

***Parent Handout and Policies***  
***Mother's Day out Program of Epiphany Lutheran Church***  
***5515 West Broadway***  
***Pearland, Texas 77581***  
***MDO Directors: Pam Van Maaren & Suzanna Velasquez***  
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***[www.ShiningTheLight.org/mdo](http://www.ShiningTheLight.org/mdo)***

***“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.

Our Pre-K 4 classes focus on preparing the children for kindergarten in a variety of fun ways. Using PISD Pre-K curriculum as a guide, we encourage 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 and social skills are promoted using centers, art and music.

**POLICIES:**

1. We offer *two separate* programs, held on Tuesdays and Thursdays, and Wednesdays and Fridays, some parents chose to do both programs and kids come 4 days. The hours are from 9:00 a.m. until 2:00 p.m. Our teachers are ready to receive your children promptly at 9 am. 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. Our program is intended to be a 10 month commitment (August to May). Mother's Day Out follows the Pearland ISD calendar. Our year starts about the week after PISD and ends about the week before. In addition, we observe all Pearland ISD holidays. You will be notified of these dates. Epiphany MDO will be closed for weather-related problems and any other reason PISD closes. Tune in to local TV, MDO Facebook or MDO Instagram if weather is threatening. MDO staff is required to attend training

during the year. Tuition is required for this training date. Advance notice will be given via the calendar for the school year.

2. Children will be signed IN and OUT each day electronically by the parent/guardian dropping off and picking up. An individual PIN is set for each person authorized. Please add all persons authorized for pick up to your Procure account. A current picture needs to be on file for each person as well. Please email the pictures to [mdu@epiphanypearland.org](mailto:mdu@epiphanypearland.org) and we will add them to your account. No child will be allowed to leave with a person without authorization. If a new person needs to be added during the day, a phone call to the director will be necessary. Identification is required any time the director 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.
3. Please do not send your child with a fever, rash, vomiting, diarrhea, green runny nose, or any other obvious signs of 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. It must have the child's name either written (OTC meds) or typed (Prescription meds) clearly on the bottle. Medications are NOT allowed in children's bags or lunch kits. An **"Authorization for Dispensing Medication"** form **MUST** be filled out and signed by the parent.
5. If an emergency should arise you will be contacted and/or your child will be taken to the hospital indicated 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. Your child will be asked to go home if sick. Examples of sickness include:
  - a. A Fever of 100 or higher
  - b. Continuous runny green or yellow nasal discharge.
  - c. 2 diarrhea incidents
  - d. 1 vomiting incident
7. **Discipline:** ELC-MDO has a Christ-centered atmosphere of love and acceptance of individual personalities. 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.
8. Biting and aggressive/harmful behavior will not be tolerated. The parents will be notified, and we will discuss strategies to prevent the situation. On the third offense, we will have to withdraw the child from the program.
9. If the child requires one on one attention, to the extent that it takes away from the other kids in the class on a consistent basis, we will have to discuss possible withdrawal from the program.
10. 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 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. Food cannot be warmed up.
11. Morning snacks are provided. We will be happy to help celebrate your child's birthday by the parent providing cookies, muffins, or donut holes. NO CAKE OR CUPCAKES PLEASE. You are welcome to provide plates and napkins for your child's special day! Please let your child's teachers know the week before you plan to bring the snack, if possible. Other special occasions and holidays are celebrated in the classrooms throughout the year. Please check with your child's teacher about any allergies in the classroom before bringing any snacks/treats.
12. To protect the health and well-being of the children in the Mother's Day Out program, all children must show proof of current immunizations prior to enrollment. A State Affidavit can be

given in place of vaccines. These records must be kept up to date and kept in our files throughout the year.

