by your child's physician and return it to McEachern MMO to be kept on record in both the classroom and the MMO office.**

**REASONS FOR DISMISSAL:**

- Non payment of fees can result in dismissal. Any account as much as 30 days in arrears will make the child subject to suspension until payment is made.
- Extremely disruptive, destructive, or dangerous behavior of a child will be cause for dismissal. Every effort will be made to work with the parents and a trial period can be arranged.
- Repeated tardiness in arrival or picking up a child can result in dismissal from the program.
- 

**A NOTE ABOUT NOTES:**

- Please send a written note if your child is riding home with someone else.
- If your home phone number, work phone number, or emergency number should change, please notify us immediately in writing.
- We will not send home any solicitations other than those that come directly from the weekday ministries or McEachern Memorial UMC.

# MMO Staff Schedule 2007-2008

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Infants</b>	Karen Bills Jan	Joanne Jan	Joanne Shari	Joanne Jan	Jan Leesa
<b>Toddlers</b>	Shari Maria	Nicole Karen Bills	Karen Bills Claudia	Emilia Claudia	Claudia Elizabeth
<b>Young Twos</b>	Dorothy Rosie	Dorothy Rosie	Maria Rosie	Karen Bills Nicole	Dorothy Rosie
<b>Older 2s I</b>	Amy Mary Jo	Ronda Vickie	Vickie Emilia	Ronda Vickie	Nicole Vickie
<b>Older 2s II</b>	Suzi Melanie	Shari Maria	Suzi Melanie	Shari Maria	Shari Maria
<b>Threes I</b>	Joan Jamie	Joan Jamie	Joan Jamie	Joan Jamie	Joan Jamie
<b>Threes II</b>	Ronda Vickie	Karen Beau Terri	Karen Beau Terri	Karen Beau Terri	Amy Debbie

**2007-2008 Calendar**  
**McEachern Memorial Mother's Morning Out (MMO)**

*Friday, 08/24/07*      *MMO Open House*

Monday, 08/27/07      MMO First Day of School

*Monday, 09/03/07*      *Labor Day; **MMO Closed***

Wednesday, 9/19/07      Cobb Co. Early Release **MMO Closes at Noon**

*Wednesday, 10/17/07*      *Cobb Co. Early Release **MMO Closes at Noon***

Monday, 11/05/07      Cobb Co. Teacher Work Day; **MMO Closed**

*Tuesday, 11/06/07*      *Cobb Co. Teacher Work Day; **MMO Closed***

Wednesday 11/21/07 – Friday 11/23/07  
    Thanksgiving Holidays; **MMO Closed**

Monday 12/24/07 – Monday 01/07/08  
    Christmas Holidays; **MMO Closed**

*Monday, 01/21/08*      *MLK, Jr. Holiday; **MMO Closed***

***Tuesday, 01/22/08 – Monday, 01/28/08***  
    ***Cobb County Early Release for Conferences –***  
    ***MMO Closes at Noon***

*Wednesday, 02/06/08*      *Cobb Co. Early Release **MMO Closes at Noon***

Monday 02/18/08      President's Day; **MMO Closed**

*Tuesday, 02/19/08*      *Cobb Co. Teacher Work Day; **MMO Closed***

Tuesday, 03/04/08      Cobb Co. Early Release; **MMO Closes at Noon**

Friday, 03/21/08      Good Friday, **MMO Closed**

*Monday, 04/07 – Friday 04/011/08*  
    *Spring Break; **MMO Closed***

Thursday, 05/15/08      MMO Last Day of School

