

Parent Handout and Policies
Mother's Day out Program of Epiphany Lutheran Church
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“And He took the children in his arms, put his hands on them and blessed them.”

GOALS AND OBJECTIVES

The mission statement of Epiphany Lutheran Church is to help people grow into a living relationship with Jesus and His Church, through worship and fellowship; understand God’s purpose for their life, through Bible study and prayer; and to go forth as Jesus’ Ambassadors, to care for and share His Good News with all people.

Epiphany Lutheran Church Mother’s Day Out is licensed by the state and was established to help meet the needs of young families in the Pearland community. It is our calling and privilege to provide a program where children are cared for in a loving and secure environment, sharing the good news of Jesus Christ through everyday activities. Children attend chapel in the sanctuary on a weekly basis where they experience worship and singing.

We are committed to the belief that “children learn by doing”. In partnership with parents, we provide well balanced, age appropriate activities, including the introduction of colors, numbers, shapes and the alphabet. Social skills are a very important part of being a preschool child. Classroom activities focus on the importance of sharing, listening and cooperative play. All classes will enjoy enrichment activities that will include PE to focus on gross motor skills while enriching their language development through music.

Our Pre-K 4 classes focus on preparing the children for Kindergarten in a variety of fun ways. This includes encouraging independence, expanding fine and gross motor skills, reading readiness, and math/science concepts. Circle time is used to introduce new concepts, including the calendar, show and tell, student of the week, etc. Creativity is promoted through the use of centers, art and music. Pre-K 4 classes only, are offered for 2 or 4 days per week.

POLICIES:

1. Mother’s Day Out follows the Pearland ISD calendar. Our year starts the week after PISD and ends the week before. We offer *two separate* programs, held on Tuesdays and Thursdays, and Wednesdays and Fridays. The hours are from 9:00 a.m. until 2:00 p.m. Our doors open promptly at 9:00 a.m. It is very important for the children to arrive on time for school, as we are shaping our children’s attitudes and habits at this early age. A child’s tardiness disrupts the classroom schedule and many times the child misses out on activities.

2. Children must be signed IN and OUT each day on the attendance sheet outside your child's classroom door. The emergency number for that day should be added here, and the person picking up. No child will be allowed to leave with a person without authorization. If the person listed on the attendance sheet changes during the day, a phone call to the director will be necessary. Identification is required any time the teacher does not recognize the person picking up your child. This is for your child's protection. A late charge will be assessed to all parents picking up children after 2:00 p.m. The fee is \$1.00 per minute per child. Parents should allow themselves adequate time to talk with the teacher and gather their child's belongings before 2:00 p.m.
3. Please do not send your child with a fever, rash, vomiting, diarrhea, green runny nose, or any other obvious illness.
4. Any medication that needs to be given during MDO hours should be put in a zip-lock bag in the original container with clear instructions and given directly to the Mother's Day Out director to administer. Medications are NOT allowed in children's bags or lunch kits.
5. If an emergency situation should arise you will be contacted and/or your child will be taken to the hospital you have put on your Emergency and Medical Form.
6. You will be contacted immediately should your child become ill/injured. If we are unable to contact you, we will contact someone on your Emergency and Medical Form.
7. **Discipline:** ELC-MDO has a Christ-centered atmosphere of love and acceptance of individual personalities. In order to provide a safely structured environment, general rules are established and are reviewed frequently so that children will learn expected behaviors. Inappropriate behavior is treated as an opportunity for teaching. Teachers will first re-direct children, then anticipate and eliminate potential problems, providing positive reinforcement for appropriate behavior. Warnings and time outs are used when necessary. Biting cannot be tolerated and is considered inappropriate behavior. When necessary, we will discuss the situation with the parent and agree upon a strategy to help the child resolve the problem.
8. Children will begin lunch with a prayer. Each child must bring a nutritious lunch with a clear or light colored drink in a spill proof cup. Some suggestions for lunch treats are cheese, crackers, lunchmeat, sandwiches, raisins, cut up fruit, celery, or carrot sticks. Please do not send soft drinks, red jello or yogurts, or an abundance of sugared treats. Morning snacks, consisting of crackers, pretzels or low sugar cookies and water are provided.
9. To protect the health and well-being of the children in the Mother's Day Out program, all children must show proof of current inoculations prior to enrollment. These records must be kept up to date, and kept in our files throughout the year.
10. Tuberculin testing is not required.
11. Hearing and vision screening is required for children age 4 and up.
12. **ENROLLMENT**

Epiphany Lutheran MDO enrolls children of any race, color, national and ethnic origin. Classes are filled on a first come, first served basis. MDO registration is open in February for 2 weeks for Epiphany church members and families of children currently enrolled. Registration is then open to the community. Very young children thrive best in small groups. In order to provide the best setting for your child/children, we strive to keep our staff/child ratios and our class sizes small.

