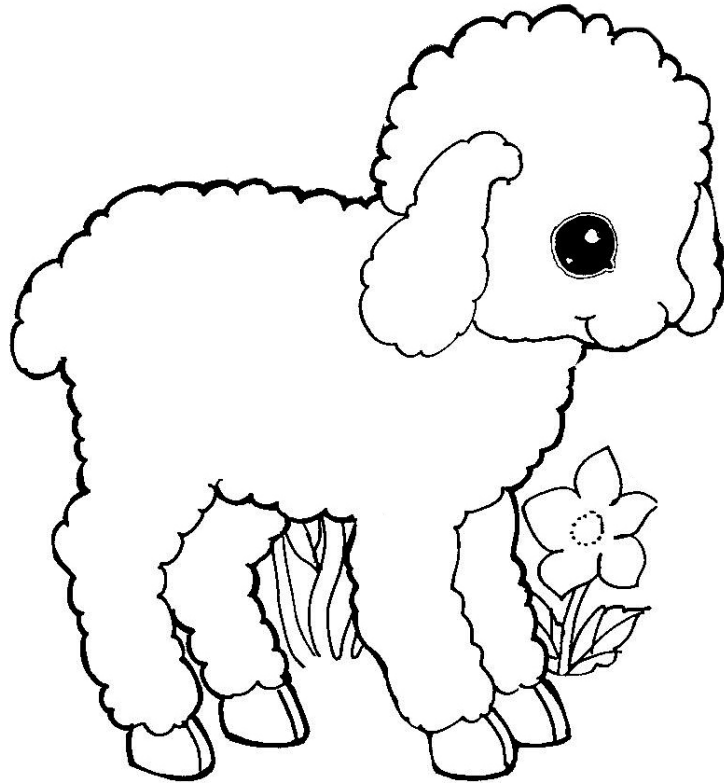


**Little Lambs**  
**Mother's Day Out**  
**Parent**  
**Handbook**



**God gathers the lambs in His arms  
and carries them close to His heart.**

**Isaiah 40:11**

# Little Lambs

## Mother's Day Out Program

A Ministry of Liberty Baptist Church

11050 Chelsea Road, Chelsea, AL 35043

Phone: 205-678-6414 • Fax: 205-678-2938

E-Mail: [mdo@lbcchelsea.com](mailto:mdo@lbcchelsea.com)

Visit us on the web at <http://www.lbcchelsea.com/mdo>

## Welcome to Little Lambs Mother's Day Out!

We are honored that you have chosen Little Lambs Mother's Day Out at Liberty Baptist Church to support and partner with you in the care and education of your child. We hope this handbook will help you better understand our desire for this exciting ministry. Please read this book carefully and keep it handy for future reference.

Should you have questions at any time, please feel free to contact us and we will be more than happy to discuss them with you. Our contact information is located at the top of this letter.

I believe you will find our MDO staff to be very compassionate and loving. You can be sure that they will treat your children with respect and will guide them in a Christ-like manner. It is our goal to assist your children in every facet of their development – physically, mentally, emotionally and spiritually.

Please know that you and your family are always welcome at Liberty Baptist Church. It would be our church's privilege to minister to you and your family in any and every way possible. If you do not already have a regular church home, please accept our invitation to come and worship with us. Liberty is a very loving and exciting congregation.

This year will be a year of tremendous growth for your children. Our entire staff will be praying for them as they grow and learn.

God Bless You All,

Kristie Bradberry  
MDO Director

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## OUR PURPOSE



To provide a nurturing Christian environment to enrich a young child's personal development — emotional, social, physical, intellectual, and spiritual.

To help each child develop healthy self-esteem and positive feelings toward playing and learning.

These goals are achieved through a varied curriculum which includes creative play, arts and crafts, music participation, nature studies, chapel services, in-house enrichment, playground interaction, special celebrations, a Welcome Open House, a Thanksgiving program, a year-end recognition program, and a Preschool Graduation Program for all registered in our ministry.

Together, with the support of our church family, the Little Lambs MDO ministry will continue to meet the ever-changing developmental needs of our community's preschoolers.

## OUR PHILOSOPHY

**The philosophy guiding our program is based on several principles:**

1. Each child is viewed as a unique person of inestimable worth and value, with an individual pattern and timing of growth and development.
2. Developmental appropriateness is essential to successful learning. Programs are both age appropriate and individually appropriate; that is, the program is designed for the age group served and implemented with attention to the needs and differences of the individual child.
3. The curriculum and teachers' interaction are based on the recognition that all areas — physical, social, emotional, intellectual and spiritual — of a child's development are related.
4. Young children learn by doing. Knowledge is not something that is given to children as though they were empty vessels to be filled. Children acquire knowledge about the world in which they live through playful interaction with objects and people.
5. Teachers are seen as guides and/or facilitators. They prepare the environment so that it provides stimulating, challenging materials and activities for children.

## OUR GOALS

1. To help develop a good self image.
2. To give the child a thirst for knowledge.
3. To help the child get a good start toward reaching his or her potential.
4. To encourage physical development of large and small muscles.
5. To provide stimulating experiences which encourages the child to think and analyze problems and arrive at possible solutions.
6. To encourage creative expression through art and music.
7. To stimulate language development.
8. To encourage the child to express himself/herself through material, movement, and language.
9. To encourage independence.
10. To give basic experience and develop the behavior necessary for effective social living.
11. To encourage the child to develop a positive attitude toward school and learning.
12. To provide a spiritual and biblical foundation.

## SCHOOL HOURS & CALENDAR

Little Lambs MDO classes are offered from the beginning of September until the middle of May. School hours are from 8:30am until 12:30pm or until 2:00pm depending on your enrollment. Classes are offered on Tuesdays, Wednesdays & Thursdays.