13. Tuberculin testing is not required.
14. Hearing and vision screening is required for children aged 4 and up. You may upload to your ProCare app.
15. Infants under 12 months are required to sleep in a crib without a blanket or sleep devices. They may have a pacifier without a clip and in place of a blanket sleep sacks can be used. Nothing else may be in the crib with the infant. All babies will be put to sleep on their backs.
16. Children in the toddler class through three-year-old classes must bring a mat for rest period. Because of space restrictions, the thin folding mat is preferred. These mats can be purchased at WalMart, Target or a teacher supply and can be covered with a king-size pillowcase. Other types of mats are acceptable as long as they fit in the storage space provided. All children will rest (not necessarily sleep) during rest time. PLEASE MARK EVERYTHING clearly with your child's name. (lunch kits, mats, "blankies", pacifiers, diaper bags, bottles, coats, sweaters, etc.). We ask that you dress your children in clothing that can be easily removed for diaper changes or potty time. Elastic waist pants work best so that the children can learn to take care of themselves at potty time. Dress children comfortable for active play! Girls wearing dresses should wear shorts underneath. Because the safety zone in our playground consists of pea gravel, and because we do have climbing equipment, we ask that for your child's safety and comfort, please send him/her in rubber soled shoes. Velcro shoes work best so that the children can remove pebbles from their shoes during playground time. (No sandals, crocs, boots or flip-flops please). ALL CHILDREN SHOULD HAVE AN EXTRA SET OF CLOTHES IN THEIR BAG AT ALL TIMES.
17. All children turning 3 ½ years old must be completely potty trained. Children turning 3 years old must be in the process of active potty training. Children must stay in a pull up or diaper until COMPLETELY potty trained. Accidents happen and are understandable; however, children should be aware and capable of using the toilet by this age. Repetitive accidents often affect self-esteem in children and as childcare professionals, we are concerned for your child's social and emotional well-being.
18. The daily evaluation forms or information you receive via the app each day are a way of keeping you informed of and involved in your child's daily activities. If your child has had an off day, keep in mind that the situation or concern was handled at school. Take this opportunity to remind your child about appropriate behavior, but further punishment is not needed, as this may confuse your child. Thank you!
19. Wednesdays and Thursdays are chapel days. Chapel begins promptly at 9:20 am.
20. Tuesdays and Fridays are enrichment days. Our enrichment teacher works with each class on large motor skills. They will have times with obstacle courses, bean bags, musical instruments and more to help children with these skills.
21. Outdoor playtime is paramount for children in their development. We strive to get the kids outdoors playing as often as possible. In the event of bad weather (rain, too hot or too cold) we will utilize our gym for playtime. Classes are allotted 45 minutes per day of outdoor or gym time.
22. Sunscreen and insect repellent should be applied by parents before school.
23. Monthly newsletters are emailed at the beginning of each month. These include important activities and dates. Please keep these in a handy spot to refer to each month. Newsletters are also posted on our website.
24. Please visit our website ([shiningthelight.org/mdo](http://shiningthelight.org/mdo)) for all MDO information, including monthly newsletters, yearly calendar, and policies. You can also find us on Facebook and Instagram! You are welcome at any time during the day to call or visit our program and observe the childcare center's operation.
25. **ENROLLMENT**  
Epiphany Lutheran MDO enrolls children of any race, color, national and ethnic origin. Classes are filled on a first come, first served basis. Very young children thrive best in small groups. 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	1/6	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 with one being split between August and May.** For example, if you owe \$420 per month you will pay \$210 in August and \$210 in May. 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 2024/2025 school year is as follows:**

1 child 2 days \$210	2 children 2 days \$370	3 children 2 days \$580
1 child 4 days \$420	2 children 4 days \$790	3 children 4 days \$1210

**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 of any changes in policy.

- 26. **Transportation:** We do not provide this service.
- 27. **Water Activities:** We do not provide this service.
- 28. **Field Trips:** We do not provide this service.
- 29. **Animals:** We do not provide this service.
- 30. We will be happy to discuss any questions or concerns about policies and procedures of the program.

31. We will be happy to let you review a copy of the minimum standards provided by Childcare licensing and the center's most recent licensing inspection report.
32. For information about local licensing offices, look on the Protective and Regulatory Services website at: [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The Childcare Information line at 1-800-862-5252 also has information about local licensing offices
33. This is a Drug Free and Gang Free Zone facility. The gang-free zone is within 1000 feet of your childcare 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.
34. Emergency preparedness plan: Provided upon request.
35. A room is available for breastfeeding. In addition, parents have a right to breastfeed or provide breast milk for their child while in care.
36. Information regarding abuse and neglect of children is posted in the MDO office. Teachers are trained in recognizing abuse and are mandatory reporters.
37. Health checks are not applicable.
38. Employees are not required to show proof of immunizations.
39. We do not offer opportunities for parents to participate in operations or activities.
40. Parents are allowed to visit ELCMDO at any time during our hours of operation to observe their child and the activities. Just let us know when you get here, and we will walk you around.
41. **\*MDO STAFF:** Epiphany Mother's Day Out staff are 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 personnel. 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.

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Parent Signature

Date

Revised 2/2024