



2018-2019
Parent Handbook

6209 West Ave.
San Antonio, TX 78213
210.344.7188
www.mothersdayoutsa.com

WHAT IS MOTHER'S DAY OUT?

Mother's Day Out is organized and operated by Castle Hills Christian Church and is a part of the church's total ministry.

The purpose of the Castle Hills Christian Church Mother's Day Out Ministry is to show the love of Jesus Christ by providing the highest quality of care possible to the children enrolled in our program and to help convey our mission statement of "Changed Lives through Christ." The Mother's Day Out Ministry is responsible for providing care for and fostering development of each child—mentally, physically, emotionally, socially, and spiritually. These concepts are taught through the use of age-appropriate learning methods, Bible stories, arts, blocks, books, group time, learning centers, mathematical strategies, music, puzzles, and other educational activities.

Children become comfortable when they know what to expect from week to week. Therefore, the teachers maintain a schedule in the classroom. Age-appropriate activities are planned to keep the attention of the students. Some of our daily activities may include the following:

Outdoor play
Snacks
Music
Arts and Crafts
Rest Time (2-year-old class only)
Bible Stories
Letters, Phonics, and Numbers
Table Center Activities
Lunch

HEALTH AND SAFETY

The health and safety of all the children at Mother's Day Out is our highest priority; therefore,

- Our staff is trained in CPR and First Aid.
- A complete First Aid box is available in each classroom at all times.
- Medications **will not** be administered to any child during our program (other than an epi pen when needed and items listed in our First Aid Addendum).
- Background checks are completed on all employees and volunteers.
- Children are never released to anyone other than those who have been given permission by the parents/legal guardians and are listed on the child's registration form unless otherwise requested by parent or guardian.

An ill child will not be allowed to attend classes if any of the following conditions exist:

- Fever (child must be fever free for 24 hours)
- Vomiting or diarrhea
- Common cold
- Persistent cough, sore throat, or croup
- Any unexplained rash or skin infection
- Pinkeye
- Any communicable disease
- No Nit policy

We ask parents to use good judgment and be considerate of the health of others when bringing their child to the program. We also ask that the director be notified immediately if a child has a serious, contagious illness.

If a child becomes ill while at Mother's Day Out, parents will be notified and asked to pick up the child immediately. If parents cannot be reached, alternate adults named on the registration form will be called.

HOURS AND DAYS OF OPERATION

Our hours are from 9:00 a.m. - 2:00 p.m. on Tuesdays and Thursdays. Classes begin the first Tuesday of September and continue through the month of May. Any holidays are listed on our yearly calendar. Months in which classes are missed due to holidays such as Thanksgiving break, Christmas break, and spring break will not be prorated and will remain the same in regards to tuition fees.

RATES AND FEES

A registration fee and supply fee is due at the time of registration. Fees are subject to change annually. The registration and supply fee for the 2018-2019 academic year is \$100: \$50 registration and \$50 supply. Should the registration take place on or after January 1, 2019, the supply fee will be half of its normal cost of \$50, making the total registration and supply fee to be \$75.

Tuition is paid monthly. Each month's payment is due by the 1st of the month. If payment is not received by the 10th, a \$10 late fee is charged. If payment has not been received by the end of the month, the child will be considered withdrawn from the program unless arrangements have been agreed upon by the director, enrollee, and children's minister. Since each month's tuition is the same, there are no monthly statements unless an additional fee has been added (late fee, etc.). In this case, a statement will be sent home with your child. All tuition and fees are non-refundable. Mother's Day Out salaries and overhead expenses cannot be reduced because of "absentee losses" in income. Therefore, we must charge, regardless of attendance, in order to support the enrollment space guaranteed for your child.

