



Mother's Day Out

PARENT HANDBOOK

Lookout Mountain Presbyterian Church
316 North Bragg Avenue
Lookout Mountain, TN 37350-1206
MDO direct line: 423-821-6388
Fax: 423-821-8661
www.lmpc.org

MDO Special Events

September/October: Fire Safety

We will practice our procedures in case of an Emergency during the month of September. We are prepared for Evacuation, Tornado, and Lock Down. We will have a special visit from the Fire Truck and Fire and Police Officers to acquaint children with these local community helpers.

September: Silly Sports Day

Children wear sports gear from their favorite sports team. jerseys, t-shirts, ball caps, etc. They will play fun sports games with the PE teacher! No lunch provided.

October: Hillbilly Hootenanny

Children may come dressed up in jeans, overalls, pigtails, freckles, plaid shirts, etc. We will have a hoe-down during music class which includes circle dancing, stomping, and other fun events. MDO will provide lunch.

December: Christmas Chapel & Parties

All MDO classes enjoy a chapel celebrating the Christmas story. Afterwards, students have parties in their classrooms. Parents will be asked to supply snacks and drinks for the party.

February: Pancake & Pajama Day

Children and teachers wear their pajamas to school and enjoy special music time. We will provide pancakes, sausage patties, fruit, and a drink for lunch.

February: Valentine's Day Parties

Children may bring valentines to share with their classmates. Teachers will pass out class lists to families. Parents will provide snacks and drinks for the party at snack time.

March: Dr. Seuss Day

This day we celebrate reading! Children may bring their favorite book to share with the class. PE, music, and classroom teachers will dress up and have fun reading with the kids. No lunch provided.

March/April: Easter Chapel & Parties

All MDO classes enjoy a chapel celebrating the Easter story. Afterwards, students have parties in their classrooms. Parents will provide snacks and drinks for the party at snack time. Children will hunt for Easter eggs outside, weather permitting.

May: Carnival Day

On the last day of school, children will participate in carnival-type activities, such as face painting, bird seed dig, Playdoh sculpture, water play, and many more! We will provide lunch for each classroom.

Dear Parents,

We are so pleased that you have enrolled your child in our Mother's Day Out program at Lookout Mountain Presbyterian Church. We pray that this will be a great experience for you and your child.

This MDO program has been ministering to families since 1987. We are thankful for God's provisions and blessings to the leadership, staff, and families who have been involved over the years. Our first priority is to serve the Lord by serving you, as well as loving and caring for your children.

This Parent Handbook is designed to help you understand our guidelines and policies regarding a wide range of topics. We hope that this booklet will answer many of your questions concerning our program. Please keep it in a handy location at home for further reference.

In his service,

Megan DeMoss, MDO Director
LMPC Children's Ministry Staff

MOTHER'S DAY OUT

Time: Tuesdays & Thursdays
9:00 a.m. - 2:00 p.m.

Dates: Late August—Mid-May
(Closed for holidays & breaks)

Fees: Registration & Tuition

- 1-3 years olds (entry age 15 months by August 15th)
Registration: \$100.00—non-refundable
Tuition: \$180.00 per month for 9 months
- 4-5 year olds—Pre-K Classes (must be 4 by August 15th)
Registration: \$100.00—non-refundable
Tuition: \$200.00 per month for 9 months

Tuition is *due on the 1st of the month* and will be considered *late after the 10th of the month* with a late fee of \$5.00 added to the tuition. Payments are due September through May. **Payments may be made by check, automatic payment from a bank (please be sure to add MDO to any bank payment), or through Venmo @MDO_LMPC.**

Registration fee includes:

- MDO tote bag
- Class picture
- Daily Snack
- 3 lunches—Special Events Days
Hillbilly Hootenanny Day
Pancake & Pajama Day
Carnival Day
- Classroom supplies

Birthdays:

Tell the teacher ahead of time if your child would like to celebrate a birthday at school by bringing a special snack for the class to share. Please keep it simple (example: small cupcakes or cookies).

We do not distribute, nor do we allow parents to distribute invitations for **private birthday parties** for your children. You are welcome to distribute invitations in the parking lot before or after MDO hours. We are happy to provide you with a mailing address list for personal distribution but we are not able to provide email addresses.

Solicitation:

We respectfully ask that all MDO families refrain from using the MDO class lists or e-mail lists to approach others in a manner of advertising of any type of personal business. You will likely meet many people through MDO with whom you may want to conduct business or advertise your business. However, we request that you do this on your own time and outside of the MDO facilities. A community bulletin board is located in the nursery hallway. Please check with the office for permission to use this as a means for solicitation.

