

The Episcopal Church of the Ascension

Mother's Day Out

Handbook

Mission Statement:

The mission of The Episcopal Church of the Ascension Mother's Day Out program (MDO) is to provide our youngest children a safe and fun environment for structured socialization and play rooted in Christian love.

Enrollment:

A child is actively enrolled in the program when the registration fee/May tuition and enrollment forms are received by the program director. If a child is enrolling mid-month, the months' tuition will be prorated.

Withdrawal:

MDO requires a minimum 30 days notification in writing before withdrawal of a child. After this notification period, and if a child is continuing for a partial month, then tuition will be prorated accordingly.

Fees and Tuition:

The registration fee is due at registration and is non refundable. The following May tuition is also required and is non refundable. This secures a spot for your child in the program. Tuition is due the third week of the month. Checks should be made payable to Ascension MDO. Tuition is the same amount each month September to May. Checks may be placed in your child's bag(let us know so we can find it). We cannot give refunds or offer make up classes for days your child is absent for any reason including illness, holidays, and vacations.

Registration Fee: \$120

Monthly Tuition: 1 day a week \$80

2 days a week \$140

Hours of Operation:

MDO is in session from 9 a.m. to 12 p.m. The school year begins just after Labor Day and ends in mid May. MDO follows the Vestavia Hills School system calendar for all holidays. The few exception are noted on our calendar. Please make sure to mark your calendar if you have children in VHSS.

Class Size/Observation:

There will be a maximum of 10-12 children in a class with 2-3 teachers present at all

times. We would be happy for you to observe our classroom. Please call us and let us know when to expect you. This is not to be used as a conference time.

Arrival and Departure:

Children should be brought to their classroom by a parent/guardian no earlier than 8:50 a.m. and picked up no later than 12:10 p.m. If someone other than a parent is coming to pick up your child **please let us know at drop off or put a note in your child's bag.** We will not release your child to someone else unless we have been notified.

Please do not park anywhere except in the spaces provided before, during or after MDO. The blue marked parking spaces are reserved for the handicapped. Fire laws require that the pathways remain clear of any parked unattended vehicles.

Many children cry when dropped off in a new or unfamiliar setting. We make every effort to ensure that your child feels comfortable in our program. We also want you as a parent to know that your child is being cared for in a loving manner. A staff member almost always can calm a crying child within a few minutes of the parents' departure (although some will begin crying again when parents reappear to collect them!) It is usually best to hand your child to a staff member with assurances that you will be back and leave the room. Some parents will be comfortable leaving the building at that point and others will want to hang around out of sight to see how quickly their child calms down. We want to work with you in this and help you feel good in your choice to have time for yourself. I promise your child will not be left to cry him or herself into an inconsolable state. If the staff feels that your child is inconsolable, you will be called and made aware of the situation.

Health:

All MDO students are required to have on file at an Alabama immunization form, a notarized dental and hospital emergency release form, and a general medical and habits form. The immunization and medical form are required to be kept up to date at all times. These **MUST** be turned in to the MDO director by the first day attending MDO.

Only well children will be allowed at the MDO program. Parents will be contacted if the child has any symptoms/signs of possible illness. Please keep your child at home when they have signs of severe allergies or cold. Following an illness, please be sure your child has been free of fever for 24 hours before returning to MDO. Please follow all doctor's orders for contagious illnesses including when they should return to MDO. We need your help to keep everyone well!

Medications:

If your child needs to take any temporary medication while at MDO please notify the staff so that we may accommodate your child's needs. Please give us detailed written instructions of dosage and how it should be stored.

Emergencies:

In the event of an emergency which requires medical intervention, every reasonable attempt will be made, immediately, to contact the parent or the other person(s) listed as emergency contacts. The program representative will also administer first aid. In the event the parent cannot be reached in such an emergency, the staff, physician or dentist selected by the activity leader, may hospitalize, administer or secure medical or dental treatment, including, but not being limited to, administering, or ordering an injection or injections, anesthesia, or surgery for the child, to the extent deemed necessary by authorized medical personnel.

Inclement Weather:

MDO closes during severe weather whenever Vestavia Schools are announced closed.

Discipline:

Children will be lovingly cared for and if discipline is necessary, techniques such as positive wording and diversions will be used. We will use short, supervised time outs for older children. Corporal punishment or threats of corporal punishment will never be used. Teachers will create an optimal learning environment by giving clear directions appropriate to the age level, showing understanding and firmness, modeling appropriate behavior, and using fair and consistent rules. If a child continues to not respond to the above methods and the parents are informed of the continued behavioral problems, MDO reserves the right to request the withdrawal of the child because the child is not adapting to a group situation. The staff and facility of MDO is not qualified or equipped to handle special needs children that require extra personnel. This policy is in the best interest of the child and where they are in their development level.

Snack:

A morning snack will be provided. Please send a sippy cup or bottle labeled with your child's name. We provide apple juice with snacks. If you would prefer milk, please send it in their bag. We have a small (dorm sized) refrigerator in the room for drinks and formula/breast milk. We will use a bottle warmer or hot water to heat bottles if necessary. Another snack will be offered around 11 a.m. We can feed your child lunch (that you send from home) at that time. We are **not** allowed to heat food so please send things that

can be served cold. Written feeding instructions (bottle/baby food) for the youngest ages are very helpful. Our memories aren't what we like to think they are!

Recognizing some children may develop allergies to peanuts, **please do not send food that contain peanuts.** Please let us know of any concerns you have with food allergies.

Personal Items:

We encourage you to send comfort items with your child such as a stuffed toy or pacifier. These are especially necessary the first month. Transitioning into a new situation can be hard and a "familiar friend" is very helpful. Please label them with your child's name.

Dress your child in comfortable play clothes that can withstand occasional stains. We do go outside in good weather and dirt just seems to find us! Grippy socks or soft soled shoes in cool weather are helpful for toddlers. Our tile floor can be slippery with plain socks when they are pulling up and learning to walk.

All children need a change of clothes in their bag. Please write your child's name on cups, bottles, backpacks/totes, lunch boxes and coats.

Please send diapers with their name written across the front of the diaper each day. We keep them together at our diaper station and this helps us keep track since they all look the same! Wipes will be provided. We keep Desitin and will use this if necessary for sudden rashes unless otherwise indicated.

Communication:

Communication is so important. Please keep us aware of changes in your child's development/behavior. This will help us keep things running smoothly. We hope you will feel comfortable coming to us with any question/concern you have. Good communication is essential for a good experience for you and your child. We can't resolve a problem that we don't know about! You may set up a time for us to meet or just put a note in your child's bag. Drop off and pick up are busy times and not the best opportunity for us to give you the attention that you may require.

Thank you so much for entrusting your children to us! It is a true joy and honor to spend time with your children and watch them grow.

MDO Staff

1/13/EH