

WOODLAWN BAPTIST CHURCH

MOTHER'S DAY OUT

MISSION STATEMENT: "To support the family in building a foundation for excellence by providing a safe, fun, loving, and trusting environment for young children, and to extend the ministry of the church."

Our program is designed to provide a Christ-like environment to help the child develop mentally, physically, spiritually, socially, and emotionally through age-appropriate activities.

**"TRAIN UP A CHILD IN THE WAY HE SHOULD GO,
AND WHEN HE IS OLD, HE WILL NOT DEPART FROM IT."
PROVERBS 22:6**

POLICIES

CURRICULUM

WBC MDO uses the faith based WEE Learn curriculum, a plan of age-appropriate learning activities using books, music, nature, and toys. These activities are designed to lay a foundation for understanding God, Jesus, Bible, church, self, family, others, and the natural world. We encourage children to learn by doing. Our goal is to teach each child to respect his/her own worth as a child of God.

ADMISSIONS POLICY

These are the steps needed to attend Woodlawn MDO:

- Complete the online registration form.
- Pay the non-refundable \$75 registration fee.
- Obtain and submit a copy of your child's immunization form. This must be done **each** year so that we always have a current immunization form on file for all children.
- When your child is registered, you will receive a packet of information that will need to be completed and returned at Meet the Teacher or on the first day of class.

The teacher/child ratio is:

- Babies 2/8
- Toddlers 2/10
- Twos 2/12
- Threes 2/14
- Fours 2/16
- Fives 2/18

FINANCIAL POLICY

WBC MDO is a non-profit organization supported fully by the registration, supply fees, and tuition of its students.

Monthly tuition is due in full on the first of the month every month from September through May. You may pay with cash or check in the MDO office or online using the Pay Tuition button at woodlawnbc.org/mdo. If you use the online payment system, you have the option to pay each month or set up recurring payments. If using recurring payments, please schedule them by the 10th of each month and have them continue through May 31st. Paying by ACH instead of credit card is preferable if possible. No refunds will be given for absences, cancellations, or bad weather.

Payments not received by the 15th will be assessed a \$10.00 late fee. Returned checks will be charged \$30.00, in addition to the late fee, if applicable.

If you have any questions regarding tuition or if special arrangements for payment need to be made, please contact the MDO office.

ATTENDANCE POLICY

Developing a regular pattern of attendance helps children feel connected to classmates and teachers. While we encourage regular attendance, we recognize that there will be times when your child cannot attend. We ask that you call the office at 512.582.2511 and leave a message letting us know not to expect your child that day.

MDO follows the Austin Independent School District inclement weather policy. Therefore, if AISD cancels or delays school due to inclement weather, WBC MDO will be cancelled. Please pay attention to local radio/TV stations for school announcements.

We do **NOT** make up missed weather days.

PARENT INVOLVEMENT

We encourage parents to be involved. If you have a special talent or interest, please let us know as we enjoy having special guests!

SNACKS

We provide daily snack, which consists of goldfish, animal crackers, pretzels, graham crackers, or something similar. If your child has food allergies or other dietary restrictions, we request that you provide a snack in a labeled container.

LUNCH

Parents will provide a water bottle and a lunch of primarily finger foods each day. Teachers are able to help open containers in all classes and to assist with feeding in the Red and Orange classes. You will be notified of any allergy restrictions in your child's class.

FIELD TRIPS

Our Pink class **may** have field trips during the year. Parents will be asked to sign permission slips for any field trip. Children will be transported by the church buses, and our drivers have been checked out on the bus and have had background checks. Parents are welcome to go on any field trip.

HEALTH POLICY

Please keep your child at home if they show any of the following symptoms within the past 24 hours:

- Fever (100.4 and up)
- Croup, coughing, sneezing (with discolored mucus)
- Acute cold
- Sore or inflamed throat
- Earache
- Runny or infected eyes (pink eye)
- Nausea
- Vomiting or diarrhea
- Skin rashes or infections
- Anything deemed contagious by your pediatrician

Your child must be free of the above symptoms for at least 24 hours before returning to MDO. If your child shows any of the symptoms while at MDO, you will be notified and expected to pick up your child immediately. In the meantime, your child will be isolated.

If your child develops any communicable disease during the school year, please notify MDO immediately so we can notify other parents.

MDO keeps only a thermometer and a basic first aid kit for the treatment of minor injuries. No medications will be administered by teachers. You will need to sign an authorization form for medication and give to the director or assistant director before any medications are given.

Please contact the director with any medication related questions.

DISCIPLINE POLICY

The goal of WBC MDO is to ensure that we have safe classroom environments in which each child is able to grow, learn, and begin to practice self-control.

All discipline will be individualized, consistent, age-appropriate and aimed at teaching acceptable classroom behavior and self-control.

We focus on positive behavior reinforcement, redirection, reminders, and brief supervised removal from the situation as needed.

DROP OFF/PICK UP PROCEDURES

Our hours are 9:00-2:00 each Tuesday and Thursday. All parents enter through the glass doors under the covered walkway by the playground. These doors open at 8:50 and lock at 9:30. Please drop your child off by 9:30 at the latest, so that they have a chance to participate in all of their class's activities. Doors open for pickup at 1:45, and all children should be picked up by 2:00. A \$10 late fee will be charged for chronic late pickups.

We know that drop off can be hard on both you and your child, especially at the beginning of the year. However, we ask that you drop your child at the door of their classroom and do not come in with them. This helps with the busyness of drop off, ensures that no child gets overlooked in the shuffle, and actually makes the transition easier for your child.

If anyone other than the person who regularly picks up your child will be picking him/her up, please contact the MDO office in advance or advise the director and teachers at drop off. They will need to bring their driver's license so we can verify their identification before we release your child. Anyone picking up your child needs to be listed on the authorization list which is on file. We will not release a child to anyone else without parental consent.

MDO STAFF

All staff are trained in the curriculum, have CPR training, and have been background checked. Our teachers love the children and strive to be the best role model for each child. We want each child to have a happy, safe experience in MDO.

TIPS FOR A SUCCESSFUL YEAR

- Be sure to have your child here regularly and on time.
- Provide your child with a healthy breakfast before school.
- Make sure everything you send with your child is labeled with his/her name.
- Make sure you send everything listed on the supply list for your child's class daily.
- Send an extra set of clothing (even underpants and socks) for all children, regardless of age. Accidents can happen to anyone.
- Please dress your child appropriately for the day's activities. The children will paint, play outside, etc. Play clothes and tennis shoes are best. Sandals and slip-ons tend to be problematic on the playground. No flip-flops, please.

IMPORTANT REMINDERS

- Please notify the office of any changes in address or phone number for you or your emergency contacts.
- Please call if your child will not be attending that day.
- Please keep your cell phone on if possible. In the event of illness or emergency, it is extremely important that the office be able to make contact with you.