

Mother's Day Out

First United Methodist Church

PARENT HANDBOOK

Revised March 2017

*Jesus said, "Let the children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs."
Matthew 19:14 (NRSV)*

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MISSION STATEMENT:

The Mother's Day Out ministry of Kerrville First United Methodist Church is to bring all children in our care to a personal and meaningful relationship with their savior, Jesus Christ, and to be a living example of His love in their lives.

*What we do:

This is a Christian Mother's Day Out program and a ministry of KFUMC.

Every class follows a daily schedule. All classes participate daily in music, art, bible story and centers. Each week the children are introduced to a letter, number and theme. Lessons are based on Christian values and traditions as well as interpretations of events occurring in our daily lives. Monthly, we explore a new shape and color, and participate in different special themed activities or celebrations.

We encourage curiosity, questions and discovery of God's world. We believe that PLAY is the best way for children to learn. Learning is gained through many experiences including interaction with other children and adults as a key to developing social, language, and academic readiness skills. Children's large and fine motor skills are enhanced through art, play, and music. We support process vs. product art; believing the experience a child has creating art is far more important than the final outcome.

*When we meet:

We meet Mondays and Wednesdays from 9 a.m. to 2 p.m. September - May. In the summer, we meet for an 8 week program on M/W 9 a.m. - 2 p.m.start/end dates vary from year to year.

We follow the K.I.S.D. school and the KFUMC holiday calendar. If they have a holiday, then we do, too.

****Bad Weather: If Kerrville Independent School District is closed for bad weather, MDO will be closed. If they are delayed,**

MDO will be closed.

**Enter/Exit:

Please enter and exit through the double doors to the east parking lot on Mondays and Wednesdays between 8 a.m. and 2:30 p.m. For the safety of the children in the building, all other doors will be locked.

*Mother's Day Out Staff:

The Mother's Day Out Coordinator will supervise the daily functions of the Mother's Day Out program. The Coordinator works under the Director of Children's Ministry.

Teachers are interviewed, screened and hired by the Mother's Day Out Coordinator and the Children's Ministry Director. A criminal background check is performed on each employee before they are hired. All staff members are certified in CPR and First Aid. Certification is renewed as it expires.

*Child/Teacher Ratios:

KFUMC MDO program uses the following guidelines: (We may have more than (1) class for an age group based on the needs of our families.)

Class:	# of students	Teachers
(3mo.-12mo.)	8	2
(12mo.-17mo.)	10	2
(18mo.-23yrs)	12	2
(2yrs)	12	2
(3yrs)	14	2
(4 and 5yrs Pre-k)	16	2

***Enrollment and Registration:**

Parents/Guardians must complete an enrollment packet that includes the following items: registration form, emergency release form, photo release form, and an allergy notification form. A registration/supply fee plus the first month’s tuition is required per child to hold your child’s spot for the summer M.D.O program and/or the fall M.D.O. program. This payment is non-refundable past the dates in the chart below (dates will vary from year to year). Registration fees remain non-refundable at the time of registering your child. Fall= \$50 fee; Summer= \$15 fee

Beginning date registration accepted	Date payment is non-refundable	Registration Fee & 1 st Month tuition amount
April 10, 2017-Summer M.D.O	May 1, 2017	\$190
April 10, 2017-Fall M.D.O	August 1, 2017	\$225

***Tuition:**Monthly Tuition is figured by a calculated annual sum divided into 9 equal monthly payments for September through May. **Tuition is due by the 20th. A \$20.00 late fee is applied to monthly tuition paid after the 1st of each month.**

All enrollees must pay tuition each month, regardless of attendance, in order to hold permanent spot in the program. Tuition will not be refunded for absences.

Tuition per child
1 st child: \$175/mo.
Each additional sibling: \$140/mo.

***Summer Tuition:** This is a commitment for the entire 8-week summer program. Summer Total Tuition is \$365 for the 1st child. First payment will be made at registration and includes the registration fee plus the first month’s tuition (total =\$190). Second payment will be due July 1st. Tuition amounts will follow the above chart.

***Method of Payments:**

1. Debit/Credit Cards
2. Online at www.kfumc.org; click GIVING tab at top of page
3. Checks= make payable to KFUMC; Memo: M.D.O, child’s name, purpose (Jan. tuition, registration, etc.) **We have a lockbox in the waiting area in front of the MDO office for you to leave your check payment.**
4. Cash= please give to MDO Coordinator to receive a receipt.

***Drop-Ins: Drop-ins are accepted if classroom openings are available. We appreciate advance notice.** \$25 per day/child.

***Dropping from the Program:**

If you find that you need to drop your child(ren) from the program, we ask that you give us 2 weeks courtesy notice in writing or by email. This will allow us time to invite another family; giving them, as well as their teachers, ample time to prepare for the start date.

***What to bring:(Label Everything)**

-**Lunch**= Your child will need to bring a lunch to MDO each day. Please send finger foods only, such as sandwiches, Lunchables, cheese, crackers, fruit, dessert, and fruitsnacks with a juice box or Sippy cup. We ask that you NOT bring items containing peanut butter. Other butters (almond, cashew, etc.) are allowed unless there is an allergy in your child’s room and otherwise noted. Babies will be fed their regular baby food until they are ready for finger foods. Please make sure that you send bowls, spoons, bibs or any other items your child will need at lunchtime. Lunch needs to be in some type of bag so that teachers can easily retrieve it from the backpacks to serve.

