



Mother's Day Out

**PARENT
HANDBOOK**

Lincolnway Christian Church
690 Illinois Highway
New Lenox, IL 60451
815-485-3004 xt 203
www.lincolnway.org

Mothers Day Out
690 East Illinois Highway
New Lenox, IL 60451
(815) 485-3004 ext 203
Director: Carla Sponder - csponder@lincolnway.org

Our Purpose

Mother's Day Out strives to provide an environment that is safe, caring, educational and socially developmental for every child enrolled. We will create an environment to help each child to reach their fullest potential spiritually, mentally, physically, emotionally and socially. Our program is based upon Christian principles of Lincolnway Christian Church based on the authority of the Bible.

Table of Contents

	Page
Enrollment Information	2
Tuition & Fees	2
Objectives	3
Curriculum & Daily Schedule	4
Policies & Procedures	5
Absences/Illness	
Arrival/Departure	
Birthdays	
Calendar/Closings	
Class Changes	
Confidentiality	
Discipline	
Dress Code	
Lunches	
Parent Conferences	
Personal Belongings	
Safety Procedure	
Solicitation	
Special Notices	
Withdrawal	
Handbook & Financial Agreement	8

ENROLLMENT INFORMATION

CLASS SCHEDULE

3 Year Old Monday, Wednesday, Friday or Tuesday, Thursday 9:30 - 12:30 PM

4 Year Old M,W,F or T,Th,F or Monday through Thursday 9:30 - 12:30 PM

REQUIRMENTS

AGE - your student must be the age for the designated class by August 31st, of the current school year in order to enroll in that session. By age 3 and 4 your child should be able to handle bathroom hygiene independently (**potty-trained, no diapers**). It is very helpful if the child is able to zip/button independently.

ALLERGIES - Since safety is our number one priority at MDO, we cannot accommodate children with airborne allergies. This is due to our building being utilized by the outside community and the many ministries within our church.

TUITION AND FEES

An annual, **non-refundable**, registration fee of \$50 for the first child (\$50.00 for each additional child) is due payable at the time of registration.

1 Child \$20.00 per session
2 Children \$20.00 per session
3 Children \$20.00 per session

You may make payment with cash or check payable to Lincolnway Christian Church/MDO or online with a debit/credit card. We accept Visa, MasterCard or Discover. You may use the Lincolnway Christian Church app or our website to make a credit/debit payment. **ALL processing fees will be the responsibility of the payee if using the credit card app online. Please be sure to check the covering processing fees box when entering your payment.** No credit is given for absences (vacations, sickness, etc).

Monthly tuition invoices will be emailed three weeks prior to the due date.

TUITION IS DUE ON OR BEFORE THE 6TH OF EVERY MONTH, NO EXCEPTIONS. Tuition payments are due regardless of illness or absence for any reason. Tuition is considered late if it not received by the 6th and a \$25 late fee will be assessed. If your fees remains unpaid, MDO has the right to suspend or terminate your child for unpaid fees.

RETURNED CHECKS

A \$25 fee will be assessed for all returned checks. In the event of a second returned check, only cash will be accepted for all tuition and fees for the remainder of the school year.

OBJECTIVES

Realizing the early years of a child's life are the utmost important, our program is designed to enrich and develop each student. We do this through a Christian emphasis and loving atmosphere. Mother's Day Out will provide each student with the opportunity to:

- Learn about God
- Become familiar with Bible stories and Bible verses
- Learn to communicate with God through prayer
- Learn to work and share with others in a group setting
- Develop creativity and self-confidence
- Learn to communicate with others, one to one, or in front of a group
- Sit in a group and listen
- Recognize the alphabet, upper and lower case
- Recognize colors and shapes
- Recognize numbers
- Play and communicate with peers and teachers
- Learn and recite pledges
- Recognize the seasons, weeks, and months
- Fine motor skills: cutting, gluing, coloring, painting

CURRICULUM

Our curriculum is based with an emphasis on the letters of the alphabet (upper and lower case) numbers, letters and shapes. Each week a different Bible Story coordinates with a monthly theme and memory verse. All crafts, music, motor activities, books and projects done during that time are chosen to reinforce that emphasis.

