

First Steps Mother's Day Out Handbook

2025-2026 School Year



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Operational Policies for Our Families

PHILOSOPHY

The philosophy of our program is based on Luke 2:52 “Jesus increased in wisdom and stature, and in favor with God and man.”

WHAT IS MDO?

First Steps Mother’s Day Out is a weekday ministry that provides preschoolers with quality social experiences in a Christian atmosphere. Children learn to work, play, and share together under the direction of a loving, caring staff. Teachers plan activities that meet the special physical, mental, social and spiritual needs of children.

WHAT DO WE OFFER?

WEE Learn Curriculum which provides the following opportunities:

- A. Opportunities for children to learn to interact with friends in the same age group. This includes taking turns, cooperation, and self-assurance. These experiences help contribute to a child’s social and emotional development.
- B. Opportunities to improve motor development and control are provided along with appropriate equipment and the space and freedom to use the equipment.
- C. Opportunities to develop intellectually are provided through stimulation, thinking and reasoning, with materials appropriate for each age group.
- D. Opportunities are provided for preschoolers to discover the beauty of God’s world, to experience the wonder of God’s love and to develop the understanding that each child is a very special person.

WHO CAN COME?

Children from 18 months (by Sept 1st) to 4 yrs pre-kindergarten may attend our MDO program. There are activities especially designed for each child's age group. Children are placed in classes with others of their same age group.

FEES:

Registration: A \$95.00 registration fee per child and \$127.50 for ½ of May's Tuition is due at the time of registration and is non-refundable.

Supply Fee: Paid twice yearly, due with September and January's tuition payments

*All Classes: \$100.00 per child

TUITION

Tuition is based on a nine month school year which is divided into equal monthly payments. No money is refunded due to illness, vacation, or any other missed days as tuition is an annual fee.

Two day (Mondays and Wednesdays):
\$2,295.00/\$255.00 mo.

PAYMENT

Your child is considered to be enrolled in the MDO program upon completion of the registration form and payment of registration fee & ½ of May's tuition. Tuition is due by the 1st MDO day of each month, with the exception that September tuition is due on/before August 2nd. ***If child is absent for any reason payment is still due on time or late fees will apply.** Payment can be made in cash or by check (payable to First Steps MDO). Post-dated checks will not be accepted and we will not hold checks for a later date. If paid in cash a written receipt will be returned for your records.

An invoice for payment will go home in your child's backpack before the end of each month. Please attach payment to the invoice and return it in your child's folder. It is the parents' responsibility to pay monthly whether an invoice is sent home or not. Refunds are not given for missed days or vacation. **Tuition received after the 1st MDO day of each month will be subject to a \$10.00 late charge/MDO day thereafter** and payment must be made by the end of the month to maintain your child's spot for the next month. This will be enforced unless the director or asst. director is informed of unusual and extenuating circumstances; please contact the director or asst. director as soon as possible with any issues or problems that could contribute to late payment. Failure to pay by the end of the month could result in your child being dismissed from the program. **There will be a \$25.00 service charge on all returned checks.** The amount of the returned check and the service charge must be paid with certified funds, (i.e. cashier's check, money order or cash). After two occurrences, the remaining months of tuition will need to be paid with certified funds. Failure to pay by the end of the month could result in your child being dismissed from the program. **Please note that the 2nd half of May's tuition (\$127.50) is due the 1st MDO day in May for your child to attend the month.**

OPERATIONAL HOURS

MDO program hours are **Monday and Wednesday beginning promptly at 9:00 a.m. and ending at 2:00 p.m.** We follow the Lamar Consolidated Independent School District holiday schedule and inclement weather plan. When LCISD has early dismissal, MDO does not have school that day. Our teachers have a regular devotion time from 8:40-9:00 on each school day. With this in mind, we ask that you and your child not enter the classroom until the teachers are present to greet them.

PARENTAL INVOLVEMENT

We, at Mother's Day Out, want you to feel connected to the program. For that reason, we'd like to encourage you to become involved in some aspect of Mother's Day Out. We will keep you informed throughout the year of ways you can plug into MDO, and we encourage you to ask your child's teacher and the director about ways you can be involved. We look forward to working with you and growing together in God's love.

MDO FUNDRAISERS

Our MDO program operates on a not for profit basis. Therefore we rely on fundraising efforts for any improvements or additions to the program. We are continually upgrading our building and grounds for the enjoyment and safety of each child. We appreciate your involvement and participation in any fundraising efforts for MDO.

4. A first-aid kit will be immediately available to teachers.
5. Each child will be required to wear identification listing the child's name and phone number of the MDO program.
6. All teachers will be required to wear easily identifiable clothing so that the children can spot them easily.
7. Each teacher supervising a trip must have transportation available, and a communication device such as a cell phone in case of emergency.
8. Teachers with training in CPR and first-aid must be present on the trip.

GROUP AND INDIVIDUAL PICTURES

A photographer comes in the Fall and Spring to take pictures of the children. Advance notice of the time and date will be given.

