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**First Woodway Baptist Church  
Mother's Day Out**

**Parent  
Handbook**



# GENERAL INFORMATION

**Director—Shana Baldwin**

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**Administrative Assistant—Wendy Middleton**

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## Address

First Woodway Baptist Church

Mother's Day Out

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

## 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 13 months 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

## Summershine 2024

Ages: 4 months through PreK

Days: Tuesday and Thursday

Times: 9:30am – 2:30pm

Start Date: June 18, 2024

End Date: July 18, 2024 [We will be closed on July 4]

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

### Fees: \$380 (EDO add \$60)

These fees are paid in full at Registration (includes tuition, supply fee, and registration fee)

**Refunds: If Registration is withdrawn by May 15, the refund will be \$200. Any withdrawals after May 15 will not receive any type of refund.**

## MDO 2024-2025

Ages: 4 months through PreK

Days: Tuesday and Thursday

Times: 9:30am – 2:30pm

Start Date: August 20, 2023

End Date: May 15, 2024

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: \$240/month (EDO add \$50/month)

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

Spring Supply Fee: \$75 due on the First Day of Spring MDO

## Late Pick-Up

**Pick up time is 2:30pm!** Please call or email us if you know you are going to be late. The third time you are late, we will charge your account \$25. Each time you are late after that, will be an additional \$25 each time.

**Please be respectful of the teachers' time and pick up your child promptly by 2:30pm each day!**

## Late Tuition & Returned Checks

Tuition is due on the first MDO Day of the month. If you have not paid by the 15<sup>th</sup> of the month, a late fee of \$25 will be added to your account.

If your check is returned for insufficient funds, your account will be charged a \$25 fee. You will be responsible to write another check or pay by cash or credit card to settle your account.

# GENERAL POLICIES

## Exterior Building Doors

You may only enter/exit the KIDS Building through the South Side Entrance (large playground side). If you arrive between 10am—2pm, you will need to check in at our security window, and we can let you in the building. Please be patient if no one is at the window when you arrive as we may be down the halls or in classrooms.

## Arrival

Our Hallway Doors will open at 8:30am for Early Drop Off and again at 9:30am for Regular Drop Off. Please have your child to their classroom by 9:45am each day. Our Teachers have made plans and schedules for the day, and late drop-offs can disrupt the flow of the class. If your child has an appointment and will be late, that is fine, just let us know so we can prepare!

## 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 or repeated discipline problem or becomes inconsolable, the parent will be requested to pick up the child for the rest of the day.

**Children whose behavioral, educational, and/or social needs that are to a point of needing continual one-on-one attention will be considered a need above MDO's capability and will be dismissed from the program. If your child is sent home three times for behavior problems, your child will be dismissed from the program.**

## 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 colored 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.

## 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 the Director and give the name and description of the person picking up your child.
- The person picking up must show a photo ID to the Director.
- The 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 Director and provide a copy of the documents needed for verification.

## 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 any medications. We do accept emergency medications such as EpiPens and Inhalers. Please talk with the Director about those two medications. Teachers are able to apply diaper cream that you send in your child's bag as needed.

## Birthdays

If you would like to celebrate your child's birthday with their class, we ask that you bring store bought cupcakes or other items that are easy to serve. We will need to see the list of ingredients so that we can check for food allergies.

## Classroom Parties

We will not accept Venmo/Cash App payments for our Holiday/Classroom parties. We will now combine the Fall parties into one payment of \$5 (due in Nov). We will also combine the Spring Parties into one payment of \$10 (due in February). Please bring cash or a check to cover the cost when Teachers ask for it.

## **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. 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**

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.

## **Outside Activities**

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 and any other cold weather clothing!

## **Important Dates for 2024-2025**

You will receive monthly calendars that will mark when payments are due, Holiday parties, fun dress up days, and more! Look for those to come home with your child's things.

### **Summer 2024**

June 17—Meet the Teacher

June 18—First Day of Summershine

July 4—CLOSED

July 18—Last Day of Summershine

### **Fall 2024**

August 19—Meet the Teacher

August 20—First Day of Fall MDO, Fall Supply Fee Due

November 26 & 28—No MDO, Thanksgiving Break

December 19—Last Day of Fall MDO

### **Spring 2025**

January 7—First Day of Spring MDO, Spring Supply Fee Due

March 11 & 13—No MDO, Spring Break

May 15—Last Day of Spring MDO

*\*Dates are subject to change and will be communicated as soon as decisions are made.*