DAILY SCHEDULE

Below is a sample of our daily schedule (this may vary depending upon age group)

9:30 - 9:45	Classroom
9:45 - 10:10	Circle Time (Singing songs/recite pledges together as a whole group)
10:10 - 10:30	Bible Story/Motor Skills
10:30 - 10:50	Classroom
10:50 - 11:10	Lunch
11:10 - 11:30	Classroom
11:30 - 11:50	Learn
11:50 - 12:10	Playroom
12:10 - 12:30	Classroom

“Train up a Child in the way he should go, And when he is old he will not depart from it” . Proverbs 22:6

POLICIES & PROCEDURES

Mother's Day Out appreciates the opportunity to minister to your child through our preschool program. Following and cooperating with our staff and program will help each child reach their maximum potential.

ABSENCES/ILLNESS

If your student is not able to attend school during their scheduled day, please call the school office at 815-485-3004 ext 203.

Parents must notify the school if your child has a communicable disease, such as pink eye, head lice, chicken pox, etc. Students with a persistent cough, and/or runny nose and green discharge should also be kept home. The Director's discretion will be used on each individual case when your child is at school displaying any type of illness.

If your child develops COVID-like symptoms at school, it is imperative that they be picked up in a timely manner to limit the exposure to others. **Your child is not required to get a COVID test when sick. In order to return to school, a child must have:**

A negative COVID test or a physician note providing an alternative diagnosis

AND

Symptoms **MUST** be resolved to per **school criteria for diagnosed condition** (i.e. MUST BE 24 HOUR FREE WITHOUT MEDICATION, fever free, vomiting, diarrhea, etc.). MDO will not administer prescriptions or over the counter medications. We will however accept EPI PENS for those with allergies.

If your child exhibits any of the following symptoms, they will be sent home from school **immediately**.

Temperature of 100.4 or higher
Diarrhea
Onset of headache
Nausea or vomiting
Loss of taste or smell
Sore throat
Shortness of breath or difficulty breathing
Cough
Muscle or body aches

According to the Illinois Department of Public Health Exclusion Guidelines, if a child or other family member has symptoms described on the Self-Certification Checklist, the family members must remain in quarantine for 14 days **unless** the following documentation is submitted to the school

- The sick child has a negative COVID-19 test
- A note from the physician indicating an alternative diagnosis for the sick child

If your child is considered a close contact and exposed to someone with a confirmed case of COVID while at school an email will be sent to the parents of that classroom. The identity of the infected person is confidential and will not be released.

If your family is traveling domestically or internationally during the school year: Be sure to check the [Illinois Department of Public Health Website](#) to see if there are any quarantine restrictions for return to Illinois from certain travel locations.

If your child becomes ill, we will call the first and second numbers on your list. Please provide us with at least one alternate individual that can pick up your child should you be unable to come to school **within 15 minutes**. It is very important that you keep your contact information updated with the MDO Office.

ARRIVAL & DEPARTURE

The daily class schedule is 9:30 AM - 12:30 PM. Students will be admitted to the building **no earlier** than 9:25 AM. All students should arrive on time and be picked up promptly at the end of class. **Any student not picked up by 12:40 PM will be charged a fee of a \$1 per minute.** This fee will be added to your next month's tuition bill

Each student must be signed in at drop off and signed out at pick up by an **authorized adult only, no exceptions**. If someone not on the list will be picking up a student, it is your responsibility to inform the front desk worker at sign in. The front desk worker will need to know the name and relationship. The individual should be prepared to present identification.

It is your responsibility to inform MDO of anyone NOT authorized to pick up your child. We also cannot release your child to another person if you have not personally contacted us.