Children in the Babies and One Year Old Classes may enroll for one, two, or three days a week. (Tuesdays, Wednesdays, & Thursday from either 8:30am until 12:30 or until 2:00pm)

Children in the Two, Three, and Four Year Old Classes may enroll for two or three days a week. (Tuesdays, Wednesdays, & Thursdays from either 8:30am until 12:30pm or until 2:00pm)

Little Lambs MDO will observe the holidays of the Shelby County School System. These dates are listed on the calendar you will receive from MDO.

**In the event of severe weather, always check with the local television and radio stations for announcements specifically for the Shelby County School information.** If Shelby County schools close, MDO will close. **Bad weather days are not made up.** In case of a power outage, frozen pipes, etc. that cannot be restored within two hours, parents will be called to pick up their child/children.

In the event of a Tornado warning or other severe weather while your child is attending classes, MDO will immediately act according to safety plans.

## MDO STAFF AND CLASS SIZE

Our staff is comprised of people who have a desire to share the love of Jesus with our children. Each employee is selected because of special qualities, talents, and skills needed to create a well-balanced administrative, teaching and support staff. We provide the materials, curriculum and proper training to equip our staff to successfully accomplish our goals.

All MDO staff members participate in training classes to understand the development of small children, program policies and procedures and CPR and First Aid. All will participate in a continuous program of in-service education and studies for professional advancement in order to remain alert to the ever-changing needs of today's families and changes in our community.

You will find our MDO staff to be a very compassionate group of people. They will love your children and your children will love them. You can be sure that they will treat your children with respect and will guide them in a Christ-like manner.

Group	Staff to Child	Group	Staff to Child	Group	Staff to Child
Infants	1 to 3 or 2 to 6	Young Twos	2 to 10	Threes	1 to 10
Ones	2 to 6 or 2 to 10	Older Twos	1 to 8 or 2 to 12	Fours/Fives	1 to 10



## OUR CURRICULUM



**Little Lambs Mother's Day Out maintains that all preschoolers need to grow spiritually, mentally, emotionally, physically and socially. We recognize the way children learn spiritually is through watching, hearing and modeling. Therefore, every staff member is aware of the role they play in the Christian development of the preschoolers.**

The teacher is responsible for providing experiences and opportunities that are related to the child's level of learning. Each teacher plans the daily, weekly and monthly learning activities that adhere to our program guidelines. A concentrated effort is made to limit the amount of teacher-made activities as much as possible and to allow the children to experience their environment in as many tangible ways as possible.

### **The Mother's Day Out curriculum is based on the WEE Learn Curriculum.**

This is a biblically based curriculum and developmentally appropriate for all ages. The WEE Learn Curriculum itself is sequential. The concepts, motor skills, pre-reading and pre-math skills are taught according to the age and ability of the child. Each level of instruction is based on thematic units that incorporate the appropriate developmental stages of growth.

### **We use the A BEKA curriculum in our PreK Four and Five Year Old Classes.**

This is a biblically based curriculum emphasizing letters and phonics concepts. Each child will receive two workbooks to be used in class to learn these concepts. These workbooks will be sent home with the child when they graduate from our preschool program so that they may continue to practice these skills before entering kindergarten.

We supplement our core curriculum with many other appropriate preschool curriculums such as Carson Dellosa, Read, Write, Sing & Spell, etc. This allows us to use many resources to compliment our curriculum and allow for the best learning environment for each child.

From time to time, people from the community will be brought in to help the children relate to and understand their contribution to their lives. These community helpers will be asked to visit during our thematic units. For example, Chelsea Fire Department normally visits us during the month of October for Fire Safety Month. They will talk to our classes about fire safety and their job. They also allow us to explore the fire truck and learn about their equipment.

All classes attend Chapel Services once a week to learn biblical truths. This is a time of praise and worship on the child's level of understanding. We incorporate much of our music time to this service. We will learn a Bible lesson, Bible verse and how it can apply to our lives.

All classes attend Adventure Room once a week to have hands-on experiences. This is where we will explore scientific subjects and make big messes. Please be mindful of these messes and not allow children to wear expensive or special clothing.

### **Remember these two things:**

**It's not what your child takes home in his hand,  
it's what he takes home in his heart and head that's important.**

The process is more important than the product. (A positive way to affirm your child might be to say "Tell me about your picture" rather than "What is it?")

# ENROLLMENT POLICIES

*Little Lambs classes will be provided for children ages six weeks until pre-kindergarten.*

Admission will be granted first to families with children enrolled in the MDO program and to families who are members of Liberty Baptist Church. This enrollment will last the month of January to allow time for all students to register for the following calendar year. Children from the community at large will then be enrolled on a first come basis the first week of February. Enrollment is based on space availability. Registration will continue throughout the year until all classes are full. Those who are unable to secure a position in a class will be added to our waiting list for that age group. We will notify those on the waiting list when an open position becomes available. There is no charge to add your child's name to our waiting list. Little Lambs MDO will not discriminate in the admission of children on a basis of race, gender or religion.

Placement for children in the MDO classes will be determined by their age on September 2nd of the current school year. The September 2nd date is the same as that used in the Shelby County School System and has been chosen for educational reasons. (For example: Your child must be four (4) years old by September 2nd in order to enter the PreK four-year-old program.)

**The completed registration forms must be turned in along with the registration fee. Supply fees must be paid BEFORE your child can participate in class activities.**

**ALL registration and supply fees are NON-REFUNDABLE or NON-TRANSFERABLE.**

**ALL students MUST have an original updated Immunization Form (Blue Form) on file in the MDO office.**

If you opt not to have immunization records, we must have an immunization exemption form completed by your child's physician and signed by a parent. These forms must be updated as needed and sent to the MDO office. We allow two weeks after expiration date to get the updated forms to the office. **THIS IS A NON-NEGOTIABLE MATTER.**

Students who do not have a current immunization form on file will not be accepted to attend classes until this form is brought into the MDO office. Parents will be responsible for paying the child's tuition payment during this time to continue to secure the child's position in that class.

