



MOPS OF NEWNAN

MOPS Kids of Newnan Caregiver Policies and Expectations 2018-2019

Welcome!! We are so glad to have you as part of our MOPS Kids Team! Without you, MOPS of Newnan would not be possible. Our goal this year is to provide a safe, loving and fun environment for our little ones! This will allow their moms to spend some much-needed time focusing on themselves!

MOPS Kids of Newnan Leaders

Andrea Reese and Katie Jeffords are the MOPS Kids of Newnan Leaders this year. Please feel free to contact them using the information below.

Andrea Reese: (347) 205-4928 or andrea.k.reese@gmail.com

Katie Jeffords: (828) 772-4139 or katiejeffords@gmail.com

MOPS 2018-19 Meeting Schedule & Times

MOPS of Newnan meets on the 1st, 2nd and 3rd Fridays of every month, September through May, following the Coweta County School Calendar. (**Our childcare worker times are 9:15am until 11:45am. (15 minutes before children arrive and 15 minutes after the end of the meeting.)**)

September 7	September 21	October 19
November 2	November 16	November 30
December 7	January 4	January 18
February 1	February 15	March 1
March 29	April 19	May 3

Meeting Cancellation

MOPS follows the Coweta County Schools cancellation requirements. Therefore, if Coweta County has cancelled school due to questionable weather, we also will be cancelled. If there is a school delay, we will also be cancelled.

MOPS Kids of Newnan Communication

Email and our “MOPS Kids of Newnan Caregivers” Facebook group will be our methods of communicating with the group. Please expect regular updates and information to be passed along this way. If you do not use email, please let us know so we can make accommodate for you to receive these updates.



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Safety First

All childcare workers are required to complete a background check prior to working at MOPS.

The worker to child ratio follows the First Baptist Church Newnan policy. There will always be at least two adults per room, regardless of the number of children. Never be alone with a child. This is for the protection of the child, family, church and yourself.

Attendance

You are vital to the ministry of MOPS of Newnan! We will ask for scheduling commitments throughout the year. If you have committed to work a Friday morning and become unable to do so, please let Andrea or Katie know by the Wednesday before. If you are ill and unable to work, please contact one of us by phone as soon as possible.

The work shift is from 9:15 to 11:45 AM, so please be sure you are in the classroom and ready to greet children by 9:15 AM. Name tags will be provided. Please wear your name tag so you are recognized as a MOPS of Newnan Caregiver.

Arrival

YOU are the first impression to our MOPS of Newnan families. Please welcome them (asking names, introducing yourself, making them comfortable.)

Children will arrive between 9:15 and 9:30. Have the mother sign the child in on the class roster and confirm whether their child can have a snack that day or not. Each child will be given a name tag upon arrival and masking tape will be available for mothers to label their children's cups and bags. Mothers may need to be reminded to do this.

Classrooms

MOPS Kids of Newnan will utilize the First Baptist Church Newnan preschool rooms. Each room will receive a supply bag and sign-in sheet. Please use the sheet of paper in the bin to notify a MOPS Kids of Newnan Leader if your classroom is running low on supplies or if you have a suggestion of supplies that should be included. The kids will be divided by age group (0-12 months, ones, twos, threes, fours, and fives). If there is an especially light crowd, age groups may be combined.



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Behavior/Discipline

Children come to you from different family environments and different levels of interpersonal skill development. It's our goal to provide a positive experience.

To help improve classroom behavior, enforce classroom rules: I will use kind words, I will not hurt other people or things, I will listen to my teachers...

Children will not be permitted to behave in the following manner:

- Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children or adults.
- Standing or climbing on chairs or tables or any other dangerous behavior.

If a child is misbehaving, the MOPS KIDS workers will follow the MOPS Discipline Policy:

- First Offense: Teachers will give a verbal explanation of what the child did, how he/she should be behaving, and what the consequences are (e.g. time-out, contact mom) if he/she does not behave.
- Second Offense: The child will be given a time-out (time alone in an area of the room) equal in minutes to the child's age.
- Third Offense: The child's mom will be contacted to come and remove the child from the classroom.

NEVER STRIKE A CHILD. THERE ARE NO EXCEPTIONS TO THIS.

