



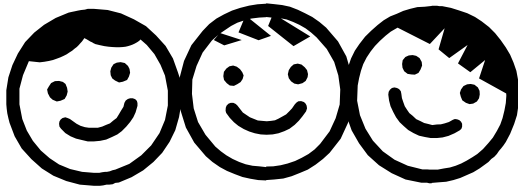
Mother's Day Out

A Ministry of
Cypress Bible Church

*"Behold, children are a gift of the
Lord..."*

Psalm 127:3

PARENT HANDBOOK



Mission Statement

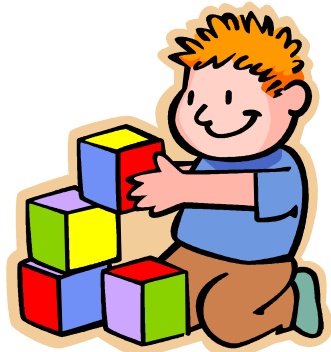
Our **mission** at MDO is to provide a learning and playtime adventure for kids in a Christian environment by allowing mother's uninterrupted free time. Our **vision** is to continually be:

- C CREATIVE
- B BIBLICALLY BASED
- C CONNECTED
- C CARING
- F FUN
- D DESIGNED TO BE SAFE & SECURE



Enrollment

To be eligible for enrollment in Mother's Day Out, a child must be 1 year to 3 years of age. Children are accepted on a first come, first serve basis without regard to race, national origin, or religious creed.



MOTHER'S DAY OUT

2011-2012

Director: Mari Ramos

Phone Number: (281) 469-5867

Monday # 281-469-6063 x 229

Mari's cell # 832-465-3969

Address: 11711 Cypress N Houston
Cypress, TX 77429-2817

Days: Monday, Wednesday &
Thursday

Hours: 9:15 am - 2:15 pm

Arrival and Dismissal

The hours of MDO are **9:15** am to **2:15** pm, Monday, Wednesday and Thursday. Teachers arrive early to pray and set-up their rooms. If you arrive **before 9:15 am**, please do not enter the classroom but wait in the hallway until your teachers can receive your child. After dropping off your child, please fill in all the spaces in the **Parent Sign-In Sheet**. **You must also sign your child out at dismissal.**

Children are picked-up in their classrooms by **2:15 pm**. **PLEASE BE PROMPT IN PICKING UP YOUR CHILD(REN)**. Any children not picked up by 2:15 will be taken to the Director's office to wait for parents. Late pick-ups will be billed at a rate of **\$10.00** after 2:15.

If someone not previously designated will be picking up your child, please contact the Mother's Day Out office. This person's identity will be verified. No child will be released to any unauthorized person.

MDO will follow the CY-FAIR ISD holiday schedule. If CY-FAIR Schools are closed due to inclement weather, MDO will close as well. Please tune into the local television and radio stations for closing of CFISD schools. MDO will resume classes following CFISD schedule if we are able.

August 29, 31, September 1	Classes Begin
September 5	Student Holiday
October 10	Student Holiday
October 26 & 27	Individual Pictures
November 21-25	Thanksgiving Holiday
December 14/15/19	Christmas Parties
December 21 - Jan 3, 2012	Christmas Holiday
January 4/5	Classes resume
January 16	Student Holiday
February 20	Student Holiday
March 12-16	Spring Break
April 2, 4 & 5	Class Picture
May 14/16/17	Last Days of Classes

Tuition Schedule

# of Children	1 Day	Two Days	Three Days
1 child	\$85	\$170	\$255
2 children	\$170	\$340	\$510

A registration fee of \$85.00 is required per child, per day. Registration fees are not refundable.



Financial Policy

Tuition is due on a monthly basis. The total weekly tuition rate is divided into 9 equal payments (September-May). The same amount is due every month, regardless of actual number of MDO days in a given month or your child's attendance. . **Payments are due the first school day of the month and are considered late if they are not received by the second week of the month. A \$10.00 LATE FEE WILL BE CHARGED AFTER THE SECOND WEEK.** Checks should be made to **Mother's Day Out** and placed in the cookie jar located in the hallway by office. Exact cash should be placed in a sealed envelope and be clearly marked with your child's name.