Children with possible or identified special needs shall be reviewed and admittance shall be based on our ability to meet the child's needs.

The director or such person or persons designated by the director, shall review, approve or deny all applications for enrollment.



**ALL children MUST be potty trained in order to participate in our PreK-3-, 4- & 5-Year-Old Program.**

*This requirement is common among preschool ministries.*



Teachers with as many as ten children in a classroom cannot meet the needs of those who are not potty trained and interact appropriately with the others in the class. Each child should be able to take care of their potty needs with minimum assistance from their teacher. However, if your child is unable to care properly for his/her potty needs, they will not be able to attend this ministry until they can do so. Returning to the program that same year will depend on space available unless tuition is continued to hold the spot.

## PAYMENTS & RATES POLICIES

*The Mother's Day Out Program is a ministry of Liberty Baptist Church; however, the program functions totally on the income provided through tuition and fee payments.*

The rates for Little Lambs MDO are provided on the Rate Sheet.

An annual Registration Fee is due and payable at the time the child is registered for admission to the program.

A Supply Fee provides your child with daily supplies and materials necessary for instruction.

An annual Supply Fee is due and may be payable in two equal amounts in the months of September and January. ALL fees MUST be paid by January 31<sup>st</sup> of the same program year.

**REGISTRATION AND SUPPLY FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

Tuition payments provide the teachers and staff salaries, as well as other expenses that help provide a quality program. **Tuition payments are due the first (1<sup>st</sup>) of each month beginning in September and ending in May of the program year.** Tuition amounts are based on the child's age, days enrolled and time frame enrolled. **Tuition amounts are the same each month for a total of nine (9) months each program year.** There is no reduction of tuition payments when your child is sick, on vacation, gone from the program or if the program is closed due to holidays, etc. The entire amount of fees and the nine months of tuition for a child may be paid at the beginning of the program year but is not subject to a discount.

**Tuition payments paid after the tenth (10<sup>th</sup>) of each month will be considered late and a late fee of ten dollars (\$10.00) will be applied to the child's account.** If the tenth (10<sup>th</sup>) of the month falls between Friday and Monday, you may pay your child's tuition on the following Tuesday and will not be charged the late fee. If you fall behind one month on your tuition payment, we will work with you on making a payment plan. If you fall behind two months on your tuition payment or your payment plan, your child/children will be removed from the program. Once you have caught up on your balance you will be eligible to re-enroll in the program if your child/children's spots are still available. **If is very important that you communicate with the MDO Director or Assistant Director of any financial difficulties so that we can avoid unnecessary actions.**

**Fees and Tuition payments may be paid by check, cash or money order.** All monies may be mailed to the program, be placed in the MDO Box located at the Preschool Welcome Center or may be placed in the LEFT hand side of your child's daily folder.

**Checks should be made payable to Liberty Baptist MDO or Little Lambs MDO. Please write your child's name on the check/money order.** If paying by cash, please place money in a sealed envelope with the child's name and amount enclosed. If mailing payments, please include your child's name and "MDO PAYMENT" on the check and envelope to avoid confusion within the accounting department.

**Payments can be mailed to:** Little Lambs MDO, 11050 Chelsea Road, Chelsea, AL 35043.

**The payment of tuition is your responsibility.** However, out of courtesy, MDO will send home a reminder memo in your child's daily folder if your tuition is late. Reminder posters will be posted outside the preschool doorways at the end of each month. Receipts will only be written for cash transactions unless you request a receipt for each transaction. You may request an account statement from the MDO office at any time.

**A fifteen dollar (\$15.00) fee will be administered for all returned checks.** After two (2) returned checks to the program, all payments MUST be made by cash or money order for the remainder of the program year.

If a parent is **late in picking up** a child, she/he will be **charged one dollar (\$1.00) per minute. Parents will be considered late after 12:40pm and 2:10pm (depending on your child's enrollment).** You will not be charged a late fee if we are continuing the car rider procedures during these times.

**If you encounter an emergency or realize that you will be late in picking up your child, please call the MDO office at 205-678-6414 or the main church office at 678-9928 to notify the MDO Director or Assistant Director.**

**Changes to your child's enrollment including number of days enrolled and time frame enrolled MUST be made in writing to the MDO Director with two (2) weeks of notification.**

Drop-in students are accepted as space is available upon completion of specific program forms. There MUST be advanced notice and approval from the MDO Director for scheduling such a day. The rate for a drop-in student is twenty dollars (\$20.00) for pick up at 12:30pm and twenty-five dollars (\$25.00) for pick up at 2:00pm. If your child is enrolled in our three or four year old program until 12:30pm, and you need to leave them for the day until 2:00pm, you MUST notify the Director/Assistant Director with two days notification and you will be charged seven dollars (\$7.00) per day for the extended time. This change is subject to the Director's approval as space is available.

Little Lambs Mother's Day Out reserves the right, upon sixty (60) days written notice to the persons responsible for the account, to increase monthly tuition during the term of the Financial Agreement. This would only become necessary due to extraordinary increases beyond the control of MDO in cost of wages, supplies, or essential operating costs.

**Families with existing balances from a prior program year will be unable to re-enroll their child/children until their account has been reconciled.** The MDO program will not hold a spot for said families until the existing balance has been paid in full.

