

Ellendale United Methodist

Mother's Day Out Program

7217 Centralia Road, P.O. Box 85
Ellendale, TN 38029



Christine Moranville
Director

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PHILOSOPHY

We are sincerely happy to have you participate in our program. We hope this will be a wonderful experience for both you and your child. The purpose of our program is to provide a loving, Christian atmosphere where pre-school children can learn to interact with peers and be exposed to various learning activities in a fun and safe environment. We want this to be a happy time for you and your child. The goals of the Mother's Day Out Program are to help each child to develop:

- a high degree of self-esteem
- confidence and self-reliance
- curiosity and a love of learning
- emotional and social behavior that is acceptable to him/herself and to others
- intellectual skills that will aid him/her in future years.

The curriculum includes planned activities in language arts, math, science, social studies, physical education, art and music.

GENERAL INFORMATION

We operate for a 10 month school year beginning in August through May, according to the Bartlett City School System's calendar's closing date. We will observe the same holiday closing schedule as the Bartlett City Schools. Closing for inclement weather is also determined by the city school system's decisions. Television is your best source of information in regard to bad weather closings. Hours of operation are from 9:30 a.m. - 2:30 p.m. We currently only offer the program on Tuesdays and Thursdays.

ENROLLMENT AND HEALTH FORMS

We must have a **current** enrollment form for **every** child providing emergency information on file. Please keep us informed of any change of address, home, work or emergency telephone numbers. We must have a current health form checklist and immunization records on file. Please advise your child's teacher and the office of **any allergies**, particularly food allergies.

TUITION & FEES

Enrollment Fee: An enrollment fee of \$50 per student MUST accompany all registration forms. Siblings receive a \$10 discount. *Please remember this fee is non-refundable if you decide not to attend EUMC Mother's Day Out.

Tuition: is due the first week of each month. Tuition is \$140 for 2 day/wk for all ages/classes. Tuition is \$70 for 1 day/wk for all ages/classes. There is a \$10 sibling discount. The monthly tuition is an average of all nine months, because some months are longer, and some shorter. All fees must be paid whether or not your child attends a session. No credit is given for absences. You may send your check in your child's folder in an envelope marked "tuition", or you may drop it by the office. Please make all checks payable to EUMC Mother's Day Out and write your child's name in the lower left corner.

Late Fees: Tuition is due during the first week of the month, and a \$5 late fee will apply after the first week of the month. If timely payment of tuition or late fees presents a problem for your family, please see the director to discuss possible payment options.

ILLNESS

Please inform the office when your child will be out for any reason. This enables us to stay advised of potential infectious illnesses.

To protect your child and others we will abide by the following guidelines. Children with these symptoms cannot be brought to the MDO:

- *COVID-19 (please see COVID procedures—separate sheet)
- *Temperatures over 100.5 degrees (oral)
- *Diarrhea or vomiting in the last 24 hours
- *Any undiagnosed rash
- *Sore or discharging eyes, ears, and noses (thick/runny)

If your child becomes sick during the day, the staff will make every effort to contact you. If we cannot contact you, we will then call the contact you have on your emergency contact list. Sick children must be picked up within the hour of the sick call. This is because any

contagious children must be isolated from all other children. Children must be free from symptoms for 24 hours before returning to Preschool. Some contagious illnesses (such as pink eye, ring worm, strep throat, etc...) will require proof of treatment to return to center.

Children must be free of fever 24 hours (without the aid of Tylenol, Motrin or other fever reducers) before returning to school. We reserve the right to refuse to admit anyone who shows signs of being ill. This is for your child's protection, as well as the other children.

Please keep your emergency form up to date so that someone is always available by phone if we need to contact them.

DROP-OFF/PICK-UP POLICIES

*****See new drop off/pick-up procedures on COVID-19 Procedures hand out*****

Even though we arrive earlier, your child's day begins at 9:30 am. We really appreciate your consideration of the staff, as they spend time before 9:30 am preparing for the day. Please do not bring your children early; however, they need to arrive on time. Prompt pick-up at 2:30 is expected. You are considered late after 2:35. Excessive late pick-ups will result in a late pick-up fee of \$5.00 per child each time. Unavoidable circumstances are up to the director's discretion. Please be considerate of the teacher, they have children to pick up from school also.

You will need to sign your child in and out each day on a sign in/out sheet provided by the front office. Parents must sign his/her name and the time the child is signed in and out. You will need to send a written note to school or call us if someone other than those on your list will be picking up your child. It is Mother's Day Out Policy to ID anyone we do not know.

DAILY ROUTINE/NAPS

It is our desire that you can go about your "day out" feeling comfortable that your child is in a safe and loving environment with many fun and constructive ideas presented by a caring staff.

Every day at EUMC Mother's Day Out is a planned day. Our staff spends time and effort in creating new challenges and in keeping your child content. It is our goal to provide a happy and safe environment. Being able to separate from parents and becoming comfortable in a group situation is a big accomplishment for children this age.

Our toddlers, two, and three year olds begin to share, take turns, pick up and sort toys. They also enjoy hearing stories at circle time, singing and learning finger plays. Colors and shapes are emphasized at this age. Daily art activities are provided and encouraged. Three year olds begin using scissors during the year. All children have the opportunity for large motor development through climbing, digging, jumping, and running on the playground or playing with balls, hoops, and organized games.

