



# Mother's Day Out Parent Handbook

A Ministry of First Baptist Church  
614 South Grand Ave., Cherokee, OK 73728  
580-596-3475

Pastor: Bryan Laramore  
Little Lambs Director: Jacque. Newton 580-884-1305

## Tuesday of Each Week from 9:00 a.m. – 4:00 p.m.

We are excited that you have chosen to participate in our Mother's Day Out Program!  
If you have school age children, ask about the Good Shepherd After School Ministry  
We welcome you at attend any of our activities:

Sundays: Small Group 9:30 am (groups for all ages)

Worship: 11:00 a.m.

Evening Bible Study: 6:30 p.m.

Disciple Me 6:30 pm (Grades 6 – 12)

Wednesdays: FBC Kids 6:00 p.m. (meal and class)

Youth 5:30 p.m. (Grades 6 – 12)

Adult Bible Study 6:30 pm

Throughout the Month: Choir

Men's Group

First Monday - Women's Noon Meal

Care and Share

Senior Moments

# Little Lambs MDO Registration Form

Ages 2 - 4

Child Name \_\_\_\_\_ Birthdate \_\_\_ / \_\_\_ / \_\_\_ Age Yrs \_\_\_ Mos \_\_\_

Child Name \_\_\_\_\_ Birthdate \_\_\_ / \_\_\_ / \_\_\_ Age Yrs \_\_\_ Mos \_\_\_

Child Name \_\_\_\_\_ Birthdate \_\_\_ / \_\_\_ / \_\_\_ Age Yrs \_\_\_ Mos \_\_\_

Child Name \_\_\_\_\_ Birthdate \_\_\_ / \_\_\_ / \_\_\_ Age Yrs \_\_\_ Mos \_\_\_

Parent/Guardian Name \_\_\_\_\_ Home \_\_\_\_\_ Wk/Cell \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Home \_\_\_\_\_ Wk/Cell \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mom's Occupation \_\_\_\_\_ Dad's Occupation \_\_\_\_\_

## Emergency Numbers (Give Responsible Persons Easily Reached During Little Lamb Hours)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Physician \_\_\_\_\_ Phone Number \_\_\_\_\_

Persons Who Are Allowed to Pick Up Your Children \_\_\_\_\_

\_\_\_\_\_

CODE WORD: \_\_\_\_\_ For pickup by someone who is not on your list.

Please add below any comments that will help us to know your child better and give him/her the best care we can:

Toilet Trained? \_\_\_\_\_ Food Allergies \_\_\_\_\_

Pertinent Medical History \_\_\_\_\_

Fears \_\_\_\_\_ Like/Dislikes \_\_\_\_\_

Other Info \_\_\_\_\_

## Emergency Treatment Release

**In the event of illness or accident which requires immediate treatment at a time when parents cannot be located, I give my permission for personnel at First Baptist Church of Cherokee Little Lambs Mother's Day Out program to provide emergency treatment to the best of their ability and if necessary to transport my child to an appropriate medical facility for further treatment. I will not hold the church or Mother's Day Out program responsible. This is done with the understanding that every attempt will have been made to contact the parents, the child's physician, and any other persons listed as emergency contacts.**

Date \_\_\_ / \_\_\_ / \_\_\_ Parents Signature \_\_\_\_\_

\*\*Please remember to include a copy of your child's updated immunization record with this form.

## Parent Responsibilities

I agree to:

\_\_\_\_\_ Label everything.

Please be sure that any items that you want your child to use personally rather than share with the class are labeled with their name **(especially sippy cups!)**

\_\_\_\_\_ Always have a seasonally appropriate change of clothes available for my child.

Even when we as parents are pretty sure that we have finally got them potty trained, the excitement of being here and playing with all of their friends will distract even the most responsible preschooler once in a while.

\_\_\_\_\_ Parents of children who are not toilet-trained are responsible for providing adequate supplies of diapers & wipes for their own child.

\_\_\_\_\_ Pick up my child on time.

