



Key Life

MOTHER'S DAY OUT

Parent Handbook 2025-2026

PROVERBS 22:6

*“Train a child up in the way he should go, and
when he is old he will not turn from it.”*

Director: Kelli Bridges

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Parents and Families,

Welcome to the Key Life Mother's Day Out Ministry! This is an exciting time for us, and our church. We are glad that you and your family have decided to join us as we explore the plan that God has laid before us.

We are staffed with teachers that have a personal walk with Christ and want to share that love with you and your child. Each of us have prayed about where God wanted us to serve, and Key Life Mother's Day Out is where in our hearts we each feel we should be. It is our goal to share the love of Christ with your child just as Christ shows love towards us.

We will teach your child their ABC's and 123's. We will teach them how to interact with other children, we will help them to grow mentally, physically, and socially.....but our **main goal is to teach them about Jesus and to help them grow spiritually.**

We look forward to getting to know you and your family. If you have any questions or concerns throughout the year, please do not hesitate to contact me.

Kelli Bridges, MDO Director

ADMISSION

Every child is placed in a classroom according to their age as of September 1st. ***All children in the 3's and***

The Pre-K program must be fully potty-trained.....no exceptions.

REGISTRATION

There is an annual registration fee per child. This is neither **refundable nor transferable**. The registration will cover supplies and books. **The registration fee will secure your child's placement in the program.**

TUITION

Tuition is \$175 per month, with a \$50 discount given per additional sibling attending MDO.

Monthly tuition is the same price regardless of the amount of days attended.

Tuition is due on the first of every month. Any **late payments will incur a late fee of \$25**. Any bank fees that Key Life MDO incurs due to returned checks for insufficient funds will be added to your monthly tuition. If a child misses multiple days for sickness or on vacation, it is still your responsibility for the entire monthly tuition.

SCHOOL DAYS AND HOURS

We have classes on Tuesday/Thursday from 9:15 — 2:15. You may take your child to class **no earlier than 9:05**. It is important that your child arrives to school on time and is picked up on time as well. **There will be a \$5 charge for children left past 2:20, and a \$1 per minute charged for each additional minute.**

Our MDO will use the New Caney ISD calendar as a **guideline**. If the school district is closed due to inclement weather, we will also be closed.

DROPPING OFF AND PICKING UP

Every child will need to be signed in when dropped off in the morning and signed out when picked up. **ONLY AUTHORIZED ADULTS WILL BE ALLOWED TO PICK UP THE CHILD**. If someone other than yourself is going to be picking up, please let your teacher know ahead of time. They will need to make sure that they bring proper identification.

SICKNESS POLICY

Please do not bring your child if they have or have had any of the following symptoms in the last 24 hours:

Fever (even low grade), vomiting or diarrhea, common cold, chicken pox, any childhood diseases, sore throat, croup, unexplained rash, skin infection (boils, ringworms, impetigo, head lice), pink eye, hand foot and mouth, etc.

If it is questionable then it is probably best to keep them home until they no longer have any symptoms.

To keep illnesses from spreading to other children, at the first signs of illness you will be asked to come and pick your child up.

WHAT TO BRING TO MDO DAILY

Lunch: If you send it in your child's lunch, then we will assume that you are wanting them to eat it. Please send food that they can feed themselves. Our teachers will help them open their food but cannot be responsible for the order in which they eat it. They also cannot be responsible to heat or refrigerate any items. We will have Pizza Day two days a month for the ones that purchase meals.

A nap mat, blanket, pillow, etc. should be sent for the 1's and 2's class. Our 3's and Pre-K class will not take a nap during the MDO day.

A change of clothes should be kept in their backpacks for emergencies. Please include underclothes and socks. Children in diapers should have at least 5 diapers labeled with their name in their bags daily.

SPECIAL EVENTS

Parties: We will celebrate Thanksgiving, Christmas, Friendship (Valentines), and Easter. We will have a signup sheet in each classroom for items to bring.

Birthdays can be celebrated in the child's individual classrooms. Please plan with your child's teacher ahead of time.

A MONTHLY CALENDAR WILL BE SENT HOME IN YOUR CHILD'S DAILY FOLDER AT THE BEGINNING OF EACH MONTH.

THIS CALENDAR WILL HAVE SPECIAL EVENTS FOR THAT MONTH.

PLEASE MAKE SURE YOU CHECK THE FOLDER FOR THE UPDATED CALENDAR SO

THAT YOU DON'T MISS ANY SPECIAL EVENTS.



KEY LIFE FELLOWSHIP MDO has established a "No Corporal Punishment" policy. Positive guidance and love are highly stressed at MDO. There are instances, however, where discipline is a necessary tool. We will combine rewarding good behavior as much as possible, but when a child breaks the rules, we have a very structured, consistent system. The children will appreciate the consistency when they know what is expected of them. Expectations will be reviewed every morning, and the children will eventually begin to memorize the rules.

If a child bites (either breaking the skin or leaving a mark) or intentionally injures another child twice in the same school year, the aggressor will need to be removed for a period of 30 days. In every case, parents of both children will be notified. All information concerning the incident will be kept confidential by MDO staff. If there is a third incident, we will evaluate the situation and determine what is best for the student and the class.

We understand that children go through many phases, so we work hard at creating a structured, predictable discipline system in which the children know the expectations and know what to expect if they chose not to follow the rules. These boundaries make the children feel safe and secure, which is essential to creating an environment where they can learn. If you have any questions, please do not hesitate to call.