

# MOTHER'S DAY OUT HANDBOOK

*OAKDALE BAPTIST CHURCH  
2024-2025*



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MOTHER'S DAY OUT

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Dear Parents,

We are so honored that you have chosen to entrust us with your children. It is a great privilege and responsibility to care for them. We believe that children are an incredible blessing from God. The Bible speaks often about the importance of teaching children about God's love and His plan for their lives.

As children grow with our program they will have the opportunity to bloom into beautiful, confident servant leaders. Our loving teachers strive to maintain excellence across the board. We take great pride in nurturing the whole child; intellectually, socially, physically, emotionally, and spiritually. When little hands are on minds are on. Our hands-on experiences include a variety of developmentally appropriate activities. The Bible, language arts, math, science, social studies, music, art, gross and fine motor skills are incorporated throughout our day.

Oakdale Baptist Church Mother's Day Out recognizes the blessing of partnering with families to be trusted to love and care for their children.

In Christ's Love,

Katy Turney, Megan Rountree & Caeli Williams

## SCHEDULE

MDO is held weekly and follows the Oakdale Public School Calendar. Our weekly schedule is as follows:

Tuesday	9:00 a.m.—2:30 p.m.
Thursday	9:00 a.m.—2:30 p.m.

## WEATHER CLOSINGS AND HOLIDAYS

Mother's Day Out will not be held on days of inclement weather. **Our program follows the Oakdale Public School weather cancellation policy.** Our program will be closed if Oakdale Public School is closed. You can confirm weather closings on TV channels ABC, NBC, or CBS.

Mother's Day Out will not be scheduled during Oakdale Public School vacations or holidays. You will be provided a Mother's Day Out calendar of scheduled days prior to the first day of class. We will also use our social Media accounts to keep our families notified.

Instagram: OakdaleMDO

## AGE REQUIREMENTS

The age requirement of children attending is six months through Pre-Kindergarten (5 years). Classes are defined according to age and ability.

## TUITION POLICIES

Your child's monthly tuition is based on the actual number of days that his/her class is scheduled during the 9 months of the school year. **The total yearly tuition is divided into equal monthly payments for your convenience. There is no price reduction for days absent from Mother's Day Out, whether absence is due to illness or vacation.**

September tuition is due on the day of Meet the Teacher. Thereafter, tuition fees are due and payable on the first class day of each month. Payments need to be placed in the tuition box at the check-in desk. If a receipt is needed, please contact a Director. Do not send payment in a lunch box, school bag, or give it to a classroom teacher. More than one month of tuition may be paid at one time.

If payment is not received by the 10th day of the month, a late fee of 10% will be charged to your account. If by the last day of the month tuition has still not been received, your child's spot will be forfeited and the spot will be given to the next child on the waiting list.

Make checks payable to: OBC (Oakdale Baptist Church). So that proper credit may be given, indicate "MDO" and your child's name on the memo line. Payment may also be made via the church website at [www.oakdalebc.com](http://www.oakdalebc.com).

If you prefer you may pay for the school year in full.

**There is a \$35.00 fee for all returned checks.**

## TUITION RATES/FEES

	<u>First Child</u>	<u>Additional Child(ren)</u>
2 Days/Week	\$285/month	\$255/month

A non-refundable enrollment fee of \$105 per child per year is due at the time of registration.

## WITHDRAWAL

If it becomes necessary to withdraw your child from the program, please contact one of the directors, and provide a **two-week written notice**. We consider your commitment to our program as a contract, and request your fulfillment be met in an acceptable business manner. Notice of withdrawal should be given only to a Director, not to the classroom teacher.

## CURRICULUM

Homegrown Learning, a teacher created curriculum, is used to assist our teachers in meeting the educational and spiritual needs of your children. Along with a collaboration of God's Creation from A to Z, The Rhyme Bible Storybook for Toddlers by L.J. Sattgast, Phonics, Handwriting Without Tears, and The Gospel Project. Our teachers also use additional resources to enhance the learning environment. Some of the activities in the classroom include songs, stories, teaching pictures, Bible thoughts, and learning centers. Some examples of the learning centers include blocks, puzzles, books, nature, music, sensory, and art.