Tax Time Information:

The Federal Tax ID number for LMPC is **#62-0514467** for those who have child care forms to complete at tax time. A form indicating annual amount of child care expenses paid to MDO for a family will be available upon request.

Communication:

The Director will communicate most items with families through email. Teachers may text message a parent during the day with a question or an update of a child's demeanor. However, please know that the staff's main focus during the day is to supervise and teach the children in their classroom. Please contact the MDO office if you have an immediate need. Please check your child's folder each day for daily activities and classroom reminders and return the empty folder to MDO each day.

Telephone:

The Mother's Day Out phone number is **423-821-6388**, which is a direct phone line to our MDO office. Please do not hesitate to call us if you have questions, comments, or concerns.

Medication:

If a medication needs to be given to a child during the MDO program hours, the parent is to bring the medication to the office and it will be administered by the director or office assistant. The medication will need to be in the prescribed container with time and dosage information.

Allergies:

If your child has an allergy, it is the parent's responsibility to be sure the Director and teachers are aware of it. MDO has an allergy questionnaire that should be filled out at the beginning of each year. We will meet with you to discuss your child's needs in detail. **If your child's allergy warrants the need for an Epi-pen, we ask that one be on site at all times when your child is in our care.** If an Epi-pen is kept on hand for a child, the parent is responsible for showing the teachers how to administer it, evaluating the expiration date and removing it from the classroom or office at the end of the year. Please let staff know if there are any changes to the allergy throughout the year. We will communicate with each class any special needs the classroom has regarding food items.

Other Medical Needs:

If your child has any type of medical condition that may present itself during their time at MDO, it is the parent's responsibility to be sure the Director and teachers are aware of it. Please provide detailed information in writing. We will work with you to meet your child's needs while in our care. If their care requires more than we are able to offer, we will communicate that to you.

Lice:

If your child has lice, we ask that you not send them to MDO until they have had a treatment and are lice/nit free. **If your child has lice on a Tuesday, they will not be allowed to attend on Thursday.** We reserve the right to send a child home if lice/nits are still present. If we have a case, we will check all children in that class so that one child isn't singled out. We will let parents know if lice has been found in a classroom without revealing any names. MDO staff will be conscientious about discussions regarding the situation.

Photos of MDO Children:

LMPC requires parents of all minor children to sign a Photo Release form to allow any ministry to put photos of their children on our website. All MDO families are required to complete this form. You do have the opportunity to decline permission. We will be diligent in honoring your request.

Privacy Issues:

With current technology advancements, we are requesting that all MDO families respect the privacy of others. E-mails that include photos of other families' children should only be shared with that family and not posted on any public space. Teachers are not allowed to post pictures of their class on social media as well.

The *Mother's Day Out Program* is designed to serve parents of preschoolers by providing childcare for their young children from 9:00 a.m. until 2:00 p.m. for two days a week. Loving and caring teachers, who have been carefully screened for working with children, supervise all activities throughout the day.

A quality curriculum promotes growth in the children socially, emotionally, physically, academically, and spiritually through different activities that include Bible stories, music, crafts, playtime, and classroom instruction. Bible stories are presented daily to teach God's Word to the children. Instruction is given according to age and developmental levels. A kindergarten readiness curriculum is presented to the older age group that includes the introduction of numbers and letters, as well as activities to develop large and fine motor skills.

The Mother's Day Out Program (MDO) is here to serve the Lookout Mountain community and surrounding areas regardless of church affiliation. Our desire is to serve parents and families by providing children with quality programs, education, and care in a nurturing, fun, and safe environment.

Absences:

If your child will not be able to attend a regularly scheduled MDO day due to illness, vacation, etc., please let us know as soon as possible. This will allow us to notify your child's teacher so that morning activities can begin. There will be no refund for these absences.

Arrival & Departure Procedures:

The teachers will begin receiving children at **9:00 a.m.** Exterior doors will be unlocked at 9:00 a.m. for drop-off. Please be sensitive to this beginning time, as the teachers need time to prepare for the activities they have planned for the day.

Pre-K children will be dropped off and picked up in the drive-thru on the upper level. Teachers will be there to greet your child and deliver them to your car at the end of the day. If you have younger children in the program, you will need to continue through the driveway and park in the lower lot to pick up the younger children. **PLEASE DO NOT PARK IN THE DRIVE THRU AT ANY TIME and DO NOT LEAVE CHILDREN IN A CAR UNATTENDED!**

For the safety of your children, we request that you **pick up** your children from their classrooms instead of the playground. Children will be in their classrooms by 1:50 p.m. Please arrive no later than **2:10 p.m.** to pick up your child. If someone other than a parent will be picking up, please be sure their name is on your *Registration Form*. If we don't recognize the person, we will ask for a picture ID before releasing the child to them.