If your child needs to withdraw from the ministry for any reason, we ask that you give the office a two week notice. This allows us time to find a replacement for your child's spot. You will be required to pay tuition during this two week time period regardless of whether or not your child attends. You will be asked to fill out a withdrawal form. Once a child is withdrawn, that child may not attend until the registration process is completed again, including payment of the registration and supply fee. Upon withdrawing from the program, the child will go to the back of the waiting list should re-enrollment be desired.

Children should be dropped off **no earlier than 9:00 a.m.** and picked up **no later than 2:00 p.m.** A late fee of \$1.00 per minute will be charged for every minute past 2:10 p.m. that a child is kept waiting for a parent.

A fee of \$30 will be charged for each non-sufficient funds (NSF) check. After two cases of NSF checks, tuition must be paid thereafter on a cash only basis.

Payments may be made in the form of: cash*, check, cashier's check, and money order. They may also be made through the church's eGive program. To use eGive, go to give.chccsa.com and follow the instructions. Be sure to use the drop-down menu to designate your eGive payment for Mother's Day Out. This can be a one-time occurrence or a recurring monthly payment. If a recurring payment is set up, parents should remember to cancel the payment after May so that they are not charged a recurring fee during the summer.

The MDO program reserves the right to permanently remove a child from the enrollment of the program at any time for non-payment of tuition and/or fees or for extended absences without payment unless prior arrangements are made with the director.

*Cash payments must be exact since the MDO staff does not maintain funds to make change.

REST TIME (2 yr old class)

The children in the two year old class at MDO take a rest time each day. Children need to bring a rest mat, blanket and a pillow. Children rest for approximately one hour each day. If they do not fall asleep during this time, they are allowed to get up and do a quiet activity while the other children are sleeping.

INJURY

The Mother's Day Out staff will administer minor first aid when necessary. Parents are required to sign an authorization for emergency situations, which identifies the physician and hospital preferred in the event that parents cannot be reached. Parents should keep this information current by notifying the director of any changes. Parents will be notified of any accident or injury that occurs at Mother's Day Out. Any incident will be recorded.

PHOTOGRAPHS AND VIDEOS

Throughout the year, we will be taking photographs and videos of children for many purposes. We use these photographs/videos for arts and crafts, classroom decorations, bulletin boards, newsletters, media publications, PowerPoint presentations, and for our web page. Parents will be asked to complete a Photo and Video Release Form in the enrollment package authorizing our use of these photos.

GUIDELINES FOR DROPPING OFF/PICKING UP YOUR CHILD

Our Mother's Day Out classrooms are open to receive children each Tuesday and Thursday at 9:00 a.m. Children should not be brought to class before 9:00 a.m. Teachers need this time for room preparation and the daily staff meeting. Parents or individuals dropping off a child must stay with the child until it is time for class to start and the teacher is ready to receive him/her.

ALL CHILDREN MUST BE SIGNED IN AND OUT USING OUR AUTOMATED SYSTEM. All persons listed on the registration form will be issued a user ID and password to check-in/out children.

If someone other than the parent is picking up a child, he/she **MUST** be listed on the registration form. A child will **NEVER** be released to an unauthorized adult. Any changes must be put in writing and given to the Director. Anyone unknown to the teacher will be asked to show picture identification.

Parents should not linger too long when dropping off children at MDO. It is best if the parent tells the child good-bye and does not sneak away.

Parents may walk their children to class but should remain outside the room.

*** If a registered child will not be attending on a particular day, or a parent is running late, parents are asked to notify the director by texting or calling at (317) 508-6570 or calling the church office at (210) 344-7188.**

PERSONAL ITEMS AND DRESS

Children's personal toys should be left at home or in the car. We are not responsible for lost, stolen, or broken toys brought from home. We do have plenty of toys for children to use.

Please label all items (bags, diapers, cups, lunch boxes, etc.). This helps to ensure that all belongings are returned to their rightful owner. We request that all items be brought to MDO in a single diaper bag or backpack. Send children to Mother's Day Out in clothes and shoes that are appropriate for play. As a safety precaution, close toed shoes are preferred to help prevent injuries. A change of clothes should be packed in each child's bag to be used if a child's clothes become wet or soiled.

