

Mother's Day Out

2011 - 2012

Parent's Handbook



Mother's Day Out
Castle Hills Christian Church

6209 West Ave.
San Antonio, TX 78213
Ph. 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. The Mother's Day Out Ministry is responsible for providing care and development for each child - mentally, physically, emotionally, socially, and spiritually. These concepts are taught through the use of age appropriate preschool curriculum, Bible stories, arts, blocks, books, group time, learning centers, mathematical manipulatives, music, puzzles, and educational learning 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.

The Pledges to the American Flag & to the Bible
Calendar Review
Outdoor play
Snack
Music
Arts and Crafts
Bible Stories
Letters, Phonics and Numbers
Table Center Activities
Lunch
Rest/Quiet Time

HOURS AND DAYS OF OPERATION

Our hours are from 9:00 a.m. - 2:00 p.m., Tuesdays and Thursdays. Classes begin the day after Labor Day and continue through the month of May. Any holidays are listed on our yearly calendar.

RATES AND FEES

There is a registration/supply fee due at the time of registration. Fees are subject to change annually. 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 \$20 late fee is charged. 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. 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 whether or not your child attends.

Children should be picked up no later than 2:00 p.m. A late fee of \$2.00 will be charged for every 5 minutes that you are later than 2:10 p.m.

GUIDELINES FOR DROPPING OFF/PICKING UP YOUR CHILD

Our Mother's Day Out classrooms are open to receive your child each Tuesday and Thursday at 9:00 a.m. Children should not be brought to class before 9:00 am. Teachers need this time for room preparation and our 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. In addition, parents picking up their child after 2:10 p.m. will be charged a late fee of \$2 for every 5 minutes after 2:10 p.m.

If someone else is picking up your child, they 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. Do not linger too long when dropping of your child. Always tell your child good-bye and never sneak away.

Parents should remain outside the room.

* If your child will not be attending on a particular day, please leave a message at 210-344-7188 to let us know.

PERSONAL ITEMS AND DRESS

Please leave all personal toys 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 your child to use.

We do encourage you to bring a security blanket or a soft "lovie" from home for your child's rest time. All classes do take a rest or quiet time during the day. We do not provide nap mats, so please bring a mat, and blanket for your child to rest on. You may also provide a pillow if that will help your child rest quietly.

Please label all items. Bags, diapers, cups, mats, blankets, lunchboxes, 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 your child to Mother's Day Out in clothes and shoes that are appropriate for play. Sandals or slip on shoes are very uncomfortable on the playground due to the rocks. Send a change of clothes in case you child's clothes become wet or soiled.

FOOD

It is the parent's responsibility to send a well-balanced, nutritious lunch. Please send food that the child is familiar with and is able to eat independently. We ask that you do not send food that has to be warmed.

We will provide a snack for your child. Please make sure the director and teachers are aware of any food allergies your child may have.

POTTY TRAINING

Please be sure to discuss your method of potty training with your child's teacher and to 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. "Time-outs" are used to remove a child from a situation, when necessary. They are age appropriate in length (1 minute per year).

To maintain the safety and orderliness of Mother's Day Out, conferences will be scheduled with the Director and the parent to discuss persistent discipline problems.

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 at all times.
- Medications will not be administered to any child during our program.
- Background checks are done on all employees and volunteers. Children are never released to anyone other than the parent or those who have been given permission and are listed on the child's registration form.

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
- Pink eye
- Any communicable disease

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 names from the Registration form will be called.

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. You will be required to sign the "Ouch Report" and a copy will be available at your request.

IMPORTANT DATES*

*Dates are subject to change, with notice.

First day of class.....	September 6, 2011
Thanksgiving Holiday.....	November 22-24, 2011
Christmas Holiday	December 20-29, 2011
First day of spring classes.....	January 3, 2012
Spring Break.....	March 13-15, 2012
Last day of classes.....	May 24, 2012