

Guidelines & School Information

Welcome to Little Lambs Mother's Day Out! We are so pleased to be able to serve you and your child(ren) through this ministry. Please read the following school guidelines, and sign and return the signature page at the end. If you have any questions, please feel free to contact the director.

Director: Sarah Stone / sarahmariestone@hotmail.com / 832.605.8129

Hours of Operation

Our operating hours are Tuesdays and Thursdays from 9:00 a.m. to 2:00 p.m. with the exception of holidays and brief breaks between the regular school year and the summer program. A monthly calendar will be distributed in your child's take-home folder. Please be sure to let us know of any changes in contact information, in case of emergencies during operating hours and emergency school cancellations.

Tuition & Fees

This Mother's Day Out ministry is entirely self-supported based on the tuition fees and gifts received. Tuition is due and should be paid in full the first day of MDO for any given month. There are no refunds or credits for days missed due to illness, vacation or emergency school closings.

- Tuition is **\$200**/month per child (this is the fee beginning June 2011)
- Supply fees are **\$200** per school year, divided into two payments of \$100 (one at the start of the Fall program and one on the first day back in January), and **\$50** for the summer program
- A ONE-TIME **\$125** nonrefundable registration fee is required at the time of registration. This payment "holds your place" in the program.
- A **\$25** late fee will be charged for tuition received after the 3rd MDO day of the month
- Late fees are **\$1**/minute – beginning at 2:05
- There is a **\$25** returned check fee
- We now offer a reduced monthly rate for families with 3 or more children in our program. The rate for the 3rd, 4th, etc. child(ren) is **\$100**/month.

Please make checks out to "MDBC," and include your child's name in the memo line.

What to Bring

ALL ITEMS MUST BE LABELED WITH YOUR CHILD'S FIRST AND LAST NAME!

In a bag/backpack (labeled):

- Extra change of clothes, including underwear and socks (and a jacket/sweater in cold weather)

- Diapers – if your child wears diapers/pull-ups, please bring at least 5 per day, with the child’s name written on each diaper. Please use disposable diapers unless your child is allergic.
- Wipes – Please keep one full (travel size is fine) package of wipes in bag.
- Diaper Cream – If your child has a diaper rash, please bring the cream and inform the teachers.
- Napping items - nap mat with pillow/blanket (these will stay at the school, and sent home periodically for washing).
- Extra cup with lid (sippy cups, straw cups, etc.).
- Lunch with drink – Note: please pack healthful items which do not need to be refrigerated or microwaved!
- Bottles – If your child drinks powdered formula, please provide bottles with water, and provide clear instructions for your child’s teacher as to how much formula to add. If your child drinks breastmilk, please bring it in an insulated container.

A couple more notes:

- Please do not bring toys with your child. Though, if s/he uses a special security item, you are welcome to bring it.
- Children must be dressed in clothes suitable for indoor and outdoor play, including closed-toe shoes and socks. Please do not dress your child in flip-flops or sandals.
- If your child is potty-training, please dress them appropriately, including pants or shorts that can easily be pulled down (not overalls or long dresses, etc.). We want our children to succeed during this process!

Drop Off & Pick Up

Each child must be signed in and signed out every day.

Classrooms are locked until we open at 9:00 a.m. If you arrive before 9:00 a.m., please wait with your child in the waiting area until 9:00. Please do not leave your child without acknowledgement from a teacher.

All outside-access doors remain locked through the day with the exception of the ‘front’ door. If the director is in the front office, it will remain open (for prospective parents/families), but if she steps out, it will be locked. Additionally, the playground gates will be locked. This is to protect our children! If you will be picking your child up early, please notify the director and your child’s teachers so we will be ready to let you in to pick him/her up.

It is vital that you KEEP YOUR CONTACT INFORMATION UP-TO-DATE with us in case of emergencies or illness. If you are going to be unreachable by phone for any length of time on a given day, you MUST provide the director with the name and number of an alternate contact.

Please indicate on the sign-in sheet if another authorized party will be picking up your child that day. They will need to sign your child out. No child will be released to anyone other than a parent unless specific arrangements are made in advance with the MDO

director. A driver's license is required for proof of identification from anyone you authorize to pick up your child.

During drop-off and pick-up, we ask that older children/siblings do not enter the classrooms. This is for your baby/child's protection.

There is usually an adjustment period of a week or two for new students. It is completely normal for your child to cry and cling to you when you try to leave them. It is in your child's best interest to say a quick goodbye and leave immediately thereafter. This can be challenging, but if your child is having difficulty, extended goodbyes usually make for a longer adjustment period.

For preschool-aged children, it is best to leave your child at the door and not go in yourself. This builds their independence and helps prepare them for kindergarten.

If you need to discuss something with your teacher that will take more than just a moment, please schedule a time for a meeting.

You MUST pick up your child at or before 2:00 p.m. A \$1.00/minute late fee WILL BE CHARGED for every minute of late pick-up after 2:05.

