Mother’s Day Out

Parent Handbook

2019-2020

![C:\Users\MDO\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PEP5GRPC\ap8_kids1[1].gif]()

“growing in the knowledge of God”

Colossians 1:9

**A Ministry of Hope Church**

4200 Brown Road

St. Louis, MO 63134

314-429-6182

[www.hope-church.com](http://www.hope-church.com)

Contents

Director’s Letter Page 3

Statement of Cooperation Page 4

Ministry Purpose Page 5

Teaching Staff Page 5

Curriculum Page 5

Schedule Page 5

Inclement Weather Page 6

Tuition and Fees Page 6 & 7 Registration Fee Account Balance Absences Late Pickup

What to Bring/What Not to Bring Page 7

Separation Anxiety Pages 8

Health and Safety Guidelines Pages 8 & 9 Naps Immunizations

Illness Allergies/Medications

Potty Training Policy

Discipline Page 9

Biting Policy Page 10

Parent Involvement Page 10

Family Handbook Agreement Page 12

Mother’s Day Out Ministry Hope Church, St. Louis, MO

2019-20

Dear Parents,

We are thrilled your family has chosen to be a part of the Mother’s Day Out Ministry! We have been praying for your family and are excited to care, love, and teach your child. We pray that this ministry will be just that – a ministry to your family. We are here to serve you.

Enjoy your “day out” and be assured that your child is being well taken care of, loved, and appreciated. We feel that “children are a gift of the Lord” (Psalm 127:3) and will partner with you so that each child will be “growing in the knowledge of God” (Colossians 1:10).

Please feel free to contact us with any questions, concerns, or comments. We are so happy to help and feel so humbled to serve the Lord and you in this special ministry.

God’s blessings to your family,

Donna Bobbitt and Amber Fisher Directors of the Mother’s Day Out Ministry

Contact information: Church: 314-429-6182 Email: mdo@hope-church.com

**Statement of Cooperation**

The Mother’s Day Out Program is an extension of ministry to families by Hope Church of St. Louis. To effectively work toward the common purpose of fulfilling the Great Commission, we commit to the following goals:

* Provide a nurturing, developmentally appropriate environment that encourages each child to develop mentally, physically, spiritually, socially and emotionally.
* Provide ministry to families.
* Provide a witness of Christ and His church to the children and their families.

**In order to achieve these goals, we commit to provide:**

* A quality Mother’s Day Out program built on developmentally appropriate practices.
* Curriculum that is biblically based and includes Bible stories and thoughts appropriate to the child’s level of understanding.
* Staff who profess Christ as Savior and exhibit Christian traits in caring for children and in interaction with families and coworkers.
* Positive guidance for the children that encourages problem solving and managing negative emotions.
* Respect and understanding of others without regard to race, gender, nationality, religion, or background.
* Planned small and large-group activities that permit each child to progress and enjoy success.

**Hope Church of St. Louis will demonstrate intentional ministry by:**

* Having ministerial representation at family events such as open house and fundraisers.
* Inviting enrolled families to participate in other church programs/events.
* Including the MDO director in the overall program and calendar planning.
* Responding to ministerial and counseling needs of the MDO program families and staff.
* Including children enrolled in the MDO program in Vacation Bible School and similar events.

**Ministry Purpose** Our purpose is to provide a warm and loving Christian environment that nurtures the social, emotional, physical, spiritual, and intellectual growth and development of all children. Our teachers are dedicated to encouraging sharing, honesty, kindness, fair play, tolerance, and making good choices. Our classrooms are organized as play/learning centers where children can make choices for individual or small group activities. All classes are designed around a curriculum that includes a balance of active and quiet play, indoor and outdoor activities (weather permitting), and small group and individual experiences. Activities include age appropriate arts and crafts, music, movement, learning centers, and story time activities.

**Teachers/Staff**

We are proud of our teaching staff. They are Christians, have a love for children, and experience with preschoolers. Our teachers have all been screened by our Child Protection Policy and have submitted to a National Criminal Database search and a National Sex Offender search. Please feel free to discuss your concerns or joys with your child’s teachers. You are also encouraged to talk with the director at any time about any concerns. We strive to have two teachers in every room and to have excellent Teacher/Child ratios.

**Curriculum**

The Mother’s Day Out curriculum is Christian based. It is biblically based and developmentally appropriate for all ages. Each level of instruction is based on thematic units that incorporate the appropriate developmental stages of growth.