T-SHIRTS

Orders for MDO T-shirts are taken in the Fall. All children are required to wear these T-shirts on field trip days. For younger children not going on field trips we have a MDO T-shirt day each month. Order forms are available from the director and orders are placed in August.

BIRTHDAY CELEBRATIONS

The teachers plan to give each child special recognition on the Monday or Wednesday nearest to their birthday. Parents may provide a special store bought snack on that day (Cookies are preferred). Children with summer birthdays are encouraged to celebrate their half birthdays during the MDO term. Please make arrangements with your child's teacher if you plan to bring refreshments. If you plan to bring lunch for the class see the director in advance for approval.

Please do not leave your child unattended in any classroom, hallway or playground. When you do arrive you will be required to SIGN-IN your child. **Sign-in is mandatory.** We request phone numbers where you can be reached **during the day.** For drop off in the morning you must enter through the double brown doors under the carport. Our program concludes at 2:00 p.m. A car pool line is offered for all rooms. Sign-out is mandatory for those that are walking in to pick up their child. **Do not use the Church doors under the carport area for end of the day pick up.** That area is for car pool exit only. If there is an emergency that precludes you from picking up your child on time, please call the MDO office to inform the director that you will be late (however, **late pick up fees will apply**). **At 2:15pm a \$10 late fee will be applied, after 2:30pm a \$1 per minute will be applied.** The late fee is **payable immediately to the First Steps MDO, if payment is not received it will be billed to your account.** If someone other than you, your spouse, or regular care-giver will be picking your child up for MDO, it is your responsibility to inform your child's teachers ahead of time, in person, who that individual will be. We may require you to provide us with identification information of that person. It is not our policy, under normal circumstances to accept changes in your child's pick-up plan based on phoned-in information; however, in an emergency, and with appropriate identification information in our possession, we will accommodate your request. We ask that you supply us with the full name of the person who will pick your child up so that, upon sign-out, we can verify the identity of that person. You should inform any individual who will pick up your child that he/she must be prepared to provide proper Identification, preferably a driver's license, to MDO staff upon arrival. These measures are meant to ensure your child's safety.

EXTENDED DAY HOURS

Extended Hours are available for all ages as long as 2 children are in attendance. Please sign your child in at drop off time in the morning at the table outside Room 4; and inform your child's teachers. **Payment is due at the time of pick-up.** Cash or check made payable to First Steps MDO. A receipt for the payment will be sent home the next MDO day. Hours available 2:00pm until 4:00pm. At 4:05pm, a late fee of \$10 will be applied. After that, the fee is \$1 per minute.

POLICY CHANGES

Parents will be notified of operational policy changes in writing through regular monthly newsletter information and /or through special memos. Information will be sent home with each child and /or mailed to the child's home address. Parents are encouraged to speak with the director if comments, questions or concerns about MDO policies are procedures arise.

WITHDRAWALS FROM MDO

A two-week notice given to the director is required to withdraw from MDO. If this notice is not given payment for the month will be required.

FOOD AT MOTHER'S DAY OUT

It is your responsibility to notify your child's teachers of any allergies. We urge you to send a lunch that is well balanced and contains protein, bread, dairy, fruit and/or vegetable, and water. The lunch you pack cannot require refrigeration or reheating. Do Not send red or dark colored drinks, candy or soda. Grapes and wieners must be cut in half length-wise. Please include any utensils that may be needed. **Pizza Lunch** is the second and the last Wednesday of each month, if you plan to purchase this option. MDO will provide a daily afternoon snack for your child.

will attempt to call you prior to administering any of the first aid items.

IMMUNIZATION REQUIREMENTS

It is the parent's responsibility to keep MDO notified of all immunizations their child receives. Up-to-date records must be kept on file at MDO. Please refer to the Minimum State Vaccine Requirements for Texas Child-Care Facilities for a listing of all immunizations required by the Texas Department of Public Health.

INSURANCE

It is the policy of First Baptist Church and Mother's Day Out to inform all participants that the church and its programs are covered by insurance policies for bodily injury and property damage. Any questions regarding insurance coverage should be directed to the director.

FIELD TRIPS

Some of the MDO classes will have opportunities to take field trips during the school year. In the event that a field trip is planned for your child's class, you will be notified well in advance by your child's teacher. This includes where and when your child will be going. In addition, a note will be sent home outlining the field trip details.

The following requirements will be fulfilled for each field trip event:

1. Parents will sign permission forms allowing MDO to take their child on the trip, including but not limited to permission to transport the child in a vehicle.
2. Emergency medical consent forms and emergency contact information for each child in attendance on the trip will be carried by the teachers.
3. Teachers will carry a written list of all children on the trip and will check the list frequently to account for the presence of all children.

