

# COVENANT COMMUNITY CHURCH MOTHER'S DAY OUT PARENT GUIDELINES FOR 2018-2019

## CLASS HOURS

**Classes begin at 9:00 AM and end promptly at 3:00 PM. To help our teachers and staff the classrooms will not be open until 8:55 AM.** We ask that you please wait in the hallway until the classroom doors are open. Upon arrival please sign your child in on the sign-up sheet outside their classroom. It is important that you leave a phone number where we can reach you in the event of an emergency and we need to call you. Pick up time at the end of the day is between 2:45 and 3:00 PM (or earlier if necessary). Outside doors will be unlocked at 2:30. In the event that you need to pick up your child before 2:30, please speak with your teacher to make arrangements. Being on time helps your child feel secure and makes their dismissal a happy occasion. A five-minute grace period is allowed from 3:00 to 3:05 for emergency purposes only. If your child is not picked up by 3:05 PM a \$5.00 late fee will be added to your account. If your child is not picked up by 3:20 a \$20.00 late fee will be added. Please be prompt to help avoid anxious children and late fees.

## MDO START-UP & MONTHLY FEES

A tuition chart is attached. Please review it carefully.

**The first tuition payment is due on Monday, September 10.** This payment includes fees for the month of September and the party fee. Checks should be made out to CCC-MDO.

**All other monthly payments will be due on the first full week of MDO each month.** We do not require a signed contract when you enroll but by verbal agreement we expect a commitment to attend and pay tuition through the whole school year and to pay fees on time. To save costs, statements and billing envelopes are not sent out each month. We just ask that you drop by the welcome booth to pay tuition or mail it to the church with CCC-MDO on the envelope.

**Accounts not paid by the 15<sup>th</sup> of each month will be assessed an additional \$25.00 fee.** Unless prior arrangements have been made, continual late or non-payment of your fees will result in your child being denied attendance to class. If checks are returned due to insufficient funds, then you will be required to pay by cashier's check or cash for tuition.

## ATTENDANCE

If your child will not be attending Mother's Day Out due to illness, vacations, etc., we request that you notify us as soon as possible by calling our office or texting the director. Fees are still charged when your child is absent due to illness or vacation. Should your schedule or financial situation change and you need to drop from the program please call us as soon as possible. We appreciate a two-week notice so that we may accommodate other children in our classes. **Any family that withdraws from the program before the end of the school year will not be refunded any fees (party, registration) paid in advance.**

## BAD WEATHER CLOSING DAYS

In the event of snow, ice, or sleet, we will follow the closing policy of Southwest Covenant School. If SWC closes we will also close and if they start an hour late we will also start an hour late at 10:00 AM. SWC school closing announcements are broadcast on television channels 4, 5, & 9 and on their websites. You may also refer to the CCC website and CCC-MDO Facebook site. We will try to email families in the event of a closing, so please provide a current email on the application form. In the spring, if there is a day with a high probability of serious tornado activity, we will cancel MDO for that day. If there is a weather-related cancelling, the first and second cancellation will not result in a tuition reimbursement. However, for any subsequent closings, there will be a tuition reduction for the next month.

### **SNACK TIME**

Each family will be asked to provide snacks on a rotation basis with other classmates throughout the year. You will be notified one week in advance with a reminder slip that is sent home with your child. Please see the enclosed snack list for food ideas. If you are celebrating a birthday and would like to bring cupcakes or cookies please let us know in advance so we can adjust our snack schedule.

### **ITEMS TO BRING EACH DAY FOR ALL AGE GROUPS EXCEPT CRIB ROOM**

1. A CHANGE OF CLOTHING – top, pants and underwear (or diapers/ pull-ups)
2. MAT & BLANKET FOR REST TIME – NO SLEEPING BAGS PLEASE
3. LUNCH
4. WATER BOTTLE – filled

Please label all personal items such as backpacks, blankets, lunch boxes, cups and clothing with your child's name. Do not pack lunch items that need to be heated in the microwave or placed in the refrigerator. To help keep your child's lunch cool we suggest using an insulated lunch box and cooler packs to keep their food at a safe temperature. If your child is in the crib room a nap mat is not required.

### **DISCIPLINE IN THE CLASSROOM**

In the event a child will not listen to the teacher's instruction and it causes disruption in the classroom or harm to others a time-out chair will be used. Hitting, biting, spitting, bullying and other behaviors that can cause harm to other children or teachers will not be permitted. The parent will be notified if their child has been put in time-out or has had problems in the classroom. The child may be sent home for the day if behavior problems are not controllable and are disruptive to the classroom. In the rare event that behavior issues cannot be resolved satisfactorily and safety and disruption in the classroom are a serious concern a student may be asked to leave the program. We are hopeful that most behavior issues can be corrected quickly with support from the parents and reinforcement at home.