**Days and Times**

Hope Mother’s Day Out is open from 9:00 a.m. to 3:00 p.m. on Tuesdays, Wednesdays, and Thursdays. We request that children not be dropped off in their classrooms until 9:00 a.m. Teachers may be in their classrooms prior to 9:00 a.m. preparing for the day. They will be unable to care for your child prior to class time.

**We encourage you to drop your child off on time each day.** This helps establish a routine for the classroom. Please let your child’s teacher know if you will be picking your child up early.

**Sample Class Schedule**

At MDO we know that children thrive on routine. Our classrooms follow a schedule so that children are familiar with their day while they are here. Below is a sample of what a day at MDO looks like.

9:00-9:30 Welcome/Playtime

9:30-10:00 Circle Time/Educational Time

10:00-10:15 Potty Break/Diaper Changes

10:15-10:30 Bible Time

10:30-10:45 Snack

10:45-11:15 Indoor/Outdoor Play

11:15-11:45 Lunch

11:45-12:00 Potty Break/Diaper Changes

12:00-12:15 Table Time

12:15-12:30 Educational Video

12:30-12:45 Prepare for Nap

12:45-2:30 Nap

2:30-3:00 Get Ready to go home/Potty Break/Diaper Changes

**Holiday Closings**

Hope Mother’s Day Out will observe the following holidays:

* Spring Break – the week before Easter Sunday
* The Wednesday before & Thanksgiving Day
* Christmas Break – Christmas Eve through New Year’s Day

**Inclement Weather**

We will follow the **Ferguson/Florissant School District** for bad weather/snow closings. Please consult your television/radio, call the church office or check our website for up-to-date information.

**Ages**

Hope Mother’s Day Out accepts children that are 1 year old through children that are 5.

**Registration**

A non- refundable registration fee of $15 per child per year covers administrative costs. A yearly supply fee of $40 will be charged in September.

Each family will be asked to fill out registration forms **every year** to keep the most updated information with MDO. Please make sure to have two emergency contacts, other than the child’s parents, on your form. If your personal information changes before new forms are filled out, please let the directors know.

**Tuition**

Daily Fees:

 One child: $18.00 per day

 Second child (same family) $16.00 per day

 Third child (same family) $14.00 per day

Parents will choose 1 day, 2 days or 3 days per week and pay. Closed days for snow/bad weather will not be charged against your account.

**Account Balance**

**Your tuition is due at the beginning of every week BEFORE your child attends.** If your balance reaches $100, you will be required to pay daily ***before*** you drop your child off. We reserve the right to ask your family to pay the total balance before being allowed back into the program.

Please make sure your account is settled before leaving.

**Absences**

Each child will be allowed 10 **unpaid absences per year.**

Please use these days for:

* Scheduled vacations & Doctor Appointments (7 days notice required)
* Unscheduled sick days & unforeseen events (call, text or email by 9:30 am)

Notify directors by phone call, voicemail, text or email-if we are not notified, you will be charged for the day.

**Electronic Check-In System**

Each day a parent or guardian will check your child in at the desk. You will receive a nametag and a security tag which you will need to present to your child’s teacher when returning to pick them up. If another adult will be picking up your child, you will need to give them the security tag physically or by taking a picture of the security tag and sending it to them on their phone.

**Release of Children**

Children will only be released to a parent or a person designated by the parent. If parents know in advance if someone other than the designated person is picking up your child, you must inform the directors. Please fill out a permission slip which is available at the desk. The person picking up your child must have your security tag or a picture copy of the tag before your child will be released. This policy is for everyone’s safety.

**Late Pick Up Fee**

Any child remaining after 3:00 pm will be kept by the MDO staff until the parent/guardian arrives. A late fee of $5.00 will be charged for every 5 minutes after 3:00 pm as our teachers are only being paid during the operating hours. This applies unless prior arrangements have been made with the Director or Teacher. Habitual tardiness (**being late more than 5 times**) may result in higher late fees and possible termination from the program.

The Director may use discretion to extend a “grace period” after consulting with the pick-up person about circumstances beyond their control.

**Contact**

Please provide Hope MDO with your current address, phone number, and all emergency contacts. It is your responsibility to provide any updates or changes to this information.

**What to Bring**

ALL ITEMS SHOULD BE CLEARLY LABELED!

