



immanuel
mother's day out

Mother's Day Out Director:
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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. Our doors open at 8:55am. Children can be dropped off between 8:55am and 9:30am. Doors remain locked from 9:30am to 2:15pm. Children must be picked up by 2:35pm. A \$5 late fee will be added after every 5 mins after 2:35 pm.



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.



PTO

We are starting a parent organization for Immanuel 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. This allows us to bring another child in 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 on 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.



Tuition

School Session
August—May session is \$1,850.
Summer Session
June—July session is \$370

Tuition for our school year session is \$1,850 and the summer session is \$370. You may choose to divide it into payments of \$185 per month. 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 make checks payable to Immanuel Baptist Church with MDO and your child's name on the memo line. If tuition is not paid by the



Schedule

Our school year begins August 16th and ends May 18th. We follow the ECISD calendar for holidays and breaks. We will also be closed on the days that ECISD has an early release. Our Summer session starts June 6th and ends July 27th. We will be closed for VBS July 11– 15th.

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 label with the security code from 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 & fill out your information before we start school Aug 16th.

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.

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

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

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

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

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 closed Facebook page if early pick up will be needed due to weather.

Fire:

In the event of a fire we will sound an alarm and children will be lined up and be escorted to the nearest exit to their classroom.

Intruder:

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

Classrooms & Ages

We accept children ages 2 months thru 4 years old.

They are divided into six classrooms:

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

Children must be potty trained to enter the 3 yr old class.

Children in the Babies—Young 2's classes may be promoted during the school year depending on whether the teacher feels they are ready and also class size.

Quiet/ Nap Time

All children are required to at least rest quietly during nap time. Please send a nap mat labeled with your child's name for your child to use. We will send nap mats home every Wednesday.


Illness

For the health and safety of all of the children in the program, please do not bring your child if they are sick. If your child has a fever or covid-19/flu symptoms please keep your child home for 14 days or provide proof of a negative test. Your child will have to be symptom free for 24 hrs to return back to school for other illnesses. 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.



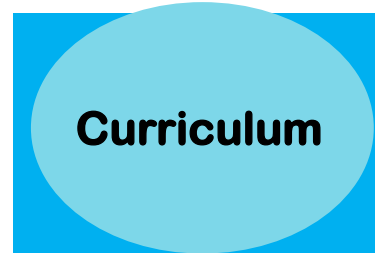
Clothing

Please dress your child appropriately for the weather. We do go outside if the temperature is 55 degrees or above. Also be sure to label your child's outerwear with their name.



Lunch & Snack

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



Curriculum

Preschool- This is a structured class that prepares your child for Kindergarten. Along with Phonics, Social Skills, Handwriting and Music your child will learn some American Sign Language. 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 the first Monday of the month. They will have time of singing, a bible lesson and prayer.

Playground- Each class is assigned a 30 minute 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.