

Mother's Day Out -- Guidelines
Gateway Baptist Church
1915 Rosemark Road Atoka, TN 38004
Church: 837-8087 Director: 901-489-9183 or 837-7112

Program Hours: 9:00 AM to 2:00 PM. TUESDAY and THURSDAY.

Registration Fees: \$25.00 annual fee per child. Family maximum is \$50.00. Payment of registration fee holds child's place in the program and is **non-refundable**.

Tuition: Tuition payment is due on the first day of the month. Tuesday/Thursday tuition is **\$150** per month; one-day tuition is **\$75** per month. *

Tuition is for your child's place in the MDO program; it is not based on daily attendance. Payment of the entire month is due; there is no reduction for sick days, scheduled holidays, or snow days.

Non-payment of tuition will result in the removal of the student from the roster. Attendance may resume after outstanding payment is collected, **if** space is available.

Payments received after the 15th of the month will incur a \$10.00 late fee.

*Please make checks payable to **Gateway MDO**.*

*Sibling discount is available.

Arrival: Children are not to arrive earlier than 9AM. Teachers start the day with a time of prayer and devotion in order to be best prepared to minister to your child. Should you arrive early, please wait with your child in the hallway or classroom—or join us in prayer.

***Parents/Guardians will sign the Sign In/Sign Out Sheet when bringing and picking up a child.

Information to be noted includes the name of the person bringing or picking up the child, along with special information such as emergency contact numbers.

Dismissal: Children must be picked up promptly at 2PM. Your child's teacher and/or the director must be informed in advance if someone other than one previously authorized will be picking up your child. Proof of identification will be required. In the case of extreme emergency, a parent must call MDO for the child to remain past closing time. There will be a \$5.00 late charge for every ten minutes you are late after 2:15PM.

Dress: Outdoor play is a very important part of our program. Our playground ground cover is very hard on shoes; old sneakers are the best choice. Please dress your child appropriately to enjoy God's beautiful world.

Each child must have a seasonally appropriate change of clothing (including underwear) available in the backpack at all times.

Snow Days and Holidays: MDO will close on the same days that Tipton County Schools close. Please listen to the radio or television for school closings. No refunds will be made, nor will there be any make-up days. MDO will observe the same holidays as Tipton County Schools.

Discipline: The staff of Gateway MDO is committed to providing a positive learning environment. We use praise to encourage positive behavior rather than focus upon negative or unacceptable behavior. We do not use corporal punishment. If you feel it necessary to physically discipline your child while on the church premises, please go to an area of privacy.

Persistent Behavior Problems: If any child exhibits persistent behavior problems, such as biting, hitting, or other behavior that is potentially harmful or significantly disruptive, you will be asked by the

director to remove him/her from the program until the behavior ceases. Recurrence of the problem will result in expulsion.

Absence From Program: If absent from the program for more than two weeks without paying or notifying the director of intent to return, the student's name will be removed from the class roster, and that position will be offered to a family on the waiting list. Assuming there is space available, it will be necessary to re-register to resume participation in MDO.

Illness: Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, rash) may not attend class. **A child should be free of symptoms (e.g., fever, vomiting) without use of medications for 24 hours before returning to the program.** MDO staff will administer prescription medication only. All medication must be brought in the original bottle, clearly labeled with the child's name. The medication and instructions should be given to the director.

AN UP-TO-DATE IMMUNIZATION RECORD IS REQUIRED FOR ADMISSION.

Snacks/Lunches: Parents are to pack a **snack** and **lunch** each day. Finger foods that the child can easily feed him/herself help to foster a sense of independence and accomplishment and are, therefore, recommended. **Please label all containers.**

Rest Time: In the afternoon, quiet music will play while the children rest on their mats. After a busy day, preschoolers need this time. If your child has a security item he/she requires to rest well, please label it clearly and bring it each day. **Items that have special sentimental value should not be left at MDO.** Our classrooms are used daily by many different groups (community, as well as Gateway); MDO does not assume responsibility for lost items.

Personal Toys: No toys may be brought to MDO. A special exception may be requested of the teacher in writing. **MDO and Gateway Baptist Church are not responsible for personal items.**

Birthday: Parents are welcome to bring special treats or snacks to celebrate this special day with friends. Please check with your child's teacher for recommendations and allergy alerts.

Please label ALL belongings (backpacks, lunch boxes, clothes, etc.).

Registration form and up-to-date immunization record required.

Gateway Baptist Church
Jeff Gautney, Associate Pastor Family and Missions
901-837-8087

Patricia McLain, Director M.D.O.
Cell: 901-489-9183

PARENT AGREEMENT

I, _____, whose child(ren) _____

is(are) enrolled in Gateway Baptist Church Mother's Day Out Program, have received a copy of guidelines for the program.

I have read and understand the policies and guidelines described, and I agree to abide by them.

(Signature of Parent/Guardian)

(Date)

Parent/Guardian Copy

Keep this portion with your copy of the Guidelines.



PARENT AGREEMENT

I, _____, whose child(ren) _____

is(are) enrolled in Gateway Baptist Church Mother's Day Out Program, have received a copy of guidelines for the program.

I have read and understand the policies and guidelines described, and I agree to abide by them.

(Signature of Parent/Guardian)

(Date)

MDO Copy

Return only this portion to Director.