



MDDO

Mother's Day Out

PARENT HANDBOOK



OUR SAVIOR'S
CHURCH



MDO

Mother's Day Out

Dear Parents,

We would like to welcome you to Our Savior's Church Mother's Day Out Program (MDO). We are blessed that you have chosen our program for your child. This handbook was prepared to communicate our vision, explain our policies and procedures, and to give you a reference to use throughout the upcoming school year.

Our program was created as a ministry to children and their parents. The purpose of Mother's Day Out is to offer a Christian setting that provides a loving, caring, and safe learning environment for young children. This program is an extension of the ministries provided by the church. The goals are to care for the children's physical needs, to provide age-appropriate, teacher-directed activities, and free play indoors and outdoors. Stories, music and art are incorporated into each age group. Our goal is to teach every child to love God and others.

We are blessed that you have chosen our program for your child. We will strive to meet every expectation that you have. We have carefully chosen our staff and will provide your child with the utmost care and love in your absence. Our activities, our thoughts, and our energies are directed toward caring for the most precious gift God could entrust to our care - your child! Feel free to contact the director at any time to express any concerns.

In Christ,

Our Savior's Church Mother's Day Out Team

Table of Contents

Dear Parents,	2
Statement of Goals	5
Registration Requirements	6
Hours of Operation	6
Holidays	7
Registration Fees	7
Payment Policy	8
Attendance/Absences	8
Withdrawals	8
Contact Information	9
Teacher/Staff	9
Daily Folder	9
Dress Code	9
What to Bring	10
What Not to Bring	10
Illness	11
Medication	12
Allergy Notification	12
Emergency Closing	12
Snack	12
Outside Food	13
Pick-Up Policy	13
Discipline Policy	13-14

Biting Policy	14
Accidents Policy	14
Curriculum	15
Centers	15
Outdoor Play	15
Potty Training	15
Pets	16
Visitation Policy	16
Statement of Faith	17-19
Acknowledgement	20

Statement of Goals

Mother's Day Out is an extension of Our Savior's Church's ministries to families. To effectively work toward the common purpose of fulfilling the Great Commission, we commit to the following goals:

- Provide a nurturing environment that encourages each child to develop mentally, physically, spiritually, socially, and emotionally.
- Provide ministry to families.
- Provide a witness of Christ and His church to each child and their family.

In order to achieve these goals we commit to provide:

- A quality Mother's Day Out program built on developmentally appropriate practices.
- Curriculum that is Biblically based and includes bible stories and thoughts appropriate to the child's level of understanding.
- Staff who profess Christ as Savior and exhibit Christian traits in caring for children and in interaction with families and coworkers.
- Positive guidance for the children that encourages problem solving and managing negative emotions.
- Respect and understanding of others without regard to race, gender, nationality, religion, or background.
- Planned small and large group activities that allow each child to progress and enjoy success.

A copy of the Our Savior's Church Statement of Faith can be found at the end of this handbook.

Registration Requirements

Registration is for ages 6 weeks old through PreK. In accordance with the current Louisiana public school policy, September 30 is the cutoff date to determine class placement for our 2 year old through PreK rooms. For example, a child turning 2 before September 30 will be placed in a 2 year old classroom. Children with a later birthday will be placed in the 1 year old classroom.

Items needed for enrollment:

- Complete registration form
- Current immunization records (every time your child gets an immunization, a new updated copy needs to be given to the director)
- Registration fee

Classes are filled on a first-come, first-serve basis according to the date of enrollment. Children will be placed on a waiting list once the class has been filled and these children will be notified of any openings throughout the year. Registration for the following school year will be opened first to those who are currently enrolled in the program and then opened to the public.

Mother's Day Out admits students of any sex, race, color, or national and ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to children enrolled in the program. Mother's Day Out does not discriminate on the basis of sex, race, color, or national or ethnic origin in administration of its policies and procedures.

