



First Woodway Baptist Church

Mother's Day Out

Parent Handbook

2022-2023

GENERAL INFORMATION

Director—Shana Baldwin

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First Woodway Baptist Church

Mother's Day Out

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MDO Mission Statement

The mission of First Woodway's 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.

MDO Purpose

The purpose of First Woodway's 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 activity. Academics are incorporated throughout the day as well. Our rooms are arranged for free play time as well as for learning centers 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.

What to Bring—PLEASE LABEL ALL ITEMS

- Lunch/Bottles—Parents are to bring sack lunches for their children. Please label the lunch box and all containers. Classrooms do not have refrigerators or microwaves.
- Nap Mat—Children 2 years and older will need a nap mat
- Diapers—Please send at least 6 diapers each day
- Clothing—Dress your child in appropriate clothing for outdoor activities and messy play. Closed-toe shoes are encouraged on the playground.
- Extra Change of Clothes—Please make sure there is a change of clothes for your child in their bag or backpack. Not only are there bathroom accidents but spills as well. Please make sure the extra outfit matches the season we are currently in.
- Comfort Items—Feel free to send blankets, lovies, stuffed animals, etc. These items are not shared with other children. We encourage you to bring these items in their bag/backpack where they will stay until needed.

We request that you leave all toys at home. It is difficult to teach sharing with personal toys from home.

ENROLLMENT

New for 2022-2023 and beyond: We will no longer offer a one day a week option. The exception to this will be based off financial need AND availability in that classroom. If you have questions or wish to apply for this exception, please speak with the Director.

Summershine 2022

Ages: 4 months through 6th Grade

Days: Tuesday and Thursday

Times: 9:30am – 2:30pm

Start Date: June 21, 2022

End Date: July 28, 2022

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

Fees: \$375 (EDO add \$65)

These fees are paid in full at Registration (includes tuition, supply fee, and non-refundable registration fee of \$25)

Refunds: The Registration Fee is non-refundable. Tuition and supply fee will be refunded if registration is withdrawn on or before June 1.

MDO 2022-2023

Ages: 4 months through PreK

Days: Tuesday and Thursday

Times: 9:30am – 2:30pm

Start Date: August 30, 2022

End Date: May 18, 2023

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

A \$50 Non-Refundable Registration Fee is due when you register your child.

Tuition: \$230/month (EDO add \$40/month)

Fall Supply Fee: \$75 due on the First Day

Spring Supply Fee: \$75 due in January

Late Pick-Up

Pick up time is 2:30pm. Please call us if you know you are going to be late. If you are consistently late picking up your child, we will begin charging your account \$25 each time you are late.

Returned Checks

If your check is returned for insufficient funds, your account will be charged a \$20 fee, and you will be responsible to write another check or pay by cash or credit card to settle your account.

GENERAL POLICIES

Absences

There will be no refund of tuition due to absences. 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 or abusive language of any kind toward a child will not be tolerated.

The following lists our steps for discipline.

- 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.
- 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.
- Time Out—If the behavior continues after discussion of rules and/or redirection, we use age-appropriate time out. Time outs last one minute for every year of a child's age.
- Director's Office—If the child persists in the misbehavior, the child will be taken to the Director's Office. After a visit with the Director, the child will be reintroduced into the classroom.
- Parents Called—In the event that a child poses a severe discipline problem or becomes inconsolable, the parent will be requested to pick up the child for the rest of the day.

Children whose behavior has escalated to a point of needing continual one-on-one attention will be considered a need above MDO's training and will be dismissed from the program.

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. Parents or authorized individuals must show this card to the teachers before they will release your child.

If an emergency arises and someone else needs to pick up your child:

- Call a Director and give the name and description of the person picking up your child.
- The person picking up must show a photo ID to a Director.
- A Director will escort that person to the classroom so the Teachers know they can release your child.

If you have a custody matter or people who are not allowed to pick up your child, you must inform the Directors and provide a copy of the documents needed 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, 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 well-being, as well as 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. We do ask that parents notify us if their child has an illness or condition that is highly contagious so that we may alert the other families in the classroom. Your child will remain anonymous.

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.

Medication

Teachers may not administer medication. We do accept emergency medications such as EpiPens and Inhalers. In case of an emergency, we will administer the lifesaving medication with the parent's written consent on file.

Nursing Moms

We would love to accommodate nursing moms, and we have a nursing room available if you want to come during the day to nurse your child. However, since our teachers may be feeding your child at other times throughout the day, it would be preferential if your child is able to drink from a bottle as well. This will be a benefit to both child and teacher while you are away.

Parents in the Classroom

For the safety of the children in the rooms, parents, visitors, or older siblings are not allowed to enter the classrooms (unless it is a special party day). When dropping off your child, please drop them off with his/her teacher. When picking up your child, please wait at the door for the teacher to dismiss your child.

Therapists in the Classroom

There may be families in our MDO program that employ outside therapists. Many times, the therapists will come to observe or do brief therapy sessions with that child in the classroom or another available room.

Inclement Weather/Outside Activities

We follow Midway ISD's inclement weather notifications. If Midway is closed or even delayed, we are closed. If they release early due to incoming weather, we will release early as well.

Classes will be going outside if the weather is dry and above 40 degrees. Please dress children appropriately and bring jackets. Please label their jacket!