Please notify us if your child has been exposed to any contagious disease (including, but not limited to, pin worms, viral infections, measles, mumps, chicken pox, scarlet fever, flu, Covid). These conditions are among those categorized as highly contagious and it is our policy to keep all children and teachers as safe and healthy as possible. A written doctor's release is required for your child to return to MDO after having any communicable disease. **If your child has been sick with a fever, he/she must be fever-free, without the aid of any medication for 24 hours before returning to MDO.** We require that you administer any necessary medication upon arrival at MDO. Should a treated illness require medication during the school day, you will be responsible for filling out a Medication Request Form. In the cases of chronic illness a plan to administer appropriate care and /or medication will be discussed with and handled by the director. There are certain first aid medicines we can administer only with written consent. They are noted on the written consent forms in the registration packet.

MDO PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

The following plan will be in effect if a child is involved in a medical emergency. The teacher closest to the situation will stay with the child. A CPR or First Aid trained teacher will take over and/or assist. The director will assess the situation to determine if emergency care is needed. If emergency medical care is needed, the director will call 911. The physician identified on the child's medical record will be contacted. The parent will be contacted. All other children in the group will be supervised and cared for by staff members.

First Aid Procedure – You will be required to authorize any of the first aid items that you do not want your child to have access to at the beginning of the school year. We

LABEL TOP AND BOTTOM OF ALL CONTAINERS WITH YOUR CHILD'S FIRST AND LAST NAME. NO GLASS BOTTLES.

PIZZA LUNCH DAY- On the second and last Wednesday of each month, we will have a pizza lunch for the students. The cost includes pizza, fruit, and a drink twice a month for \$5.00 each (\$10 a month). If a child is absent on pizza lunch day there will be NO refund. The cost of Pizza lunch will be included in your monthly tuition. This lunch is strictly optional. If you do not wish your child to participate, please send a lunch on that day.

WHAT TO BRING EACH DAY

1. Each child should have a backpack to hold his/her belongings. It must be able to fit into his/her cubby. (Mini-storage locker size) **Check your child's backpack daily!**
2. Each child who is not yet potty-trained will need to have three labeled disposable diapers for each school day. Mother's Day Out provides wet wipes.
3. Each child should have an extra set of clothes in their backpack. Please label this clothing, as well as any sweaters, jackets, or accessories that your child might use for outside play during the school day.
4. You may bring a spill-proof cup and a bib if your child needs it. Please label these items.
5. Kinder mats for naptime will be provided. Please provide a mat cover for this mat (properly labeled with your child's name). Sizes for the mat are 50 in x 24 in, please do not send the crib sheets with the elastic all the way around it, it makes the mat bunch up. You may also provide a blanket and /or a "lovie" item that might help your child rest.
6. Other than the comfort item your child might want to have at rest time no toys, games, candy, or gum should accompany your child into his/her class. All toys should

be left at home. This rule is meant for the safety and happiness of all the children.

WHAT TO WEAR TO MDO

Children come to MDO to have fun and be involved in art activities, so please send your child in comfortable clothes and shoes. Since all the children spend time on the playground almost everyday, it is imperative that you send your child in closed toe shoes. Children should dress warmly during winter weather for outside play.

REST TIME

All classes will rest daily. Children will rest on kinder mats. Your child will not be required to sleep during this time, but he/she will be expected to be quiet and restful.

DISCIPLINE

Our primary goal is to love your child. With that in mind, and understanding that all children need boundaries, your child will be disciplined if his/her behavior requires it. Should a behavior problem arise, your child will sit quietly for a short period of time to gain his/her thoughts. This differs from traditional time outs since the word (time out) connotes punishment. You will be notified at the end of the day if this has happened. Should a biting occur, (1) the biter will be placed in “quiet time” (2) both parents of the biter and other child will be called, and (3) if the biter is old enough, he/she will attempt to help make the situation better by helping to hold an ice-pack on the wound. We believe that a bad situation can be a learning situation for all. We encourage our children to love their friends, and we will help them understand their responsibility to attempt to make their friends feel better. If a child bites for a second time in one day, he/she will spend a period of time separated from the class with the director and both sets of parents will be called. If the child bites for a third time in one day or within a week,

his/her parents will be called to come get the child. The child can return to MDO the next school day with a clean slate.

CHRONIC BEHAVIOR PROBLEMS

On rare occasions a child may continually behave in a manner which is disruptive to the entire class. When this occurs, and sitting quietly becomes not an effective option, his or her parents will be called to pick up the child. If this occurrence becomes a pattern, the parents may be asked to withdraw his or her child from the program.

ILLNESS

For the protection of all children at Mother’s Day Out, we CANNOT allow your child to be in school if he/she has any of the following symptoms:

- A fever higher than 100 degrees at arrival or has had a fever in the previous 24 hours
- Diarrhea (defined as two loose stools within a short period of time)
- Vomiting
- Rash/ Ringworm
- Heavy discharge from the nose
- Any discharge from the eyes or ears (Pinkeye)

We encourage you to exercise every caution to keep your child safe and healthy; this includes keeping your child home should any other unusual symptoms occur. This is for the safety of ALL children. If your child becomes ill during the school day, with any of the above symptoms, he/she will be separated from other children and you will be contacted immediately. Your child should be picked up from MDO within 30 minutes. Children must be healthy enough to participate in outdoor activities before returning to the Program.