



## PARENT HANDBOOK

WELCOME! We are so excited to serve your family. Read below for all the information you need to know about our program and what we need from you as the parent or guardian.

- Mother's Day Out is ministry of First Baptist Church Livingston to serve families with part-time child care. Our mission is to serve our community by teaching children about their Creator. We promise a safe, Christian environment for your child as they play and learn.
- School Calendar:

Date:	Event:
October 5	First day of School
October 11-15	Fall Break- NO SCHOOL
November 11	Veteran's Day-NO SCHOOL
November 25	Thanksgiving- NO SCHOOL
December 20- January 3	Christmas Break- NO SCHOOL
March 14-18	Spring Break- NO SCHOOL
May 24	Last Full Day of School

\*\*MDO will also follow along with Overton County snow days.

\*\*1 hour late= 9 AM

\*\*2 hours late= 10 AM

- What you will need to send your child with ***every day***:
  - Lunch
  - Bottles/sippy cups

- Fresh change of clothes- including socks and shoes
- An emergency change of season appropriate clothes that will stay at the facility.  
\*\*Please label all clothing
- Nap time items (pillow, blanket, lovie, etc.) – These may be kept at the facility and taken home every other week for washing.
- One snack
- Pull ups if they aren't fully potty trained
- Enough diapers for the day
- Wipes

PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS!!

### Accidents

- In case of an accident while at the program, an accident report will be completed by the teacher, and the parent will be notified and sign the report at the time of pick up. In case of a more severe injury, the parent will be notified immediately. **Please make sure your phone numbers stay current and up to date with the directors.**

### Withdrawal

- We require a two week notice of withdrawals.

### Pick up and Drop Off

- Door will be unlocked until 7:55 am to 8:30 am at the time of drop off. Doors will be unlocked from 1:30 pm at the time of pick up. Doors will be locked the remainder of the day for the security of MDO.

### Payment

- Tuition is due beginning the 1<sup>st</sup> day of each month and no later than the 10<sup>th</sup> day. It will be considered late beginning the 11<sup>th</sup> day of each month regardless of the day your child attends school and a \$20 late fee will be added. If your child is absent during the week tuition is due, you must make arrangements with the Director or Office to avoid late fees.

Failure to pay tuition by the 30<sup>th</sup> of the current month could result in forfeiture of your child's spot within the program. In addition, there is a \$35 NSF Bank fee charged on all checks returned for insufficient funds or stopped payment.

## COVID

- If Overton County schools were to shut down for an extended period of time, so should MDO. Other than that, we ask that if your family has been exposed to COVID that you send your child back to MDO when they aren't at risk of spreading to other children.

## How to contact the directors:

-Paige White (931) 644-3797

-Carley Keisling (931) 881-7835

***Please sign this page and return it registration!***

We are excited to serve your family at Mother's Day Out! Feel free to contact us with any questions you may have about MDO.

I have read and understand the 2021/2022 parent handbook prepared by the directors as well as the registration papers. I agree to abide by the directives given in the documents.

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Child's Name

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Parent Signature

Date