



New Life Methodist Church

Mother's Day Out Ministry

Parent Policies & Procedures

Fall 2026 / Spring 2027

"But Jesus called the children to him and said, 'Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.'"

Luke 18:16

Invitation: To those of you who are looking for a church home, New Life Methodist Church extends a warm and sincere invitation to any of our worship services or activities throughout the year.

MDO Mission Statement

The purpose of New Life Mother's Day Out is to provide a safe, nurturing Christian atmosphere where young children can grow, learn, and play. Meeting two days a week (Tuesday & Thursday), we focus on supporting children's social, emotional, and developmental growth through engaging play, creative exploration, and loving guidance. Our goal is to strengthen families by caring for children with compassion, joy, and respect-creating a community where children and their families can thrive.

Paperwork:

We require enrollment packet to be completed no later than July 31, 2026. A photo of your child must be included with your enrollment packet.

Open House / Orientation:

We are inviting parents and families to attend our Open House Sunday, August 9th at 4:00 in the Fellowship Hall.

Communication:

Communication from MDO will be primarily via e-mail. Information includes, but is not limited to schedule changes, weekly newsletters, and reminders.

Our program will have a private Google drive for each class which will be updated with pictures regularly.

Fees and Tuition:

A non-refundable Registration Fee is \$50.00 per child, which includes supplies and a t-shirt. Monthly tuition is \$240.00 per child.

Monthly tuition will be due on the 1st of every month. After the 10th of the month, if any tuition has not been paid, or arrangements made with the director, payment becomes subject to a \$25 late fee. Returned checks are also subject to a \$25 fee. Full payment for each month's tuition is required even if your child does not attend each day or month. There are no refunds or adjustments for missed or cancelled days. You may pay with check, cash. Online will be made available on a later day.

Our Employees:

Our employees must first be Christians and meet the approval of the New Life Methodist Church board. The hiring process includes a criminal history background check and participation in Ministry Safe course. Our employees are also required to have training and staff development each school year. This includes current infant/Child CPR certifications.

School Days/Hours:

Our MDO program will be Tuesdays and Thursdays from 8:30am-11:30am. Please see our school calendar which is posted on the website for the scheduled holidays and events. School closings for inclement weather are determined by the La Grange ISD. Late starts for MDO will be determined as needed and communicated via email/text. Our calendar follows the LGISD school calendar. Please note that there are no adjustments or refunds for school closings.

Drop Off /Pick Up:

Drop Off Procedures:

PLEASE BE AWARE THAT CLASS TIME BEGINS PROMPTLY AT 8:30AM

- Doors will be open from 8:15-8:30am
- You will check your child in at the sign-in desk and an MDO staff member will take your child to their classroom.
- Please quickly say goodbyes so the next family may drop off.
- In the event you need to drop off late, you will need to contact the MDO number for assistance.
- All church doors remain locked for security

Pick Up Procedures:

- The doors will be open from 11:30-11:45am
- An ID will be required from anyone who is not the usual pick-up person. Please have this ready for the teacher to see.
- Please make this a quick process so the next family can pick up.
- Students will be picked up from the entry hallway (classroom)
- If an emergency arises that will cause a parent to be late picking up, we ask that the parent notify the office or the MDO director. If the office is not notified, parents may be subject to an additional late fee of \$2 per minute.

Clothing:

- Children should wear comfortable clothing to school. Keep in mind that early childhood learning involves messy activities. For your child to participate successfully, they should not have to worry about spills or paint on their best clothes.
- All children must leave a complete change of clothes in their backpacks in case of accidents or spills. Please place the clothes in a plastic Ziploc bag marked with your child's name. If your child is in the process of potty training, please send several sets of clothes and/or underwear/pull ups.
- Please make sure that your child brings a jacket to class each day. They may need it inside if it is chilly and for recess.

What to Bring:

Your child will need to bring the following items each day:

- Change of clean clothes
- Diapers/pullups – if needed
- Wipes
- Water bottle
- Backpack that children can wear and hold
- All children's belongings must be labeled

What NOT to Bring:

Please do not send special toys, expensive clothing, or anything you don't want to be lost. We do our best to return and keep track of things, but it is possible for a toy to be misplaced, a water bottle placed in the wrong bag, and clothes to get stained. Please do not send anything that is not essential. Pacifiers are strongly discouraged, as well as emotional security items such as special blankets, pillows, etc.

Potty Training:

Toddlers/Two Class: Students do not have to be potty trained. If you start to work on it at home, please let your child's teacher know so that we can do what we can here to help. It is much different potty training at school than at home. We will do what we can to make this transition successful.

Threes' Class: We ask that children in this class be working on potty training and wear pull-ups (no diapers). We understand at this age that there will be accidents, but they need to be close to being fully trained.

Special Days:

MDO has special events planned throughout the year. Please see our school calendar/newsletter for specific dates. Most of our Special Days Activities are worked into our morning schedule and do not require your attendance.