BIRTHDAYS

Birthdays are recognized monthly for students who have birthdays that month. If your child has a summer birthday, we ask that you coordinate to celebrate with your child's teacher. **ALL TREATS MUST BE NUT FREE AND STORE BOUGHT.**

CALENDAR AND CLOSINGS

A yearly calendar will be posted in the summer for the following school year. In the event of a closing due to adverse weather conditions, please check our [FACEBOOK](#) page. **If New Lenox District 122 schools are closed, we will be closed.** If MDO needs to be closed for any other reason, you will be notified by a staff member.

CLASS CHANGES

While we understand the importance of keeping teachers and students together, there may be a circumstance where we need to make a necessary class change. MDO reserves the right to make class or teacher changes throughout the year.

CONFIDENTIALITY

MDO is committed to keeping personal information confidential.

DISCIPLINE

A caring and positive approach will be taken regarding behavior and discipline. The teachers will focus on positive behaviors and redirect behavior. If necessary, a child may be removed from the group for a limited time. NO child under any circumstances will be subjected to corporal punishment or verbal abuse in any manner at anytime.

Parents will be made aware of time outs and/or behavioral concerns. If it is biting/aggressive behavior, a parent will be made aware immediately and sent home. MDO will have the right to suspend to expel a student if behavior issues are unable to be resolved. If the student is suspended or expelled, tuition will not be reimbursed.

DRESS CODE

Please send your children to school with comfortable clothes. During school time, our children may use paints, markers and other things that can get your students clothes dirty.

- Girls wearing dresses should wear shorts underneath
- Plastic play princess shoes are not allowed
- No costumes are allowed

LUNCHES

Lunches, including a drink are provided by the parents. Lunch boxes must be taken home at the end of the day. Please put your child's name on the **outside** of their lunch box or bag. Juice boxes will be disposed of, but any food not eaten by your child will be put back into their lunch box.

PARENT CONFERENCES

Please feel free to request a conference or phone call anytime you feel it is necessary. We will contact you if we feel we have something to discuss. Keep in mind the first two weeks of school can be the toughest to adjust to. The students adjust more quickly if parents stick to a routine and do not stay in the classroom. If there is any reason we feel your child is not adjusting to the program, we will discuss it with you. If you have any questions to their adjustments, we will be happy to discuss them with you.

PERSONAL BELONGINGS

Each student is asked to bring a backpack each day with a spare change of clothes inside a plastic bag with their name on it, in case of an accident. Do not allow your child to bring toys, money, jewelry, etc. These items can become a distraction not only for your child, but also for those children who would like to “borrow” them.

SAFETY PROCEDURES

The safety of your child is our priority. MDO will make every effort to contact parents in the event of an emergency. In the event communication is prohibited for any reason, parents/guardians can be assured that the students will never be left alone and will be kept safe until they are picked up by parents, authorized individuals or law enforcement/emergency personnel. Parents may call the school office at 815-485-3004 ext 203, for information or updates as the situation permits.

SOLICITATION

Mother’s Day Out does not allow the distribution of fliers of any type into the baskets of the children. These include parties of where products are sold, business opportunities or any other the type of information from organizations outside of Mother’s Day Out and Lincolnway Christian Church.

SPECIAL NOTICES

Throughout the year, special announcements, reminders and other important information will be communicated in the following methods.

- Monthly newsletter through E-mail
- Posted outside teacher’s doors
- Placed inside children backpacks/baskets
- Facebook Page - Mother’s Day Out - Lincolnway Christian Church
- The Lincolnway Christian Church App

WITHDRAWAL

You are responsible for the payment of your child’s tuition on or before the 6th of every month. You **MUST** have written notification in the Director’s hand at least two weeks prior to removal if you choose to withdraw your child, or you will be responsible for any tuition and any other fees.

I have read and will adhere to the guidelines and policies as set forth in the Mother’s Day Out Handbook.

Legal Guardian Signature Date

Legal Guardian Print

Student attending Mother’s Day Out

I have read and will adhere to the Financial Agreement including Tuition and Fees as set forth in the Mother’s Day Out Handbook.

Legal Guardian Signature Date

Legal Guardian Print

Student attending Mother’s Day Out