



LONGBRANCH COMMUNITY BAPTIST CHURCH

MOTHER'S DAY OUT PARENT HANDBOOK

Director: Angela Rickabaugh
(972) 723-6442
angelar@longbranchbaptist.org
www.longbranchbaptist.org

Longbranch Community Baptist Church
Dr. Herbert L. Pedersen, Pastor
200 Longbranch Road
Midlothian, TX 76065

"For this child I have prayed."

- 1 Samuel 1:27 (NASB)

Policies

Purpose

Our purpose is to provide a safe, nurturing environment that promotes physical, social, cognitive and spiritual development of young children in a Christian environment.

Curriculum

We seek to provide an environment that emphasizes Christian Values and the principles of faith as the foundation for spiritual growth. We have therefore chosen the Christian Wee Learn Curriculum, published by Lifeway Resources to use as our learning basis. This program provides opportunities for the children to learn about God, Jesus, the Bible, the church, family, self, friends and the world around them.

Drop Off/Pick Up

Parents are required to walk the child to and from his/her room and release the child to the responsible teacher. Children will be released only to properly identified persons who have been listed in the child release section of the enrollment forms. The names of individuals who are allowed to pick up children is to be kept current by the parents. Children will not be released to siblings of any age. For our records, children must be signed in and out each day.

General Schedule

8:00 – 9:00 Optional
9:00 – 11:15 Activities
11:15 – 11:45 Lunch
11:45 – 12:00 Clean Up
12:00 – 2:00 Nap
2:00 – 2:30 Departure Time

This is only an example. Each class has an age appropriate schedule.

Enrollment/Admission

Longbranch Community Baptist Church Mothers Day Out serves children ages 6 weeks through the age of 5 years old. No child shall be discriminated on based on race, color, religious belief, or gender. Children with special needs including mental/physical handicaps and serious disciplinary problems will be individually assessed. An enrollment package must be completed prior to your child entering the program. Your child will not be allowed to attend class until a complete and accurate enrollment package is submitted. This includes immunization records, statement of health, discipline guidelines, and financial agreement. It is the parent's responsibility to update the information as needed.

FALL Operation Times

Tuesday & Thursday 9:00 am – 2:30 pm.

We also have an optional early drop off time from 8:00 am – 9:00 am, with additional fee. When registering for the year, arrangements must be made in advance for your child to be in the early bird program. The fall session typically runs according to the Midlothian ISD school schedule.

SUMMER Operation Times

Tuesday & Thursday 9:00 am – 2:00 pm

The Summer MDO Program typically runs for seven to eight weeks in June & July.

Please plan for a timely pickup of your child to avoid late charges.

FALL Tuition

Registration Fee - \$35.00 due upon enrollment

Registration Fee for 2 children – \$65.00

Registration Fee for 3 children – \$95.00

Tuition Fees – \$34.00 weekly. Registration fee is required.

Because some months have more days than others, you will need to multiply \$17.00 by the number of days in the month your child is enrolled. Payment is due on the 1st Tuesday of the month, no exceptions. **Credit will not be given for any days missed. If your child is registered, you are obligated to pay for the entire month, even if your child is absent.** Any situation in which a parent does not wish to pay the full monthly tuition, will result in the child being dropped from the program. This will require the child to re-enroll or be placed on a waiting list. To re-enroll, a new registration fee must be paid.

****Registration Fees are non refundable.**

Late Pick Up Fee – A late charge is assessed if a child is picked up any time after 2:30.

There is an initial charge of \$5.00, and \$1.00 per minute thereafter.

Late Tuition Payment Fee - \$10.00 per child.

SUMMER Tuition

Summer Registration Fee - \$20.00 due upon enrollment

Summer Registration Fee for 2 children - \$35.00

Summer Registration Fee for 3 children - \$70.00

Full Time Enrollment – \$34.00 weekly.....Registration fee is required.

One Day A Week - \$17.00 Daily..... Registration fee is required.

Late Pick Up Fee - Initial charge of \$5.00, and \$1.00 per minute thereafter.

Late Tuition Payment Fee - \$10.00 per child until paid in full.

****Registration Fees are non refundable.**

Payment Methods

We will accept Checks, Money Orders or Cash for tuition.