**If you should decide to WITHDRAW your child from the MDO program, you MUST give a TWO (2) WEEKS WRITTEN NOTICE to the Director/Assistant Director. Otherwise, the parents/responsible parties will be responsible for the following month's tuition.**



## ARRIVAL & DEPARTURE PROCEDURES



**All children should be dropped off and picked up by their parents or by persons designated IN WRITING by parents.** Be sure to list on your Child Release Form all people who may pick up your child from MDO. Please update your Child Release Form as needed. **Designated persons can ONLY be changed personally by a parent with the approval of the MDO Director or Assistant Director.**

**ALL Parents and Guests MUST Show their I.D. When Entering the MDO Facilities.**

A driver's license or photo I.D. will be matched against the list of names you have designated to pick up your child. Once our staff members begin to recognize you personally as the usual person and parent of the specific child you are picking up, they may not be as apt to asking for your I.D. each time. However, you should always be prepared to show your I.D. each time you enter the facilities. Please make other designated persons assigned to pick up your child aware of this procedure to prevent any misunderstandings. **THIS IS FOR YOUR CHILD'S PROTECTION!**

**Under NO circumstances should a child be allowed to enter or leave the building alone. Preschool children should NEVER be alone in the front gathering area outside the preschool doors. Children MUST ALWAYS be accompanied by a parent or MDO staff member. MDO resumes responsibility for children ONLY when they have been checked in and delivered directly to the MDO personnel.**

**ALL CHILDREN MUST BE SIGNED IN AND OUT IN WRITING EACH DAY BY A DESIGNATED PERSON.** A clipboard will be available with your child's name listed in alphabetical order by last name. We ask that the designated person sign his/her **FIRST AND LAST NAME** to accurately record your child's records. This procedure is the same for car rider and walk-in student's arrival and departure routine.

**Parents and designated persons are permitted to enter the preschool department between 8:25am–8:45am, 12:25pm-12:45pm and 1:55pm – 2:15pm for arrival and departure routines.** At this time you will be greeted by the assigned MDO staff member at the preschool doorways. This staff member will be responsible for identifying you as a designated person. If no one is available at the doorway, **you MUST be cleared by the MDO Director or Assistant Director at the MDO Welcome Center to enter the preschool hallways.** Parents and guests are asked not to enter the preschool hallway during any other time other than the above assigned time periods without an appointment or permission from the MDO Director or Assistant Director.

**EVERYONE MUST SIGN IN AND OUT at the MDO Welcome Center to enter the preschool hallways and classrooms during the regular scheduled day.**

**MDO doors will be open to students at 8:25am  
Early arrivals will wait with their parents until that time.**

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(s). 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 he/she is upset, the quicker you are out of sight, the quicker he/she can be calmed. If your child is upset and his/her teacher(s) cannot get him/her calmed

after a reasonable amount of time, we will contact you. We will not allow a child to continually cry and be extremely upset for extreme long periods of time. Parents, relatives and friends are requested to avoid coming to Little Lambs during the hours of operation to “check on” or “admire” the children. It disturbs the child to see someone he/she knows at the door. If you need to check on your child, please do so through the MDO Director or Assistant Director at the MDO Welcome Center or by calling the MDO Office (678-6414).

**The very first week of classes, parents will be asked to walk their children into the building and sign them in and out. This will only be for this week. Beginning the second week of classes, we will offer two options for arrival and pick-up procedures. You may use the car rider line or you may walk your child into the gathering area. Please read below for instructions on both options.**

### **Walk-In Procedure**

To walk your child into the center, you should **park in the REAR parking lot turning from Liberty Road**. Please park your vehicle and walk your child into the center through the glass doors next to the playground. You should follow the same procedure to pick up your child. Once inside the gathering area, you will need to sign your child in/out and either walk them to their classroom or have a Teacher Aide take them to their classroom. We ask that parents be respectful of the teacher’s time and keep from lingering or talking in the classroom or at the door. This is to benefit your child as well as the other children in the program. You can make an appointment or leave a note for the teacher if you need to do so. You can also check on your child through the Director or Assistant Director.

#### ***PLEASE BE CAUTIOUS IN THE PARKING LOT***

**It is very important to us that everyone is safe. Look for small children and other vehicles that may be pulling out. Children should NEVER be allowed to play in the parking area. Children should also NEVER enter or exit the building without an adult. Be sure to hold your child’s hand as you cross to enter the building.**

### **Car Rider Procedure**

Cars should turn onto Liberty Road and then turn LEFT into the REAR parking lot of the church. Cars should enter the car rider line through the access road behind the Preschool Building. When entering this access road, stay to your RIGHT side. This road is meant to be a two lane so be sure to leave enough room for cars that will be exiting. Once you have rounded the building, you will enter a single file line beginning at the third striped parking lane. Cars should enter under the awning with their passenger side facing the double doors. Please have your child ready to exit the vehicle. A MDO employee will take your child from the vehicle and send them to their classroom. Please look for a signal to exit the parking area so that we are sure that everyone is safe. Cars should then exit through the first striped parking lane and exit out the access road and onto Liberty Road. Please keep to your LEFT when exiting on the access road and look for oncoming traffic.

**All drivers should be mindful of children and parents who park in the REAR parking area and will be walking into the building. It is very important to us that everyone is safe.**

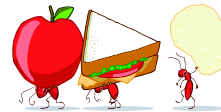
When picking your child up at the end of the day, follow the same procedures. Be sure to have your child’s Car Rider Tag in your window when coming to the front of the building. This tag will help us to have your child ready when you pull up to the doors. An MDO employee will hand you the Sign In/Out form each day for your signature. MDO employees are not allowed to buckle

your child into their safety seat. Please be prepared to buckle your child when you pull up to the doors. Children dropped off in the car rider line **MUST** be removed from the vehicle either by the parent/designated person or by a MDO staff member. Our staff will assist your child as they enter the building and go to their individual class.

