

MOTHER'S DAY OUT

PARENT HANDBOOK

2026 - 2027



Children's Class Hours: 9:00 a.m. to 2:00 p.m.
Monday through Friday

MDO Office Hours: 8:30 a.m. to 2:45 p.m.
Monday through Friday

Telephone: (405) 360-0830

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First Christian Church
220 S. Webster
Norman, Oklahoma 73069

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CHECKLIST OF WHAT TO BRING TO MDO*:

- Lunch – needs to be ready to eat (cut, peeled, warmed in thermos, etc)
- Water Cup labeled with child's FIRST & LAST NAMES
- Blanket (for 1yr olds+ in Crib, Toddlers, 2's, and 3's classes)
- Sleep Sack or Footed Pajamas (for under 1 year olds)
- Change of clothing
- Diapers for babies/toddlers, labeled with first and last names
 If using Pull Ups, please send ones with Velcro Sides
- Pacifier or Lovie (if child uses them)
- Bottles with Breastmilk or Formula (if still using bottles) with FULL NAME

*Everything you bring must be labeled with the child's first and last names.
 Masking tape and permanent markers work well to label items.

PURPOSE/GOALS OF MOTHER'S DAY OUT

Mother's Day Out is a preschool program for children 6 months to 5 years old. While priority is given to church members, IT IS OPEN TO ANYONE IN THE COMMUNITY.

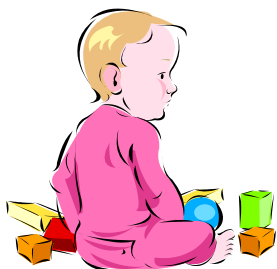
Opportunities are provided for children to have self-directed and teacher-directed activities, indoor and outdoor play, lunch, and rest time.

Mother's Day Out is open 5 days per week (Monday through Friday), Mid-August through May, from 9:00 a.m. to 2:00 p.m. Most children attend 2 or 3 days a week. We follow the Norman Public Schools calendar, as printed on page 7.

Fees are charged to cover teacher payroll costs. First Christian Church provides the building and utilities as a community service.

GOALS INCLUDE:

- The opportunity for a child to interact with others out of the home setting and to mature at his/her own pace.
- A secure environment allowing a child to be recognized as a unique person.
- To help a child develop in all aspects—socially, emotionally, physically, and educationally.
- To provide opportunities for creative self-expression.



DROP OFF / PICK UP SCHEDULES

Children are in class from 9:00 a.m. to 2:00 p.m.

Teachers are scheduled 30 minutes before and after class getting rooms and supplies in order. Parents are asked to respect this teacher preparation time by not putting children into the room before 9:00 a.m. and picking up children promptly at 2:00 p.m. (when you see a child in a room early or late, it is likely a teacher's child or grandchild). MDO's session time allows parents and teachers to drop off elementary school children in the morning and pick them up at the 2:50 p.m. public school closing time.

Children left in care after 2:15 pm are subject to a late fee of \$5 per child per day.

ENROLLMENT/SUPPLY FEE (FOR SCHOOL YEAR)

For a standing reservation, there is a yearly, non-refundable \$75 enrollment fee. When you pay the yearly fee, you pay a daily rate of \$27 for a standing reservation or for any extra days as a drop-in. With a signed doctor's note, medical absences of longer than one full attendance week will be given an account credit for any days missed beyond the first attendance week. All other absences will be charged for those individuals having a standing reservation for MDO.

DAILY FEES:

- \$27.00** per child for **WEEKLY STANDING** reservation. Payable by either day, week or month.
- \$22.00** per child for a scheduled **PRE-K** partial day, only available in the 4 & 5's class.
- \$30.00** per child for a **DROP-IN/OCCASIONAL** reservation made for children not regularly enrolled

Children adjusting to being away from home may stay for the morning only, but only in the Pre-K group may children receive the partial day rate. All other children will be charged full daily rate regardless of early pick up or late drop off.

STANDING RESERVATIONS

Children may attend MDO more than one day a week if a parent so desires. This may be done on a standing basis or may be an extra day requested on a drop-in basis, provided space is available.