-**Backpacks=(Label everything)** In order to help everyone stay organized, each child should bring a backpack to school each day. The backpack should include: one change of clothes-

including socks, enough diapers for 4 changes per day (if applicable) or if potty training 4 extra sets of clothes to change into.

Babies should also pack pacifiers, bibs, food, bottles, diapers, blankets, etc. that they may need in a typical day.

***Snacks for Mother's Day Out:**

Depending on the class, teachers may schedule snack helpers to provide snacks for their class on a rotation basis. Snack suggestions will be provided by your child's teacher and any class allergy limitations listed. We ask that you NOT bring items containing peanut butter. Other butters (almond, cashew, etc.) are allowed unless there is an allergy in your child's room and otherwise noted. Otherwise, you will need to send snack with your child's lunch each day.

***Arrival and Dismissal:**

In order for teachers to properly prepare for the day's lessons, students are welcomed into their classrooms at 9 a.m. All children are to be signed in at their classroom by a parent or guardian.

Updates to address, phone numbers and email can be added to your child's sign-in sheet.

At the end of the day, children must be signed out before leaving the classroom. KFUMC MDO will not release your child to anyone other than the registered parent unless notified by the primary parent either by phone or in writing. A space on the registration form is available to list persons allowed to pick up your child. They will be asked to present a valid driver's license for identification purposes.

If you will be late for pick-up due to extenuating circumstances, please call the MDO Coordinator at 830-257-0820.

***Visiting Classrooms:**

Parents are welcome to visit their child's class. As a courtesy and for safety, parents need to come by the MDO office to check-in prior to classroom visits. Visitors in the room are asked to respect the schedule of the teachers and children by not interrupting activities and lessons.

***Illnesses:**

For the protection of all the children at MDO, before participating in class please make sure your child is free from the following:

Fever (fever free for 24 hours)

Vomiting or diarrhea (symptom free for 24 hours)

Sore throat, Cough, common cold- constant runny nose, Pink eye, skin infections, rash, etc.

-Teachers will perform a quick health check on all children as they come into the classroom. Runny noses, glassy eyes and a difference in the normal behavior of the child will be closely monitored. If symptoms worsen, we will call you right away and ask you to pick up your child. Please make sure your contact information is kept up to date. You may note changes on your child's sign-in form.

***Medicines:**

No medications will be administered to any child attending MDO. MDO Office will accept emergency prevention devices such as inhalers and Epipens with a doctor's order defining the "how" and "when" the medication(s) is to be administered for the named child.

***Behavior and Discipline:**

Children are expected to obey the teachers and Coordinator within our program. The child will be "redirected" using positive statements. The staff may also use brief supervised separations or "time outs" from the group. A child that exhibits recurrent or extreme behavior, such as, but not limited to, biting or aggressive behavior, may be asked to leave the program. We reserve the right to refuse continuing service to a child due to a child, parent, or guardian's behavior.

***Serving Children:**

Although we attempt to meet the needs of each child, we are not equipped to serve children with certain physical and/or learning needs/disabilities. In the event we cannot adequately meet your child's needs, we will notify you.

***Potty Training:** In order for our teachers to perform age specific skill sets in their classes, we ask that your child be potty-trained by the age of 3 to participate in our Mother's Day Out program. We understand that there may be exceptions to this policy and ask that you speak with the MDO Coordinator about any concerns about your child. As a whole, our program works together with the parents to aid the child in potty training for those beginning or still working toward their milestone.

***Photography Policy:** In order to ensure a safe and secure environment for all our children on or off the KFUMC campus, KFUMC has established a photography policy. All parents of minors participating in activities concerning KFUMC are asked to sign a photo release form. The release asks if they allow or do not allow photos of their child to be taken by the church for promotional reasons. The church makes every effort to respect the wishes of each parent/guardian in regards to their child. Since other parents/guardians do not know what permission has been granted, we ask that all parent/guardians take pictures of their child only, trying to limit the amount of other children in the photo with their child's activity.

***Television/Video Policy:** There is a wide spectrum of what is allowed to be watched by a child from family to family. That being said we will only allow television/videos to be watched if all families in a given class agree on the selection. If even one family does not feel comfortable with their child being shown a particular video, that video will not be allowed and other activities will be scheduled. Teachers will present a movie release form for verification from all families to watch a specific video in their child's class. The coordinator will be made aware of the results. Video/Television is allowed during Motorskills class to demonstrate dance/activity actions or to reaffirm the Bible Story of the week. If you have questions about the dances/activities or Bible stories shown, please contact the MDO coordinator for more info.

***Birthdays:** If applicable, please include personal party invitations for the entire class. You may get the first name of your child's classmates from their teachers. Please let the teachers know ahead of time if you plan to bring baked items for a child's birthday. We can celebrate birthdays at lunch time. Cupcakes or cookies that are child-size and ready-to-serve are welcome for this celebration.

*** Policy changes:**

In the event of any policy changes KFUMC MDO will send an email or letter to each family stating updates or changes to the policy.

***Questions and Answers:**

We strive to work with each family to love and teach each child. You are welcome to share ideas, ask questions or concerns with the Mother's Day Out Coordinator or the Children's Ministry Director.

Contact info:

Nicky Casey (Mother's Day Out Coordinator)

nicky.casey@kfumc.org

830-257-0820

Office Hours:

Monday/Wednesdays 8:15 a.m. to 3 p.m.

Tuesdays 9:00 a.m. to 2 p.m.

Patti Hutte (Children's Ministry Director) patti.hutte@kfumc.org 830-257-0808
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