We will begin our car rider line around 8:25am, 12:25pm and 1:55pm. Your child **MUST ALWAYS** be accompanied by an adult in the car rider area. Children will be placed into vehicles for departure time by the parent/designated person or by a MDO staff member. **MDO STAFF MEMBERS ARE NOT PERMITTED OR RESPONSIBLE FOR BUCKLING ANY CHILD'S SAFETY SEAT OR BELT. IT IS THE DESIGNATED PERSON THAT PICKS UP THE CHILD'S RESPONSIBILITY TO PROPERLY BUCKLE THE CHILD INTO THEIR SEAT BEFORE PULLING THE VEHICLE AWAY.** Adhering to the State of Alabama's Law regarding child safety seats, it is our policy not to release a child to anyone who does not have the proper safety seating for the age/weight for the particular child properly secured in their vehicle. We will lend you or another designated person, a safety seat for your child if you do not have one when picking up your child.



## FOOD POLICIES



Children should always be fed breakfast before arriving at Little Lambs.

**It is important for the child not to bring in food items to finish eating in class.** This can cause a serious disruption in the classroom and we must be alert to specific allergies of children in the class.

**Little Lambs MDO will provide a daily morning snack** which includes apple juice/lemonade and a food item. Food items are generally goldfish crackers, vanilla wafers, cheerios, animal crackers, etc. We have "special snacks" during certain theme weeks, celebrations or special studies. We will notify you of such changes when needed. MDO staff members are aware of specific food allergies in each classroom so that we keep food items out of that room which could be a danger to any child. Parents who contribute food items to any classroom will be notified of potential allergy alerts for that group.

**Parents of Infants and young One Year Olds must supply the following: Formula/juice, unbreakable bottles, and baby or junior food. Parents should label these with the child's name.**

**Children in the One and Two Year Old Classes MUST bring an Empty Sippy Cup each day that is clearly labeled with the child's name. This cup will be used to pour their snack drink into and sent home daily to be properly cleaned.** Children in the Three and Four Year Old Classes will enjoy their snack drink from a disposable cup without a lid.

**EVERY CHILD NEEDS TO BRING A LUNCH AND A FULL SIPPY CUP/DRINK FOR LUNCH EACH DAY.** Lunch should be brought in a lunchbox or bag with a handle for the child to carry. Please plan for your child's lunch to be as convenient and neat as possible. Please provide items in moderation that you child will likely eat during this time. **Due to limited time and space, we do not heat or refrigerate food items other than for the Infant and One Year Old classes.**

Please send food in containers that are easy and neat for the older preschoolers to open, eat and throw away. **ALL items MUST be clearly labeled.** ALL food items and liquids MUST be in non-breakable containers to prevent injuries. Dry food items may be placed in sealed plastic bags.

Use your discretion when sending certain Lunchables and other foods which may be messy. Please remember that our staff is taking care of up to 9-11 children in addition to yours. We strongly encourage healthy lunches. It is important that children learn healthy eating habits at an early age.

Please be aware that it may become necessary for your child's teacher to notify you of specific food items that will not be allowed in that specific class due to allergies or other situations. We ask that all families be understanding of these situations and agree to provide alternative foods when necessary.

**No carbonated drinks, candy or chewing gum will be allowed to be served to the children for lunches. No fast food items are permitted to be brought to the children unless removed from their original packaging and placed in appropriate, inconspicuous containers in the child's lunchbox.**



## POTTY TRAINING & DIAPER CHANGING POLICIES



**Parents of children enrolled in our Infant through Two Year Old Classes MUST provide their child with enough diapers for each day. We suggest at least 3-4 diapers per day** and we prefer diapers that have Velcro tabs so that your child can be checked easily and the diaper kept on the child if it is clean. This will help reduce wasting diapers. Mother's Day Out will provide the wipes needed for your child. MDO is NOT permitted to apply powder or creams on your child unless you have completed a Medicine Form through the MDO Director or Assistant Director and that form is on file.

Please inform your child's teacher of your potty training routine at home so that we may reinforce those habits during class time. Children in the Two Year Old Classes are encouraged to use the potty and teachers are willing to help you with this important milestone of your child's development. The parents will be providing the foundation and continuity with the program to help the child with this important developmental stage.

If you are attempting to potty train your child, we strongly suggest that you either send your child to class in thick potty training underwear with several extra changes of clothing or send your child in the Velcro tab diapers. Pull-ups are not recommended for potty training at school. The amount of time it takes to remove clothing and change pull-ups takes away valuable teaching time. We ask that you notify your child's teacher if you send your child in underwear to class.

**ALL children enrolled in the Preschool Three, Four & Five Year Old Classes MUST be potty trained.** There are no diaper changing facilities in these classrooms. This requirement is common among preschool ministries. Teachers with as many as ten children in the classroom cannot meet the needs of those who are not potty trained and interact appropriately with the others in the class. Each child should be able to take care of their potty needs with minimum assistance from their teacher. However, if your child is unable to care properly for his/her potty needs, they will not be able to attend this ministry until they can do so. Returning to the program that same year will depend on space available unless tuition is continued to hold the child's position in the class.

## CLOTHING

**Children should wear comfortable clothing and shoes that allow them to move freely and can be manipulated independently when they go to the restroom.** Daily activities include active and messy play, and children should feel comfortable enough to enjoy themselves without worrying about their clothing.

Please make sure that your child wears suitable clothing for each day. During winter months, hat, caps, warm jackets, gloves, or mittens are necessary. All children must wear shoes at the program with the exception of infants. Children will play outside every day, except in bad weather.

**Label all clothing and other belongings to help insure the proper return of all possessions.**

**Please bring a complete extra set of clothing for your child each day. This is very important!** A complete set of clothing includes a shirt, pants, underwear and socks. Children may feel embarrassed if they have to wait for clothing to be brought.