This means that a child attends the same day/days each week and makes a monthly payment based on the number of sessions in the month. It requires payment of the **ENROLLMENT FEE** per child **and payment of the daily fee, EVEN WHEN THE CHILD IS ABSENT unless the absence is Medically Related with a Doctor's Note and the absence is longer than one attendance week** (see Enrollment / Supply Fee for more information).

WEEK BY WEEK RESERVATIONS (DROP-INS)

A reservation may be made by calling / texting weekly as needed. Drop-in places are filled on a first come, first served basis, if there is space available in the classroom. Notification as soon as possible increases the likelihood of availability.

Should any reservation ever need to be cancelled, it is helpful if you call or text the director as soon as possible. We can often help another family by letting them use the spot as a drop-in. This extra income for MDO helps keep costs lower for everyone.

LATE PICKUP

Pick up time is 2:00 PM. Many of the teachers have their own children to pick up from school, and children left in the classroom beyond 2:15 cause them to be late. **Children left in care after 2:15 pm are subject to a late fee of \$5 per child per day.** Chronic late pick-ups will not be tolerated and will result in forfeiture of spot.

CHILD PARTICIPATION

We assume when you bring your child to our program that you will encourage him/her to participate in all activities, including rest time. If you choose to pick up your child prior to rest time, please make arrangements with the director ahead of time.

CLOTHING

Dress children in play clothes as they will be using glue and paints. If weather permits, children will go outdoors, so dress your child appropriately. Names placed in coats, sweaters, and jackets will help ensure your child having the item returned if left at MDO or misplaced. Please make sure your child has a **COMPLETE SET of EXTRA CLOTHING** in their backpack or diaper bag. In the event additional MDO clothing is needed, please wash and return any items sent home.

FOODS

Children are served a midmorning snack. Please advise MDO teachers of any food allergies.

Children should bring a water cup each day with first & last names on it.

Children staying for the day bring a lunch. Please note that teachers are not free to heat/cut up items in lunches. Apples, oranges, etc. should be peeled and sliced, and warm foods such as soup should be sent in thermal containers. Food is NOT refrigerated. Ice packs should be sent if needed.

Always put your child's first and last names on lunch boxes, thermoses, cups, bottles, and all containers.



PERSONAL TOYS AND BELONGINGS

The only personal items allowed are lunch boxes, backpacks with extra clothing, diapers or Pull-ups (Velcro sided please), jackets or coats, hats, gloves, pacifiers, a blanket or sleep sack for children under 1, and one lovey if needed.

PROCEDURE FOR RELEASING CHILDREN

Should it be necessary for someone other than the person who usually brings your child to pick her/him up, please notify the director, providing the name of this person. Photo Identification will need to be brought to pick-up. **Prior notice or your availability to consent to the release is essential to this procedure.** You may list approved persons to pick up your child on his/her DHS forms.

If you are calling to authorize someone to pick up a child, your identity will be verified by asking for your child's identifying information, such as DOB, address, etc.

TRANSPORTING CHILDREN

We do not transport children unless it is for a medical emergency and then only via ambulance. Parents will be notified immediately in such instance.

MEDICATIONS

If your child needs to receive medication while at MDO, please fill out an authorization form. Medication must be provided by the parent in the original container and labeled with the child's full name. Medication will be stored in the office, unless it is diaper cream /ointment, an asthma inhaler or an Epinephrine Pen. Those items will be stored in the classroom with the child. **Diaper creams / ointments are considered medications and we do need a medical release form to apply them.** Any medication administered will be logged by the teacher administering on the proper medical release form.

Medications need to be picked up by the last day of school in May. Any medications left after that time will be properly disposed.

Medical waste items like syringes, needles, or lancets will be properly disposed in a medical waste receptacle located in the teacher workroom.

Sunscreen or bug repellant will not be applied by MDO personnel. Parents should apply these prior to arrival.