There will be a 25.00 fee for any insufficient check. The amount of the insufficient check must be paid in cash as soon as you are notified that a check has been returned. The return of a second check may revoke you the privilege of paying by check. If your account is not paid in full by the 15th of the month, your child may not attend MDO until the account has been paid. Late Accounts must be paid in full by the close of the month, or your child will be dropped from the program. To Re-Enroll, you will need to pay a new registration fee and all past due amounts. If space is not available, your child will be placed on the waiting list.

Withdrawal

We ask that you provide us with a one week written notice, should you wish to withdraw your child from the Mother's Day Out Program. Until notice is given, you are responsible for all tuition fees. No refunds for partial months will be given.

End of Year Tax Statements

Child Care Expense Statements will be provided for parents after the 15th of January. Please notify the MDO program in December, should you wish to have the tax statement.

Inclement Weather

Should the Midlothian Independent School District close or start late due to inclement weather conditions, the MDO will close or start late as well. Discounts in tuition are not given for snow/bad weather days

Holidays

The following holidays will be observed by Mother's Day Out. We follow Midlothian ISD holiday schedule.

Christmas Holidays
New Years Day
Good Friday
Spring Break
Memorial Day
Independence Day
Labor Day
Thanksgiving Day

Personal Items

Each child is to bring a sack lunch and drink.

Each child is to bring a blanket/pillow or nap mat for naptime.

For Children in Diapers or Pull-ups, please provide enough diapers or pull-ups for the day **with the child's name on each**, along with baby wipes and ointment.

Each child should have at least one change of clothes with them in case of accidents.

Please have all personal items clearly marked with your child's name. Bottles, pacifiers, sippy cups, lunches, blankets, clothing and any other items.

Illness

Please do not bring your child to class if they have any of the following signs of illness:

- a. Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
- b. Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
- c. Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or

Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill including, but not limited to coughing, sneezing, runny nose, red or matted eyes.

Medication

If your child requires medication, please come by the MDO Office and complete a medication dispensing form.

The MDO Director or Assistant Director will administer any/all medication.

Teachers will not administer any medication.

Please do not place medicine in a child's bottle or sippy cup.

The MDO office will keep all medication.

Medication must be in the original container.

Biting

While biting is a very serious matter, it is anticipated with children. The Mothers Day Out teachers will at all times work with the children and the family to stop this behavior by explaining that it hurts their friends. Time Out will be utilized, and the child will be kept by the teacher after biting occurs. If biting continues, a child may be subject to dismissal from the program, at the discretion of the Director.

Fighting/Inappropriate Behavior or language

If a child is caught fighting, he/she will be sent to the MDO office and the parents will be notified. If a child hits or kicks the teacher, the parents will be notified and asked to pick up the child immediately. Continued occurrences will result in dismissal from the program.

Discipline

Discipline consists of positive encouragement. Physical punishment is never allowed.

MDO uses time out and guidance from the director.

Emergency Drills

We will participate in monthly fire drills and quarterly tornado drills. This is to acquaint your child of what to do in the case of an emergency.

Emergency/Injury

Parents will be contacted immediately in the event of an injury or illness. If the parents can not be reached, the person/persons listed in the enrollment forms will be contacted. In the event of a severe injury, medical attention will be summoned via ambulance. For less serious matters that may need medical attention, the Director or designee may take the child to the child's personal physician or the emergency room at Baylor Waxahachie, TX. Parents are responsible for all medical costs incurred.

Complaint Procedure

If you have a complaint or concern:

1. Pray about it. Ask that God will help you make the complaint in such a way that it will result in the betterment of the program.
2. Express your concern promptly and clearly.
3. Concerns about the MDO policy should be addressed directly to the Director or Assistant Director. Concerns regarding classroom condition should be discussed with your child's teacher. After the discussion with the child's teacher, if you feel that the results were not satisfactory, the next step would be to contact the Director or Assistant Director.

Mother's Day Out Handbook
Acknowledgement Form

By my signature below. I acknowledge that I have read and agree to abide by the policies and procedures stated in this handbook

Printed Name _____

Signature _____

Date _____

Please sign and return to the Mother's Day Out Office

Would you like your name, address and phone number listed in the Mother's Day Out Directory that would be distributed to each Mother's Day Out Family?

Yes

No