

Mother's Day Out

Handbook

Caldwell Methodist Church
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Mission

Our Mother's Day Out (MDO) program is more than a baby-sitting service. Our goal for the Mother's Day Out program is to help children become well rounded, self-confident, and inquisitive learners. We want to allow the children to grow and develop as Jesus did, "in wisdom and stature, and in favor with God and men" Luke 2:52.

We realize that a child's development is a process, which continues through life. We want to encourage children not to be afraid of asking questions and to be active and creative explorers while they use their own thoughts and ideas.

Months of Operation

Fall 2022 - Classes begin August 22, 2022 through May 24, 2023

Summer 2022 – Classes begin June 5, 2023 through August 16, 2023

Fall 2023 – Classes begin August 21, 2023 – May 22, 2024

MDO will follow the Caldwell Independent School District calendar. We will not hold classes if unforeseen circumstances close schools in Caldwell ISD.

Hours of Operation

Monday and Wednesday

7:30 a.m. – 4:00 p.m.

Classes Offered:

Classes are for ages 18 months through 4-years-old. Number of classes vary based on registration. Class sizes will be kept within the minimum/maximum size as recommended by state guidelines.

Registration Procedures:

There is a \$25.00 non-refundable registration fee per child.

Tuition:

1 child one day per week (monthly): \$100

1 child two days per week (monthly): \$200

2 children one day per week (monthly): \$190

2 children two days per week (monthly): \$380

Payment Policy:

Monthly tuition payments are due the first day of attendance each month. A \$15 late fee will be assessed if tuition is not paid by the 2nd week of school for the month. Mother's Day Out reserves the right to terminate enrollment based on non-payment of tuition as outlined above by the end of the 3rd week of each school month.

Payment can be made by either check or cash. Payment can be mailed in the event of an absence. Make checks payable to CMC – Mother's Day Out.

Mother's Day Out does not prorate tuition. Tuition to Mother's Day Out secures your child's place in the classroom and is our primary means of support that allows our program to operate. Tuition is based on total number of school days per year, not days per month which can vary. Tuition rates may be adjusted if we are forced to close for an extended period due to inclement weather or other unforeseen events.

Curriculum:

We follow a weekly curriculum tailored to each class according to age which includes bible stories, letters, numbers, and colors. We work on getting along with others, sharing, and fine motor skills through play and art.

Discipline:

A desirable climate for learning and growth is usually the result of careful planning by the staff. Discipline and guidance shall, to the best of our ability, be consistent, based on an understanding of the child's needs and development, and be directed toward teaching acceptable behavior.

Harsh or physical punishment is not permitted. Any discipline problem will be handled on an individual basis, with all unusual discipline problems being brought to the immediate attention of the Director. It is our desire and goal to aid your child in developing his/her potential within a Christian atmosphere. In all cases, discipline shall be corrective and administered with a caring attitude.

Biting Policy: If a child bites another child or a teacher, an incident report will be filled out and both parties will be informed of the incident. The child will be put in time out. If a child bites a second time, he/she will be put in time out parents will be called to pick him/her up for the day. An incident report will be filled out and both parties will be informed. If a child bites a third time, unfortunately, they will be dismissed from the program.

ARRIVAL / DISMISSAL:

Children will be welcomed to MDO each Monday/Wednesday morning in the Fellowship Hall beginning at 7:30 a.m.

We have found it is best if you do not linger after telling your child good-bye. If your child is upset, the quicker you are out of sight, the quicker he/she can be calmed. If your child is upset and we cannot get him/her calmed after a reasonable amount of time, we will contact you. We will not allow a child to continually cry and be extremely upset for long periods of time.

Pickup is at our classroom in the Activity Building. When you arrive, ring the doorbell. After 4:10 pm, a charge of \$1 per minute will be assessed and be paid directly to your child's teacher.

Potty Training and Diaper Policy:

Parents must provide enough diapers to last throughout the day, usually 3-4 is sufficient. Please inform your teacher if you are potty training at home. We will gladly assist with potty training as much as possible, we do require that your child wear PULL UPS during the potty-training process.

Students ages 3 and up need to be potty trained. If they are still in pull ups and are very close to being fully trained, they are welcome.

PERSONAL BELONGINGS:

Children should arrive daily with their lunch, drink cup, change of clothes (“just in case”) in a zip lock bag, and diapers (if applicable).

Each child needs to bring their supplies to school daily. Teachers will place all artwork and papers in the backpack. Items brought to school, such as sleeping items, should be small enough to fit into the backpack/tote. Sleeping blankets can stay at school if you prefer. All items you bring for your child must be clearly labeled with their name. Personal items such as stuffed animals/lovies will be brought out at rest time. Please refrain from letting your child bring their own toys to class. This typically causes conflict among the children.

NAP TIME/REST TIME:

A small blanket is recommended for rest time. Mats are provided. A special rest buddy (soft, cuddly item that fits into child’s backpack) may accompany your child. Rest time for 3–4-year group is 45 minutes to 1 hour. Younger children nap until they wake up. Our days are very active and rest time is needed. No child is forced to sleep, but all children must rest on their mat. Music or a story CD will be played during rest time. We try to make this a positive experience.

Please help us by explaining the need for this rest to your child.

Safety and Security:

Each MDO staff member is assessed by the Director and members of the First United Methodist Church-Caldwell board and undergoes a background check annually. We practice tornado and fire drills each semester and our staff is trained every two years in CPR, First Aid and administering an EpiPen.

Outside doors are kept locked for security and rooms are equipped with cameras to ensure child and teacher safety.

If you have any questions about safety and security, please ask.

Wellness Policy:

We want to maintain a healthy environment, so we ask you to please keep your children home if they have any of the following symptoms or illnesses:

Fever (in the last 24 hours)	Vomiting (in the last 24 hours)
Diarrhea (in the last 24 hours)	Green or yellow runny nose
Discharge in or around eyes	Questionable rash
Excessive coughing	Pink eye
Chicken pox	Mumps
Measles	Lice
Impetigo (Contagious skin infection that causes red sores on the face)	

If a teacher feels that the child is too ill to continue in the classroom that day or that the child is contagious and other children are at risk, the teacher will contact the Director and the Director will assess the child and determine if your child needs to return home.

Allergy Policy:

We need to know at the point of registration if your child has any life-threatening allergies. Please notify the child's teacher verbally and fill out an Allergy Awareness Form. Our staff have been trained to use an EpiPen if your child carries one.

We do not have a "no peanut" rule here, however, you may speak to your child's teacher and if your child is overly sensitive to the allergen, steps will be taken in the classroom to keep these items away from your child. Please include on the allergy form your child's reaction to the allergens and what medications your child takes for their allergies.

Meeting with Staff:

Parents, relatives, and friends are requested to avoid coming to MDO during the hours of operation to "check on" the children. It disturbs the child to see someone they know at the door. If you need to check on your child, please do so by calling the church office, 979-567-3778.

We love meeting with parents! Call the director anytime to set up an appointment to meet with teachers, director, both... 979-220-2711.