Hours of Operation

MDO begins in August and ends in May with an optional summer session - June through July. We are open Tuesday through Thursday 8:00 am - 3:00 pm, 7:30am - 3:30pm (NIC only). All children must be in class by 8:30 am or they will not be permitted to attend class that day. If your child has an appointment and will be late, please let the teacher or director know in advance. Pick-up begins at 2:00 pm and ends at 3:00 pm (3:30pm, NIC only). Picking up after 3:00 pm (3:30, NIC) will incur a late fee of \$1.00 each minute per child.

Holidays

Each MDO will follow the same holiday schedule as the public school schedule within the parish it is located. Holidays are factored into the cost of tuition, so it will remain the same each month even during holiday months.

Registration Fees:

A non-refundable registration fee is charged for each child. This fee secures a place in the class for the year. A \$50 supply fee is collected and is used to purchase the necessary supplies for the year which includes but not limited to crayons, curriculum, construction paper, glue, kleenex, clorox wipes, etc. A \$35 snack fee is collected as well. Summer supply and snack fee may vary per campus.

MDO Fall/Spring Registration: (August - May)

One Child	\$120.00
Two Children	\$190.00
Three or More Children	\$260.00

Summer Registration: (June - July)

Per Child	\$80.00
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Monthly Fees:

Lafayette, Broussard, & Opelousas	One Child	Two Children	Three Children
3 Days	\$280.00	\$560.00	\$840.00

New Iberia	One Child	Two Children	Three Children
3 Days	\$300.00	\$600.00	\$900.00

Payment Policy

Tuition is due on the 1st of each month. Please put your child's name and the month that you are paying for in the memo. Please make checks payable to Our Savior's Church. Accounts not paid by the 5th of the month will incur a \$25 penalty. **If your account is not paid by the 10th, your child will not be able to return to school until tuition is paid, and could be removed from the roll if there is a waiting list.** If tuition is not paid by the 15th and no arrangements have been made with the director, your child's spot will be forfeited. There will be a \$35.00 NSF charge for all returned checks. If problems persist, payment will only be accepted in cash or certified money order. In the event that you are not able to make your payment by the 1st of the month, please contact the director to make arrangements.

Attendance/Absences

Consistent attendance contributes greatly to your child having a positive experience at MDO. We realize that some children have separation anxiety. Please reassure your child that you will return and then allow the teacher to take the child. Please do not linger outside the room within view of the child. We will call you if your child is not able to settle in a reasonable amount of time. Please feel free to call and check-in. Occasional absences due to illness and family activities are expected. These absences cannot be made up, nor will we be able to reduce your child's tuition. If your child will be absent, please notify the director. This keeps the director and teacher informed of your child's status.

Withdrawals

If you must withdraw your child from the program, please notify the director as soon as possible. **We request a 30-day notice.** If the withdrawal is made before the 15th of the month, half of the tuition for that month will be due. If the withdrawal is after the 15th of the month, the full tuition for the month will be required. If you must temporarily withdraw your child for any reason, his/her place may be assured by continuing the monthly tuition.

Contact Information

Please provide MDO with your current address, phone number, and all emergency contacts. It is your responsibility to provide us with changes to this information as change arises.

Teacher/Staff

We are proud of our teaching staff. They are Christians, have a love for children, and are experienced. All of our teachers have undergone a background screening. Please feel free to discuss your concerns or joys with your child's teachers. You are also encouraged to talk with the director at any time about any concerns you might have. We have two teachers in every room, with excellent teacher/child ratios that exceed the Louisiana minimum standards.

Daily Folder

A daily folder is sent home each day. Please make sure to check your child's folder every evening for monthly calendars, daily reports, information from your child's teacher, as well as general news of what is happening at Mother's Day Out.

Dress Code

All children are required to wear comfortable clothes and shoes. Sandals should have a strap around the heel. Be aware that the children will be participating in various arts and crafts, so please dress your child appropriately. We cannot be responsible for stained clothing. Clothing with suggestive writing or inappropriate images are NOT permitted.