IMMUNIZATIONS

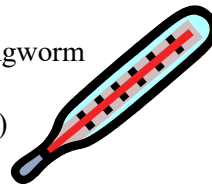
Any child attending MDO must have a current immunization record on file in our office, along with emergency information. Bring this information with you when coming the first time. Required immunizations and schedules are available in the MDO Office or on the CDC website (<https://www.cdc.gov/vaccines/imz-schedules/downloads/parent-ver-sch-0-6yrs.pdf>) Please keep us informed of changes to your child's immunization records by providing a copy of shot records each time your child receives immunizations.



PROCEDURE REGARDING SICK/INJURED CHILDREN

Please keep your child at home and/or seek medical attention for these conditions:

- Fever of 100°F or higher in the past 24 hours (without medication)
- If the child has vomited in the past 24 hours
- If the child has had diarrhea in the past 24 hours
- If child has a heavy nasal discharge
- If child has a red or sore throat
- If the child has head lice, scabies, impetigo, or ringworm
- If the child has chickenpox, measles, or mumps
- If the child has red or pink swollen eyes (Pinkeye)
- If the child has an unexplained rash
- If the child has unexplained pain
- If the child has injury requiring medical attention
- If your child has tested positive for Covid 19, that child must be excluded from MDO for the quarantine period currently recommended by the CDC. The updated Respiratory Virus Guidance recommends that people stay home and away from others until at least 24 hours after both their symptoms are getting better overall, and they have not had a fever (and are not using fever-reducing medication). ([Respiratory Virus Guidance](#) | [Respiratory Illnesses](#) | [CDC](#))



The director will notify you (or an emergency contact) to pick up your child if any of the above conditions develop after the child has been left in our care. When contacted, please pick up your child within 30 minutes.

Children who are ill, exhibit signs of contagious diseases, or signs of infestations (including lice or nits) are excluded from group activities.

AGE GROUPINGS FOR CHILDREN

Children are placed according to chronological age and developmental stages. As an opening becomes available during the school year, children that are currently enrolled and developmentally ready will be considered first for moving to an older age group.

•Crib/Baby	Teacher/ Child Ratio 1:4 (1:6 after children are 1)
•Toddler	Teacher / Child Ratio 1:6
•Toddler/Two-Year-Olds	Teacher / Child Ratio 1:8
•Two-Year-Olds/Three-Year-Olds	Teacher / Child Ratio 1:8 (1:10 after children are 3)
•Three-Year-Olds /Four-Year-Olds	Teacher / Child Ratio 1:12
•Four-Year-Olds /Five-Year-Olds – (includes 1/2 Day Pre-K)	Teacher / Child Ratio 1:12

PROGRAM SCHEDULE

Mother's Day Out is held each Monday, Tuesday, Wednesday, Thursday, and Friday of the Norman Public Schools calendar year. **MDO will not be open when Norman Public Schools are closed.** Important dates for the 2026-2027 school year are marked below.

Monday, August 17 th	First Day of MDO
Friday, September 4 th	Closed with NPS
Monday, September 7 th	Closed with NPS / Labor Day
Wednesday, Thursday & Friday, October 7 th , 8 th & 9 th	Closed with NPS – Professional Day (7 th) & Fall Break (8 th & 9 th)
Friday, October 23 rd	Closed with NPS – Conference Day
Monday through Friday November 23 rd – 27 th	Thanksgiving Break – Closed
Monday, December 21 st through Monday, January 4 th	Winter Break – Closed
Tuesday, January 5 th	First Day of Second Semester
Monday, January 18 th	M.L. King Jr. Day – Closed
Friday, February 12 th & Monday, February 15 th	Closed with NPS / President's Day
Friday, March 12 th	Closed with NPS – Conference Day
Monday, March 15 th through Friday, March 19 th	Spring Break – Closed
Friday, April 16 th	Closed with NPS – Professional Day
Friday, May 21 st	Last Day of MDO

** Please watch for further information on snow make-up days if we should be closed due to inclement weather**

** Parent Teacher Conferences will be held each spring upon request. All children will receive evaluation forms.

FIELD TRIPS

Please watch your child's backpack for notice of field trips as notification will always be sent home prior to the trip. Permission slips need to be signed before we will take any child off facility grounds. If you are running late on a day when the class is taking a field trip, please drop your child with his/ her teacher at the field trip location. Special arrangements can be made with prior notification. The same procedures apply for injuries and illness as do when children are on campus.