Parties & Birthdays:

The school will recognize the birthdays of each child in an appropriate age way in the classroom. Parents may send special birthday treats for the class that are prepackaged. Please notify your child's teacher or director in advance if you plan to bring something. Please, no gifts, or balloons. If you have a birthday invitation to pass out at the school, please do so only if you have one for every child in the class.

Our Day:

Sample Daily Schedule (8:30-11:30 a.m.)

Time	Activity
8:15	Welcome & Discovery
8:30	Morning Circle
8:45	Chapel (Tuesday) & Bible Story
9:10	Hands-On Learning Centers
9:30	Snack & Fellowship
9:45	Potty, Hygiene & Transition
10:00	Outdoor Exploration & Structured Play
10:30	Transition / Clean up
10:40	Creative Connections (Art, Music, Science, Cooking)
11:00	Story Time
11:15	Closing Circle and Prayer
11:30	Dismissal

Visits:

If you would like to visit during the day, please plan with the director to do so.

Security:

For the safety of all our children, doors will remain locked (from the outside only) during our school day. We will provide you with the MDO phone number.

Accident Policy:

If an accident occurs at MDO, the director will assess the situation and provide care as needed. An “Ouch Report” will be completed and given to you at pick-up. The director will notify parents as necessary. For anything more severe than bumps and scrapes, parents and/or 911 will be called.

Medication Policy:

It is our policy that no medication is given during our program or allowed in our classrooms. Diaper rash cream is allowed, and a form must be completed prior to usage.

If your child has an epi-pen or inhaler, those medications will be in the teachers’ care at all times, in case of emergency. These items must be left with the director, NOT in the child’s bag. Please give specific instructions regarding these medications. If this medication is used, you will be contacted immediately.

Sick Policies:

The health and well-being of your child is of critical importance to us. Please do not bring a sick child to the program. If a child shows any signs of illness, the parent will be contacted. In order to maintain a well-child environment, it will take the cooperation and courtesy of all involved. If someone in your household has a fever, vomiting, diarrhea, or another contagious illness, please use extra caution when determining whether your child should attend MDO. Children who are symptom-free may attend; however, we ask families to consider the potential risk of exposure to others and to monitor their child closely for any signs of illness.

Emergency Preparedness Plan:

Evacuation Plan (Gas/Fire): Children’s will be evacuated from the school based on procedures clearly posted on our Emergency Preparedness Plan Signs posted throughout the church. The teachers and children will move to the grassy area located to the back of the Church. Each teacher will have a red and green sign to indicate that all children are accounted for or are missing. Teachers will have cell phones with them to communicate directly with Director and Church Staff.

Bad Weather: During the event of bad weather, children will be relocated to the hallway outside of the Director’s Office (room 6).

Relocation: In the event of a relocation, the children will be walked to Primera Iglesia Bautista Hispana located at 1099 N Von Minden Street. Each teacher will have a red and green sign to indicate that all children are accounted for or are missing, as well as their cell phones.

Lock Down: In the event of a lockdown, all outside doors will remain locked. Teachers will close blinds, shut/lock classroom door, and turn off lights. Children will be moved to the restroom area that is located between the two classrooms.

Severe Allergy: Each child with severe allergies will have a plan that is posted in the classroom.

Medical Emergency: If there is a medical emergency, the staff on scene will call out “CODE RED”. The director will come at once and assist as appropriate.

Suspicious Activity/Person: The teacher on scene will yell out “WE NEED A GOOD SAMARITAN”. The director will come at once and assist as appropriate.

Communication: An emergency phone number that will always be available is 832-563-6682. We will have access to all parents’ information that includes parent and emergency phone numbers and all medical care for each child. Each teacher will continue to care for the children until each child has been released. Parents will be notified of any emergencies that happen and where they should go to pick up their child. The director will oversee all emergency plans.

New Life Methodist MDO Sick Policies:

Illness:	When to stay home:	When to return:
Common Cold	Congestion, cough, and thick yellow drainage from the nose.	Feeling better and drainage is clear.
Fever	Temperature of 99.6 or higher	Fever free for 24 hours without the use of fever reducing medication
Vomiting	Within the past 24 hours	Free from vomiting for at least 2 solid meals.
Diarrhea	Within the past 24 hours	Free from diarrhea for at least 24 hours
Rash	Body rash itching or fever	Free from rash, itching, or fever. I have been evaluated by my doctor if needed.
Head Lice	Itchy head, active head lice.	Treated with appropriate lice treatment at home and nit/egg free.
Eye Infection	Redness, itching and/or “crusty” drainage from eye	Evaluated by my doctor and have note to return to school
Hospital Stay or ER visit	Hospital stay and/or ER visit	Released by medical provider to return to school
Hand, Foot, & Mouth	Highly contagious rash that appears commonly around the hands, feet, and mouth.	Fever free for 24 hours. Sores have begun healing (are not open or oozing)

If you have a question about a specific illness that may not be listed here, please contact
the MDO Director