



Mother's Day Out

**PARENT  
HANDBOOK**  
2017-2018

Lincolnway Christian Church  
690 Illinois Highway  
New Lenox, IL 60451  
815-485-3004 xt 203  
[www.lincolnway.org](http://www.lincolnway.org)

Mothers Day Out  
690 East Illinois Highway  
New Lenox, IL 60451  
(815) 485-3004 xt 203

Director: Linda Gay

## **Our Purpose**

*Mother's Day Out strives to provide an environment that is safe, caring, educational and socially developmental for every child enrolled. We will create an environment to help each child to reach their fullest potential spiritually, mentally, physically, emotionally and socially. Our program is based upon Christian principles of Lincolnway Christian Church based on the authority of the Bible.*

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CHRISTIAN CHURCH

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815-485-3004

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[www.lincolnway.org](http://www.lincolnway.org)

Dear Parents:

Thank you for choosing Lincolnway Christian Church Mother's Day Out (MDO)! We are so pleased that your child will be attending during these ever-so-important early years of learning and growth.

MDO is an excellent ministry of our church, and we are committed to providing a safe, fun, and learning environment for your child. We will always seek to provide excellent facilities, learning resources, safe equipment, and a highly skilled and caring staff to assure that each student has the best experience possible.

At Lincolnway Christian Church, we are committed to help your child learn: God Made Me, God Loves Me, and Jesus Wants to Be My Forever Friend. We will also seek to find the most effective ways to teach your child what he or she will need to succeed in kindergarten.

We are happy to serve your family through excellent and affordable childcare. If you have not yet found a church home where you can grow and feel a sense of belonging within God's family, I invite you to join us at any of our services or activities. At Lincolnway, we are committed to helping people connect to Jesus and one another for life change! We would love to have you join us.

In His Service,

Pastor Jeff

# ENROLLMENT INFORMATION

## CLASS SCHEDULE

2 Year Old	Monday, Wednesday, Friday or Tuesday, Thursday	9:30 - 12:30 PM
3 Year Old	Monday, Wednesday, Friday or Tuesday, Thursday	9:30 - 12:30 PM
4 Year Old	M,W,F or T,Th,F or Monday through Friday	9:30 - 12:30 PM

## REQUIRMENTS

AGE - your student must be the age for the designated class by September 1, of the current year in order to enroll in that session. By age 3 and 4 your child should be able to handle bathroom hygiene independently (potty-trained, no diapers). It is very helpful if the child is able to zip/button independently.

## TUITION AND FEES

An annual, **non-refundable**, registration fee of \$50 for the first child (\$25.00 for each additional child) is due payable at the time of registration.

1 Child	\$17.00 per session
2 Children	\$33.00 per session
3 Children	\$49.00 per session

You may make payment with cash or check payable to Lincolnway Christian Church/MDO or online with a debit/credit card. We accept Visa, MasterCard or Discover. You may use the Lincolnway Christian Church app or our website to make a credit/debit payment. No credit is given for absences.

**TUITION IS DUE ON OR BEFORE THE 6TH OF EVERY MONTH, NO EXCEPTIONS. Tuition payments are due regardless of illness or absence for any reason. Tuition is considered late if it not received by the 6th and a \$35 late fee will be assessed. If your fees remains unpaid, MDO has the right to suspend or terminate your child for unpaid fees.**

## RETURNED CHECKS

A \$35 fee will be assessed for all returned checks. In the event of a second returned check, only cash will be accepted for all tuition and fees for the remainder of the school year.

## OBJECTIVES

Realizing the early years of a child's life are the utmost important, our program is designed to enrich and develop each student. We do this through a Christian emphasis and loving atmosphere. Mother's Day Out will provide each student with the opportunity to:

- Learn about God
- Become familiar with Bible stories and Bible verses
- Learn to communicate with God through prayer
- Learn to work and share with others in a group setting
- Develop creativity and self-confidence
- Learn to communicate with others, one to one, or in front of a group
- Sit in a group and listen
- Recognize the alphabet, upper and lower case
- Recognize colors and shapes
- Recognize numbers
- Play and communicate with peers and teachers
- Learn and recite pledges
- Recognize the seasons, weeks, and months
- Fine motor skills: cutting, gluing, coloring, painting

## CURRICULUM

Our curriculum is based with an emphasis on the letters of the alphabet (upper and lower case) numbers, letters and shapes. Each week a different Bible Story coordinates with a monthly theme and memory verse. All crafts, music, motor activities, books and projects done during that time are chosen to reinforce that emphasis.

## DAILY SCHEDULE

Below is a sample of our daily schedule (this may vary depending upon age group)

9:30 - 9:45	Classroom
9:45 - 10:10	Circle Time (Singing songs/recite pledges together as a whole group)
10:10 - 10:30	Bible Story/Motor Skills
10:30 - 10:50	Classroom
10:50 - 11:10	Lunch
11:10 - 11:30	Classroom
11:30 - 11:50	Learn
11:50 - 12:10	Playroom
12:10 - 12:30	Classroom

*“Train up a Child in the way he should go, And when he is old he will not depart from it” . Proverbs 22:6*

## **POLICIES & PROCEDURES**

Mother's Day Out appreciates the opportunity to minister to your child through our preschool program. Following and cooperating with our staff and program will help each child reach their maximum potential.

### **ABSENCES/ILLNESS**

If your student is not able to attend school during her scheduled day, please call the school office at 815-485-3004 xt 203.