SCHOOL FUNDRAISERS

We do not have fundraisers; however, book order points are used by MDO for classroom books.

BAD WEATHER

When Norman Public Schools close or have a virtual day for bad weather, MDO will close as well. If you suspect that Mother's Day Out may be closed, please watch local TV channels, or check the NPS website (normanpublicschools.org) to see if Norman Public Schools are closed.

UNHAPPY CHILDREN

If a child is very unhappy longer than 30 minutes and shows no signs of improvement, we will contact you to come pick up the child. After several gradually extended visits, most children are willing to enter the room on their own. Some tips for helping children adjust are located below.

SPECIAL INSTRUCTIONS

If you have special instructions about your child for the teachers, **please have them written out ready to hand to the teacher.** This saves you time and limits confusion at check-in time.

Please label each of the items you bring for your child with first and last names. A piece of masking tape with your child's name on it will do the job. Label coats, sweaters, rest mats, blankets, lunches, cups, bottles, bags, and security items. This greatly simplifies the job of teacher, as it is very difficult to keep track of who brings what, and children are often unable to identify their things. It is also wise to check before leaving the building to see that all your things have been gathered.

COMPLIANCE FILE

Our DHS required compliance file which contains monitoring reports is located on the wall directly outside the director's office in the top section of the black wall file. It is available for any parent, staff, or others to view at any time. You may also request an emailed copy of our most recent DHS report at any time.

HELPING YOUR CHILD ADJUST

Many children have problems with separation when first coming and at the point of actual separation at the door. Parents are required to drop their children at the classroom doors. **ONLY ENROLLED STUDENTS and STAFF are allowed inside classrooms.** A parent may feel free to call /text during the day to check on their child if they are upset at drop off. The Director will answer at their earliest convenience; however, due to the number of children, our policy is one update per child per day.

SPECIAL INFO FOR PARENTS OF BABIES/TODDLERS

Please send plastic bottles and cups. Have diaper bags and supplies carefully marked with the child's first and last names. Include a change of clothing in case of a spill or accident. Please send disposable diapers and diaper cream if needed (medication form is REQUIRED for diaper cream). **If using Pull Ups, please send ones with Velcro sides – taking off pants and shoes is very difficult for up to 16 children.**

Safe Sleep Environment:

Infants (any child under the age of 1 year) will be placed to sleep in cribs meeting DHS requirements with sides fully raised and secured.

Infants sleep directly on a tight-fitting sheet covering the mattress. Soft products such as quilts, comforters, sheepskins, pillows, stuffed toys, and bumper pads are not allowed. Covers, including blankets, are prohibited. You can send a sleep sack or footed pajamas for your child if you want.

If an infant arrives asleep, he/she will promptly be removed from car seat and placed in an appropriate bed.

When used, only pacifiers without attachments will be placed in rest equipment. Bibs will not be placed on children in rest equipment.

Play equipment will not be placed in rest equipment when children are sleeping.

NOTIFICATIONS

Please notify us if your child will be absent for any reason. If not notified, we will contact you within 30 minutes of your usual arrival time to check on your child.

Parents will be notified via email in the event of communicable disease reports at MDO (including head lice), upon notification by parents or medical personnel of 3 or more cases of any communicable disease in a single classroom at a particular time.

Parents will be notified of any policy or procedure changes via email. Please be sure you have a current email on file in the MDO office.

Monthly calendars will be sent home with children to inform parents of any special events such as party days, librarian visits, school holidays, etc.

DISCIPLINE POLICY

MDO teachers use discipline to protect a child from injury to him / herself or to others. Distractions, diversions, and timeouts are the methods used. Timeouts are only used for children aged 2 and over. Verbal/physical abuse is not used by the teachers as a method of discipline.