## SCHOOL SUPPLIES

We require each child to provide their own school supplies. A set list will be created for each classroom. We ask that all school supplies be brought to our Meet the Teacher night. The week before classes begin.

## ATTENDANCE

Regular and timely attendance is essential to your child's success. However, please do not send your child if he or she is ill, has a fever, or is overly tired. Please carefully note the list of Wellness Guidelines below for further details. Parents will be called to pick up ill children. If your child will be absent, please notify a Director as soon as possible.

## WELLNESS GUIDELINES

OBCMDO strives to maintain a healthy environment for your children by sanitizing all equipment before & after your child uses them. However, many germs are airborne & spread by close contact among children. Please help us ensure everyone's good health by following the guidelines below:

- Please keep your child home from church if ANY of the following symptoms are present:
  - Fever of 100° or higher (must be fever-free for 24 hours without medication)
  - Vomiting or Diarrhea within the last 24 hours
  - Persistent coughing or sneezing
  - Persistent yellow or green nasal discharge
  - Redness or discharge from one or both eyes
  - Lethargy or aches of any kind
  - Sore throats or swollen glands
  - Contagious or undiagnosed skin rash
  - Parasites (nits, lice, mites, ringworm, etc.)
  - Other contagious conditions

Inform the Director or Assistant Director if your child contracts any contagious condition (ex. RSV, COVID-19, strep, flu, chicken pox, lice, etc.) so that other parents may be informed.

\*Please note that confidentiality will be kept.

## EMERGENCY CONTACT INFORMATION

If there is a change in Emergency Contact Information, specifically phone numbers, it is crucial that the MDO Office be informed immediately. If there is a change in who is allowed to pick up your child, please inform us immediately and provide proper documentation if required. This is for the safety of your child.

## CLASS ARRIVALS/DEPARTURES

Promptness and dependability are appreciated by our teachers and your children. Class check-in begins at 9:00 a.m. The doors will not be opened before 9:00.

Children must be picked up no later than 2:30 p.m. A late fee of \$10.00 per child will be charged for those who pick up their child between 2:36 – 2:40 p.m., with the fee increasing \$1.00 each minute thereafter. If there is an emergency that prevents you from picking up your child at the proper time, please contact the MDO Office so that an alternate plan can be arranged (late fee charges may still apply).

## ALTERNATE PICK-UPS

Children are released only to the parent(s), unless written authorization was previously given to the director, such as the enrollment form. A director must be informed of your arrangements so that your child will be released to the proper caregiver(s). In case of emergency, call the MDO Office and give verbal authorization to the director. Be aware that the person picking up your child will be asked to give proper identification, such as a driver's license, before the child will be released. If there is a change in who is allowed to pick up your child, please inform us immediately and provide proper documentation if required.

## DISCIPLINE PROCEDURES

The purpose of the disciplining procedures is to partner with parents to develop self-disciplined children within a nurturing and secure environment. OBCMDO wants to ensure that each child has a positive experience, using love and logic principles through the lens of grace.

Separation Anxiety - some children will experience sadness and crying with separation from parents but most will calm down after a few weeks. If the anxiety continues we will ask you to ease your child into the program by bringing the children for short periods of time. We will do this until the teachers and director feel the child is ready for a full day. Remember quick goodbyes equal dry eyes.

Limits - will be set and rules established for the benefit of each child and classroom. Our policy, when deemed necessary is redirecting the child to another activity and then a brief "time out" from the activity if necessary (for children 2 years and older).

Biting, scratching and hitting - if this occurs the child is told 'no thank you' and placed in a brief time out setting to keep other children from injury. IF the behavior continues, the child will be released from OBCMDO. This is for the safety of the other children in the program. We will never release the name of the child who is biting, scratching or hitting.

Disciplinary problems - are handled on an individual basis. We will attempt to work with the child and parent, but safety is always our first concern. Dismissal from the MDO is at the discretion of the Director and the Children's Director.

We always try to work with every child and parent when a problem arises, but we must also consider what is best for the classroom as a whole. Please remember we do not have a 1 on 1 ratio in any classroom. Each child deserves the same amount of attention from a teacher.