* Lunch—every child needs to bring a lunch. Please send containers that are easy for your child to open and eat while keeping the candy and sweets to a minimum. We try to encourage the children to eat a healthy portion of their lunch first, saving the chips and sweets for last. Our teachers will always try to send home un-eaten portions of your child's lunch so you can see what your child has eaten. Please make sure that foods that are a choking hazard are cut up. We will not serve items that are considered a choking hazard to your children. Milk will be provided.
* Nap Items – every child two years of age and older will need a sleeping bag for rest time. Children under the age of two will need to provide 2 crib sheets. The bags and sheets can remain at MDO. Teachers will send sheets and sleeping bags home monthly to be cleaned.
* Personal Needs Items—such as disposable diapers and wipes, pacifiers, and sippy cups. We are not able to accommodate cloth diapers at this time.
* An extra change of clothes, including socks and underwear, for every child in all age groups.
* Please dress your child for active play. We often play outside and your child will need appropriate outerwear and closed toe shoes (no sandals or flip flops).

**What NOT to Bring**

It is best for your child not to bring personal toys to school. This often leads to problems when other children want to play with the toy. There is also the risk that it will be misplaced or broken. If your child has a comfort item that will aid sleep, they are welcome to use it at rest time.

**A Note About Your Child/ Separation Anxiety**

Whenever a child begins school or a new program, it can be an exciting but difficult period for them. The child may appear eager in the beginning, but may suddenly realize that you will not be there and balk at your desire to leave. This is entirely normal! Most children have little difficulty adjusting if a few suggestions are followed:

* Encourage your child to play upon arrival. Sometimes it is helpful if the parent arrives early enough to play with the child.
* Before leaving, let your child know you are leaving and will be back to pick him/her up.
* Moving away from the door quickly will help your child adjust to the separation easier.
* Parents need to be aware that the child may need extra time or more physical contact in the form of hugs and kisses from parents or rocking during the first days of a new routine.
* Be consistent in bringing your child so they can learn the routine to help them adjust. Be aware that breaks from MDO will make it harder for them to adjust.

**Nap/Rest Time**

Children will be required to rest on their nap mats for the allotted time. They are not required to sleep but they will need to lay down.

**Immunizations**

All children must have proper immunizations, according to age. You will be asked to demonstrate proof of immunization at the time of enrollment. Please provide Hope Mother’s Day Out with updated copies of his or her immunization record each time it is updated by a health professional. Your child may not attend the program if these records are not up to date.

**Illness** Please be considerate of others if your child is ill. If your child has had any of the following symptoms they need to remain at home:

* Vomiting or diarrhea of more than 1 loose stool in the last 24 hours.
* Oral temperature over 100°F in the past 24 hours.\*
* Excessive persistent coughing
* Unknown Rash
* Discharge in/around the eyes
* Communicable disease

The directors have the authority, as well as the responsibility, to not accept a child who displays any of the above symptoms. If your child becomes ill while at MDO and our measures of comfort are not able to help them after considerable effort, they will be taken out of the room and we will notify the parent. The child will need to be picked up immediately. In the event of an emergency, we will administer first aid and emergency personnel will be called if necessary.

**Please note:**

\*A child with an elevated temperature, (fever) of 100 degrees or higher, is considered contagious and may not attend Mother’s Day Out. In order to return to class, a child must be **free from fever for twenty-four (24) hours** **without the use of fever-reducing products (Tylenol, etc.). If a child is** **prescribed an antibiotic, they must have taken it for twenty-four (24) hour before returning to MDO.**

You will be notified if a communicable disease beyond ordinary childhood illness, such as a cold, flu, etc. is developing in the classroom. If a child develops a contagious disease at home, notify the Director as soon as possible in order that parents may be notified.

**Allergies/Medications**

Please list any allergies your child may have on the registration form along with the reaction associated with that allergy. If your child has any other conditions (asthma, seizures…) please note that on the form and discuss with the Director and Teacher.

If your child is taking an oral medication, please administer the medication before you drop them off.

Mother’s Day Out staff will not be responsible for administering medication to children. Please see Director for details if this applies to your child. Any special care instructions for diaper ointment will need to be in writing – please request a Medication Form from the director.

**Potty Training Policy**

Children attending Mother’s Day Out should be fully potty trained (pull-ups will be allowed at nap time) by their 4th birthday. If a child is not potty trained by their 4th birthday, he or she will be given a 3 month time frame to complete potty training. After 3 months, if he or she is not potty trained, we may ask you to take a leave of absence until potty training is completed.

If a 4 or 5 year old has an accident, we will call the parent or legal guardian to come change them. After 4 years old, we cannot change a child. We take our child protection policy very seriously and want to keep our children and our staff safe.

**Discipline Policy**

Young children are in the process of learning and understanding how the world works and sometimes aren’t aware of the consequences of their actions. The process of discipline is to help teach children appropriate ways to have their needs met and to stop inappropriate behavior. The word means “teaching” and that is exactly what Jesus did with his disciples. We will make every effort to circumvent disciplinary procedures by diverting attention to other activities.

