



Medina United Methodist Church

PARENT HANDBOOK

Rev. Jan. 2019

**Jesus said,
"Let the children come to me, and do not stop them;
for it is to such as these that
the kingdom of heaven belongs."
Matthew 19:14 (KJV)**

Kaitlin Stegemueller, Director of Children's Ministry

Jane Ramin, Coordinator of Children's Ministry



MUMC | Mother's Day Out

MDO MISSION STATEMENT:

The mission of (MUMC) Medina United Methodist Church Mother's Day Out ministry is to bring all children in our care to a personal and meaningful relationship with their savior, Jesus Christ, and to be a living example of His love in their lives.

What we do:

This Mother's Day Out program is a Christian ministry of MUMC. Every class follows a daily schedule. All classes participate daily in music, art, bible story and centers. Each week the children are introduced to a letter and number. Lessons are based on Christian values and traditions as well as interpretations of events occurring in our daily lives. We explore new shapes/colors; participate in different special themed activities and/or celebrations. We encourage curiosity, questions and discovery of God's world. We believe that PLAY is the best way for children to learn. Learning is gained through many experiences including interaction with other children and adults as a key to developing social, language, and academic readiness skills. Children's large and fine motor skills are enhanced through art, play, and music. We support process vs. product art; believing the experience a child has creating art is far more important than the final outcome.

When we meet:

In the fall we meet for a nine-month program on Mondays and Thursday's from 9 a.m. to 2 p.m.

In the summer, we meet for an 8-week program on Mondays and Thursday's from 9 a.m. – 2 p.m.

The start/end dates vary from year to year. We closely follow the M.I.S.D. school holiday calendar.

Bad Weather: If M.I.S.D. is closed for bad weather MUMC MDO will also be closed. If they are delayed, MDO will be closed.

Mother's Day Out Staff:

The Mother's Day Out Coordinator will supervise the daily functions of the Mother's Day Out program. The Coordinator, Stephanie Ayers works under the Director of Children's Ministry, Darlene Stevens.

Teachers are interviewed, screened and hired by the Mother's Day Out Coordinator and the Children's Ministry Director. A criminal background check is performed on each employee before they are hired. All staff members are certified in CPR and first aid. Certification is renewed as it expires.

Child/Teacher Ratios:

The MUMC MDO program follows the Texas Department of Family and Protective Services MINIMUM STANDARDS FOR CHILD-CARE CENTERS Div. 3, §746"

https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.pdf

Enrollment and Registration:

Parents/Guardians must complete an enrollment packet that includes the following items: registration form, emergency release & photo release form, and an allergy notification form.

The first Month tuition and a non-refundable registration / deposit fee (Fall/\$50 fee; Summer/\$15 fee) is required per child. The deposit is used to purchase/replace supplies needed during the year.

Fall Tuition: Monthly Tuition is figured by a calculated annual sum divided into 9 equal monthly payments for September through May. **Tuition is due by the 20th. A \$20.00 late fee is applied to monthly tuition paid after the 1st of each month.**

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All enrollees must pay tuition each month, regardless of attendance, in order to hold permanent spot in the program. Tuition will not be refunded for absences.

Summer Tuition: This is a commitment for the entire 8-week summer program. Summer Total Tuition is \$335 for the 1st child. For an additional child add \$290.

Walk-Ins: Drop-ins are accepted if classroom openings are available.

We appreciate advance notice. \$25 per day/per child.

Fall Tuition
Registered Children: \$140/mo.
Additional Registered Siblings: \$105.00/mo.
Walk-in's - \$25/Day (If space is available)

Late Registrants will be pro-rated.

Method of Payments:

- Checks: make payable to MUMC with MDO in memo.
- Cash: please give to MDO Coordinator or Director to receive a receipt.

Dropping from the Program:

If you find that you need to drop your child(ren) from the program, we ask that you give us 2 weeks courtesy notice in writing or by email. This will allow us time to invite another family; giving them, as well as their teachers, ample time to prepare for the start date.

What to bring:(Label Everything)

- Lunch:** Your child will need to bring a lunch to MDO each day. Please send finger foods only, such as sandwiches, Lunchables, cheese, crackers, fruit, dessert, and fruit snacks with a juice box or Sippy cup. Please make sure that you send bowls, spoons, bibs or any other items your child will need at lunchtime. Lunch needs to be in some type of bag so that teachers can easily retrieve it from the backpacks to serve.
- Backpacks: (Label everything)** In order to help everyone stay organized, each child should bring a backpack to school each day. The backpack should include: one change of clothes- including socks, enough diapers for 4 changes per day (if applicable) or if potty training 2 extra sets of clothes to change into.
- Babies should also pack: pacifiers, bibs, food, bottles, diapers, blankets, etc. that they may need in a typical day.

