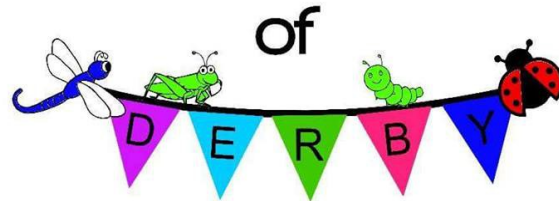


# Mom's Day Out



A ministry of Woodlawn UMC  
Serving children and caregivers since 1981

## Parent Handbook

Revised 7/2016

# Mom's Day Out of Derby

## Parent Handbook

### General Information

Our purpose is to provide the parents and caregivers of the community five hours of childcare one day a week, September through mid-May, in a loving, safe, and playful environment. Children ages 6 weeks (who will accept a bottle) through preschool are welcome.

### Hours and Rates

1. Mom's Day Out will meet on Tuesdays from 9:30 a.m. to 2:30 p.m. following the Derby Public school calendar, except the first and last days, and the Tuesday prior to Thanksgiving.
2. Our tuition rates are structured to give a discount to families with multiple children enrolled in the program. In addition, a discount is offered to preschool children who attend MDO for a half-day, either before or after preschool. Only one of these discounts will be allowed for each family.

### Monthly Tuition

	Cost per Month	Cost per session (4 week month)	Approx. Cost per Hour
One child	\$60	\$15.00	\$3.00
Additional child	\$45	\$11.25	\$2.25
Half-day (pre-k)	\$36	\$9.00	\$3.00

3. Tuition is paid monthly and due on the first Tuesday of each month. A payment envelope and monthly newsletter will be sent home with each child the last Tuesday of each month. Tuition remains the same regardless of the number of Tuesdays in the month. Tuition paid in full for the semester will be discounted in the following way: First semester tuition (4 months) paid in full by the first Tuesday after Labor Day will be discounted 2%. Second semester tuition (5 months) paid in full by the first Tuesday after New Year's Day will be discounted 2%. 1<sup>st</sup> and 2<sup>nd</sup> semester (9 months) tuition paid in full by the first Tuesday after Labor Day will be discounted 5%. If tuition is prepaid and a student subsequently withdraws, the amount refunded will be equal to the amount paid less the full tuition amounts for the months attended.

4. Payment will be required whether or not a child is in attendance. If a child is absent or ill, there will be no refunds.
5. The half-day plan is intended for preschool children who attend MDO three hours each Tuesday. Please note that if their preschool is not in session, the child will be welcome to attend a full day at MDO for an additional \$5.00 per day. Space is limited and advanced notice is required.
6. Account payment in full is due on the first Tuesday of each month. A \$5.00 late fee will be incurred if full payment is not received by 10:00 a.m. on the second Tuesday of the month. This fee will be added to the following month's bill. The bookkeeper will be available via email to communicate with parents about tuition questions and concerns. Please make payments by check and write your child's name on the memo line. Checks should be made payable to "Mom's Day Out of Derby". If tuition is not paid, the child's position will be held open for only two weeks.
7. Those who wish to withdraw their child from the program must provide a written two week notice. Tuition bills will be sent when a child is withdrawn from the program without notice.
8. An annual registration fee of \$50.00/1<sup>st</sup> child or \$75/family will be collected to reserve your child's position in the program and to cover supplies. Registration must be paid before your child attends the first day of MDO. Registration will not be refunded after August 1<sup>st</sup>. Registration fees for children joining January 1<sup>st</sup> or later is \$25.00/1<sup>st</sup> child or \$50/family.
9. If MDO closes or cancels for an unforeseen reason (e.g. church closing) you will be credited a prorated amount the next month. There will be no refunds for closings due to winter weather.

### **Drop off and Pick-up Procedures**

An adult must escort all children to and from the program. All adults will need to sign in their children at the check-in kiosk each Tuesday. Please wait until 9:30 a.m. to take your child to his/her class. Sign-out will take place in the classrooms at 2:20 p.m. If someone other than a parent is to pick up your child, the director must be notified. Persons unfamiliar to your child's teacher will be required to show a photo id. It is imperative that children be picked up on time. Children worry when parents are late. A late fee will be charged for children not picked up by 2:30 p.m. Parents should enter the building between 2:20 and 2:25 to meet this requirement. Children must be in their guardian's care by 2:30 p.m. Those who are late will be charged \$1.00 for every five minutes past 2:30. The second time a parent is tardy they will be fined \$1.00 for the first five minutes, plus \$1.00 for every minute thereafter. This will be strictly enforced. Teachers are only on duty until 2:30 p.m.

## **Health and Wellness**

We only accept well children. Children should be fever free for 24 hours before attending MDO. MDO staff may not administer medication. Exceptions will be made for rescue inhalers and epinephrine pens with signed medical release paperwork and a doctor's note. Inhalers and epi-pens must be prescribed to the child and labeled with the child's pharmacy label. Our staff will make every effort to help children observe good health practices such as hand washing, using tissues for wiping noses, and disposing of tissues. We will cooperate fully with toilet training when advised by the parent that this is being put into practice at home. Contact the director as soon as possible when your child will be absent. Report all communicable diseases immediately.

