

# Kroc Center Mother's Day Out Program Parent Handbook

The Salvation Army Ray & Joan Kroc Corps Community Center  
1833 Broad Street, Augusta, GA 30904 | 706-364-5762

Welcome to the **Mother's Day Out (MDO) Program at The Salvation Army Kroc Center of Augusta.**

Mother's Day Out is a part-time early childhood care and enrichment program designed to provide a **safe, nurturing, and engaging environment for young children while giving parents time to attend to work, errands, or personal responsibilities.**

Our program focuses on **learning through play, creativity, and social interaction.** Children will participate in a variety of age-appropriate activities, including sensory exploration, early literacy experiences, art, music, outdoor play, and group learning.

## Program Details

**Days:** Mondays and Wednesdays

**Time:** 8:30 AM – 12:30 PM

**Ages:** 2 – 5 years old

## Program Goals

Our Mother's Day Out program is designed to:

### **Encourage Social Development**

Children learn how to interact positively with peers through group play and shared activities.

### **Support Cognitive Growth**

Hands-on learning centers help develop early literacy, problem solving, and curiosity.

### **Build Independence and Confidence**

Children are encouraged to try new activities and practice age-appropriate independence.

### **Provide a Safe and Supportive Environment**

Our trained staff prioritize safety, supervision, and positive relationships.

## Daily Schedule

8:30 am - 9 am Drop Off / Free Play	10:00 am Snack (parent provided)	11:30 am Story Time
9:00 am Circle Time	10:15 am Outdoor Play	12:00 pm Craft Activity
9:15 am Learning Centers	11:00 am Lunch (parent provided)	12:15 pm – 12:30pm Free Play / Pick Up

Schedules may be adjusted based on weather, group needs, or special activities.

## Registration and Enrollment

All families must complete the registration process before their child's first day in the program.

Required forms include:

- Completed registration form
- Emergency contact information
- Medical information
- Current immunization record (Georgia Form 3231)

*Children will not be allowed to participate until all required documentation is submitted.*

## Tuition and Fees

Monthly Tuition	Drop-In Rate
\$145 per month	\$25 per day
\$120 per month for Gold Members	\$20 for GOLD Members

Tuition reserves your child's spot in the program.

### Cancellation Policy

Drop-in reservations must be cancelled **at least 24 hours in advance** to avoid being charged. No refunds or credits will be issued for missed days due to illness, absence, or schedule conflicts.

## Staff and Supervision

Our Mother's Day Out program is led by trained Kroc Center staff who are passionate about working with young children.

All staff members are trained in:

- CPR and First Aid
- Child safety procedures
- Safe from Harm training

Staff members work to create a **positive, supportive, and engaging environment** where children feel safe and encouraged to explore.

### Staff-to-Child Ratio

To ensure quality supervision and care, the program maintains the following ratios:

**Ages 2–3:** 1 staff member for every 8 children

**Ages 4–5:** 1 staff member for every 10 children

A minimum of **two staff members will always be present.**

## Drop-Off and Pick-Up Procedures

Drop-off begins at **8:30 AM**. Parents must accompany their child to the designated check-in area.

Children may only be released to **authorized adults listed on the child's registration form**. A valid photo ID may be required.

Prompt pick-up at **12:30 PM** is required. Pick-up will begin at 12:15 PM.

### Identification Requirement

Authorized adults must present a **valid photo ID at pick-up** when requested by staff. This policy helps ensure the safety and security of all children in the program.

### Emergency Contacts

Each child must have **at least two emergency contacts** listed on their registration form in addition to the parent/guardian. Emergency contacts must be able to pick up the child if the parent/guardian cannot be reached.

## Late Pick-Up Policy

Children must be picked up promptly at **12:30 PM**. A late pick-up fee of **\$10 for every 10 minutes after 12:30 PM** may be charged. Repeated late pick-ups may result in a review of program participation.

## Food Policy

For the safety of all children, **nut products are not permitted** in lunches or snacks. The program does not provide food and does not have the ability to refrigerate or heat food.

## What to Bring

Children should bring:

- Backpack
- Lunch (parent provided)
- Snack (parent provided)
- Water bottle
- Weather-appropriate clothing

**Please label all belongings with your child's name.**

## What Not to Bring

For safety and to encourage social interaction, please do not bring:

- Electronics or tablets
- Toys from home

The Kroc Center is not responsible for lost or stolen items.

## Bathroom Assistance Policy

Staff members will assist children with:

- Diaper/Pull-up changing
- Clothing adjustments
- Wiping assistance when needed
- Proper handwashing

## Behavior Expectations

The Mother's Day Out program encourages a **positive learning environment built on kindness and respect**.

Children are expected to:

- Keep hands and feet to themselves
- Listen to staff instructions
- Respect other children and staff
- Participate safely in activities

Staff use **positive guidance techniques** to address behavior concerns and encourage appropriate behavior. Parents will be notified if behavior issues arise.

## Illness Policy

Children must remain home if they exhibit symptoms of illness, including:

- Fever within the last 24 hours
- Vomiting or diarrhea
- Persistent cough
- Rash
- Eye infection
- Signs of contagious illness

Children must be **symptom-free for 24 hours without medication** before returning. If a child becomes ill during the program, parents will be contacted for immediate pick-up.

## Inclement Weather Policy

Outdoor play is an important part of our program. However, staff carefully monitor weather conditions, including **heat index and severe weather**. Outdoor activities may be modified or moved indoors when weather conditions make it unsafe for children.

## Photo and Media Release

The Salvation Army Kroc Center may take photographs or video recordings during program activities for use in social media, marketing materials, website or promotional materials. No names or personal identifying information will be shared without permission. Parents may indicate their consent or opt-out during registration.

## Emergency Procedures

The safety of every child is our top priority.

If a child becomes injured or requires medical attention:

- Staff trained in CPR and First Aid will respond
- Parents will be contacted immediately
- Emergency services may be contacted if necessary

## Communication with Parents

We value strong communication with families. Parents will receive updates regarding:

- Program reminders
- Special activities
- Important announcements

Parents are always welcome to contact the Kroc Center with questions or concerns.

## The Salvation Army Mission

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the Gospel of Jesus Christ and to meet human needs in His name without discrimination.

## Parent Agreement

I acknowledge that I have read and understand the Mother's Day Out Parent Handbook and agree to follow the policies outlined within.

Parent/Guardian Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_