### **ILLNESSES AND MEDICATIONS**

Please do not send your child if he/she appears ill or is extremely fussy. Your child will be sent home if there is any sign of communicable illness such as: fever, cough, vomiting, diarrhea, unexplained rash, skin infections, green or yellow discharge from the nose or eye, or extreme fussiness or crying. A child must be on antibiotics a minimum of 24 hours and be fever free for at least 24 hours to be accepted back in the program. Teachers are not permitted to dispense medication of any kind (including Tylenol, cough syrup, antibiotics or inhalers). If a child must receive medication during the hours of Mother's Day Out the parent must administer it to the child. Please notify us if your child has asthma and uses an inhaler. Please let us know if your child has been given medication at home that might affect his behavior (drowsy or hyperactive) in the classroom.

### **SUPPLIES NEEDED**

We ask that each family bring **two boxes of baby wipes, two rolls of paper towels, and two boxes of Kleenexes** at the beginning of the year to use during snack and meal times or diaper changing time.

### **POTTY TRAINING**

Children enrolled in our 4 year old classes are required to be fully potty trained. These classrooms are not equipped with the necessary supplies to change diapers/pull ups. For those in our younger classes, if your child is potty training, he/she must wear pull-ups until he/she is accident free for one month. If your child comes in underwear and has not been accident free, we will put a pair of pull-ups on him/her from our supply. With carpeted floors and children who play and nap there, it's best to avoid accidents. We have scheduled potty breaks and we will take your child at other times if he/she needs to go. Also, if you are in the process of potty training, please consider what your child is wearing. Multi-layered clothing is very difficult for little ones to pull up and down.

### **DRESS CODE**

Please dress children according to the weather. We like to go outside if the weather permits, so please dress them accordingly. Also, if girls are wearing dresses or skirts, please have them wear leggings or shorts underneath.

### **PARENT PARTICIPATION**

Do you have a special skill or hobby that you would like to share with the class? We are always looking for new/exciting presentations that are age appropriate! If you have something that you would like to share with the students, or even just come read a book to your child's class, then please contact the director and we'll work to schedule a time for your visit. Please remember that it needs to be age appropriate, be an enhancement to the weekly curriculum, and follow the fundamental beliefs of Covenant Community Church.

To keep our files up to date, please notify us of any changes in addresses, phone numbers, or people picking up your child.

Please feel free to call us at any time if you have questions about our program or our activities at 350-2675.

### **TUITION SCHEDULE FOR 2018-2019**

#### **Students in the Two's Class or above:**

September and Party Fee: \$170

October through May: \$145

#### **Students in Crib Room or Toddler's Class:**

September and Party Fee: \$175

October through May: \$150

#### **Students coming one day a week:**

\$85 a month, plus \$25 party fee for those attending on Wednesdays

## **Daily Curriculum Themes 2018-19**

Sept. 10 & 12 I Am Growing  
Sept. 17 & 19 I Come to MDO  
Sept. 24-26 God Made Me and I Am Special  
Oct. 1 & 3 All About My Family/Donuts with Dad  
Oct. 8 & 10 We Have Friends  
Oct. 15 & 17 Safety Helpers/Fire Engine Demo  
Oct. 22 & 24 Life on a Farm/Farm Animals (Ms. Sheryl's Chickens)  
Oct 29-31 Fall/Fall Party & Pizza  
Nov. 5 & 7 Weather Changes  
Nov. 12 & 14 We Thank God/Thanksgiving Party & Feast  
Nov. 26 & 28 Life in Bible Times  
Dec. 3 & 5 Winter Weather & Winter Activities  
Dec. 10 & 12 Jesus is Born/Christmas Party & Pizza  
Jan. 7 & 9 Sun, Moon & Stars/PJ Day  
Jan 14 & 16 Parts of My Body/Taking Care of My Body  
Jan. 23, 28, & 30 I Can Taste, Touch, & Smell  
Feb. 4 & 6 Church (tour Church)  
Feb. 11 & 13 Valentine & People We Love/Party & Pizza  
Feb. 18 & 20 I Can Express My Feelings  
Feb. 25-27 Transportation  
Mar. 4-6 Dr. Seuss Day/Silly Hats  
Mar. 11 & 13 Wonderful, Wild Animals/Extreme Animals  
Mar. 25 & 27 Creepy Crawlies  
April 1 & 3 God Gives Us Plants  
April 8 & 10 Spring time  
April 15 & 17 Easter/Egg Hunt & Pizza  
April 22 & 24 Water World/Fish & Sea Creatures  
April 29 & May 1 Moms Are Special/Muffins with Mom  
May 6 & 8 Summer Fun/End of the Year Program & Pizza Party