

All Classes

All of the classes will build on the concepts of Personal Behavior and Spiritual Concepts by encouraging the following:

Personal Behavior

1. Works/plays independently or with another child or children
2. Shows comfort in the classroom within 10-15 minutes of separating from parent
3. Shows respect to the teachers as the authority
4. Is mostly happy and sociable

Spiritual Concepts

1. Knows that we love God and God loves us
2. We can learn about God through the Bible
3. Recall well-known Bible stories
4. We show thanks to God through prayer



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Parent Handbook

Children's Class Hours: 9 a.m. - 2 p.m.
Tuesday, Wednesday, and Thursday

MDO Office Hours: 8:30 a.m. - 2:30 p.m.
Tuesday, Wednesday, and Thursday
(Other hours available by appointment)

MISSION STATEMENT

To enrich a child's development by expanding their interaction and experiences with others to enhance their social, emotional, intellectual, physical and spiritual development in a Christian environment.

SESSIONS & PRICES

Tuesdays, Wednesdays, & Thursdays 9:00 am– 2:00 pm

Monthly Tuition:

\$100.00 - 1 day per week (Tuesday OR Thursday)

\$185.00 - 2 days per week (Tuesday & Thursday)

\$260.00 - 3 days per week (Tues, Weds, & Thurs)

A one time, non-refundable enrollment fee is due in the amount of \$50.00 per family per school year.

Monthly tuition must be paid whether your child attends each day in session or not. Tuition is divided into equal monthly payments over nine months. No deductions are made for holidays, absences or other vacation days. Not all months have the same number of school days. The fees are set to cover salaries and materials needed for curriculum. Tuition is due the 15th of each month, one month in advance. A \$15 late fee will be imposed if not paid by the 21st and children will not be allowed to attend any month for which tuition has not already been paid. Make checks payable to Anthem Church with MDO and child(ren)'s name on the memo line.

SNOW AND ICE POLICY

Mother's Day Out will not be in session at the announcement of the Broken Arrow or Union Public School closings. However, if a public school closes due to extreme cold weather or power outages that do not affect the MDO, we will remain open.

HELPING YOUR CHILD ADJUST

Sometimes children experience separation anxiety at the point of actual separation at the door. If a child is very unhappy for longer than 30 minutes and shows no signs of improvement, we will contact you to pick up your child. After several gradually extended visits, most children are willing to enter the room on their own. Please see a list of tips for helping children adjust below:

- You may want to visit, bringing your child for short periods of time before leaving him/her for the first time. Talk to the Director about special arrangements.
- If a separation problem occurs when first coming, as a general rule, the best way to handle the separation is for the parent to leave the child as quickly as possible. Parents may feel free to call back during the day to be sure that there is no physical illness related to the situation or to check in to see if their child has settled in.
- Sometimes a change in the family (death, birth, divorce) can affect a child's behavior at school. Please inform the Director or teacher of such changes.

DROP-IN POLICY

While we love having your child(ren) drop-in on their non-scheduled day as room is available in their class, we ask that you give us at least a 24 hour notice. This gives our teachers time to prepare enough material with crafts and art. Drop-in fee is \$30 a day.

FOOD

Goldfish or animal crackers are served for the midmorning snack. Please send a water bottle even if your child has a juice box in their lunch. Children need to bring a lunch and drink. Teachers are not free to heat or cut up items in lunches. Apples, oranges, etc. should be quartered and warm foods should be sent in thermal containers. We are a nut free facility due to so many having nut allergies.

Always label your child's lunch with his/her name, including thermoses and containers.

SPECIAL INSTRUCTIONS

If you have any special instructions for your child for the teachers, please have them written and ready to hand to the Director at check-in. This saves time and limits confusion at check-in.

BIRTHDAYS/HOLIDAYS

We love birthdays!! If your child would like to bring a treat for their class, please let us know ahead of time so we can be prepared.

We also love to celebrate Holidays!! We have several holiday parties and special events scheduled throughout the school year. Individual classes may ask parents to sign up to bring treats.

REST TIME

All students will be allowed a time to rest their bodies from the day's activities. This time allows sleepers a chance to get some sleep. The non-sleeping children will be allowed to look at a book quietly on their mat. Your child's teacher will let you know what you need to bring for your child's rest time.

PROCEDURE FOR CHILD PICK-UP

Should it be necessary for someone other than the person who usually brings your child to pick her/him up, please notify the Director, providing the name and description of this person with a way to identify him/her. We will check for identification at pick-up. Prior notice or your availability to consent to the release is essential to this procedure. You may list approved persons to pick up your child on his/her registration.

DROP-OFF POLICY

Drop off begins at 8:55am. This allows our teachers time to be prepared to receive your child. Please do not drop off any earlier unless previous arrangements have been made with the Director.

LATE PICK-UP CHARGE

A fee of \$10.00 may be imposed for each 15 minute time period that a child is not picked up from the program.

CLASS GROUPINGS

Children are placed according to chronological age and developmental stages.

RATIOS

It is our policy that all classes have a minimum of 2 teachers regardless of size.

Babies (3-11 months old)	1:4
One's (Must Walk)	1:6
Two's	1:8
Three's-PreK	1:12

PERSONAL BELONGINGS

Please send plastic bottles and/or cups if possible. Have diaper bags and supplies carefully marked with your child's name. Please include a change of clothing in case of a spill or accident. Please send disposable diapers, wipes and anything else your child may need during changing time.

If possible, please have children leave their toys at home or in your car to prevent them from being lost or broken. Learning to share is very important, but children are very disappointed when a favorite toy is misplaced or broken.

All items brought from home should be labeled with the child's name. Masking tape and permanent markers work well to label items.

CLOTHING

Dress children in play clothes as they will be using glue and paints. As weather permits (above 45°), children will go outdoors, so dress your child appropriately. Names should be placed in coats, sweaters and jackets to assure your child having the item returned if left at Mother's Day Out or misplaced.



ILLNESS/MEDICATIONS

Only well children should be brought to Mother's Day Out. Staff will not give oral medication to a child. PLEASE NOTIFY THE DIRECTOR OF ANY ALLERGIES YOUR CHILD MAY HAVE.

Children are not allowed to attend MDO if they have had any of the following symptoms in the past 24 hours:

- *Fever of 100 degrees or higher
(Must be fever free **without medication** for 24 hours)
- *Vomiting
- *Diarrhea
- *Heavy nasal discharge
- *Red or sore throat
- *Head lice, scabies, impetigo or ringworm
- *Chicken pox, measles, mumps
- *Red or pink swollen eyes
- *Unexplained rash or pain

IMMUNIZATIONS

All children attending Mother's Day Out must have an immunization record on file in our office, along with a Medical Emergency form. Please submit this information at the time of enrollment or when coming the first time.

Required immunizations include (1) diphtheria, tetanus & whooping cough (DTaP), (2) polio (IPV), (3) Hib, and (4) measles, mumps, & rubella (MMR). Please keep us informed of changes to your child's immunization records.