What to Bring

- 2" Rest Mat
- Small blanket/pillow or roll-up nap mat with blanket/pillow attached
- Change of clothes to include & placed in labeled zip lock bag:
 - Shirt
 - Pants/Shorts
 - Socks
 - Underwear- classroom appropriate
 - Shoes (if possible)
- Lunch & Drink
 - **NO NUT** products are allowed.
 - You may send food that needs to be heated in a microwave for no longer than 1 minute.
 - Food needing to be heated must be placed in a separate container.
 - If food needs to be refrigerated you must pack an ice pack in the lunch box due to limited space.
 - Soft drinks and candy are **NOT** allowed.
 - For holidays and special occasions, we ask that any special treat you wish to bring be approved by the director first (store bought only due to allergies).
- Sippy Cup (age 1 & up)
- Bag of diapers or pull-ups - as needed
- Backpack/diaper bag - please send a full size backpack to fit all of your child's belongings and crafts.

What Not to Bring

It is best for your child not to bring personal toys to school. Often this leads to problems when other children want to play with the toy. There is also the risk that it will be misplaced or broken. One exception is if your child has a comfort item that will aid with sleep; they are welcome to use it at rest time only.

Illness

Please be considerate of others if your child is ill. If your child has had any of the following symptoms they need to remain at home:

- Vomiting or diarrhea in the last **24 HOURS**. Make sure your child has a normal bowel movement before they return. Child will be sent home after one episode of vomiting. Diarrhea - Diapered children – 2 uncontained episodes; Non-Diapered children – 3 episodes in toilet or 1 uncontained episode.
- Oral temperature over 100 degrees in the past 24 HOURS. Must be fever free for 24 hours without medication (including antibiotics) before returning to MDO.
- If a child is tested positive for any kind of illness (strep throat, flu, etc.), he/she must remain home for 24 hours even if symptom free before returning to MDO.
- Hand, foot and mouth, Impetigo, or any skin rash is up for removal and subject to return with a doctor's excuse.
- Discolored nasal discharge.
- Severe cough.
- RSV/Severe Cold – May not return to MDO until a week from onset or 24-hour symptom free, whichever is first.
- Eye discoloration or discharge including Pinkeye. Even with a doctor's note, the child may not return until the discharge has cleared.
- General appearance of illness; pale, lethargic, not eating, acting out of character, etc.
- Head lice. Must be treated and sent with a letter of clearance from the doctor to return to MDO.

The Director and teachers have the ability, as well as the responsibility, to not accept a child who displays any of the above symptoms. In addition to the symptoms above, the director has the ability to remove a child from the classroom and or to not accept a child at any time they feel the child would expose others and compromise the wellbeing of the classroom. If your child becomes ill while at MDO, they will be taken out of the room and we will notify the parent. The child will need to be picked up immediately. In the event of an emergency, we will administer first aid and emergency personnel will be called if necessary.

Medication

We will **only administer prescribed medication** to your child if it needs to be given at a time that they are in our care. For example, if your child needs medicine 3 times a day, we will give the one dose that is needed with their lunch. You are expected to administer the morning and evening dose. Medication needs to be in the original bottle with instructions printed on the bottle. You are also expected to tell the teacher each day your child needs the medicine and complete the Medication Administration Log. Please do not assume that the teacher will know from one day to the next that they are to get the same medication/dosage. **NO OTHER** medication will be given. We will not dispense or provide over the counter medications. The only exception is if your child uses an Asthma inhaler or has an EpiPen for an emergency. The EpiPen needs to be given to the teacher at the beginning of each school year and it is your responsibility to keep an updated EpiPen on campus or in child's bag.

Allergy Notification

If your child has any allergies, please let the teacher know immediately. Allergies need to be listed on the registration form, along with reactions(s) associated with that allergy. Please see the medication section for EpiPen information.