FOOD

It is the parent's responsibility to send a well-balanced, nutritious lunch. Parents should pack food that the child is familiar with and is able to eat independently. Lunches should be as convenient and neat as possible and provide items in moderation that child will likely eat during this time. Due to limited time and space, we do not heat or refrigerate food items.

We will provide a snack for children. Please make sure the director and teachers are aware of any food allergies. Children in the two-year-old class **MUST** bring an empty sippy cup each day that is clearly labeled with the child's name. This cup will be used to pour their snack drink into and sent home daily to be properly cleaned. Children in the three-year-old and four-year-old classes will enjoy their snack drink from a disposable cup without a lid.

Please be aware that it may become necessary for your child's teacher to notify parents of specific food items that will not be allowed in that specific class due to allergies or other situations. We ask that all families be understanding of these situations and agree to provide alternative foods when necessary.

POTTY TRAINING

Please be sure to discuss any preferred method of potty training with each child's teacher, and provide an adequate supply of spare clothing, underwear or pull-ups.

DISCIPLINE

At Mother's Day Out, we strive to show God's love and kindness and to be Christ-like examples to each child. We teach listening skills, patience, taking turns, politeness, manners, and respect for others through positive reinforcement. When conflicts arise, we teach the children to express their feelings and resolve issues through constructive words.

Redirection will be the first step in any age group, explaining why the behavior is inappropriate. The next step is suggesting that if the behavior happens again, he/she will have to sit quietly and miss certain activities for a brief period of time. This is usually all that is required.

Following through with the "Time Out" will be the next step if unacceptable behavior continues (1 minute per year old). Persistent behavior problems may result in a conference between the director, teacher and parents.

In **no** cases will corporal punishment be used. Scolding or shaming will also never be used. If serious behavioral problems persist, and the above actions have been exhausted, and if it seems appropriate in the judgment of the director, a conference may be scheduled with the teacher(s), director and parents.

The program reserves the right at any time to permanently remove a child from the enrollment of the program if the staff feels that the needs of the child are not being met or if the child becomes a danger to himself/herself or to other children.

Teachers will be expected to devote time to all children, not neglecting others because one child requires constant supervision and/or attention.

IMPORTANT DATES*

*Dates are subject to change, with notice.

Registration begins for fall classes.....May1, 2018
First day of class.....September 6, 2018
Thanksgiving Holiday.....November 19-23, 2018
Last day of fall semester.....December 20, 2018
First day of spring classes.....January 8, 2019
Spring Break.....March 11-15, 2019
Last day of classes.....May 30, 2019

Important Contact Information

Kim Laxson, MDO Director
kim@chccsa.com (317) 508-6570



Clark Sayre, Children's Minister
clark@chccsa.com (210) 913-9726



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Castle Hills Christian Church Mother's Day Out Confirmation

To ensure you have read and understand the guidelines for Mother's Day Out, please read, sign, and return this form with your registration for our files. A copy of this signed form will be returned to you for your records upon request.

I have read and understand the information in the Parent Handbook for Mother's Day Out set forth by Castle Hills Christian Church.

I understand that:

- *The registration and supply fee is non-refundable.*
- *Tuition is due the first class day of the month and that payments made after the 10th will be charged a late fee of \$10.00 per child.*
- *Fees are due for all days my child is enrolled with no credit given for expected/unexpected cancellations due to sickness, vacations, holidays, etc.*
- *Children are to be picked up promptly at 2:00 p.m. A late fee will begin at 2:10 p.m. One dollar per minute per child will be charged for children not picked up by 2:10 p.m.*
- *Toys from home should not be brought to MDO unless they have been requested for a special function such as "show and tell."*
- *Children who have had fever in the last 24 hours should be kept at home.*

(Parent/Guardian)

(Date)