Parents must notify the school if your child has a communicable disease, such as pink eye, head lice, chicken pox, etc. A student that has a fever, vomiting or diarrhea, **MUST BE 24 HOUR FREE WITHOUT MEDICATION**. Students with runny noses and green discharge should also be kept home.

Should your child become ill while at MDO, they will be kept in the office until parent is reached. If a parent cannot be reached after two attempts, the emergency contact will be called.

MDO will not administer prescriptions or over the counter medications. We will however accept EPI PENS for those with allergies.

### **ARRIVAL & DEPARTURE**

The daily class schedule is 9:30 AM - 12:30 PM. Students will be admitted to the building **no earlier** than 9:25 AM. All students should arrive on time and be picked up promptly at the end of class. **Any student not picked up by 12:40 PM will be charged a fee of a \$1 per minute.** This fee will be added to your next month's tuition bill

Each student must be signed in at drop off and signed out at pick up by an authorized adult. If someone not on the list will be picking up a student, it is your responsibility to inform the front desk worker at sign in. The front desk worker will need to know the name and relationship. The individual should be prepared to present identification.

It is your responsibility to inform MDO of anyone NOT authorized to pick up your child. We also cannot release your child to another person if you have not personally contacted us.

## **BIRTHDAYS**

Birthdays are recognized monthly for students who have birthdays that month. If you choose to bring a treat for the class, we ask that there are NO PEANUTS inside. If your child has a summer birthday, we ask that you coordinate to celebrate with your child's teacher.

## **CALENDAR AND CLOSINGS**

A yearly calendar will be posted at the end of June for the following school year.

In the event of a closing due to adverse weather conditions, listen to WBBM 780 AM. **If New Lenox schools are closed, we will be closed.** You will not be notified by us. If MDO needs to be closed for any other reason, you will be notified by a staff member.

## **CLASS CHANGES**

While we understand the importance of keeping teachers and students together, there may be a circumstance where we need to make a necessary class change. MDO reserves the right to make class or teacher changes throughout the year.

## **CONFIDENTIALITY**

MDO is committed to keeping personal information confidential.

## **DISCIPLINE**

A caring and positive approach will be taken regarding behavior and discipline. The teachers will focus on positive behaviors and redirect behavior. If necessary, a child may be removed from the group for a limited time. NO child under any circumstances will be subjected to corporal punishment or verbal abuse in any manner at anytime.

Parents will be made aware of time outs and/or behavioral concerns. If it is biting/aggressive behavior, a parent will be made aware immediately and sent home. MDO will have the right to suspend to expel a student if behavior issues are unable to be resolved. If the student is suspended or expelled, tuition will not be reimbursed.

## **DRESS CODE**

Please send your children to school with comfortable clothes. During school time, our children may use paints, markers and other things that can get your students clothes dirty.

- Girls wearing dresses should wear shorts underneath
- Plastic play princess shoes are not allowed
- No costumes are allowed

## **LUNCHES**

Lunches, including a drink are provided by the parents. Lunch boxes must be taken home at the end of the day. Please put your child's name on the **outside** of their lunch box or bag. Juice boxes will be disposed of, but any food not eaten by your child will be put back into their lunch box.

## **PARENT CONFERENCES**

Please feel free to request a conference or phone call anytime you feel it is necessary. We will contact you if we feel we have something to discuss. Keep in mind the first two weeks of school can be the toughest to adjust to. The students adjust more quickly if parents stick to a routine and do not stay in the classroom. If you have any questions to their adjustments, we will be happy to discuss them with you.

## **PERSONAL BELONGINGS**

Each student is asked to bring a backpack each day with a spare change of clothes inside a plastic bag in case of an accident. Do not allow your child to bring toys, money, jewelry, etc. These items can become a distraction not only for your child, but also for those children who would like to "borrow" them.

## **SAFETY PROCEDURES**

The safety of your child is our priority. MDO will make every effort to contact parents in the event of an emergency. In the event communication is prohibited for any reason, parents/guardians can be assured that the students will never be left alone and will be kept safe until they are picked up by parents, authorized individuals or law enforcement/emergency personnel. Parents may call the school office at 815-485-3004, for information or updates as the situation permits.

## **SOLICITATION**

Mother's Day Out does not allow the distribution of fliers of any type into the baskets of the children. These include parties of where products are sold, business opportunities or any other the type of information from organizations outside of Mother's Day Out and Lincolnway Christian Church.

## **SPECIAL NOTICES**

Throughout the year, special announcements, reminders and other important information will be communicated in the following methods.

- Monthly newsletter through E-mail
- Posted outside teacher's doors
- Placed inside children backpacks/baskets
- Facebook Page - Mother's Day Out - Lincolnway Christian Church
- The Lincolnway Christian Church App

## **WITHDRAWAL**

You are responsible for the payment of your child's tuition on or before the 6th of every month. You **MUST** have written notification in the Director's hand at least two weeks prior to removal if you choose to withdraw your child, or you will be responsible for any tuition and any other fees.

I have read and will adhere to the guidelines and policies as set forth in the Mother's Day Out Handbook 2017-1018 edition.

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Legal Guardian Signature Date

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Legal Guardian Print

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Student attending Mother's Day Out

I have read and will adhere to the Financial Agreement including Tuition and Fees as set forth in the Mother's Day Out Handbook 2017-2018 edition.

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Legal Guardian Signature Date

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Legal Guardian Print

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Student attending Mother's Day Out

**These agreements MUST BE SIGNED AND RETURNED by or on SEPTEMBER 6, our first day of school.**