

Mother's Day Out

a ministry of FBC Livingston

The following information is the registration form for the 2022-2023 school year. Please read over all pages carefully. Space is provided on a first come first serve basis. Incomplete registrations will not be accepted and space will not be held unless all forms are filled out.

All MDO classes are Tuesdays and Thursdays from 8:00 am to 2:00 pm. Please check the age-appropriate class.

- Infant- 6 weeks to 15 months**
- Toddler- 16 months to 30 months**
- Preschooler: 31 month- 5 years**

CHILD INFORMATION

Child's Name _____

DOB ___/___/_____ Gender: M or F Age: _____

Is your child in the habit of taking a nap? Yes or No If yes, how long? _____

Church/Religious affiliation _____ How did you learn about us? _____

Child's first school experience? _____

Previously attended where? _____

List characteristics of your child that you think would be helpful to

caregivers: _____

PARENT INFORMATION

Mother/ Guardian

Name _____ Number _____ C or H

Occupation _____ Work Number _____

Email _____

Father/ Guardian

Name _____ Number _____ C or H

Occupation _____ Work Number _____

Email _____

Child's Personal Information

Eating Habits:

At what time does the child eat: Breakfast _____

What is the child's general attitude toward eating _____

Do they feed themselves _____

Favorite foods _____

Are they on a restricted diet _____

Does the child refuse to eat _____

How is this handled and by whom _____

Sleep Habits:

Do they sleep in a room: Alone / Share with other children / With Parents

Bedtime: _____ Wake time: _____ Average number of bedtime hours _____

Naps from _____ to _____

What is their attitude towards going to bed _____

Do they require a special blanket or lovey to sleep _____

Bathroom Habits:

Is your child: In Diapers or Pull-ups / Beginning to Potty Train / Fully Potty Trained

What words are used for needing the bathroom, urinating and bowel movement _____

Do they tell you when they need to go and do they go willingly _____?

Social Developmental:

Has your child had opportunity to play with other children Yes / No

Do they play well with others Yes / No

What age children does your child normally play with

Do they also attend another school on alternate days

Is your child Friendly-Outgoing / Shy-Quiet / Withdrawn / Somewhat Aggressive / Active-Busy
What are your child's favorite activities

How is discipline handled at home

Is your child frightened by anything

When your child is upset, what is most likely to calm or comfort them

EMERGENCY CONTACT INFORMATION

1. Name _____ Number _____ C or H

Relationship to child _____

2. Name _____ Number _____ C or H

Relationship to child _____

PICK UP INFORMATION: Please list who will be allowed to pick up your child at the end of the day other than your child’s primary caregiver.

NAME	RELATIONSHIP	NUMBER

MEDICAL INFORMATION

Child’s Primary Caregiver _____ Number _____

Hospital Choice _____

In the case of an emergency, may we take your child to the doctor you have designated if non of the above can be reached? _____ May we take your child to the hospital? _____

Allergies MDO should be aware of? Yes or No If yes, please list allergies below:

Does your child take any medication regularly? If so, what and when _____

Conditions of Enrollment
Please make all checks payable to First Baptist Livingston

The nonrefundable/nontransferable \$75 registration fee is payable at the time a completed registration is submitted.

Conditions of Enrollment:

All children must be paid monthly by the 10th of each month in order to avoid a late fee, unless alternative arrangements have been made with the directors. See “financial obligations” for more information.

All irreconcilable differences made between parents and the program policies and guidelines may result in relinquishment of a position with the program. Any concerns should be brought to the program director. All phone and email communications should be directed to the directors and not to the classroom teacher. Placement with a specific teacher cannot be guaranteed and any changes to classroom assignments are contingent upon availability.

_____ Date: _____
Mother/Legal Guardian Signature

_____ Date: _____
Father/Legal Guardian Signature

Financial Obligations

Tuition is due beginning the 1st day of each month and no later than the 10th day. It will be considered late beginning the 11th 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 30th 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.

If your child does not attend a day because of sickness or personal reasons, the tuition for that day must be paid. This program is a nonprofit so we rely on tuition to pay our employees. If we do not meet because of a holiday or a cancellation on our end, then you will not have to pay.

I/We agree to uphold the financial obligations as stated above. We also agree to follow the guidelines and regulations as stated in the Parent Guide.

_____ Date: _____
Mother/Legal Guardian Signature

_____ Date: _____
Father/Legal Guardian Signature

MDO Not Licensed by the State

The State of Tennessee Code 71-3-503 (2012) requires us to re-inform and bring to the attention of parents or child guardians of our MDO students that per our postings, the Mother's Day Out portion of our program is not required to be licensed by the State as a child care center and is therefore exempt from State licensing rules.

I have been informed and understand that the First Baptist Church Livingston Mother's Day Out program is not licensed by and is not required to be licensed by the State of Tennessee Child Care Agency.

_____ Date: _____
Mother/Legal Guardian Signature

_____ Date: _____
Father/Legal Guardian Signature

Photo Waiver

Mother's Day Out would periodically use photos of the children for our web page and social media or printed materials. Please sign the waiver and indicate if you authorize Mother's Day Out to use your child's image for promotional purposes:

I hereby: Grant / Do NOT Grant

_____ Date: _____
Mother/Legal Guardian Signature

_____ Date: _____
Father/Legal Guardian Signature

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: ***SCHOOL 2022-2023 CALENDAR IS NOT YET RELEASED FOR OVERTON COUNTY. INFO WILL BE UPDATED WHEN AVAILAIBLE.***

Date:	Event:
	First day of School
	Fall Break- NO SCHOOL
	Veteran’s Day-NO SCHOOL
	Thanksgiving- NO SCHOOL
	Christmas Break- NO SCHOOL
	Spring Break- NO SCHOOL
	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.)
- One snack
- Enough diapers for the day
- Wipes

Our schedule throughout the day:

8:00-8:30- Arrival

8:30-9:00- Group time/free play

9:00-9:30- Clean-up/Music and movement

9:30-10:30- Exercise and free play in the gym

10:30-11:00- Centers/free play

11:00-11:45- lunch

11:45- 12:30- quiet play

12:30-1:30- play time (Outside, free play, play dough, learning activity, sensory activity, etc)

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. Your child must be picked up by 2:00.

Payment

- Tuition is due beginning the 1st day of each month and no later than the 10th day. It will be considered late beginning the 11th 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 30th 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.