Class	Staff/Child Ratio	Max. Class Size
Infants	1/3	6
Toddlers	1/5	10
Two-Year-Old	1/5	10
Three-Year-Old	1/ 8 & 1/6	8 & 12
Four-Year-Old	1/9	18

MONTHLY TUITION / REGISTRATION

Tuition is based on the number of days the school is open, taking into consideration holidays and/or PISD closures. MDO is intended to be a year-long commitment and for your convenience in budgeting, tuition is divided into 9 equal monthly payments.

Tuition is due the first week of each month, no later than the second week.

Arrangements can be made for you to split your payment by paying on the first and third weeks if needed. Credit is not given for a child’s absence, including vacations, illness, teacher workshops, nor is credit given if the school must be closed due to weather events, national emergencies, or any other events beyond the school’s control. Teachers have been employed on a nine-month contract; thus, our income must have continuity. Checks, cash, Bill Pay from your bank, and credit cards are acceptable forms of payment. Checks should be made out to ELC-MDO, with your child’s name in the memo section. Payments made later than the 2nd week of the month will incur a late fee.

REGISTRATION FEE: \$100 per child for 2 days a week
 \$200 per child for 4 days a week

This fee is required to secure your child’s spot and is non-refundable.

Monthly tuition for the 2020/2021 school year is as follows:

<u>1 child 2 days \$200</u>	<u>2 children 2 days \$350</u>	<u>3 children 2 days \$550</u>
<u>1 child 4 days \$400</u>	<u>2 children 4 days \$750</u>	<u>3 children 4 days \$1150</u>

Epiphany Lutheran Church Mother’s Day Out Tax ID# 76-0334759

ENROLLMENT TERMINATION

In the event you decide to terminate enrollment early, a paid two week notice is required.

CHANGES IN POLICY

Parents will be notified by email and newsletter of any changes in policy.

- 13. Transportation: We do not provide this service.
- 14. Water Activities: We do not provide this service.
- 15. Field Trips: We do not provide this service.
- 16. Animals: We do not provide this service.
- 17. We will be happy to discuss any questions or concerns about policies and procedures of the program.
- 18. You are welcome at any time during the day to call or visit our program and observe the childcare center’s operation. Please visit our website (shiningthelight.org/mdo) for

all MDO information, including monthly newsletters and any updates. You can also find us on Facebook!

19. Parents are to hand your child and bags over to the teachers (PLEASE DO NOT ENTER THE ROOM). Gates must be remained closed and classroom doorways must be monitored by the teachers for your child's safety. EPIPHANY LUTHERAN CHURCH POLICY REQUIRES THAT ONLY TRAINED AND SCREENED PERSONNEL BE ALLOWED IN CLASSROOMS WITH CHILDREN. Only one parent at the door at drop off and pick up. Please wait in line to drop off and receive your children. This is a safety issue, sometimes children see their parents at the crowded door and run out, leaving the teachers unaware that one of their students has been picked up.
20. We will be happy to let you review a copy of the minimum standards provided by Child Care licensing and the center's most recent licensing inspection report.
21. For information about local licensing offices, look on the Protective and Regulatory Services website at: www.tdprs.state.tx.us. The Child Care Information line at 1-800-862-5252 also has information about local licensing offices
22. This is a Drug Free and Gang Free Zone facility. The gang-free zone is within 1000 feet of your child care center. Gang related criminal activity or engaging in organized criminal activity within 1000 feet of the center is a law violation and is therefore subject to increased penalty under state law.
23. Emergency preparedness plan: See attached copy.
24. A room is available for breastfeeding. In addition, parents have a right to breastfeed or provide breast milk for their child while in care.
25. Information regarding abuse and neglect of children is posted in the MDO office.
26. Health checks are not applicable.
27. Employees are not required to show proof of immunizations.
28. *MDO STAFF: Epiphany's Mother's Day Out staff is warm and caring individuals, striving to assist you in raising your child in a positive, loving Christian environment. Criminal history checks and FBI fingerprinting are conducted on all MDO and church staff persons. The Safe and Secure Program, CPR and first aid are also required. Other training includes 24 hours of various workshops designed for Early Childhood Providers.

Revised 8/2020