

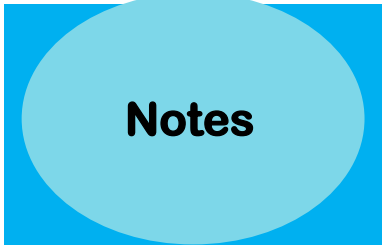


Mother's Day Out Director:
Bailey Biggerstaff
Immanuel Baptist Church
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Odessa, TX 79762
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**Our mission is
to provide a
safe, loving
environment
for children to
grow
emotionally,
intellectually,
socially and
spiritually.**



Hours



Notes

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 for every 5 mins
past 2:35pm.



Registration

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



Teachers

Babies

Amanda Frazier
Chrashae Wagner

Young Toddlers

Madison Fore
Tiffany Troutz

Older Toddlers

Kara Harrington
Kimberly Gault

2s

Jackie Vestal
Savannah Mendoza

3s

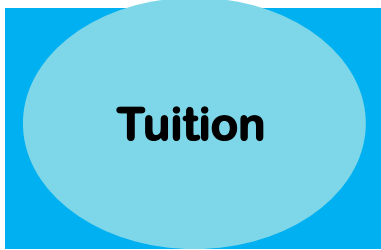
Kourtney Mewhorter
Tara Jackson

4s

Ashley Mendoza
Christy Starkes

Floater

Milka Glisson



Tuition

School Session
(August - May) - \$ 2,250

Summer Session
June & July - \$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.

If you sign up for summer session you are committing to both June and July (\$450). Although attendance in the summer is not required, we must be notified by May 1st if your child will not be attending in summer.

If we do not receive notification in advance, you will be responsible for June's tuition, and you will be moved back to the waiting list for fall attendance.

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 (immanuelodessa.com), or in person by check. Please make checks payable to Immanuel Baptist Church with your child's name/MDO 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.



Our school year begins August 17th and ends May 19th.

We follow the ECISD calendar for holidays and breaks.

Our Summer session starts June 7th and ends July 28th.

We will be closed for our church wide VBS June 14-18, 2027.



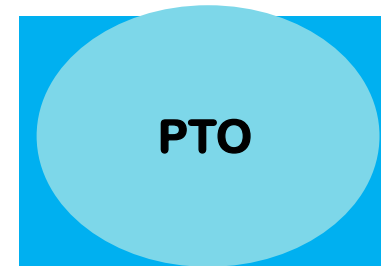
We accept children ages 2 months thru 4 years old.

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 or if we need to adjust class size.



We have a parent organization for MDO. If you are interested in supporting our teachers and helping with parties and special events, please contact the director.



We understand that circumstances can change during the year. If you need to remove your child from our program, we ask that you please give us a 2 week notice before doing so. This allows us time to fill their spot with another child from our waitlist.



Special Events

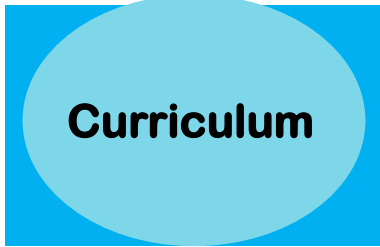
We will celebrate most major holidays that occur during our school year. You may be asked to provide certain snacks or other items for your child's class. Notes will be sent home for those occasions.

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/ Remind

There is an Immanuel MDO Facebook page and Remind group. This is a closed group for parents. We will post reminders about parties, special events, school closings, and any other important information you need to know.



Curriculum

PreK

This is a structured class that prepares your child for Kindergarten. We will work with them on phonics, social skills, handwriting and music. We will celebrate their accomplishments with a cap and gown graduation ceremony in May!

Music

Our music teacher will meet with each class (2's - PreK) once every week. At Christmas, we will have a special music program for parents and families to come and watch them perform their songs!

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. The text "Check In/ Pick Up" is written in bold black font inside the oval.

Check In/ Pick Up

We use a computer check in system (KID CHECK) to check in your child each day. This not only allows us to keep track of attendance, it also helps us keep your children safe. When you arrive with your child, you will enter your phone number on the Ipad. Once you have checked in, you will receive a printed label with your child's name, your phone number, and a daily security code. You will receive a separate label for you to keep with you with the security code for that day.

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 with your daily security code with you. Your child's teacher will match this to the label they have.

If you have someone other than you will be 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.

A blue square with a light blue oval in the center. The text "Discipline Cont." is written in bold black font inside the oval.

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, while providing a safe environment for everyone in our program.



Discipline

We enforce a timeout policy at MDO. 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.

Severe/dangerous behavior issues will require us to send your child home for the day, or for an extended period of time if the offense is on-going. These behaviors include:

- 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 safe location in the church. Children will line up with their class, walk to our inner hallway and stay in 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

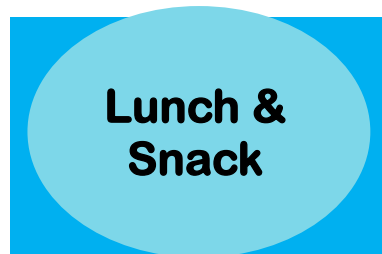
In the event of a fire, children will be lined up and escorted to the nearest exit and line up in the alley behind the church.

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, please provide an extra pair of weather appropriate clothing in their backpack for accidents or spills. Place extra clothes in a ziplock bag and label it with their name.



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

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



All children, other than the PreK class, are required to 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.



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 is sick, they must be symptom and fever free without medication for 24 hrs.to return back to school.

If your child is running a fever while at school, the director will contact you to pick your child up. You must pick up a sick child within the hour! We are not able to administer medication to your child.

If your child has a medical condition please let us know.