We realize that stuff happens especially when you are in a hurry. We are parents too after all! However, it can be very upsetting for a child to be left behind while watching all the friends leave with their moms and dads. If you are detained and realize that you will be late picking up your child, please call us at 580-884-1305. There is a phone available in the nursery for this purpose. It makes it much easier if we can prepare your child before pick up time by letting them know that you have already called to let us know that you are on your way.

\_\_\_\_\_ Update Emergency Contact Information

Please remember to keep your emergency contact information up to date. If your home phone, address, place of employment, cell phone number, etc. changes, please advise us. We cannot contact you in case of emergency if you do not keep this information up to date. Also please review periodically your choice of whom you want us to contact if you are unable to be reached and their contact information.

\_\_\_\_\_ Pay my Lunch Fee by the 10<sup>th</sup> of each month.

\_\_\_\_\_ Visit Little Lambs anytime I want (except during nap time ☺)

We would love to see you anytime that you want to come by. Feel free to stop by and visit your child anytime. (Also feel free to never stop by if you prefer to just enjoy your day out—that is OK too!)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **Mission Statement**

Little Lambs Mother's Day Out offers an opportunity for a loving and caring environment for children. We believe that children are a gift from God that you have entrusted to our care. We will love and care for your child as though they were one of our own. They come first in our hearts and dedication.

## **Staff**

All staff and volunteers have passed an OSBI background check and attended our staff training on emergency procedures, daily procedures and policies and are CPR/First Aid certification.

## **Arrival/Departure**

Your child should not arrive before 8:55 AM. Please accompany your child to the front door. Arrive promptly at 4:00 PM to pick up your child. Please come to the front door to pick up your child. If an emergency arises, please call 580-884-1305! A late fee of \$5.00 will be charged if you do not arrive to pick up your child by 4:10. If you do not arrive by 4:20 to pick up your child then the emergency contact you provided will be called to come pick up the child.

## **Early Pickup/Nap Time**

Your child may stay all day or for any part of the day. The exception is nap time from 12:00 – 1:30. Please try to not drop off or pickup during this time. If you must text one of the staff and we will bring your child to you.

## **Discipline/Behavior Goals**

We will treat each child as a gift from God that is to be loved, honored and treated with respect. We will strive to teach each child to respect themselves and others. Children will not be subject to hitting, kicking, pushing, biting, restraint, verbal or emotional abuse or bullying of any kind by the staff or volunteers nor will they be allowed to display those behaviors to other children or staff or volunteers.

If a child exhibits purposeful, negative, uncontrollable behavior towards another child or staff or volunteer they will be placed in time out or the parent(s) will be called to pick up the child.

We will enforce positive behaviors: Praise, Respect, Re-Direction and Positive Reinforcement. Time out will be used when the child is a threat to the safety and well-being of themselves or others.

## **Illness**

If your child requires medication—please administer before arriving. You must speak with the director in person before leaving any further medicine to be administered and sign an authorization instructing the director as to the time and exact dosage. No over-the-counter medications will be permitted or given by any staff member.

The Health Department regulations prohibit the admittance of any child that exhibits any of the following symptoms:

- \*Fever (100 degrees or higher), diarrhea, vomiting – child needs to be fever free or without symptoms for 24 hours without the aid of medication
- \*Runny nose or rash – check with doctor before bringing
- \*Discharge from eyes or ears
- \*Lice – child needs to be treated and nits removed before return
- \*Communicable diseases – chicken pox, measles, mumps, pink eye, influenza, etc. The child may return when the incubation and contagious period is past and the child is well enough to resume normal activities.

Please advise us as soon as possible if your child has a communicable disease so that other parents may be notified of possible exposure of their child. (Examples: chickenpox; hand, foot and mouth)

Your child should not attend if they are not feeling well enough to participate in daily activities.

If your child becomes ill while at Little Lambs, we will try to locate the parents. Please keep us updated on changes of phone numbers and employment locations. If we are unable to contact the parents, then the emergency contacts will be called to pick up the child.

