



FIRST WOODWAY  
**mother's**  
**DAYOUT**

## *Policies for 2019-2020*

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### **MDO/Summershine**

**254-772-9696**

**[www.firstwoodway.org/mdo](http://www.firstwoodway.org/mdo)**

### **Director**

**Lindsay Helm**

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### **Assistant Director**

**Melissa Grace**

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**Mission:** The mission of First Woodway Mother's Day Out program is to provide opportunities for children to hear, learn, and live out God's Word in a Christian-based preschool setting. Our desire is to teach and encourage children to love God, love others, and serve both.

**Purpose:** The purpose of First Woodway Mother's Day Out program is to create a Christ-centered environment for young children that is inviting and full of exciting and educational activities. Our Bible-based curriculum provides a teaching topic for each week, which includes a Bible verse, story, and activities. Our rooms are arranged in learning centers for free play time where children can make choices for individual and small group activities. We strive to meet the spiritual, emotional, mental, physical, and social needs of your child in a warm and loving environment.

### **Sampling of Daily Activities:**

- **Activity Time:** academics, learning centers, home living, blocks, puzzles, science, books, manipulatives
- **Art/Craft:** painting, cutting, gluing, coloring
- **Group Time:** circle time, Bible story, prayer, songs, games, and sharing
- **Music Time with Music Teacher:** singing, movement, rhythm, instruments
- **Outside/Gym Time:** supervised play in one of our fenced playgrounds and/or full-size gym.
- **Lunch**

## Summershine ONLY 2019

Ages: 4 mos – 6<sup>th</sup> grade

Days: Tuesday and/or Thursday

Times: 9:30 – 2:30

Start date: June 18, 2019

End Date: August 8, 2019

**Fees: Paid in full at Registration** (includes: tuition, supply fee, non-refundable registration fee of \$25)

1-day program: \$215 (EDO: \$24)

2-day program: \$385 (EDO: \$48)

**Early Drop Off (EDO)** begins at 8:30 for the additional charge listed above.

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**Refunds:** Tuition will be refunded, minus the \$25 registration fee, if registration is withdrawn on or before May 31<sup>st</sup>.

## MDO 2019-2020

Ages: 4 mos – Entering Kindergarten

Days: Tuesday and/or Thursday

Times: 9:30 – 2:30

Start Date: August 27, 2019

End Date: May 21, 2020

### **One-Day Program: (Tuesday or Thursday)**

Fall Supply Fee: \$35 due at Registration

Spring Supply Fee: \$35 due in January

Non-refundable Registration Fee: \$25 (only pay if *not* doing Summershine)

Tuition: \$90/month,

With Early Drop Off: \$100/month

### **Two-Day Program: (Tuesday and Thursday)**

Fall Supply Fee: \$70 due at Registration

Spring Supply Fee: \$70 due in January

Non-refundable Registration Fee: \$25 (only pay if *not* doing Summershine)

Tuition: \$180/month

With Early Drop Off: \$200/month

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**Early Drop Off:** Begins at 8:30.

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**Refunds:** Supply Fee will be refunded if registration is withdrawn on or before August 16.

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**ABSENCES:** There will be *no refund* of tuition due to absences. Parents are not required to call when their child is absent. If your child has been absent for three weeks or more with no payment or verbal confirmation of continuing or discontinuing enrollment, MDO has the right to withdraw your child. We have a waiting list and cannot hold a spot unless otherwise notified.

**DISCIPLINE:** Our goal is to have a safe, loving, and nurturing environment for all the children at Mother's Day Out. We emphasize the teaching of appropriate and kind behavior. Physical punishment of any kind or abusive language of any kind toward a child will not be tolerated. The following lists our steps for discipline.

1. **Discussion of rules:** teachers will remind the child of the classroom rules and discuss why his/her actions are not appropriate and ways to correct it.
2. **Redirection:** teachers will try to redirect the child while explaining to the child why his/her actions are not appropriate and ways to correct it.
3. **Time Out:** If the behavior continues after discussion of the rules and/or redirection, we use age-appropriate time outs. Time outs last one minute for every year of a child's age (a 3-year-old child would be placed in time out for 3 minutes).
4. **Director's Office:** If the child persists in the misbehavior behavior, the child will be referred to the Director's office. After a visit with the Director, the child will be reintroduced into the classroom.
5. **Parents Called:** In the event that a child poses a severe discipline problem or becomes inconsolable, the parent will be requested to pick up their child for the rest of the day.

**BEHAVIORAL CONCERNS:** Children whose behavior has escalated to a point of needing continual one-on-one help will be considered a need above MDO's training and optimal safety and health for that child and the other children in the classroom. If the child's behavior has escalated to this point, the Director will meet with the parents and discuss the Inclusion Program below or possible withdrawal from the program. Recognizing we cannot serve that child to our best ability and interest of the child is a reality hard to accept for teachers and parents, but in the long run, will truly be a blessing when the correct expertise and services can be provided for the family.