Emergency Closing

In case of emergency closings due to severe weather, we will follow the Lafayette Parish School Board. Be sure to sign up for our school text reminders to assist with these circumstances. We will make every effort to notify you of any additional closings.

Snack

We will provide a snack for Toddlers through Pre-K. A snack fee of \$35 per child will be collected to fulfill this need. If your child has food allergies other than nuts, we ask that you provide a snack for your child.

Outside Food

The State of Louisiana Board of Health **does not allow homemade items** to be brought to school for the children. If you want to bring something for your child's birthday, it will need to be store bought.

Pick-Up Policy

The security of your child is our top priority. Your child will only be released to those you have listed on your registration form. Please notify us if the regular person will not be picking up your child that day. If we do not know the person picking up the child, they will be asked to present a photo identification card and a phone call will be made to the primary contact for that child. Please do not send another child to pick up your child; MDO will **NOT** release your child to any person under the age of 16 years old.

Please do not use your cell phones while in the carline. Focus should be on the safety of dropping off and picking up the children.

Discipline Policy

We believe in positive reinforcement. Children are praised for acceptable behavior and are encouraged to stop, think about their actions and correct foolish behavior. Foolish behavior includes, but is not limited to, hitting, pushing, kicking, pinching, and any aggressive verbal and nonverbal form of behavior towards another child and or teacher. If needed, the child will be removed from the group activity to redirect their behavior. This "timeout" will be in the same room within sight of the teacher. The "timeout" will be no longer than one minute per age of the child. If further action is needed the child will be brought to the MDO director for additional discussion and parents will be made aware of the situation. Corporal punishment, or any

harsh, cruel, or unusual treatment, is not used or tolerated at OSC MDO. If a child is continually disruptive or misbehaving, repeat visits to the director may be necessary. In such cases removal from the program may occur.

We reserve the right to act upon the teacher's desire with the discipline policy and allow the teachers to make a call to remove the child from the classroom immediately upon behavior for the protection of the classroom and the child.

Biting Policy

If your child has been bitten by another child while at school, you will be notified as soon as possible. Your child will be taken care of immediately. If the teacher feels the child needs medical attention, you will be notified at the time of the bite. An accident report will be completed. We will not release the name of the child who has bitten your child, as this may cause mixed emotions between parents.

For a child who has bitten:

1st Offense: The child will receive a timeout within the classroom under the teacher's supervision.

2nd Offense: The child will be removed from the classroom immediately and sent to the MDO director for a timeout and discussion.

3rd Offense: The child will be removed from the classroom for the remainder of the day and the parent will be asked to come pick up the child.

These actions will be taken according to the **number** of bites that occur, with time frame being considered. If your child repeatedly has issues with biting others, we will request a conference in order to come up with a solution for the problem

Accidents Policy

In the unlikely event a child is injured seriously, parents will be notified immediately. If a child sustains a minor injury (bump, bruise, scrape), parents will be notified when the child is picked up through an accident report form. An accident report form is completed for every accident.

These reports are signed and dated by the teacher and the parent and are kept on file.

Curriculum

Your child's time with us is valuable. It is planned using the Abeka Curriculum for toddlers to Pre-K. This is a Christian based curriculum designed to teach colors, shapes, numbers, letter recognition, pairs, and opposites along with Bible stories, music and art.

Centers

Centers are also a part of the curriculum. The centers are designed to encourage children to work together, while developing social skills, improving the child's visual discrimination, enhancing their hand/eye coordination, and improving their fine motor skills. Centers promote self-confidence and help children to focus and work without interruption. They aid the children in problem solving and expanding their imagination. Blocks, housekeeping, dramatic play, table toys, floor games, art, and reading are all centers that will be available to your child.

Outdoor Play

Each day your child will spend time playing outdoors, weather permitting. Please dress your child appropriately for the weather. During cold weather, please send coats and hats labeled with your child's first and last name. During hot months, please provide a water bottle that your child can take outside with him/her. Teachers may opt to shorten outdoor time in extreme temperatures.

