



**NORTHoxford**

**MAPS**

**Mothers and Preschoolers  
Parent Handbook  
2025-2026**

## Welcome

Welcome to the Mothers and Preschoolers (MAPS) ministry! As a supportive ministry of North Oxford Baptist Church, our purpose for MAPS is to provide a loving, Christ centered environment full of exciting and educational activities for young children (ages 1-4), and to offer support and encouragement to families in our church and the Oxford community.

Our two-day a week ministry provides parents with a necessary and well-deserved break, while allowing children to learn, play, and grow together. Typical activities include art, music, Bible story, free play, learning basic preschool skills, and outdoor play.

Our staff is looking forward to a wonderful and successful year!

## Schedule

The MAPS ministry begins September 3, 2024 and ends on May 13, 2025. Classes meet every Tuesday & Thursday from 9:00 a.m. to 12:00 p.m.

Please consult your MAPS calendar for holidays.

## Inclement Weather

In the event of inclement weather, MAPS will follow Oxford City School District's schedule. MAPS will not meet if local schools are closed. If schools have a 2-hour delay, MAPS will start at 10:00 a.m.

## Open Enrollment

For NOBC members and current MAPS families, open enrollment takes place January 15<sup>th</sup>. For new applicants in the community, open enrollment begins February 1<sup>st</sup>.

## Registration

All of the following must be submitted to complete the registration process.

1. Registration form
2. Birth certificate
3. Form 121 or Form 122
4. A registration fee of \$150 is required at time of enrollment. This is nonrefundable.
5. Tuition prepayment for the month of September

## Tuition

The yearly cost of tuition is \$1800. If you would prefer, tuition can be paid monthly in the amount of \$200. If so, tuition for the program is collected on the first Tuesday of the month. You may send in your child's folder or deliver to the director. A \$25 late fee will be assessed if tuition is not paid by the 10<sup>th</sup> of the month.

## Drop off Procedure

Drop off begins at 8:50 a.m. Please enter the church parking lot and circle around the church building. The MAPS area is located on top of the hill right before exiting the church. Please pull under the canopy and display your car rider sign, and the teacher will come out and unload your child. Parents are not allowed to walk children in due to space accommodations.

## Pickup Procedure

Pickup begins at 11:45 a.m. and ends at 12:00 p.m. Please display your car rider sign in your dash so it can be seen; this will help make pickup go faster and smoother. For liability purposes, the parent must buckle their child in at pickup.

If someone other than the person authorized is to pick up your child, a parent should relay that information to the teacher or director. For the child's protection, identification will be required if the teacher or director is not acquainted with the individual picking up the child.

The program ends at 12:00 p.m. each day. Please be on time! If you are continually late for pick up, fees may be assessed and paid at pickup.

## Learning

Teachers will promote learning that meets the developmental needs of the children. Children learn in age appropriate classrooms through educational activities and play. Because each child is a unique individual, every measure will be taken to see that numerous developmentally appropriate types of activities are planned. The development of gross motor skills will be promoted through outdoor/indoor games and activities. The development of fine motor skills will be promoted through the use of toys, blocks, puzzles, and painting.

## Clothing

Your child should be dressed in comfortable play clothes and closed toe shoes. The children will play outside on the playground. They will also be painting/crafting while in the classroom. The kids get messy so keep that in mind as you dress them each morning. Also, please send a jacket when weather is cool because we will still go out on the playground.

## Snacks

Snacks will be served daily and will consist of a drink and a kid friendly snack. Please notify your teacher if your child has food allergies.

Your child will be assigned by the teacher to bring snacks occasionally throughout the year. The child can bring his/her favorite snack to share with the class on these special days. Please inform your teacher in advance if you want your child to be the “snack star” on a special day (for example, birthday).

## What to bring

Please send a bag with diapers/pull-ups, wipes, an extra set of clothes in a ziploc bag, and a labeled sippy cup. Please label all extra clothing and jackets.

## Illness

For the health and well being of the children in our care, we feel it is important to maintain a strict wellness policy. We ask for parents to keep sick children at home. A child may not attend school if they have a temperature of 100.0 or higher, rash, sore throat, excessive nasal discharge, pink eye, diarrhea, vomiting, persistent cough, lice, or any other contagious conditions. Children having a serious, contagious condition will not be allowed to return to the program until they have doctor’s permission. Children should be free of fever for 24 hours without the use of fever reducing medication.

If a child becomes ill while at MAPS, a parent will be notified, and the child will be removed from the classroom until the designated person picks up the sick child. If the parent cannot be reached, the emergency contact on file will be notified.

## Absences

Parents are asked to notify their teacher or the director when their child will not be attending.

## Withdrawal Policy

If withdrawal of MAPS is necessary, please give a two-week paid notice. This gives us the opportunity to fill the vacancy.

## Medication

If a child needs medication during the time of the program, the parent must fill out a medication form. Medication should be in its original container. Please supply any measuring utensils that may be needed to administer the medication.

## Accident/Incident Report

Accident/Incident reports are submitted as needed to parents. The report includes detailed information of what has happened. This form must be signed by the staff and the parent and returned to the teacher or director.

## Biting Policy

Biting is, unfortunately, not uncommon for young children. Some children communicate through this behavior; however, biting can be harmful to other children and staff. Safety is our concern, and we want to teach the kids more appropriate behavior.

If the issue cannot be resolved, this policy protects the child that is bitten. We cannot tell parents who bit their child

1. An accident/incident form will be documented and sent home for a parent's signature. We will work alongside parents to teach appropriate behavior. We will monitor and work closely with the child to help guide them quickly past this stage.
2. If the child continues to bite (two incidents in a two-week period), we will request a conference with parents. If biting continues again, the director will implement temporary removal and then permanent removal if necessary.

## Discipline

Discipline at North Oxford MAPS is taught with love and respect in mind. Discipline is constructive and educational to the child according to his/her age and circumstances. Some of our discipline methods are:

- Talking about the misuse of behavior and why it is unacceptable
- Redirection or providing alternative choices whenever possible
- Timeouts will be used if the child needs to calm down or be removed from a situation
- Children are recognized when appropriate behavior is practiced, so they can understand the benefits of positive behavior

Consequences for serious misbehavior:

- Communication with parents by phone
- Conference with parents will be requested

- Temporary removal of the child from the program for a period of time as determined by director
- Permanent removal of the child as determined by director

## Communication

Communication is the key to success. Please feel free to contact us anytime!

North Oxford Baptist Church  
Phone: (662) 234-1101  
Physical Address: 304 County Road 101  
Mailing Address: PO Box 1700  
Oxford, MS 38655

Jennifer Douglas  
MAPS Director  
Phone: (662) 316-5474  
Email: [maps@northoxford.org](mailto:maps@northoxford.org)