Daily Routine & Curriculum

Schedules differ slightly between classes because of age differences, but each class (except for the baby room) has specific times set for free play, learning time, circle time (songs, games, prayers, etc.), arts & crafts, outside play, lunch and rest/nap time. We will also offer other special events from time to time (guests, storytime with the pastor, music time with "Sasparilla," splash days, etc.) and these will be listed on the monthly calendar that's sent home with your child.

Our curriculum focuses on learning a different letter, number, shape and color each week. All of the activities mentioned above are used to reinforce the curriculum. Each week one child is selected for show & tell, and is provided with a large envelope to fill with items that begin with the letter of the week.

We also have a new theme each month for our activities, as well as a Scripture memory verse for each semester. You can stay up-to-date on what your child is learning by viewing the monthly calendar which will be distributed in your child's take-home folder.

The take-home folder will be sent home each day with your child's completed work, as well as memos and special information. Please review the contents of this folder EVERY DAY in order to remain up-to-date on school events and information. Please keep the folder in your child's bag/backpack so it can be returned on the next MDO day. The take-home folder is an important communication tool that allows us to keep our time focused on your children.

Discipline

Our teachers use discipline techniques that encourage self-control. If a child is disruptive, he or she will be placed in a “time-out” or removed from the classroom. The teacher will explain appropriate behavior and program rules to the child. If the child is still uncooperative, a parent will be notified. Corporal punishment will not be used.

Please inform the director and your child’s teachers about any situation that might be causing your child stress and thus affecting his or her learning environment. This information should be conveyed verbally or in writing. If you would like to schedule a conference with the director and/or your child’s teacher, please make arrangements for after school, or you may contact the director by e-mail or phone directly.

Health

Please inform the director and your child’s teacher of ANY and all ALLERGIES your child may have. If your child has a condition which requires special preparedness training (e.g. video training on using an epi-pen, instructions on medicine distribution), please be sure to discuss this with your child’s teacher and the director PRIOR to the first day of school.

After an illness, children must be fever-free and symptom-free for at least 24 hours before returning to MDO. If your child shows any signs of illness, we will notify you immediately. Infections spread quickly among children. We will not accept any child whose health is questionable on a particular day.

Please do not send your child to MDO if you observe any of the following:

- Fever greater than or equal to 100.5 degrees F
- Moderate drainage (clear or discolored) from the mouth, nose, eyes, or ears
- Red discoloration to the whites of the eye(s)
- Skin rashes that have not been ‘O.K.’ed by a physician
- Severe abdominal pain, vomiting or diarrhea
- Any other possibly communicable disease

If your child requires medication while in our care, please inform the director and your child’s teacher(s) and fill out the form required for us to dispense medication.

We require up-to-date immunization records for each child. Unvaccinated children are at greater risk of catching and spreading vaccine-preventable diseases. If you choose not to take part in immunizations or opt for a delayed vaccination schedule, we will need a signed exemption affidavit form (this can be obtained from your pediatrician’s office or online at the Texas Department of State Health Services:

<http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions>

Because we want to provide your child with the safest environment possible, all of our teachers are CPR certified.

Birthdays & Holidays

We want your child to feel special on his or her birthday! Teachers will display your child's name on a birthday poster and make them a birthday crown. The class sings Happy Birthday at lunch time, and you are invited to bring a special snack to be eaten after lunch that day, but please check with the teacher first about any allergies that your child's classmates may have. Birthdays that occur over the weekend will be celebrated either the MDO day before or just after the birthday.

At Little Lambs MDO, we celebrate and plan festivities for Halloween (Costume Parade!), Thanksgiving (Thanksgiving Feast!), Christmas (book/gift exchange, etc.), Valentine's Day (making/exchanging valentines), St. Patrick's Day, Easter and the end of the school year. If you have concerns about your child celebrating any of these holidays for any reason, please let us know in advance and we'll do our best to make special arrangements.

Star Student of the Week

Every 3 weeks, one child in each of the classes will be designated as the "star student" of the week. During your child's week, he or she will be the line leader, the teacher's helper, and all-around super-star! You will receive a list of dates showing what time period your child will be the Star Student. On the Tuesday at the beginning of your child's Star Student period, we would like for you to bring a poster board that you and your child have decorated together. On the poster, we would like to see:

- Your child's name in great big letters!
- A picture of just your child (and feel free to also include photos of family, friends, etc. – but have at least one of just your child)
- Some "favorites" – favorite friend, pet, food, color, activities, etc.

Be as creative as you and your little one would like to be. We have friends whose children are in elementary school and still have their poster hanging in their room! Everyone loves to be a star.

Portraits

A photographer will come in the Fall (and possibly in the Spring as well) to take portraits. We will notify you well in advance about the dates. Within a few weeks after the pictures are taken, you will have the opportunity to view the portraits and decide if you would like to purchase them. We use Rosehill Photography, and their prices are very reasonable.