Exterior Doors will be locked during the program day with the exception of drop off and pick up. Please see directions on doors for entry during the program day.

Late Fees:

Late Pick-up: A charge of \$5.00 per family will be due if you have not picked up your child by 2:10 p.m. If you have more than one child in MDO, please allow enough time to pick up all of your children by 2:10 p.m.

Closing Policy:

If Hamilton County Schools, Walker County, or Chattanooga Christian School is closed, MDO will close. If either has a delayed start, MDO will also delay the start. In case of a delay, your child's teacher will contact you with the start time. In case of an early dismissal, MDO will make every effort to close as soon as possible. Text messages will be sent in most cases. Snow days are not refunded unless they are excessive.

Clothing:

Dress your child in play clothes, as they will be doing a variety of crafts and will have outdoor playtime. If girls wear either a dress or skirt to MDO, we recommend that they wear shorts under their dress. Closed-toe/closed-heel shoes are desired for the protection and safety of your child. It is very easy for children to get splinters from the mulch on the playground when wearing sandals.

All ages should bring a change of clothing on the first day in a zip-lock bag with their name on it to be left at school. Please remember to update the clothing as the weather changes later in the fall. PLEASE LABEL EVERYTHING!

Potty Training:

Children who are **potty training** should be sent with disposable diapers or pull-ups until they are **experiencing regular success with wearing cloth underwear** at home. They should be able to tell the MDO workers when they need to go potty before coming to MDO in cloth underwear.

Pre-K children are required to be fully potty-trained. Please send your child to MDO in clothing styles that will allow your child to be successful with independence while tending to their bathroom needs.

Food and Drinks:

Snack: 10:00 a.m.—A mid-morning snack is provided.

Lunch: 12:00 p.m. (11:30 a.m. for Loving Lambs)

Please send a lunch with your child each day. We will notify you if there are restricted foods in your child's classroom due to allergies. Please do your best to send food that your children are able to feed to themselves. We are happy to help open packages (yogurt, applesauce) and help put straws in juice boxes. Please send toddlers with finger foods cut into bite-size pieces.

Please note the following:

The "Top 5" food choking hazards for young children are:

- ⇒ Hot dogs (no discs—please cut in quarters)
- ⇒ Whole and half grapes (please cut in quarters)
- ⇒ Carrots (no discs—please cut in sticks or quarters)
- ⇒ Popcorn
- ⇒ Nacho chips

Rest Time:

A rest time is provided in each classroom right after lunch. Individual rest time mats are used for all classes, except Pre-K, and will be sanitized daily.

Pre-K classes use towels for rest time that will be provided for each child and labeled with their name. Towels will be sent home each week and may be washed by the parent. Please be sure the child returns with the towel each day.

Discipline:

Discipline at MDO will be handled within the following biblical parameters:

- Our actions must be consistent with the awareness that these children are God's loved ones and our goal is to point them to Him.

Communication is the key to the discipline and restoration process. The teachers will communicate in the following ways in accordance with the seriousness of the behavior:

- ~ to the Lord in prayer
- ~ to the parents
- ~ to the child
- ~ to the director

Please know that we will never use any form of corporal punishment on any child. Physical restraint would only be used in an extreme situation, for the protection and safety of the child and others.

Time Out will be used for only the # of minutes = the child's age in years.

Biting:

Biting is an unfortunate and somewhat common occurrence among preschool children. Please know that if this should occur to your child or by your child, you will be notified. We will also address the behavior of the one who did the biting and work closely and prayerfully with the parents to correct this behavior. We will take biting on a case by case basis. If the behavior continues, we reserve the right to ask that the child take a leave of absence from MDO until the behavior is under control, for the safety of all the children.

Illness:

If your child has thrown up, had diarrhea, or had a fever of 99.6 or greater within the last 24 hours, you must not send them to MDO. If your child has a cold, a colored runny nose, a rash, or other illness, you must not send them to MDO. A healthy child is one who has no symptoms without the help of medicine. If a child becomes ill at school, they will be separated from the others and you will be called to pick them up. Please remember to leave a number where you can be reached when you sign in your child in the morning. Also, remember to keep emergency numbers updated with the MDO office staff.