### **Clothing**

Clothing worn to school should be comfortable and easy for the child to handle at bathroom breaks. We may spend time outside when the weather permits, so please see that clothing are appropriate for the weather. **Always send a change of clothes for your child in a bag labeled with your child's name.** Remember to keep the extra set of clothing weather appropriate when the season changes.

### **Labels**

LABEL EVERYTHING!!!!!!!!!!!!!! This includes but is not limited to: clothing, backpacks, lunch boxes, jackets, sippy cups, diaper bags, and anything else that you do not want to lose.

### **Supplies**

There will not be a Supply Fee or Supply List. However, parents of children who are not toilet-trained are responsible for providing adequate supplies of diapers & wipes for their own child.

### **Food**

**Parents have the option of sending a sack lunch (including a drink) for their child or paying \$10/month for lunches.** If you pack a sack lunch, bring lunches in labeled bag or box. No thermos bottles. A sippy cup, if needed, should also be included each day. All containers should be labeled. Finger foods for lunch that your child can handle and foods that have been cut in child-size pieces are best. We will not heat children's food. If your child does not eat what you send, the teacher will inform you. If your child is a big eater, please pack plenty. Please try to avoid sending the "Cracker Stacker Lunchables". It has been our experience that the children do not eat these very well.

### **Fees**

There is no fee for attending Little Lambs. If we do provide lunches for your child the fee is \$10/month.

### **Visiting**

Feel free to visit your child's classroom during the day. For safety we ask that you check in with the director before entering your child's classroom so that we are aware of who is in the building.

### **Child Abuse/Neglect**

It is the law and the responsibility of the childcare provider to report any and all abuse or neglect performed on a child. The Children's Protective Services or the Police Department will be notified when it appears that a child is being physically, sexually or emotionally abused, neglected or exploited.

### **Drug Free Policy**

Our policy strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees, volunteers, or students, on First Baptist Church property, or any part of the church or at any activity of the church. All students, staff and volunteers must abide by this policy as a condition of enrollment or employment. Signing the Drug Free Statement constitutes acceptance of this policy. Sanctions up to and including drug testing and termination will be imposed for violation of this policy.

### **Confidentiality**

All employees and volunteers will adhere to the practice of respect and confidentiality for all families, children and persons and organizations involved with Little Lambs Mother's Day out.

## Communication

We welcome questions, feedback or discussions of any kind that affect a positive outcome for your child. Sensitive issues will be discussed outside of regular hours either by letter, phone or a scheduled conference. You may contact Jacque. Newton (580-884-1305) or First Baptist Church, Pastor Bryan Laramore (580-596-3475)

## Little Lambs Schedule

We will follow the Cherokee Public Schools calendar. If the Cherokee schools are closed for the day then we will also be closed (\*\* see exception below). This includes snow days. Please watch local TV and radio stations or their internet sites for snow cancellations. If school is cancelled for the day or part of the day, then we will be closed as well. These snow cancellations are for the safety of our teachers and children. The cancellations do not happen very often and the day will not be made up.

### Dates to Remember: (need to update)

1<sup>st</sup> day of Little Lambs            October 11, 2022

Last day of Little Lambs        May 16, 2023

### No School on the Following Public School Holidays:

Christmas Break                    December 19, 2022 & December 30, 2022

Spring Break                        March 10, 2023 & March 17, 2023

## Sample Daily Schedule

Arrival	9:00 – 9:15 (Puzzles)
Morning Snack	9:15 – 9:30
Group Time	9:30 – 9:45 (Music)
Free Time	9:45 – 10:30
Leader Led Activity	10:30 – 11:15(Craft or Art)
Lunch	11:15 - 11:45 You bring a sack lunch or we provide lunch
Group Time	11:45 – Noon (Story)
Nap	Noon – 1:30
Snack	1:30 – 1:45
Leader Led Activity	1:45 – 2:15 (Example: Play doh)
Free Time	2:15 – 3:30
Group Time	3:30 – 4:00
And dismissal	