Any alternate payment plan must have the Director's approval. There are no refunds or credits given for absences. If an account is not paid in full by the end of the month, the child will automatically be withdrawn from Mother's Day Out unless other arrangements have been made.

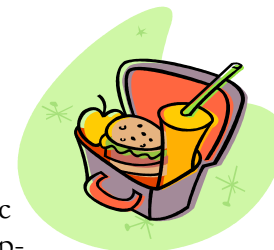
Withdrawal Policy

To withdraw a child from MDO, a written notice must be given a minimum of TWO WEEKS in advance. Failure to do so requires payment of one-half of the monthly fee. We appreciate prompt notice so we can fill the opening. Registration fees are non-refundable and no tuition will be refunded after April 1.

What to Bring Each Day

PLEASE LABEL EVERYTHING YOU SEND WITH YOUR CHILD

Lunch: All children will need to bring a lunch with a drink from home. Older children should have foods that are cut into appropriate size and ready to eat. All containers should be easy to open. Do NOT send carbonated drinks, candy, chocolate, or glass containers. Infants need plastic bottles, spoons, bibs and feeding instructions, updated as necessary. value of lunch



Personal Belongings: Each child should have a large bag or backpack for carrying any or all of the following items: diapers, a complete change of clothes, resting mat, lunch, bottles, school notices, class papers, and personal items.

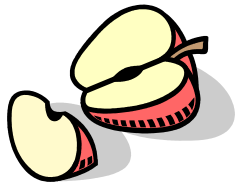
Clothing: Children should wear loose, comfortable play clothes appropriate for the weather and free of complicated fastenings. PLEASE, NO OVERALLS. All outer garments, such as hats, coats, and sweaters, MUST BE LABELED with your child's name. Infants and younger children should always bring a complete change of clothes (including socks).



MDO will have a scheduled nap or quiet time for all children. Please send a labeled towel or mat for rest time.

What NOT to Bring

Please do not let your child bring personal toys or other items from home unless requested to do so by the teacher. Toys from home can present problems for the teachers to keep up with and can cause disagreements about sharing.



snacks

Each school day the children will be served a simple morning snack such as water and crackers. Occasionally children will prepare special foods in class. The parents of child will be asked to contribute snacks once during the year. Snack donations should include 2 boxes of crackers. The monthly calendar will be your reminder.

Birthdays



Each child may bring special treats to celebrate their birthday with their classmates. Cookies are preferred. Please inform the teacher in advance if your child plans to share a special treat for that day. Children with summer birthdays may wish to celebrate their half birthday at school. Let the teacher help you select a day.

Potty Training

Three and Four year olds are expected to be potty trained at MDO. Teachers will assist efforts of potty training with younger children.

Discipline

Children are encouraged with re-direction of behavior and positive commands. A time-out chair is used when these methods and warnings are disregarded by the child. Spanking is never permitted. Any persistent disruptive behavior problems will be handled by the Director with parental input.

Medical and Immunization Requirements and Forms

Medical and Immunization records must be current at the time each child is admitted to Mother's Day Out. These records must be **validated by a physician's signature or health clinic**. A copy of these records with a Medical Evaluation Form must be submitted to MDO and be updated annually.

The Enrollment Form giving MDO the authority to seek medical treatment for your child, in the event a parent or guardian cannot be contacted, is also required by the first day of class. **No child can be admitted to class without these records.**



Illness

To ensure the good health of all our children and staff, sick or recuperating children may not be brought to MDO. A child should be kept at home if he shows *any* signs of illness such as fever, cough, nausea, diarrhea, rash, pink eye, or sore throat. A child should be free of fever for a *minimum* of **24 hours** prior to his attending school. If a child arrives at school with any of these symptoms, he/she will be sent home. Should a child become ill during school, the parent, guardian, or another designated adult will be contacted immediately to pick up the child. Please keep all emergency phone numbers current. Please notify MDO immediately if your child has a contagious disease so other parents can be informed. MDO will not be responsible for administering any type of medication.