



Mother's Day Out Director:
Bailey Biggerstaff

Immanuel Baptist Church
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**Our mission is
to provide a
safe, loving
environment
for children to
grow
emotionally,
intellectually,
socially and
spiritually.**



Hours

Our program meets Mondays and Wednesdays from 9:00am – 2:30pm. Children MUST be dropped off between 8:55am and 9:30am. Doors will be locked from 9:30am to 2:00pm. Children MUST be picked up by 2:30pm. A \$5 late fee will be added after every 5 mins past 2:35pm.



Notes



Registration

There is a registration fee of \$50. This is a one time, non-refundable fee paid by all new students. Registration will be considered complete when all registration forms are turned in to the director and the registration fee is paid.

A blue square with a light blue oval in the center containing the word "Teachers" in bold black text.

Teachers

Babies

Amanda Frazier
Chrashae Wagner

Young Toddlers

Kayla Lacy
Sara Rodriguez

Older Toddlers

Kimberly Gault
Milka Glisson

2s

Desiree Graves
Jackie Vestal

3s

Annie Creek
Kim Rodriguez

4s

Amye Witt
Lauren Hawley

Floater

Kourtney Mewhorter

A blue square with a light blue oval in the center containing the word "Tuition" in bold black text.

Tuition

School Session

August–May session is
\$ 2,250

Summer Session

June–July session is \$450

Tuition for our school year session is \$2,250 .You may choose to divide it into 10 payments of \$225 per month or pay it in full at the start of the fall session.

Summer session is \$450 .

If you sign up for summer you are committing to both June and July.

Payment is due on the first MDO day of the month. A \$25 late fee will be added after the 10th of the month. Tuition can be paid online by credit/debit card or in person with cash or check. Please bring exact change if paying with cash.

Please make checks payable to Immanuel Baptist Church MDO with your child's name on the memo line.

If tuition is not paid by the 15th of the month your child will not be allowed to attend MDO until it is paid in full.



Schedule

Our school year begins August 14th and ends May 15th. We follow the ECISD calendar for holidays and breaks.

Our Summer session starts June 3rd and ends July 24th.

We will be closed for our church wide VBS.



Classrooms & Ages

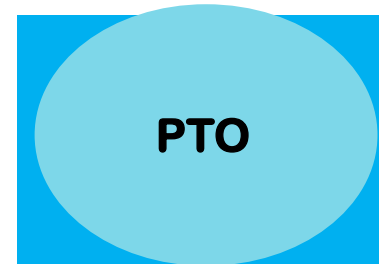
We accept children ages 2 months thru 4 years old.

They are divided into six classrooms:

Babies	2 months – walking
Young Toddlers	12months -18 months
Older Toddlers	18months - 23months
2s	2 yrs. old
3's	3 yrs. old
PreK	4 yrs. old

Children must be potty trained to enter the 3's class.

Children in the Babies—Older Toddlers classes may be promoted during the school year depending on whether the teacher feels they are ready and also class size.



PTO

We have a parent organization for MDO. If you interested in supporting our teachers and helping with parties and special events.

Please, contact the director.



2 Week Notice

Please give a 2 week notice when leaving our program. We understand things come up but, this allows us to bring another child in to fill the spot from our waiting list.



Special Events

We will celebrate most major holidays that occur during our school year. You may be asked to provide certain snacks or other items for your child's class.

Notes will be sent home for those occasions.

There will also be special days that you will be invited to attend throughout the year. Muffins with Mom, Donuts with Dad, and other special days.



Facebook

There is an Immanuel MDO Facebook page. This is a closed group for parents. Pictures from their class and special events will be posted here. We will also post days closed and other important information here.



Curriculum

PreK- This is a structured class that prepares your child for Kindergarten.

Along with Phonics, Social Skills, Handwriting and Music. There will be a cap and gown graduation program in May.

Music- From 2's to PreK we offer a Music program. Our music teacher will lead the children in learning fun songs during a special music time once a week.

Chapel- All classes will have chapel once a month. They will learn a bible lesson, sing bible songs and pray.

Playground- Each class is assigned playground time. As long as the temperature is above 55 degrees your child will have outside time. If the weather does not permit outside time your child will have inside free play in our large fellowship hall.

A blue square with a light blue oval in the center containing the text "Check In/ Pick Up".

Check In/ Pick Up

We use a computer check in system (KID CHECK) This not only allows us to keep track of attendance, it helps us keep your children safe. When you arrive with your child please check in at our check in desk. Once you have checked in a label with your child's name, your phone number and a security code will print. Along with this label there will be a separate label with the security code that matches your child's label.

The label with your child's name should be given to your child's teacher. When you pick up your child please bring the tag that printed your child's security code for that day. Your child's teacher will match this to the label they have. If you have someone besides yourself picking up your child please let the director know prior to pick up. If they do not have the security tag they will be asked to show picture ID.

Please download the KidCheck app and set up your account if you do not already have an account.

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Discipline Cont.

First Offense:

A parent will be called and an action plan to correct the behavior will be discussed.

Second Offense:

A parent will be called to pick up the child for the remainder of the day.

Third Offense:

If the problem persists. Your child may be removed from the program completely.

Our goal is to partner with you to make this a positive experience for you and your child.



Discipline

We enforce a timeout policy. If your child does not demonstrate acceptable behavior they will be given a “cooling off” period. Teachers will place the child in time out and talk to them about what the acceptable behavior should be.

If the behavior continues they will be taken to the director’s office to remove them from the classroom for a period of time.

In the event of severe behavior:

- Continued use of foul language
- Hurting other children or staff
- Extreme verbal abuse/disrespect
- Biting/Spitting
- Destroying property
- Kicking, hitting or fighting
- Running away

Safety

Severe Weather:

In the event of severe weather we will relocate the children to a designated area. Children will line up with their class and walk to our inner hallway into a classroom with no windows. The Babies and Toddler room will put the children in the cribs and wheel them to the safe classroom. You will be notified via our Facebook page or a text message if early pick up will be needed due to weather.

Fire:

In the event of a fire, children will be lined up and be escorted to the nearest exit and line up in the alley.

Intruder:

In the event we have an intruder the director will go down the hallway and close/lock doors, which is an indicator for the teacher to move the children out of the line of sight of the door.



Please dress your child appropriately for the weather. We do go outside if the temperature is 55 degrees or above. Also, we like to have an extra pair of weather appropriate clothing in their backpack in a Ziplock bag, labeled.



All children, other than the PreK class, are required to at least rest during nap time. Please send a nap mat labeled with your child's name for your child to use. It will be sent home periodically to be washed.



Your child must bring a lunch and a water cup for the day. Please do not send food that needs to be heated, with the exception of the Baby room.

We are a Peanut FREE program. Please do not send any peanut products with your child.

Please label all bottles, sippy cups and lunch boxes with your child's name.



For the health and safety of all of the children in the program, please do not bring your child if they are sick.

Your child will have to be symptom and fever free without medication for 24 hrs. to return back to school.

If your child is running a fever the director will contact you to pick your child up. We are not able to administer medication to your child. If your child has a medical condition please let us know.