Potty Training

Due to the nature of our facilities, we require that all children entering the 3-year old class must be fully potty trained. Potty training includes: undressing, using the restroom, wiping, and redressing. Teachers will work

with potty training children starting at age 2. Please let your child's teacher know if you have begun potty training at home.

Pets

To ensure the safety of the children and MDO Staff, pets are not allowed in the building at any time.

Visitation Policy

All parents and legal guardians may visit MDO during operating hours. We ask that you schedule a time with the director so there is as little disruption as possible to the children's routines and schedules. Please refrain from distracting the teacher during your visit. If you need to speak to your child's teacher, please request a conference time by setting an appointment through the MDO director.

Statement of Faith

HOLY BIBLE

The Holy Bible, and only the Bible, is the authoritative Word of God. It alone is the final authority in determining all doctrinal truths. In its original writing, it is inspired, infallible and inerrant.

II Timothy 3:16; II Peter 1:20-21; Proverbs 30:5; Romans 16:25-26

TRINITY

There is one God, eternally existent in three persons: Father, Son and Holy Spirit. These three are co-equal and co-eternal.

I John 5:7; Genesis 1:26; Matthew 3:16-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11

JESUS CHRIST

Jesus Christ is God the Son, the second person of the Trinity. On earth, Jesus was 100% God and 100% man. He is the only man ever to have lived a sinless life. He was born of the Virgin Mary, lived a sinless life, performed miracles, died on the cross for mankind and thus, atoned for our sins through the shedding of His blood. He rose from the dead on the third day according to the Scriptures, ascended to the right hand of the Father, and will return again in power and glory. John 1:1,14, 20:28; I Timothy 3:16; Isaiah 9:6; Philippians 2:5-6; I Timothy 2:5

SALVATION/ BORN AGAIN

We believe that no one can enter the kingdom of God unless born again; and that no degree of works or self-effort can ever merit eternal life. We believe that salvation is provided through Jesus Christ who lived for us, died in our place and rose again from the dead. The new birth occurs the moment when we repent of our sins and confess Jesus as our Lord and Savior.

John 3:3, 3:5, Romans 5:12-21, Ephesians 2:8-9, Titus 3:5, 1 John 1:9, I John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23, 5:9; John 1:29

SANCTIFICATION

Sanctification is the ongoing process of yielding to God's Word and His Spirit in order to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a Godly life.

I Thessalonians 4:3, 5:23; II Corinthians 3:18, 6:14-18, II Thessalonians 2:1-3, Romans 8:29, 12:1-2, Hebrews 2:11

THE LORDSHIP OF JESUS CHRIST

Christians are people who have invited the Lord Jesus Christ to come and live inside them by His Holy Spirit. They relinquish the authority of their lives over to Him thus making Jesus the Lord of their life as well as Savior. They put their trust in what Jesus accomplished for them when He died, was buried, and rose again from the dead.

John 1:12; John 14:17, 23; John 15:4; Romans 8:11; Revelation 3:20

BAPTISM IN THE HOLY SPIRIT

Available for every believer, it is given to empower them to fulfill God's purpose for their life.

Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5,2:1-4, 17, 38-39, 8:14-17, 10:38, 44-47, 11:15-17, 19:1-6

THE GIFTS OF THE HOLY SPIRIT

The Holy Spirit works in a believer's life through a variety of spiritual gifts. Each spiritual gift is given to build The Church and to edify the believer. All believers are commanded to earnestly desire the manifestation of the gifts in their lives. These gifts always operate in harmony with the Scriptures and should never be used in violation of Biblical parameters.

Hebrews 2:4; Romans 1:11, 12 :4-8; Ephesians 4:16; I Timothy 4:14; II Timothy 1:6-7; I Corinthians 12:1-31, 14:1-40; I Peter 4:10

THE CHURCH

The church is a spiritual family of believers. Every person who is born of the Spirit is an integral part of the church as a member of this family. There is a spiritual unity of all believers in our Lord Jesus Christ.

