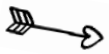
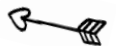


Hannah O'Donnell, Director of Mom's Morning Out and Youth Coordinator

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MMO is a wonderful ministry to families in our community. We provide care for children allowing parents time to run errands, check appointments off, or just grab a cup of coffee in silence. We focus on creating a positive, caring, and social atmosphere for the children of our program through opportunities of playing, creating, and imagining.



### Enrollment and Fees

Parents must complete an enrollment form for each child enrolled at MMO. A **non-refundable registration fee of \$15.00** must accompany the application for enrollment. A child is considered enrolled when both the application and registration fee are received in the Church office. **A cancellation fee of \$10.00 will be charged to those who enroll and drop out.** To participate in MMO you may register your child for a one-day program or two-day program.

One day a week program fee is \$75 per month. Two day a week program fee is \$100 per month.

First United Methodist Church families receive a \$10 discount and priority on the waiting list.

Tuition is a **flat fee** to cover the cost of operating the program (cleaning, supplies, staffing, etc.). **If your child does not attend for two weeks, and there has been no contact or response from parents, your child's spot will be offered to someone else.**

Payment is due on the first class of each month. **If payment is not received by the 10<sup>th</sup> of the month a \$10 late fee will be added.** Please make checks payable to FUMC/MMO. If you are having difficulty please let me know. We have scholarships.

Initial Here: \_\_\_\_\_



### Arrival and Pick Up

MMO begins at 9:00am. Please do not bring your children to their classroom before this time as our teachers are busy preparing for the day. Parents should pick children up promptly at 12:00pm. We understand that situations occur that may cause you to be late, but habitual tardiness will result in a late fee.

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## Birthdays

Recognizing a child's birthday is a way of letting your child know that the day is special in their life. We enjoy celebrating your child's special day. We welcome you to bring treats for your child to celebrate with the rest of the class. It is helpful for our staff to know ahead of time that you are bringing birthday treats. Please note that MMO is a **peanut/nut-free environment!** Do not bring treats that contain nuts, peanuts or peanut butter! We also recommend simple healthy treats over sugary treats! **Initial Here:**\_\_\_\_\_



## Health and Wellness

Each child should be well with no fever, upset stomach, diarrhea, rash or communicable disease. No child will be allowed if any of these symptoms have been observed within a 24 hour period prior to MMO. Should a child become ill while at MMO, the parent will be notified to pick up the child immediately. Please respect the health of other children and keep your child at home if they are ill. Medications will not be administered by the MMO staff. Please do not send your child to MMO if they exhibit any of the following symptoms:

- Temperature over 100 degrees
  - Diarrhea (three or more abnormally loose stools within a 24-hour period)
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - Difficult or rapid breathing
  - Excessive runny nose (especially with color)
  - Yellowish skin or eyes
  - Redness of the eye, obvious discharge, matted eyelashes, burning, itching
  - Untreated infected skin patches, spots or rashes
  - Unusually dark urine or stool
  - Stiff neck with elevated temperature
  - Evidence of lice, scabies, or other parasitic infections
  - Sore throat or difficulty swallowing
  - Vomiting
- Initial Here:**\_\_\_\_\_



## Discipline

Discipline or guidance will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened or subjected to verbal or physical abuse by staff, volunteers, peers or by other parents.

Children learn best through positive reinforcement, consistency, and imitation. We believe we can best accomplish this by having a variety of activities, limiting the number of children allowed in a particular area, and using the following discipline policy.

Children at MMO will always be redirected and positive behavior will be reinforced. Brief time outs may be used with the older children, giving the child the opportunity to calm down. We will use words to help the child identify what he/she is feeling.

We have many alternatives in our approach to discipline and try to use these in dealing with children.

- Redirecting the child
- Praise- "accentuate the positive, eliminate the negative"
- Set clear limits and appropriate consequences
- Use eye contact to break the momentum of chain misbehavior
- Accompany the child away from the group

**\*\*Biting:** First time a child bites, the teacher will separate the child and remind the child we do not bite friends. If this happens again the parents of the child will be contacted to pick up.

Each day is a new day, so we will not remove a child from the program for biting. However, the parent will be contacted to come pick child up each time, and this will help reinforce with the child that biting is not okay. \*\*

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### **What to Bring**

Please send the following items with your child each day. Please **label all items** with your child's name.

- Each child should bring a diaper bag or back pack with an extra set of clothing every day. Even big kids can have an accident occasionally and learning can be a messy adventure!
- Diapers and wipes if needed.
- Sippy cup or bottle with your preferred water. We serve a morning snack of Goldfish, Cheerios, pretzels or animal crackers. Allergy friendly snacks available if needed,
- Play clothes and closed toe shoes are best! Please no flip flops at MMO!

Please do not allow your child to bring personal toys from home. At this young age it is hard for the children to understand that a toy is someone's special toy. In the nursery everything is community property and is to be shared by all. Bringing a toy from home can cause hurt feelings and confusion. For our nursery age children, a lovey item such as a blanket or binky is fine, but actual toys need to be left at home or in Mom's car.

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### **Creative Drama**

Children in MMO will have the opportunity to participate in Creative Drama sessions. There will be two sessions offered for children each month. One session will take place in their classroom. The second session will take place in the church sanctuary. Creative Drama is meant to be a laboratory for communication where the participants will explore social skills, creativity and expression of needs and feelings through storytelling and imaginative guided play. We will often use characters from simple bible stories and verses as a springboard for our dramatic play.

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### **Inclement Weather**



In **MOST**, but not all, weather related situations MMO will follow the Rapid City School inclement weather policy. If RC schools are cancelled, MMO will also be cancelled. If RC schools have a late start, MMO will be closed. Check the local radio and TV stations for the RC schools' recommendation. If MMO is canceled due to weather, fees will not be waived for the first day. If MMO is closed for multiple days, fees will be waived accordingly.

### **Dismissal from the Program**

In rare instances parents may be asked to withdraw from the program. Reasons for dismissal may include but are not limited to:

**If your child does not attend for two weeks, and there has been no contact or response from parents, your child's spot will be offered to someone else.**

1. Children having difficulty adjusting to the program for an unusually long period of time.
2. Children showing continuous physical aggression and/or harm to other children.
3. Parents failing to comply with the rules of the program.

***We want this program to be a positive and pleasant experience for you and your children. If you have any concerns, please contact your child's teacher or Miss Hannah so that we can work together to make this a wonderful year at MMO!***

## **Handbook / Enrollment Agreement**

I, \_\_\_\_\_, have read the above information regarding MMO, and agree to follow the regulations of the program.

I, \_\_\_\_\_, understand that accepting to follow these guidelines and regulations allows MMO to be a safe place for all families that attend.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date