

Rechoboth Baptist Church Mother's Day Out Program

Policies and Procedures

Welcome to Rechoboth's M.D.O. Program! Our prayer is that you and your family will have happy and rewarding experiences through this program.

Classes meet on Tuesdays and Thursdays all month long. We will start the September 1st and go through the end of May. Children between the ages of 2 and 3 have the option of attending one day or both days. Ages 4 and 5 are required to attend both days. This gives them the preparation needed for starting kindergarten. Please read the following policies and keep a copy of them throughout the year should any questions arise.

ADMISSION POLICY –

Initial admittance to the program is first come first serve as applications are received with priority given as follows:

1. Regular attending church members, have first priority until deadline date.
2. Non-church member children are accepted next with "sibling already enrolled" having next priority.

REGISTRATION AND DEADLINE DATE –

A registration form must be filled out, **completely**, upon admission. There is also a registration fee of \$40 for both days and \$25 for one day. ***This is a non-refundable fee!*** This ensures your child has a position in the program upon the starting day. The registration form has all the important information that your child's teacher will need. Other forms may need to be filled out upon your child's arrival of their first day. All registration forms for subsequent years must be turned in by the end of May to hold your child's place for the following year (along with registration fee). New applications from church members must also be turned in by the end of May to receive priority when places become available. After this date, all new admittance's are made in order of application received where appropriate positions are available.

**It is your responsibility as a parent, to keep your child's forms up to date throughout the year!*

HOURS –

Our hours of M.D.O. operation will be from 9:00–3:00. We ask that you adhere to these times. This insures your child stays on course with that day's activities.

PAYMENT/ FEES -

The cost for each child attending both days is \$110.00 a month. Those 2 and 3 year old children that are attending one day a week, the fee is \$55.00 a month. Payment is due on the 1st day of each month for the entire month even if you are aware your child will not be present every day of class that month. A \$5.00 late fee will be added to each day past the second day of class attended without payment. A fee of \$15.00 will be applied to every check returned for non-sufficient funds. *After the 2nd occurrence of a returned check, future payments must be made by cash only. *All checks should be made out to Rechoboth Baptist Church

*Payments, of any kind, should be given to your child's teacher or the director.

*A 20% discount will be offered to parents with more than one child attending. The discount will be applied to the total amount due per month. You may be asked to show proof of those children living in your household. This discount does not apply to registration fee.

AGE REQUIREMENTS-

M.D.O. is for children ages 2 to 5. Placement of your child is based on your child's age on September 30th. This policy insures your child will be with the group of children he/she will be with when attending school. **PLEASE DO NOT ASK FOR ANY EXCEPTIONS!**

* Please note that any child that is 3 yrs old and not potty trained will not be able to advance until that child becomes trained.

ARRIVAL/DEPARTURE PROCEDURE –

Children should always come into the church through the front doors. **Covered pull through should not be used at any time.** This makes for a dangerous situation for parents and children walking in that area. Please walk your child to their assigned class every morning. At that time please place your child's backpack and lunch box in the hallway against the classroom wall. This ensures no distractions in the classroom. At the time of departure you will need to come to the class and get your child along with their belongings. We ask for **prompt** drop-off and pick-up. In the event you become late picking up your child a \$5.00 fee for every 15 minutes that you are late will be added to the next months charge.

*If someone other than normal will be picking up your child that day, instructions should be given to your child's teacher. Photo ID will be required of them and wrote down.

*If there is a court order or specific instructions appointed towards someone not allowed to pick up your child, PLEASE INFORM US!

HEALTH POLICIES-

Upon admission, all immunizations must be up to date

All children who have had a fever, diarrhea, vomiting, yellow or green nasal discharge, pink eye, chicken pox, ear, throat, bronchial, skin (etc.) infections in the 24 hours prior to class time should **NOT be sent to M.D.O.** A child is considered contagious until he/she has been on antibiotics for at least 24 hours or until mucus/discharge is cleared up. If your child becomes ill during the day, we will contact you and expect you to get your child immediately. In the case of a life threatening emergency, the emergency contact will be called and your child will be sent to Erlanger Children's Hospital. It is very, very important that you adhere to these health policies.

*It is your responsibility to notify us of any allergies to food as well.

*We are not allowed to administer any medication to your child while they are in our care. NO EXCEPTIONS! Parents are welcome to come during the day and give any medication that may be needed.

WITHDRAWAL PROCEDURE –

In the event you choose to withdraw your child from the program, you are required to give a written notice 2 weeks prior to that date. This is a courtesy to the teacher and gives adequate time to fill that position. Also no refunds will be given if your child is withdrawn in the middle of a month that you have already paid for.

NO SCHOOL POLICY-

Our M.D.O. program follows the Hamilton County School schedule for holiday and inclement weather. We will not close if county schools are called off for water, electricity, sporting event, and teacher in service situations. If county schools are delayed any more than 1 hour, we will not be open.

*Check our website for a link to our school calendar.

DISCIPLINE –

The only means of discipline we use is the time out chair. NO PHYSICAL PUNISHMENT IS USED! If your child consistently becomes violent or unmanageable you will be notified. In some cases, your child could be dismissed from the program.

THINGS YOU WILL NEED TO BRING –

***Please label everything below with your child's first/last name in a permanent marker!
(Including coats/jackets)***

- * Each child should be dressed appropriately. We will be outside at times also using glue, paints, and other messy substances so please dress your child wisely.
- * Any child that is two years old and still in diapers will need extra diapers/wipes sent daily. All other children 3-5 years old must be completely potty trained!
- * All children will need to have a backpack and lunch box. Backpacks will need to have a change of clothes, season appropriate. Lunches should have ready to eat food. Please do not send any canned soda or twist top drinks. Drinks must be a Capri sun type drink or spill proof sippy cup.
- * Also send a kinder mat for nap time for your child. We ask that you cover the mat with a king size pillow case. Small travel size pillows and blankets are allowed as well.
- * We strongly discourage your child from bringing any toys from home. These cause disruptions and at times can become lost or damaged.

*******Only bring what has been asked. Our storage space is very limited.*******

Rehoboth Baptist Church Mother's Day Out Program wants to thank you for entrusting us with your child. We look forward to teaching them the basic skills needed to prosper in kindergarten and spiritual guidance to last them throughout life. It will be an exciting and fun filled activity year for the whole family. Any questions or concerns should be directed to Miranda Majors, M.D.O. director or your child's teacher. We also want to cordially invite your family to attend any or all services at Rehoboth. Welcome to our M.D.O. program; please join us in praying for an EXCITING year!

Your M.D.O. Staff
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