Ephesians 1:22, 2:19-22; Hebrews 12:23; John 17:11, 20-23

SACRAMENTS

- **Water Baptism:** Following faith in the Lord Jesus Christ, the new convert is commanded by the Word of God to be immersed in water in the Name of the Father and of the Son and of the Holy Spirit.
Matthew 28:19; Acts 2:38; Mark 16:16; Acts 8:12, 36-38; 10:47-48
- **The Lord's Supper:** A unique time of communion in the presence of God when the elements that represent the Body and Blood of the Lord Jesus Christ are taken in remembrance of Jesus' sacrifice on the Cross.
Matthew 26:26-29; I Corinthians 10:16, 11:23-25
- **Marriage:** We believe marriage is defined in the Bible as a covenant, a sacred bond between one man and one woman,

instituted by and publicly entered into before God. The only legitimate expression of sexuality is found in this marriage relationship. The Scriptures teach that the marriage covenant shall be reserved exclusively for one man with one woman. God the Creator decided that the man should not be alone and specifically fashioned the woman as the suitable helper for the man. No other relationship can ever reflect the holy unity between one man and one woman established by the Creator, which the Apostle Paul frequently compared to the holy unity of Christ and the Church, and man has no authority to alter the divine order of the marriage covenant between one man and one woman, or to separate what God has joined together. We believe that sexual expression is limited to the marital covenant that is formed between one biological man with one biological woman, and all forms of sexual activity outside this covenant are sinful and must be avoided by professing believers in Jesus Christ.

Genesis 1:26-27, 1:28, 2:18-25; Exodus 20:14; Psalm 139:13-16; Matthew 19:1-12; Romans 7:2; 1 Corinthians 7:1-40; Ephesians 5:22-33; Colossians 3:18-19; 1 Peter 3:1-7 Matthew 19:4-6, Genesis 2:24, Galatians 5:19, 1 Thessalonians 4:3, 1 Corinthians 6:1

HEALING OF THE SICK

Healing of the sick is illustrated in the life and ministry of Jesus, and included in the commission of Jesus to His disciples. It is also a part of Jesus' work on the Cross and one of the gifts of the Spirit.

Psalm 103:2-3; Isaiah 53:5; Matthew 8:16-17; Mark 16:17-18; Acts 8:6-7; James 5:14-16; I Corinthians 12:9, 28; Romans 11:29

HEAVEN

Heaven is the eternal dwelling place for all believers in the Gospel of Jesus Christ.

Matthew 5:3, 12, 20, 6:20, 19:21, 25:34; John 17:24; II Corinthians 5:1; Hebrews 11:16; I Peter 1:4

HELL

After living one life on earth, the unbelievers will be judged by God and spend eternity in Hell where they will be eternally tormented with the Devil and the Fallen Angels.

Matthew 25:41; Mark 9:43-48; Hebrews 9:27; Revelation 14:9-11, 20:12-15, 21:8

SECOND COMING

Jesus Christ will physically and visibly return to earth for the second time to establish His Kingdom. This will occur at a date undisclosed by the Scriptures.

Matthew 24:30, 26:63-64; Acts 1:9-11; I Thessalonians 4:15-17; II Thessalonians 1:7-8; Revelation 1:7



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Acknowledgement

MDO would like to thank you for abiding by the policies and procedures set. This will help us provide the best possible environment for every child.

Sign this form, letting Mother's Day Out know that you have read and understand our policies and procedures. Once signed please return it to your child(ren)'s teacher or the Mother's Day Out Director.

I hereby acknowledge that I have read and fully understand all of the policies contained in this handbook and any revisions made to it.

Parent Signature:

Printed Name:

Date:

Parent Signature:

Printed Name:

Date:

Child(ren)'s Name(s):



“I HAVE NO GREATER JOY THAN THIS: TO HEAR THAT MY CHILDREN ARE LIVING ACCORDING TO THE TRUTH.”

3 JOHN 1:4

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