Snacks for Mother's Day Out:

Depending on the class, teachers may schedule snack helpers to provide snacks for their class on a rotation basis. Snack suggestions will be provided by your child's teacher and any class allergy limitations listed. Otherwise, you will need to send snack with your child's lunch each day.

Arrival and Dismissal:

In order for teachers to properly prepare for the day's lessons, students are welcomed into their classrooms at 9 a.m. All children are to be signed in at their classroom by a parent or guardian. Updates to address, phone numbers and email can be added to your child's sign-in sheet.

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At the end of the day, children must be signed out before leaving the classroom. MUMC MDO will not release your child to anyone other than the registered parent unless notified by the primary parent either by phone or in writing. A space on the registration form is available to list persons allowed to pick up your child. They will be asked to present a valid driver's license for identification purposes.

Late Policy: If you will be late for pick-up due to extenuating circumstances, please call the MDO Coordinator at 830-353-0368. A fee of \$1 per min. past 2:00 will be charged.

Illnesses:

For the protection of all the children at MDO, before participating in class please make sure your child is free from the following:

- Fever (fever free for 24 hours)
- Vomiting or diarrhea (symptom free for 24 hours)
- Sore throat, Cough, common cold- constant runny nose, Pink eye, skin infections, rash, etc.

Teachers will perform a quick health check on all children as they come into the classroom. Runny noses, glassy eyes and a difference in the normal behavior of the child will be closely monitored. If symptoms worsen, we will call you right away and ask you to pick up your child. Please make sure your contact information is kept up to date. You may note changes on your child's sign-in form.

- **Medicines:**

No medications will be administered to any child attending MDO. MDO will accept emergency prevention devices such as inhalers and Epi-Pens with a doctor's order defining the "how" and "when" the medication(s) is to be administered for the named child.

Behavior and Discipline:

Children are expected to obey the teachers and Coordinator within our program. The child will be "redirected" using positive statements. The staff may also use brief supervised separations or "time outs" from the group. A child that exhibits recurrent or extreme behavior, such as, but not limited to, biting or aggressive behavior, may be asked to leave the program. We reserve the right to refuse continuing service to a child due to a child, parent, or guardian's behavior.

Serving Children:

Although we attempt to meet the needs of each child, we are not equipped to serve children with certain physical and/or learning needs/disabilities. In the event we cannot adequately meet your child's needs, we will notify you.

Potty Training/Diapering: In order for our teachers to perform age specific skill sets in their classes, we ask that your child be potty-trained by the age of 3 to participate in our Mother's Day Out program. We understand that there may be exceptions to this policy and ask that you speak with the MDO Coordinator about any concerns about your child. As a whole, our program works together with the parents to aid the child in potty training for those beginning or still working toward their milestone.

Photography/Media Policy: In order to ensure a safe and secure environment for all our children on or off the MUMC campus, MUMC has established a photography/Media policy. All parents of minors participating in activities

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concerning MUMC MDO are asked to sign a photo/Media release form stating whether their child can be photographed/videoed or not for promotional purposes.

Television/Video Entertainment Policy: Video/Television is allowed during the motor skills class to demonstrate dance activity actions or to reaffirm the Bible Story of the week. Please contact the MDO coordinator if you have questions/concerns about: dance activities, movies, TV time, or Bible stories.

Birthday Parties: Birthday celebrations are welcomed at MDO. Planned birthdays will be celebrated at lunch time. We ask that personal party invitations for the entire class be handed out ahead of time. You may get the first name of your child's classmates from their teachers. You are encouraged to bring child-size and ready-to-serve cupcakes or cookies for your child's celebration.

Policy changes:

In the event of any policy changes MUMC MDO will send an email or letter to each family stating updates or changes to the policy.

Questions and Answers:

We strive to work with each family to love and teach each child. You are welcome to share ideas, ask questions or concerns with the Mother's Day Out Coordinator or the Children's Ministry Director.

Contact info:

Kaitlin Stegemueller (Children's Ministry Director) 830-460-0147,
Katie.BOC1@gmail.com

Jane Rambin (Mother's Day Out Coordinator) 830-522-0136
jrambin@hctc.net

Office Hours:

Monday & Thursday 8:30 a.m. to 2:30 p.m.