## **Clothing**

All articles of clothing and other possessions (bottles, pacifiers, etc.) should be legibly marked with the child's name. Each child should have a change of clothes, including socks and shoes, in their backpack. Disposable diapers, cloth diapers, baby wipes, and pull-ups should be supplied if needed. Children should be dressed for active play and we encourage closed toed shoes. Sandals and flip flops can be dangerous on the playground equipment. Children play outside every week unless the weather is very poor. Children should bring jackets, gloves, hats, coats and boots when the weather calls for such items.

## **Lunch and Snacks**

Each child is required to have their own lunch, drink, cup, and necessary eating utensils. Teachers do not have access to a refrigerator or microwave. Perishable items should be packed with blue ice or cold packs. Resealable lunch containers, Ziploc bags, etc. make it possible to send leftovers home with the children. This eliminates some wasted food and allows parents to see exactly what their children did and did not eat. Teachers will open all items in the children's lunchboxes at the same time. Teachers will not set your child's dessert aside and save it for last. Please keep this in mind when planning your child's meal.

Snacks will be provided in the morning hours and children will have access to a water fountain. Rarely, there may be a child with a severe food allergy (i.e. nut butters, eggs) in one of our classrooms. If the child is prone to a severe allergic reaction to a food, either by contact or airborne, we will ask that parents refrain from sending that particular food in their own child's lunch. Thank you for being considerate of this matter, as it can be a serious health issue for a child with food allergies.

## **Rest Time**

All children will be encouraged to take a nap at the end of the day. Parents are asked to provide a nap mat or blanket for their child. Non-nappers will be asked to play quietly on their mat with books, puzzles, coloring pages, or other quiet activities. Children will not be allowed to leave class during rest time except for restroom trips. Children will not watch television at any time during MDO. Occasionally teachers may opt to show a video or movie for special occasions such as Christmas or Fire Safety day. All videos will be rated G or Youth and will be approved by the Director. If you object to your child watching a video during class, please make your child's teacher aware and the child will participate in an alternate activity.

## **Hallway Travel**

Please speak with your children about the importance of staying with their teachers. Age appropriate safety procedures will be followed and children will be asked to walk quietly through the halls. Running inside is not allowed.

## **Discipline**

Our goal of discipline is to maintain a safe and happy environment for the children. Our discipline method is a short time-out period, redirection, or proximity, depending upon the child's age and the situation. The Director may remove the child from the classroom for a short time if necessary, and/parents may be asked to pick up their child. The teachers will contact the Director if disruptive behavior is consistently affecting the other children in the classroom. If the behavior continues after a warning to the parent/guardian, the child may be dismissed from the program at the director's discretion.

## **Safety Drills**

Mom's Day Out will conduct one tornado drill and two fire drills each year. Teachers, aides, and office staff are instructed in crisis procedures.

## **Home Life**

Please let us know of the joyous happening, the upsetting experience, military deployments, or important changes at home which may affect a child's behavior. These will be held in strict confidence, but will help teachers know what a child has been told about an impending birth, serious illness, adoption, or recent death, so any conversation can follow more intelligently.

## **Separation Anxiety**

If a child is upset and inconsolable, the parent/guardian will be contacted to pick up the child. We understand that many children enrolled in MDO are being separated from their primary caregiver for the first time. While separation anxiety is normal, an inconsolable child affects everyone in the classroom and limits the amount of interaction the teacher and aide can have with the other children. After an adjustment period, of three or four weeks, if a child continues to be severely upset, the Director may ask that the child is withdrawn from MDO.

## **Visitation and conferences**

We maintain an open door policy and hope parents will feel free to visit their child's room for brief periods. However, please remember that our teachers' first responsibility is to the children. Arrival, dismissal, and visitation times are not always good times for a serious conference. If you desire a one-on-one conference with your child's teacher or the program director, we will be happy to schedule a time to meet with you. Teachers will send home a communication sheet in your child's backpack weekly and will make note of any special events or concerning situations that happen during your child's day.

## **Winter weather**

If the Derby Public Schools are not in session or are delayed because of inclement weather, Mom's Day Out will automatically be cancelled. Local media will broadcast school closings.

## **Birthdays**

Birthdays are special days and we are happy to help a child celebrate, however we discourage cupcakes during MDO. If a child would like to bring something for their friends, please bring a prize or treat that can be sent home in a backpack and opened later at the other parents' discretion.

## **Holidays and Events**

We will celebrate special occasions with parties for the individual classes. Parents will have an opportunity to sign up to help with these parties. Parents will also have an opportunity to help with teacher appreciation week in the spring.

## **Fundraisers**

From time to time MDO will have fundraisers to help us grow and expand while maintaining reasonable rates. Every family enrolled in our program will be asked to participate.

## **Supply donation**

We appreciate supply donations. We will use pretzels, goldfish crackers, animal cookies, construction paper, paper towels, hand sanitizer, baby wipes, and sanitizing wipes. A list of needed supplies will be included in each month's newsletter.

## **Parking**

Please enter through the main entrance off of Woodlawn Avenue. All other entrances will be locked for the children's safety and church security. Park only in marked spaces and do not block fire zones.

## **Suggestions**

If you have any problems, concerns, questions, or suggestions regarding any aspect of the Mom's Day Out program, please see the Director. In the event that you would like to speak with someone other than the Director, please contact the MDO Board President or a member of the Woodlawn staff. The MDO Board and Staff can be reached through the church office, church website, or via email.

## **Contact Information**

Woodlawn UMC 316-788-1507

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