

Tuition Fees

Tuition fees are based on enrollment, not actual attendance. No refunds will be given for absence, vacation, illness, or leaving the program without proper notice.

MDO accepts checks and cash in the exact amount for payment. Please make checks out to FBCLC MDO. All fees must be paid in full. **Tuition is due in advance of services at the beginning of each month.** If a parent or guardian believes a payment cannot be made on time, it is the parent or guardian's responsibility to make acceptable arrangements with the director before payment is due. If acceptable arrangements have not been made by payment date, plus two-week grace period, the child may be dismissed. If a child does not attend MDO for two weeks without giving any notice to the director, their place will be filled, without notice, and given to the next child on the waiting list.

The FBCLC preschool team reserves the right to increase, amend, or alter tuition and other fees described in this brochure as necessary to provide for the continued financial stability of the MDO program.

LATE PICK-UP CHARGES

MDO dismisses at 2:45!

If, because of an emergency, you will be late, please call immediately. Otherwise, if your child remains in our care past closing time you will be charged \$5.00 for every 5 minutes that you are late.

FBC Liberty City Mother's Day Out

Hours:

9:00 am - 2:45 pm

Tuesdays & Thursdays

We offer one or two day enrollments.

One day enrollments will be set days.

We accept children between the ages of
2 months - 4-years-old.

Fee:

\$100.00 Supply Fee
(Non-Refundable)

Tuition:

\$20.00 per child | per day

Discounts received for multiple children.

First Baptist Church

Liberty City

4714 FM 1252 W.

Kilgore, TX

75662

903-984-4494

Fax: 903-984-4253

Website: www.fbclibertycity.com

Pastor: Paul Michael Vacca

Minister of Youth & Associate Pastor:

Pierce Gibson

Administrator: Lane Eaton

Children's Director: Suzanne Roper

For more information contact:

Director: April Logan

FBCLC 903-984-4494

preschool@fbclibertycity.com



FBC LIBERTY CITY

Mother's Day Out

POLICY
brochure

Illness

Children must be able to participate in all regular activities scheduled for the day. Any child who is not feeling well, for any reason, should remain home. Children may not be kept indoors during outside play.

A child may not attend with any of the following:

- ✓ Diarrhea (2 or more times) during the previous 24 hours.
- ✓ Vomiting (2 or more times) during the previous 24 hours.
- ✓ Other conditions requiring examination by physician, such as, skin rash or red eyes with discharge.
- ✓ Fever of more than 100 orally or underarm temperature of 99 during the previous 24 hours.
- ✓ Listless or lethargic behavior.

Before returning to MDO, a child must be symptom free (without fever reducing medication) for 24 hours.

Any child who becomes ill or unable to participate in our daily activities will be isolated with the director. Parents will be notified to pick up the child.

Medication

A permission form signed by the parent will be required for prescriptions or over the counter medication to be administered. The medication must be in it's original container with the child's name and dosage. The completed form and medication should be given to the director to be placed in a secure area.

It is required that we have an updated immunization record for your child.

Arrival and Pick-up

All children must be signed in on the attendance sheet, then escorted to their classrooms by the parent or guardian. Children may not enter classrooms alone. Please do not allow children to play in siblings' classrooms during sign in and pick up. This is for the safety of all the children, as each class has materials and toys that are age appropriate for that group. Children should be picked up no later than 2:45 pm, PROMPT! Written note of permission is needed if your child is to be picked up by anyone other than those authorized on your enrollment form. Picture identification will be required for the safety of your child.

Discipline

Should repeated unacceptable behavior occur, your child's teacher will follow the steps below.

1. When a rule is broken, the child will be reminded of the rules.
2. If the behavior continues, the child will be separated away from the group, but within the same classroom. The time away will be one minute per year of the child's age, not to exceed 5 minutes.
3. If the behavior continues to disrupt the class, the child will be escorted to the director for a short conference, not to exceed 5 minutes.
4. If the child does not respond to the steps above, a parent or guardian will be called to pick up the child.

Any child who is repeatedly disrespectful or abusive to other children or staff may be dismissed.

Desired behavior will be praised.

Lunch & Snack

A snack is provided by MDO each day. Each child will need to bring their own lunch and drink. Lunch containers should be clearly labeled with the child's name.

Please notify us of any allergies!

Security

Your child's safety is very important to us. While children are in our care, all doors leading into the nursery will remain locked. Our playground is fenced and gates are locked as well. A buzzer is located at the main entry doorway to the nursery to inform us of your arrival.

We ID unfamiliar people for pick-up.

Additional Information

- ✓ Label **everything** with your child's name.
- ✓ Please leave personal toys at home unless the teacher request items for a special days.
- ✓ Please notify the director of any changes of address, phone number, or emergency contacts.
- ✓ If a child sustains an injury that does not require immediate medical attention, parents will be notified by phone. Cuts and abrasions will be washed and bandaged.
- ✓ Please notify us if your child will be absent. We accept drop-ins if we have a space for them.
- ✓ Two weeks notice is required prior to withdrawal.