**REMEMBER: Accidents will happen! Do NOT send your child in special or expensive clothing.**

**Tennis shoes are recommended foot wear.** Be sure shoes are comfortable and accessible for those who need to be changed. Take into consideration that sandals, slip-on shoes, crocs and flip flops can be a danger for children when running and playing. **Cowboy boots are not allowed due to possible injuries.** If your child is wearing improper shoes for certain activities, they may not be able to participate during that time.

## PERSONAL BELONGINGS

Children should arrive daily with a bag for their possessions, a lunchbox, an extra set of clothing and diapers (if needed). Your child's bag needs to be an appropriate size for them to carry. We recommend a tote bag or medium backpack. Your child's bag needs to be able to hold their daily folder and other belongings each day. Please do not put notes, tuition, etc. in lunchboxes. Lunchboxes are not opened until lunchtime.

Each child will have a folder which will be sent home every day with pertinent information and papers to be viewed by parents. You should empty the folder daily so that we know you have received any notes sent home. It is very important for you to return this folder with your child every day. You may include any information you need to communicate to our staff in this folder. Teachers will check each folder at the beginning of each day.

**ALL items your child brings MUST BE CLEARLY LABELED with their name.**

Little Lambs MDO will provide toys and equipment in sufficient quantity to allow for a variety of play and learning activities during the day. **Please Do Not Allow Your Child To Bring Toys or Stuffed Animals To Class.** Exceptions are made for a child's initial adjustment period, sharing days as specified by your child's teacher, and for special nap comfort items as approved by the teacher (these will be placed in their bag and brought out only at nap time). Children are never allowed to bring toy guns, knives, ropes, or toys of great value.

Pets or animals are never allowed in the facilities without prior permission from the Director.

**Please remember to bring ONLY the items your child really needs for the time they are attending classes. No unnecessary items please.**

Children in the one year old classes and up are highly discouraged from bringing pacifiers to MDO classes. These items cannot be contained in a sanitary way and can cause conflicts among children. If you feel your child must have a pacifier while they are with us, please do not let them see you pack it in their bag and let the teacher know when an appropriate time would be for your child to have their pacifier. Likewise for bottles.

## **HOLIDAYS & SPECIAL OCCASIONS**

Little Lambs MDO will observe the holidays of the Shelby County school system. Please review your program calendar for planned dates of closing.

Parties may be held at school for the following special occasions:

- Teddy Bear Week
- Farmer's Day
- Birthdays
- Christmas
- Valentine's Day
- Easter
- End of the Year

If a child wishes to share his/her birthday celebration with the class, you may send something to share with the class during snack time. You should arrange this with your child's teacher ahead of time and plan for any special allergy situations. Invitations to birthday parties may be given out at school provided the entire class is invited. You may request a listing of children in your child's class and we will provide you with names, phone numbers and/or addresses depending on what the family has allowed us to share.

## **REST TIME**

**A weekday program longer than five hours per day is required to have a rest/nap time for children.**

Most children physically require a period of rest during the day. If your child is enrolled in our program until 2:00pm, they will be required to lie down for a rest period.

We ask that you provide your child with a nap mat and/or pillow. We will provide a large plastic bag with your child's name on the outside to put these items in each week. We will send these items home regularly for you to properly clean and return. We provide cots for the children to rest but they will need a blanket, mat, and/or pillow. Please be sure that each item is clearly labeled with your child's name.

Children will begin their napping by 1:00pm. During this time, children will lay down to quiet music so that they may rest. They will also have the opportunity to quietly look at books if they are unable to sleep.

No child will be forced to sleep but all children must lie down to rest for a period of time.

## PHOTOGRAPHS AND VIDEOS

Throughout the year, we will be taking photographs and videos of your child for many purposes.

We use these photographs/videos for arts and crafts, classroom decorations, bulletin boards, newsletters, media publications, PowerPoint presentations, and for our web page. You will complete a General Release Form authorizing our use of these photos in your Enrollment Package.

**Professional portraits are taken twice a year, once in the fall and once in late winter/early spring.** You will have the opportunity to purchase these photographs if desired. Our PreK Four & Five Year Olds will have their Graduation Portraits made in late winter/early spring.

## PARENTAL INVOLVEMENT

**Little Lambs MDO is a ministry to parents as well as to children. Little Lambs MDO believes that the primary teachers and most important educators are the parents.** All parents are a vital part of their child's spirituality and education and are invited to visit and to take part in their child's day by volunteering their time and talents. Each class asks for parents to help with special events and for help with in-class activities. Please notify your child's teacher if you are interested in helping.

It is our goal to keep parents informed as to their child's progress. Any parent desiring a conference may schedule one with their child's teacher at any time during the year.

MDO does several mission type events throughout the year. If you would like to participate your child's teacher will advise you of the details.

If you are interested in working as a substitute teacher, please contact the MDO office. Substituting allows you to have fun with the children while earning a few extra dollars.

MDO will notify you of special events that Liberty Baptist Church will be having. Several times throughout the year, LBC has special occasions designed for children and adults.

Liberty Baptist Church offers several classes dealing with parenting, marriage, and other spiritual concepts.

We encourage you to pray about your placement in these classes. Information and sign-up sheets are found at the Welcome Center outside the preschool department or you may contact the church office at 678-9928 to inquire about such events.

## WITHDRAWAL & RE-ENROLLMENT

**A two week written notice is required when a child is withdrawn from the program for any reason. Otherwise, the parents are responsible for the following month's tuition.**

If a child is absent for more than two weeks without notification, we will assume the child has been withdrawn and we will proceed to register another child. If the child is withdrawn from the program and later wishes to re-enroll (if space allows) within a three month period, the registration fee will be waived. After a three month period, the full registration fee will be required. Please be aware that ALL registration and supply fees are NON-REFUNDABLE.

