



immanuel
mother's day out

Mother's Day Out Director:
Jennifer Reule

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.**

A light blue oval containing the word "Hours" in bold black text, set against a darker blue square background.

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 light blue oval containing the word "Notes" in bold black text, set against a darker blue square background.

Notes

A light blue oval containing the word "Registration" in bold black text, set against a darker blue square background.

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

Teachers

Babies:

Kim Rodriguez
Tami Henry
Amanda Frazier

Toddlers:

Donna Gentry
Kayla Lacy

Young 2's:

Shawna Lowrance
Ashley Sparks

Older 2's:

Amy Hawkins
Jackie Vestal

3's:

Kirstyn Morgan
Mackenzie Weatherford

4's:

Tiffany Troutz
Tasha Kidd
Kristen Ligon

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

Tuition

Tuition is \$185 per month and 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 15th of the month your child will not be allowed to attend MDO until it is paid in full.

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

Schedule

Our Fall/Spring session begins August 19th and ends May 13th. We follow the ECISD calendar for holidays and breaks. Our Summer session starts June 1st and ends July 29th.

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. 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.

A blue square with a light blue oval in the center containing the text "PTO".

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.

A blue square with a light blue oval in the center containing the text "2 Week Notice".

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.

A blue square with a light blue oval in the center containing the text "Special Events".

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.

A blue square with a light blue oval in the center containing the text "Facebook".

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.

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

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
Toddlers	14 mths - 20 months
Young 2's	20 months - 2 1/2 yrs
Older 2's	2 1/2 years 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.

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.

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

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 Spanish and 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. Mrs. Terri leads 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 50 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 word "Clothing" in bold black text.

Clothing

Please dress your child appropriately for the weather. We do go outside if the temperature is 50 degrees or above. Also be sure to label your child's outerwear with their name.

A blue square with a light blue oval in the center containing the words "Quiet/ Nap Time" in bold black text.

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.

A blue square with a light blue oval in the center containing the words "Lunch & Snack" in bold black text.

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.

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

Illness

For the health and safety of all of the children in the program, please do not bring your child if they are sick. They need to be symptom and fever free for 24 hours to return to school. If your child has tested positive for the flu, they will need to be home for a full week from diagnosis. 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.