Our teachers understand:

* That effective discipline does NOT include ridicule, sarcasm, threats, or withholding any sort of care from a child.
* That effective discipline should NEVER include any sort of negative physical touching on their part (spanking, slapping, swatting, tapping, shaking, pulling, biting back, or grabbing face or limbs).

Our teachers are responsible for the following guidelines:

* To encourage children to love the Lord (demonstrated by obedience)
* To love their neighbor (treat others as they want to be treated).
* To redirect behavior and offer a different choice
* To set clear limits and talk through situations
* To provide an opportunity for time out (for children 2 years and older, will not exceed one minute per year of child’s age).
* To contact the Director if the above options have been taken without any change in the child’s behavior.
* To contact the parent if these measures have not been effective

**Mother’s Day Out Biting Policy**

**BITING IS A VERY SERIOUS AND DANGEROUS OCCURRENCE WITH LITTLE CHILDREN**

The staff will,at all times, try to work with the child and the family to stop the biting. If biting

continues, the child may be subject to dismissal from the program.

It is our desire to demonstrate to children that our caregivers are loving and considerate people who want to help them achieve their highest potential.

The staff at MDO closely supervises the children at all times. Everything possible is done to keep all of the children at the church safe and secure.

Biting is a common occurrence in children under 3 years old. Biting can occur for many reasons - whether it is teething, a lack of language or appropriate words, frustration, attention getting, being overly tired or simply just trying to get a reaction from someone.

The following procedures are used at MDO:

1. If your child bites 2 times (as long as the skin on the other person is not broken) on any one day then your child will be sent home for the remainder of that day.
2. If at any time the skin is broken due to a bite then the child will be sent home immediately.
3. If the biting continues and is severe to where it becomes necessary to send the child home on daily basis, the director will discuss the matter with the parents of the biter to assure that consistent measures are being used between the home and church environments.
4. Accident reports are filled out on all bites that leave a mark. If the bite should break the skin, the parent will be notified.
5. A log is kept on all bites that occur at school to help us find patterns and determine what preventative measures to take.

Typically biting decreases through use of appropriate boundaries and parent involvement. However, a child can be dismissed from the program as a last measure if no improvement is made through the steps listed.

After a child has been bitten, the name of the biter is not divulged. The child must be protected from any negative reactions from others.

Parents who have further questions about biting are invited to discuss the matter with the director.

**Parent Involvement**

Parents can be as involved as you are able. We sometimes look for volunteers to help with projects, fundraisers, and other special activities. MDO tries to make our ministry the best it can be.

**Open Door**

Our program has an open door policy for all parents. Parents should feel free to stop by at any time. Additionally, we feel that it is important to have open communication with parents, so please do not hesitate to come by and speak with us.

*This handbook is provided to answer any questions that you may have about our program. If there is any question left unanswered or is unclear, please do not hesitate to contact the director.*

**Once again**, it is our commitment to offer your child the very best program by

retaining a qualified, nurturing, and professional staff, dedicated to the development of

young children. We strive to be a safe, comforting place where children can make their first social interactions away from parents and where parents can feel completely at ease leaving their children. We want to be your partner, so if you have any questions, please feel free to talk with the Director or your child’s teacher at any time.

The Mother’s Day Out ministry e-mail is: mdo@hope-church.com. This email is only checked during MDO hours. If you have a question that needs to be addressed, outside of MDO hours, please feel free to call or text a director’s cell phone.

Thank you for sharing your children with us!!

Donna Bobbitt and Amber Fisher

MDO Director’s

314-429-6182

**Family Handbook Agreement**

Child Information Form

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Yes ❑ No I give my permission for my child to be photographed. I understand my child’s photograph will be taken by teachers during special events and used for classroom purposes such as wall displays, craft projects, teacher-made books and portfolios.

❑ Yes ❑ No I give permission for my child’s photograph to be viewed in the form of the Hope Church newsletter and the MDO website or Facebook page for promotional uses and special events.

❑ Yes ❑No I authorize MDO to post my child’s allergy/medical alert in his/her classroom, the office and other areas as needed. I understand that this information will be posted to ensure all staff members are aware of my child’s allergy/medical needs.

❑Yes ❑No I authorize MDO to transport my child in the instance of an unforeseen emergency situation that requires relocation from the facility.

I have read and understand the policies and procedures included in the Mother’s Day Out Family

Handbook.

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Both custodial parents are required to sign this page when applicable.

By signing this page you are acknowledging consent for, knowledge of, and/or receipt of

the above sections that you have marked.

Revised 07/24/19