If there is ongoing behavior that you perceive as an issue, report this to the MOPS Kids of Newnan Leader. The MOPS Kids of Newnan Leader will speak to the mother **PRIVATELY** to:

- a. make the parent aware of the situation
- b. seek insight from the parent for how to deal with this (maybe they have suggestions for how their child best responds to correction or redirection, perhaps there is a helpful information) and
- c. (if necessary, depending on issue) let them know if it does not improve, and is to the point of being disruptive to the class, possibly need to ask that the child not be present until the behavior can improve/change. **(If it would ever be necessary to ask that a child not return, the MOPS Kids of Newnan Leader would have that conversation with the parent.)**



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In Case of Injury, Illness or Incident:

If a child is ill, injured or involved in an incident, please call a MOPS Kids of Newnan Leader immediately and request her to come to your room. Please fill out an “Ouch Report” for every incident.

First Aid

There are Band-Aids on-hand for minor injuries. Contact a MOPS Kids of Newnan Leader, if the injury requires more attention.

If a Child Needs Their Mother

Many kids will experience separation anxiety. Please do everything you can to engage a child that is upset. All mothers will have different expectations as to what an acceptable amount of time is for crying. As a general rule, if a child cannot be calmed down after 15 minutes, then contact Andrea or Katie or reach out to the mother using the phone number listed on the sign-in sheet.

Please do not leave your class to walk the child down to the meeting area. If you need additional care in your room, call a MOPS Kids of Newnan Leader.

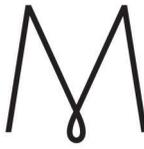
Snacks

Snacks will be provided by MOPS of Newnan. We will ask the mothers not to bring anything for their child that contains peanuts. First Baptist Church Newnan has a no peanut policy.

Restroom Breaks

For older rooms, you may want to have a “group restroom” time to avoid numerous interruptions. If a child needs to use the restroom at a time other than the group time, leave the door open so that you are not alone with the child. Make sure all children using the restroom wash their hands before returning to the classroom.

Should a child have an accident that requires a change of clothes or washing of the body – call a MOPS Kids of Newnan Leader to contact the mother. While it’s ok to change a diaper of a toddler, with an older child, this should be privately cared for by the mother.



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Your Children at MOPS of Newnan

If you need to bring your own child with you while working for MOPS Kids, please let a MOPS Kids of Newnan Leader know beforehand. Per First Baptist Church Newnan policy and safety guidelines, we cannot allow you to bring any children that are not your own.

Thank You

Thank you again for all your hard work. We are so excited to work with you this year. Please feel free to contact Andrea or Katie with questions or concerns.



MOPS OF NEWNAN

Child Care Provider Responsibilities

Your main objective is to love the children as Jesus does while caring for their needs.

Specific Duties Include:

1. Ensure handbook guidelines are fully followed.
2. Make sure the room is ready -- check for safety and that supplies are in place. For the safety of all, **please never be alone behind a closed door with a child.**
3. Admit and dismiss children. As moms enter the room, greet them warmly. Assist moms with sign-in procedures.
4. Children are to be supervised by the childcare providers **at all times** until they are released to their mother. If you are concerned about the adult to child ratio, please contact a MOPS Kids of Newnan Leader for assistance. The policy is at least two child care providers per room and follow child / caregiver ratios designated by the church.
5. Use proper discipline procedures for behavior issues. If you feel you need help, please contact a MOPS Kids of Newnan Leader.
6. Follow the suggested schedule (play, story, craft, snack...)
7. Set a schedule, if only mentally, for diaper changes/restroom breaks which should be made about one hour into the MOPS meeting. Please note diaper changes on the roster. Do the same for older rooms with group restroom breaks.
8. If a child is crying and cannot be comforted or injured call a MOPS Kids of Newnan Leader.
9. Designate clean-up tasks. Return room to original layout. Clean and disinfect toys and surfaces.

Agreement

I have read and understand the MOPS Kids of Newnan Caregiver Policies and Expectations. I agree to uphold these to the best of my ability and communicate openly with the MOPS of Newnan Leaders when an issue presents itself.

Caregiver Name: _____

Caregiver Signature: _____

Date: _____



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