## EXPULSION POLICY

**The MDO program reserves the right to permanently remove a child from the enrollment of the program at any time** for non-payment of tuition and/or fees or for extended absences without payment unless prior arrangements are made with the Director. The program also reserves the right at any time to permanently remove a child from the enrollment of the program if the staff feels that the needs of the child are not being met or if the child becomes a danger to himself or to other children. Teachers will be expected to devote time to all children, not neglecting others because one child requires constant supervision and/or attention.

## DISCIPLINE POLICIES

**The disciplinary actions of MDO will be positive in nature.**

**The method of discipline will vary with the age and action of the child.**

**Expected behavior shall be on the child's level and be understandable to the children to whom it applies.** Discipline shall be consistent and fair. Individual teachers are trained and are given discretion in how to handle each situation as it arises. As a matter of policy, the following is a general framework for discipline.

Distraction will be the first step in any age group, explaining why the behavior is inappropriate and then suggesting if the behavior happens again, he/she will have to sit quietly and miss certain activities for a brief period of time. This is usually all that is required.

Following through with the "Time Out" will be the next step if unacceptable behavior continues. Persistent behavior problems may result in a conference between the Director, Teacher and Parents. In no cases will corporal punishment be used. Scolding or shaming will also never be used.

If serious behavioral problems persist, and the above actions have been exhausted, the child may be sent to the Director's office and if it seems appropriate in the judgment of the Director, a conference may be scheduled with the teacher(s), director and parents. Parents may be called to pick up their child from the program if the Director feels the child should not be attending classes on that day due to behavior problems.

If any child exhibits persistent biting behavior while in a Little Lambs session, the Director will take steps to ensure the safety and health of the children until this behavior ceases. Children with persistent biting behavior or aggressive behavior may be removed from the program until this behavior ceases and their position in the class may be in jeopardy unless tuition is continued. If the child is aggressive or non-compliant and the parents are not willing to work with the program to address these behaviors or if the efforts are not working as planned, the child may be expelled from the program. Re-enrollment will be based on space availability and a conference with the Director will be required to re-enroll after being removed for these types of behavior.

## HEALTH & INJURY POLICIES

In order to help prevent the spread of disease or infection and keep our children as healthy as possible, MDO requires adherence to the following policies:

1. **ALL students MUST have an original updated Immunization Form (Blue Form) on file in the MDO office.** If you opt not to have immunization records, we must have an immunization exemption form completed by your child's physician and signed by a parent. These forms must be updated as needed and sent to the MDO office. **We allow two weeks after expiration date to get the updated forms to the office. THIS IS A NON-NEGOTIABLE MATTER.** Students who do not have a current immunization form on file will not be accepted to attend classes until this form is brought into the MDO office. Parents will be responsible for paying the child's tuition payment during this time to continue to secure the child's position in that class.
2. **Children who are or appear to be ill cannot be admitted to the program.**
3. **Your child MUST be symptom free without medication for 24 hours** before returning to class.
4. Any child who is put on antibiotics **must be on the medication for at least 24 hours** before returning to class.
5. **If a child is too sick to go outside to play, he/she is too sick to attend the program.** In order to maintain adequate teacher/child ratios, we are unable to keep a child from outdoor play.
6. **If a child is sent home sick from the program, he/she may NOT return the following day** unless you bring a note from a physician stating that the child is symptom free and does not have any type of illness that could be contagious.
7. When a communicable disease has been introduced into the program, parents will be notified. Parents are urged to notify the Director when their child is known to have been exposed to a communicable disease outside the program.
8. **Little Lambs MDO is NOT permitted to administer medication of any type,** including over-the-counter or prescription medications. We will call parents immediately if medication is required. Parents with children who must have medication due to asthma, diabetes, Epipen, etc., will need to notify the MDO Director of such needs and have a Medical Authorization Form completed by a physician on file in the MDO Office. All medications will be stored in a locked cabinet in the MDO Office and will be administered only by the MDO Director or Assistant Director unless it is an emergency situation.
9. **When you are called to pick up a sick child from the program, you MUST do so within 1 hour** after you have been notified. Your child will be immediately separated from the other children in the classroom and removed from the classroom as soon as possible, in order to reduce exposure to the other children. Once removed from the classroom, your child will be waiting on a cot in the MDO office. Your respect for the safety and well being of the other children, their parents, and the staff members at MDO is required as part of your child's enrollment.

## **REMEMBER:**

“Do unto others as you would have them do unto you.”

Your cooperation is essential to the well-being of your child and the other children of Little Lambs.

### **You will be notified that your child is ill if he/she:**

- \* has a fever greater than 100.5 degrees (we use a professional Thermoscan thermometer)
- \* vomits more than twice during the day
- \* develops purulent eye drainage or redness of the eye
- \* has more than two loose, watery stools during the day

## **Common Illnesses**

**FEVER:** MUST be FEVER FREE for 24 hours WITHOUT medication before returning to classes.

**We use a professional Thermoscan thermometer and consider 100.5 degrees as a fever.**

**RASHES:** Program exclusion period – cannot return to classes until diagnosed and determined by a physician. Physician note required for the child’s return.

**DIARRHEA/VOMITING:** May not return to classes until symptom free for 24 hours. The child may be admitted sooner with a note from a physician stating that the symptoms are non-infectious (for example: antibiotic associated diarrhea).

**RUNNY NOSE/MILD DRY COUGH:** Program exclusion period – may continue to attend classes unless (no other symptoms or fever) conditions persist more than 7 to 10 days. A child may not come to classes if there is a colored mucus discharge from the nose, eye or ear. If child has serious allergies that may cause these symptoms, you will need a note from the physician for the child to attend classes.

**STREP THROAT:** Program exclusion period – minimum of 24 hours after the child is given a shot or started oral medications. A note will be required from the physician.