EXPULSION POLICY

It is our policy to retain all children enrolled. If it is determined that another program would better meet the child(ren)'s needs, this decision will be made in consultation with the parent(s) or responsible guardians.

REPORTING CHILD ABUSE / HUMAN TRAFFICKING

Any person who has reason to believe a child has been abused or neglected per 10 OS 1-1-105 is required to report the matter promptly to the DHS Child Abuse and Neglect Hotline at 1-800-522-3511. Failure to report is a misdemeanor offense and upon conviction is punishable by law. Failure to report with prolonged knowledge, six months or more, of ongoing abuse or neglect is a felony offense.

Per 21 OS 870, every person having reason to believe that a person or child-placing agency is engaging in the crime of trafficking in children, as described in 21 OS 866, reports the matter promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control. All MDO staff are aware of these laws and will report suspected abuse.

EVACUATION FOR FIRE / FIRE DRILLS:

Fire Drills will be conducted monthly, with the days varying each month so as to ensure all children have practiced fire safety evacuation plans. Teachers will assist children to exit the building in a safe and orderly fashion.

Crib Room: The crib room class will go through the connecting door to the toddler room and exit the window on the south side of the building. One teacher will exit first and the other crib room teacher and the toddler teacher will hand the children through the window to the first teacher. Once approximately half the children have exited, a second teacher will exit the window to help supervise children while the remaining teacher hands the rest of the children out the window. Once all children and teachers have exited the building, the children will be carried / walk to the small playground so all children and teachers can be accounted.

Toddler Room: The toddler room will exit the building via the window on the south side of the building. The teacher will assist the crib room teachers with evacuation of both the crib room and toddler room children. See crib room for more details.

2's Room: The two's class will exit the building via the window in their class on the south side of the building. One teacher will exit first and the other teacher will assist the children with climbing up the ladder and out the window. As soon as all children and teachers exit the building, they will walk to the small playground to be accounted.

2/3's Room: The 2/3 class will exit the building by going up the stairs directly outside their classroom and through the gallery doors. They will line up outside the fence to the large playground to be accounted.

3/4's Room: The 3/4 class will exit the building by going down the hall to the northeast exit and will line up outside small playground fence to be accounted.

4/5's Room: The 4/5 class will exit the building by going down the hall to the southeast exit and will line up outside the large playground fence to be accounted.

After checking all rooms to ensure no children or teachers remain in the building, the director will exit and verify teacher accounting of children. Once verified, children may return to the building in the case of a drill. In the case of an actual fire, teachers would proceed with relocating the children to our primary relocation site of McFarlin UMC, 419 S. University Blvd, Norman, OK and parents would be contacted for immediate pick up.

TORNADO WARNINGS / DRILLS:

Tornado Drills will be conducted monthly, with the days varying each month so as to ensure all children have practiced tornado drill procedures.

Crib Room: The crib room class will go down to the 4/5 class in the basement. Children will be encouraged to sit down or held on a lap by a teacher, if not capable of sitting by themselves.

Toddler Room: The toddler room class will go down to the 3/4 class in the basement. Children will be encouraged to sit down against the west wall of the classroom.

2's Room: The two's class will go down to the basement and sit in the hall on the south side of the 4/5 classroom. Children will be instructed to sit with their heads down and to cover the backs of their necks with their hands.

2/3's Room: The 2/3 class will go down to the basement and sit in the hall on the south side of the 3/4 classroom. Children will be instructed to sit with their heads down and to cover the backs of their necks with their hands.

3/4's Room: The 3/4 class will sit down against the east wall of their classroom (it is in the basement) and be instructed to sit with their heads down and to cover the backs of their necks with their hands.

4/5's Room: The 4/5 class will sit down against the east wall in their classroom (it is in the basement) and be instructed to sit with their heads down and to cover the backs of their necks with their hands.

After checking all classrooms on the first floor to ensure no children or teachers remain above ground level, the director will proceed to the basement to verify teacher accounting of all children. Once verified, the children may return to their classrooms in the case of a drill.

