

New Union Baptist Church Mother's Day Out Policies

Welcome to New Union's M.D.O. Program! Our classes meet on Tuesdays and Thursdays from the beginning of September through the end of May. Please read the following policies and keep them handy should questions arise during the year.

ADMISSION POLICY- Initial admittance to the program is as applications are received with priority given as follow:

1. Church members/regular attendees have first priority on a first come first served basis until deadline date.*
2. Non-church related children accepted next with "sibling already enrolled" having next priority.

*Registration forms for subsequent years must be turned in by the end of May to hold your child's place for the following year. New applications from church members must also be turned in by the end of May to receive priority when places become available. After this date, all new admittance's are made in order of application received where appropriate positions are available.

AGE REQUIREMENTS- Class placement is based on your child's age on August 15th. This will place your child with the group he/she will be attending school with. If you plan ahead of time to wait to enroll your child in kindergarten, please discuss this with the director so appropriate placement can be made. Class overflow will be handled at the discretion of the director and council. PLEASE DO NOT ASK FOR EXCEPTIONS. Children in the two and three year old classes have the option of attending one or two days per week (part-time). Children in the four and five year old classes must hold a full time position (both days).

HOURS- M.D.O. hours are from 8:30 to 2:30. According to state regulation, we **cannot** be open more than six hours per day. It is VERY important that you be considerate of the 8:30 start time and prompt in picking up your child at 2:30. The doors are open at 8:30. Your child's teacher may be copying papers or preparing their room etc., prior to that so please do not plan to come early. M.D.O. teachers must also have clean up time before we pick up our own children from their schools in the afternoon. You will be charged (on the following month's fee) **\$5.00** if you are over 10 minutes late.

REGISTRATION-A registration form will be filled out completely upon admission. This form contains emergency phone numbers and other important information that your child's teacher will need. If there are specific custodial arrangements for your child, please make the director and teacher aware of them. You will also need to sign a consent form giving permission to authorize medical treatment in the event of an emergency. Please make sure this information stays current throughout the year.

WITHDRAWAL-In the event that you must withdraw your child for M.D.O., a two week notice is needed. As a courtesy to the teacher and to the child that will fill the position, please be considerate of this request.

FEES- The M.D.O. monthly fee is \$100 per month, for all of the older classes, (ages 3 through 5) and \$108 for the two year olds/younger class. One day a week students will owe half that amount, \$50 and \$54, respectively. The monthly fee is due **the morning** of the first class day of each month. That is when the church secretary is available to receive fees. A \$5.00 late fee will be added for each day past the second class period of the month that you are late. Payment is for the entire month, whether your child attends every class day, or not. This holds your child's place in the program. A yearly, non-refundable supply and activity fee of \$45.00 for two day students and \$30.00 for one day a week students is due on the first day of class. Please make all checks payable to New Union M.D.O.

ILLNESS- It is essential that everyone be considerate of the other children and their parents by **NOT** sending a child to school with **ANY** kind of infectious condition. This includes a child that has had fever, diarrhea, vomiting, yellow or green nasal discharge, conjunctivitis (pick eye), chicken pox, ear, throat, bronchial, skin (etc.) infectious in the 24 hours prior to class time. **YOU MUST ADHERE TO THIS POLICY!** A child is considered contagious until he/she has been on an antibiotic and fever free for at least 24 hours or mucus/discharge is gone. If your child becomes ill during the day, it will be necessary for someone to pick him/her up. If you are going to be unavailable during the day, please make your child's teacher aware and let her know who can be reached in case of an emergency or illness. If parents/guardians/persons listed on the emergency information cannot be reached and teachers deem it necessary, your child will be taken to Rhea Medical Center.

MEDICATIONS- Teachers are NOT allowed to administer any medications to children. If a child needs medicine, a parent/guardian may come to New Union during the day to administer the medicine. NO EXCEPTIONS.

DROPOFF & PICKUP- If someone other than normal will be picking up your child please let the teacher know that morning by contacting the teacher or call 423.428.9400 to let us know. You will receive additional security policies/instructions upon enrollment.

NO SCHOOL- M.D.O. follows the Rhea County School schedule for holiday closings, **only**. Weather related closings will be determined on a day to day basis, as needed, and **may not** coincide with county schools closings. For example, dangerous weather on the mountain (that keeps buses from running,) may not affect us at all, and would not call for our closing, (requiring those who still have to report for work and depend on us for childcare to have to scramble for back -up childcare.) We will NOT close if schools are called off due to water, electricity, sporting events, teacher professional development days, parent/teacher conference days, etc. (non threatening) issues. A Facebook post will be made and a text from your child's teacher will be sent any time that M.D.O. is cancelled.

DISCIPLINE- M.D.O. uses the time-out chair as our means of discipline. If a child becomes unmanageable or consistently violent, we will notify parents/guardians. In the most extreme case, a child can be officially dismissed from the program.

ACTIVITIES- Bible lessons, music, developing motor skills, and social skills are part of our daily activities for all classes. Crafts are used frequently to reinforce the lesson at all levels.

- The two year olds class will concentrate on alphabet recognition, counting 1-10, color recognition, animal recognition, and sounds.

- The three year olds class adds alphabet, number and shape recognition to the above skills and getting ready to write preparations.
- The four and five year old class focuses on upper and lower case alphabet recognition, counting and writing their letters and names. We will introduce some Spanish words, sign language and more. They must learn basic self-help and motor skills, and develop socially to encourage a positive kindergarten experience.

WHAT TO BRING- Two year olds, if still in diapers, (children in three and four year old classes **MUST BE COMPLETELY POTTY TRAINED**) will need a sufficient supply of diapers and wipes. All children will need a fold up kinder mat, covered with a king size pillowcase (NO SLEEPING BAGS OR QUILTS), and lunch with a **SPILL-PROOF** drink (thermos with flip top [NOT SCREW ON] spout, squeeze-it type drinks, juice boxes are acceptable.) No carbonated drinks, please. DO NOT SEND ITEMS THAT HAVE TO BE HEATED OR REFRIGERATED. Teachers cannot leave classes unattended to prepare lunches. All children will need a backpack (large enough to hold their lunchbox and papers) with a complete change of [weather appropriate clothes], in case of an accident. They may also want to bring a small, light blanket and travel size/baby pillow for rest time. Our storage space is very limited so please bring only what is requested.

We strongly discourage bringing toys from home. If they bring it-they must share it. Teachers are not responsible for lost or damaged items. BE SURE TO **LABEL EVERYTHING** (MATS, JACKETS, LUNCHBOXES, ETC.) WITH YOUR CHILD'S NAME.

Thanks for entrusting your child's care to us. It is our commitment at New Union M.D.O. to provide quality childcare that includes educational, social, and spiritual enrichment for your child. If you have any questions or concerns, feel free to contact the director or your child's teacher anytime. We cordially welcome you to attend any and all services at New Union Baptist Church. Again, welcome to M.D.O. and join us in praying for a GREAT year!

Your M.D.O. Staff
New Union Baptist Church
423.428.9400

Teachers: Bonnie Cochran, [Director] 423.775.1821, 423.280.7417
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