**PINK EYE (OR OTHER EYE INFECTIONS):** Program exclusion period – until infection is entirely gone. A note is required.

**CHICKEN POX:** Program exclusion period – at least 6 days after onset of rash. Contagious period: until crusts have fallen off and scars have healed. No note is required from a physician if the above conditions are met.

For any and all other illnesses, please contact your child’s physician pertaining to the symptoms and exclusion period. A note from your physician will likely be required for most other illnesses.

## IMPORTANT THINGS TO KNOW

- Each child will receive a MDO folder on the first day of classes. This folder needs to be brought to class with your child each day. We will use this folder to send home papers, art projects, and notes to parents. You may send your child's tuition and fee payments in this folder, DO NOT send payments in lunchboxes or other parts of child's bag. **IT IS VERY IMPORTANT TO SEND THIS FOLDER EACH DAY!**
- ALL children should arrive with ONLY the items that they need for the day. We discourage bringing personal belongings. These items tend to cause problems for your child. If your child has a security item that they must have, please contact the teacher to make arrangements for such items. Toys are not permitted to be brought from home. The teacher will notify you if it is a "special day" to bring something from home. Otherwise, please encourage your child to keep their belongings "safe" at home or in the car.
- ALL children should bring a complete, extra set of clothing in a gallon size zip-lock bag to class. This set of clothing and bag should be labeled with your child's first and last name. These clothes should be carried in your child's bag each day unless otherwise notified by your child's teacher.
- Please be sure to check the clothing periodically to guarantee the clothing is appropriate for the season. It is very important that your child have extra clothing so that they will not miss any portion of their day if they have an accident.
- Children in the Babies Class will need to bring everything that their child will need for the time they are at the center. This includes diapers, bottles, milk/juice, food, pacifiers, etc. Also, they will need to bring their MDO Folder each day for us to send home information.
- Children in the One and Two Year Old Classes will need to bring diapers that they will need during the time they are at the center. You will also need to send your child an empty sippy cup for us to fill at snack time. Each child should bring a lunch bag with their lunch packed and a drink. We do not encourage drinks that can be squeezed and poured out. A full sippy cup will work just fine. Your child will need to bring their MDO folder so that we can return projects and information to parents.
- Children in the Three & Four Year Old Classes will need to bring their MDO folder each day. Your child will need to bring their MDO folder so that we can return projects and information to parents. They will also need a lunch bag with their lunch packed and a drink.
- ALL children should dress in comfortable clothing so that they may feel free to play and enjoy. We ask that every child wear Tennis Shoes so that they may play on the playground. We DO NOT want children to wear slip on shoes or sandals. Also open-toed shoes are hard to play in. These shoes are very cute but can seriously restrict your child's play. Most accidents are caused by children tripping on their shoes. It is very important that your child is safe! Your child is subject to possible injuries if they are not dressed properly. If your child is wearing dangerous shoes, they may be asked to play on the sidewalk where they should be a little safer. We do not want to ask any child to have to do this, so please be mindful of this policy.

# ABOUT LIBERTY BAPTIST CHURCH



LIBERTY BAPTIST CHURCH  
11050 Chelsea Road, Chelsea, AL 35043  
205.678.9928  
www.lbccchelsea.com

## **WHO WE ARE. . .**

We are a family of faith seeking to Love God and Love Others.

## **WHAT WE DO. . .**

We provide an environment for people to grow as true followers of Jesus Christ

## **WHY WE DO IT. . .**

We have a command—Make Disciples (Matthew 28: 18-20)

## **HOW WE DO IT. . .**

We have an intentional discipleship process for spiritual growth

## **Church Office Hours**

Monday thru Thursday 8:00am-5:00pm

Even though the church office is closed on Friday, there is a staff person on call to meet any need that arises. For assistance during off-hours, call the church office at 678-9928.

## **Sunday Services**

9:15am: Worship Celebration & Bible Study  
10:45am: Worship Celebration and Bible Study  
6:00pm: Evening Worship Celebration

## **Wednesday Services**

6:30pm: Bible Study / Prayer Service / L.A.B.S. / Mission Friends / Youth Worship

## **The Ministry Team of LBC**

Dr. Tim Cox, Pastor  
Rev. Alan Kuykendall, Interim Associate Pastor  
Rev. Mike May, Minister of Music  
Rev. Leon Burdette, Minister of Education/Evangelism  
Rev. Matt Adams, Student Minister  
Mrs. Laura Cain, Director of Preteens & Children  
Mrs. Becky King, Director of Preschool  
Mrs. Kristie Bradberry, Mother's Day Out Director

Each staff member can be reached by e-mail by typing first and last name immediately followed by @lbccchelsea.com.

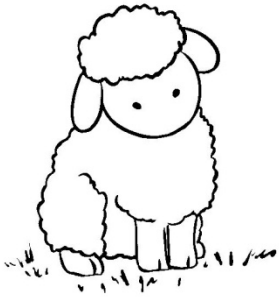
## MDO CONTACT INFORMATION

LITTLE LAMBS MOTHER'S DAY OUT  
A Ministry of Liberty Baptist Church  
11050 Chelsea Road  
Chelsea, Alabama 35043

<http://www.lbcchelsea.com/mdo>  
MDO E-Mail: [mdo@lbcchelsea.com](mailto:mdo@lbcchelsea.com)

MDO Office: 205-678-6414  
MDO Fax: 205-678-2938  
LBC Office: 205-678-9928

MDO Office Hours: Monday–Thursday, 8am–5pm



*We anticipate a wonderfully  
blessed year with your child!*



***Please Remember:***

*"You are the #1 contributor to your child's spiritual and educational growth."  
Please be a good example for your child and show them the "truth and the light"  
for "theirs is the Kingdom of Heaven."*

***May God bless each of your families in every way!***