In the case of an actual event, the children will remain in the basement until such time as the threat has been deemed to be over by the director. The director will base that decision on the ending of tornado sirens and confirming that by viewing radar online or checking outdoor conditions, if online radar is not available.

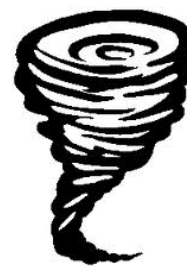
LOCKDOWN PROCEDURE: In the event of lockdown, the safety doors will be locked and all children will remain inside. The director will allow parents into the building to pick up children, provided no direct threat is presented by unlocking the doors.

Emergency Relocation Plan:

In the event of an emergency that would require relocation of children for safety concerns, we will relocate all children to McFarlin UMC, 419 S. University Blvd, Norman OK 73069, to one of their common areas large enough to accommodate the number of children requiring relocation. Parents will be contacted immediately to pick up children from the alternate location. Phone numbers for McFarlin are Church Line (405) 321-3484 and Day Care Office (405) 329-2170.

Our secondary relocation site, to be utilized in the event McFarlin is unavailable or has received a similar threat, will be Old Town Realtors' meeting room, 102 W. Apache, Norman OK 73069. The phone number at Old Town is (405) 329-1111.

For evacuation purposes, the crib and toddler room classes will be loaded in strollers and pushed to the relocation area. Strollers will be brought around to the windows that are used as Fire Exits and the children will be loaded at that area. Toddler Two's and 2/3 classes will exit the building via the gallery exit and walk with walking ropes, as are utilized for class walks, with one teacher at the front of the line and one at the rear of the line for each group. The 3/4 and 4/5 classes will exit the building via the back exits that they use for Fire Escape and walk in a line between the two teachers to our relocation site.



Once the director has verified the arrival of ALL CHILDREN AND STAFF at the relocation site by using the daily sign in sheet, parents will be notified to pick up their children, using the phone numbers from their contact sheets. Methods used to contact parents will include texting and phone calls. Any individuals arriving to collect children before we reach our alternate location may walk with our classes. NO CHILDREN WILL BE ALLOWED TO GO WITH PARENTS / CAREGIVERS UNTIL SUCH TIME AS THE DIRECTOR HAS VERIFIED THAT EVERYONE HAS REACHED THE ALTERNATE LOCATION SITE.

Individuals picking up children from the alternate location site must check out with the Director before taking children.

Personal belongings will not be transported to alternate sites, but they may be retrieved from MDO after such time as the area is cleared for retrieval of those items. A basic first aid kit, emergency medications and a bag containing assorted size diapers and baby wipes will be transported by the director during the relocation.

WHAT CHILDREN DO IN MOTHER'S DAY OUT

THEY DO:

- Develop at different rates
- Talk, are listened to, sometimes interrupt, get interrupted
- Listen, see, smell, feel, taste, paint, sing, build, create, wonder
- Move—learn by using their bodies
- Explore real things: sounds, tools, eggs, seeds, animals, books, hats, music, weather, telephones
- Go on neighborhood walks
- Learn where to make messes and have lots of things to do it with—water, mud, sand, finger-paint, paste, soap, play dough — then help clean up the messes!
- Experience new things that teachers plan for them

THEY LIVE TOGETHER:

- Use words instead of hands to protect their rights and property
- Share the teacher's attention; share equipment and materials
- Have time to play alone, beside a friend, or with one, two or three friends
- Work out their arguments
- Sometimes cry and need a teacher's support
- Get angry and need something acceptable to do for it
- Gain security by relying on some routines each day, such as: Continuing to learn to be independent; entering school; Managing outer clothing; toileting; relaxing after play; Accepting limits of the facilities; caring for materials; Respecting others' property and space; taking responsibility for materials used

THEY ARE EXPOSED TO NEW IDEAS:

- They are individual people, and the group likes them
- They are good persons
- The important thing about an accident is to know what to do for it (not to be punished for it)

THEY DON'T

- Play together all the time; stay clean; always have a good time; make something to take home each day; sit still for long periods