Teachers assist children with snack and lunch, but independence is encouraged whenever possible. Our two year old teachers also help with toilet training. **It is encouraged but NOT required that your child be toilet trained to enter our three year old class.**

Daytime naps are important for toddlers, twos and threes. Quiet music is played and children are encouraged to rest for about an hour. This time also gives teachers an opportunity to gather belongings and write brief notes about your child's day.

Our four year olds build on the three year old curriculum. Names, Letter recognition, numbers and handwriting become a focus. The four year olds will also have a rest time in the afternoon. Even though many have given up naps at this age, we will encourage them to stay on their mats and listen to quiet music. This will be expected of them in Kindergarten as well. You may send in a small stuffed animal or soft doll to rest with them.

DISCIPLINE

Positive guidance and redirection are the tools we use in shaping behavior. "Time out" is usually sufficient discipline. In the event of continued unacceptable behavior (repeated biting, hitting, name calling, or excessive aggressiveness), the child may need to be

removed from the class and brought to the office. The director and/or teacher will always notify you if this becomes necessary. Three or more instances of inappropriate behavior would indicate that a conference could be helpful.

FREQUENTLY ASKED QUESTIONS:

What is your return check policy?

There will be a \$20.00 fee charged for all returned checks. After three returned checks, payments will only be accepted in the form of money orders or cash.

What if I choose to withdraw my child from the program?

In order to fill openings in a timely manner, a written two-week notice **MUST** be given to the director if you plan to withdraw your child from the program during the session. If proper notice is not given, you will be charged for that month's tuition. No refunds will be given for pre-payment.

Can I send in treats for my child's birthday?

Your child's birthday is his/her special day. We are glad to have treats brought in but ask that you please check with your child's teacher in advance. We will distribute party invitations for you but can only do so if every child is included.

What if my child has dietary restrictions?

If your child has an allergy (peanut, tree nuts, etc.) accommodations will be made specifically for your child's classroom. All of our snacks will be nut and tree-nut free. If your child has another allergy or restriction (i.e. gluten, milk, eggs, soy, etc.) we ask that you provide non-perishable snacks to be kept at the center for your child. If an Epi-pen is needed for severe allergic reactions, it can be registered and stored in the director's office.

What should I pack for lunches?

Please pack a nutritious lunch with drink each day; milk is preferred. Cake, candy, and other sweets are discouraged. A morning snack will be provided each day. Label all lunch boxes, thermoses, and containers.

What should my child wear?

Outside play is a part of our schedule everyday except in inclement weather. The children also participate in, sometimes messy, crafts each day. Dress your child accordingly.

Should I label my child's belongings?

YES! Please LABEL, LABEL, LABEL. We will try to be very careful with your child's belongings, but many of the children's items and clothing are identical. We cannot be responsible for items that are not labeled and lost.

WHAT TO BRING

NURSERY

PLEASE LABEL ALL BELONGINGS WITH YOUR CHILD'S NAME

- 5 diapers
- Bag with a complete change of clothes including socks
- Bib
- Ointment (if needed due to a mild rash)
- Blanket/security item
- Lunch/bottles

TODDLER CLASS

PLEASE LABEL ALL BELONGINGS WITH YOUR CHILD'S NAME

- 5 Diapers
- Rest mat (roll kind or plastic with crib sheet) and blanket
- Bag with a complete change of clothing
- Bib
- Blanket/security item (stuffed animal or doll for nap)
- Lunch – The box with the flip-n-sip thermos is recommended. If your child is familiar with straw type cups this makes packing milk easier. Simple finger foods are suggested – small sandwiches, cheese & crackers, fruit or veggies cut up. Please omit sweets. If everyone respects this request, the children are more inclined to eat the GOOD food you have prepared.
- Empty sippy cup (for snack time)

2K CLASS

PLEASE LABEL ALL BELONGINGS WITH YOUR CHILD'S NAME

- 5 Diapers (if child is not completely toilet trained) OR pull ups with easy open sides
- Rest mat (roll kind or plastic with crib sheet) and blanket
- Bag with a complete change of clothing
- Blanket
- Security item (stuffed animal or doll for nap)
- Lunch – The box with the flip-n-sip thermos is recommended. If your child is familiar with straw type cups this makes packing milk easier. Simple finger foods are suggested – small sandwiches, cheese & crackers, fruit or veggies cut up. Please

omit sweets. If everyone respects this request, the children are more inclined to eat the GOOD food you have prepared.

- Empty sippy cup (for snack time)

3K-1 and 3K-2 CLASSES

PLEASE LABEL ALL BELONGINGS WITH YOUR CHILD'S NAME

- **5 pairs of underwear**
- Lunch – packed with items your child can manage independently
- Rest mat (roll kind or plastic with crib sheet) and blanket
- Full Size Back Pack containing a complete change of clothing INCLUDING underwear
- Security item for nap – we prefer that children **NOT** bring toys except when requested for SHOW & TELL

PRE-K CLASS

PLEASE LABEL ALL BELONGINGS WITH YOUR CHILD'S NAME

- Lunch – packed with items your child can manage independently
- Rest mat (roll kind or plastic with crib sheet) and blanket
- Full Size Back Pack containing a complete change of clothing
- Security item for nap – we prefer that children **NOT** bring toys except when requested for SHOW & TELL