**INCLUSION PROGRAM:** MDO accepts children that need some special accommodations on a case-by-case basis. If the child is able to assimilate into an inclusive setting with help through the Inclusion Program, then we will enroll the child into the program on a trial basis. Based on the successful results of the trial, the child will continue in the program. MDO does not have the training, shadow teachers, one-on-one helpers, or facility modifications to accept every child with a special need. If you would like to find out more about the MDO Inclusion Program, please contact the Director.

**THEAPISTS:** Be aware that there may be families in our MDO program that employ outside therapists. Many times the therapists, male and female, will come to observe or do brief therapy sessions with the child in the classroom.

**EMERGENCY PICK UP WITHOUT A SECURITY CARD:**

1. Call a Director and give the name and description of the person picking up your child.
2. The person picking up must show a photo ID to a Director.
3. A Director will escort the person to the classroom so teachers know to release your child.

**CUSTODY MATTERS:** If you have custody matters or people not allowed to pick up your child, please inform us. We will need documentation for verification.

**ILLNESSES:** We are a well-child facility. *Children who within the previous 24-hour period show signs of illness such as fever, diarrhea, vomiting, acute cold, heavy nasal discharge, or constant cough cannot be brought to Mother's Day Out.* Diarrhea for any cause – even medication, teething, or juice induced – may not attend. For your child's comfort and the well-being, as well for the other children, please adhere strictly to this policy. A parent will be asked to come get their child should symptoms of illness occur during the day. Moreover, please notify us if your child has an illness or condition that is highly contagious so that we may alert other families to the illness (your child will remain anonymous).

**INCLEMENT WEATHER POLICY:** We follow Midway ISD's inclement weather notifications. *If Midway is closed or delayed, we are closed.* If they have early release due to weather, we will as well. For cancelled days, we will refund tuition.

**INJURIES:** Children often receive minor injuries (bumps, bruises, scrapes) during active play. We will treat minor injuries with limited first aid and notify you. In case of an emergency, we will immediately attempt to contact a parent. If necessary, we will call an ambulance which will be at the parent's expense.

**LATE PICK-UP:** Pick up time is 2:30 p.m. Please call us if you know you are going to be late. If you are becoming consistently late then we will begin charging your account a flat fee of five dollars each time you pick up late.

**MEDICATION:** Teachers may not administer medication. We *do* accept Epi-Pens and inhalers. In case of an emergency, we will administer the lifesaving medication (Epi-Pen or Inhaler) with parent's written consent on file. Personal diaper cream can be applied to diaper rashes.

**NURSING MOMS:** We would love to accommodate nursing moms, and we do have nursing areas if you would like to come during the day to nurse your child. However, our teachers will be feeding your child at other times throughout the day so it would be preferential if your child is able to drink from a bottle as well. This will provide both child and teacher the benefit of comforting and nourishing your child while you are away.

**OUTDOOR ACTIVITIES:** Classes will be going outside if the weather is dry and above 40 degrees. Please dress children appropriately and bring jackets.

**PARENTS IN THE CLASSROOM:** For the safety of the children in the rooms, parents, visitors, or older children shall not be allowed to enter the rooms (unless it is a special party day). When dropping off your child, please leave your child at the door with his/her teacher. When picking up your child, please wait at the door for the teacher to dismiss your child.

**PERSONAL ITEMS:**

- ❖ **Toys:** We request that you leave your child's toys at home. We teach sharing and that is difficult with personal toys.
- ❖ **Comfort Items:** blankets, lovies, stuffed animals – these items are not shared. We encourage you to bring these items for your child's comfort. As the day proceeds, these items may be placed in the child's bag until nap time. Please label clearly.
- ❖ **Clothing:** Dress your child in appropriate clothing for outdoor activities and messy play (i.e. painting). Closed toed shoes are encouraged on the playground.
- ❖ **Labeling:** We cannot stress this enough. Please label every bottle, cup, pacifier, lunch box, backpack, jacket, and hat. It is very easy for mistakes to occur when there are many active little bodies in a class!

**SECURITY POLICY:** We will only release a child to their parents/guardians or to those individuals listed on the child's authorized pick up list. You will receive a laminated security card with your child's name on it on his/her first day at MDO. Parents or authorized individuals must show this card to the teachers before they will release your child. If you need extra cards, please see a Director.

**WHAT TO BRING:** (Please **LABEL** all items brought to Mother's Day Out)

- ❖ **Nap Mat:** children 2 years old and older.
- ❖ **Lunch/Bottles:** Parents are to bring sack lunches for their children. Please label the lunch box and all containers. *Classrooms are not equipped with microwave ovens or refrigerators.*

❖ **Diapers:** Please send at least 6 diapers daily.

❖ **Extra Change of Clothing:** Please remember to change this outfit as the seasons change.