## TOYS

In an effort to avoid unnecessary conflict, toys from home are not allowed unless requested by the teacher for show and tell. We provide a variety of toys for the children's use during play time. If your child does bring a toy from home, it will be placed in the child's bag until the end of the day. This does not include a nap time comfort item. Please see the Nap Time/Rest Time section for that protocol

## CLOTHING AND PERSONAL ITEMS

Please label everything! This includes clothing, coats, hats, diaper bags, cups, blankets, etc. Please dress your child in comfortable clothes that are suitable for both indoor and outdoor play. Please bring a jacket once the weather turns cooler so that your child will be comfortable outside. It is our policy to play outside as long as the temperature is 40° or higher. For safety reasons, we request that you do not send your child to Mother's Day Out wearing shoes without backs (i.e. clogs) or flip flops. Also, whether potty trained or not, each child needs to bring an extra change of clothing (including socks and shoes).

## LUNCH

Each child is expected to bring their own lunch. The lunch should be simple and easy for the teacher to distribute. Have sandwiches, fruit, cheese, etc. already cut in the appropriate size pieces. Do not bring items that need to be microwaved, red drinks, or messy items. For infants and young toddlers, please send specific instructions for your child's food. Please let us know if you have a peanut allergy.

## NAP TIMES/REST TIMES

All children have a scheduled rest period. While children are not required to sleep, they are expected to lie quietly on their mat until the rest period is over. If a child falls asleep, the teachers will not wake up the child until the rest period is over.

Comfort items are welcome, (blanket, bear, pacifier, etc.). However, all items must fit into your child's backpack. Label each item clearly so that it will be placed in the correct bin following rest time. Each child (excluding those in the infant or toddler rooms) will be expected to provide a nap mat. A list of suggested places to purchase a mat is available upon request. Nap items will be sent home at the end of each week to be washed.

## POTTY TRAINING

Children in our caterpillar, snails and ladybugs classroom are not required to be potty trained. We do request that children in our butterfly, bumblebee and frogs be potty trained. Every child needs to bring an extra change of clothing (including socks and shoes), whether potty trained or not. All clothing must be labeled.

Please let us know when your child is potty training and what methods you are using at home (i.e. sitting vs. standing, words for potty training, how often you take your child, etc.) Children who are potty training must wear pull-ups to MDO. They may transition to regular underwear after they have been accident free (during daytime hours) for at least three weeks.

## OTHER MINISTRIES AVAILABLE

Oakdale Baptist Church provides numerous opportunities for our preschoolers to learn & grow in their physical, emotional, and spiritual development. Your family is invited to join us for the following activities.

Worship Service	Sundays at 11:00am
Community Groups/Sunday school	Sundays at 9:45am
Wednesday night dinner	Wednesdays at 5pm - 5:50pm
Wednesday night Adults Classes, youth and children's classes	Wednesdays at 6pm-7:15

**Handbook Agreement**

(must be turned in to MDO office)

I have read and accept the policies described under the following headings. Please initial each item.

- \_\_\_\_\_ Schedule
- \_\_\_\_\_ Weather Closings & Holidays
- \_\_\_\_\_ Age Requirements
- \_\_\_\_\_ Tuition Policies
- \_\_\_\_\_ Tuition Rates/Fees – I understand that a late fee of 10% will be applied after the 10<sup>th</sup> of each month.
- \_\_\_\_\_ Withdrawal – I understand that if I choose to withdraw, I must provide 2 weeks written notice and that a refund for the current month may not be made
- \_\_\_\_\_ Curriculum
- \_\_\_\_\_ School Supplies
- \_\_\_\_\_ Attendance & Wellness Guidelines
- \_\_\_\_\_ Emergency Contact Information
- \_\_\_\_\_ Class Arrivals & Departures
- \_\_\_\_\_ Alternate Pick-Ups
- \_\_\_\_\_ Discipline Procedures
- \_\_\_\_\_ Toys
- \_\_\_\_\_ Clothing & Personal Items
- \_\_\_\_\_ Lunches
- \_\_\_\_\_ Nap Times/Rest Times
- \_\_\_\_\_ Potty Training

I have read and accept all of the policies within the OBCMDO Parent Handbook.

Enrolled Child(ren): \_\_\_\_\_

Parent/Guardian(print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian(print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(both signatures required)