

Lincolnway Christian Church
690 ILLINOIS HIGHWAY
New Lenox, IL 60451
815.485.3004, ext. 203

Parent Handbook

Goals

- A. To share Christian beliefs through stories, songs, prayers, and experiences, discovering God in His world.
- B. To minister and care for the entire family, but to mothers in particular, allowing them time for their own activities.
- C. To provide quality care for children away from their parents by providing stimulating learning activities for independent thinking, social growth and enjoyment.
- D. To provide a structured, daily routine to enhance the child's learning.
- E. To provide opportunities to work and play with others, to begin appreciating others in God's family.
- F. To support each family in their Christian family growth and development.

General Curriculum

In addition to Bible time, Mother's Day Out's structured setting will encourage children to develop concepts, skills and attitudes that help to enhance success in school and life.

Music Activities

... will include listening, singing and movement. Most of our music activities will take place during circle time. During circle time, the children will learn and recite pledges to the Christian flag, the American flag, the Bible and to "The Lamb of God". These pledges will be sent home with each child at the beginning of the year. The children will also learn their program songs for the two yearly shows during circle time.

Motor Activities

... will include large and small muscle activities, coordination activities, following a series of commands and experience throwing and catching. Each class will have access to our large play area.

Learn Class

... will include a phonics program. As each letter of the alphabet is introduced,

the child will learn the capital and small form of the letter, the sound of the letter and how to print the letter. Learn will also include, among other things, colors; shapes; number identification and using counters; spatial relations; body parts, days of the week; seasons and months.

Creative Activities

... will include stories, playtime, cutting, painting, coloring and simple crafts.

An annual, non-refundable registration fee of \$50.00 for the first child (\$25.00 for each additional child) is due at the time of registration. Tuition is payable monthly by 12:30 p.m. on the 6th of each month.

Tuition fees are as follows:

- 1 child — \$17.00 per session
- 2 children — \$33.00 per session
- 3 children — \$49.00 per session
- 4 children — \$65.00 per session

Tuition envelopes will be placed in a marked basket on the front table on the last week of each month. Please

do not remove the tuition envelopes from the building.

Any tuition not paid by 12:30 p.m. on the 6th of the month will incur a \$25.00 late charge. Any check returned for *non-sufficient funds* will incur a \$20.00 charge.

You may make a payment with cash, debit card, credit card or check made payable to Lincolnway Christian Church—MDO. We accept Visa, Master Card or Discover. We can also automatically bill your credit card monthly. There is a form to fill out if you would like this option. No credit is given for absences. Please notify us at (815) 485-3004, ext 203 if you anticipate any absences, (i.e. family vacations, extended illness, etc.).

You are responsible for the payment of your child's tuition **ON OR BEFORE THE 6TH OF THE MONTH. unless written notification of your intention to withdraw is in the hands of the directors at least two weeks PRIOR TO REMOVAL OF YOUR CHILD FROM MOTHER'S DAY OUT, YOU WILL BE RESPONSIBLE FOR ANY TUITION AND/OR FEES.**

Special Programs

We would like to give you an opportunity to see your child and his/her friends present some of the music and other things they have learned. In order to do this, we will present two programs each year.

Our Christmas program will be presented in December, before the Christmas break. Our end of the year program will be presented in May before we end for the summer. You will receive information about each program during the year.

Every child's birthday will be celebrated at MDO. Children who have summer birthdays will celebrate "pretend" birthdays in the spring. Parents may send a

treat for the birthday child to share with classmates on this special day.

Birthdays

Easter

Again, we will emphasize the spiritual significance of Easter in our daily program.

Halloween

Mother's Day Out does not celebrate Halloween.

Christmas

We will be emphasizing the spiritual significance of Christmas in our daily program throughout the days prior to Christmas. We encourage all of you to attend Christmas services with your child so he/she can experience the true significance of Christmas with your family.

Discipline

The discipline policy at Mother's Day Out will reflect the spirit of Christian love and forgiveness. Disciplinary measures will be designed and carried out in a way which helps the individual child develop self-control and assume responsibility for his/her own actions.

Firm positive statements about or redirection of behavior will be the primary effective controlling techniques used. Removal from the group for a limited time will be used as a means of helping a child gain control if necessary.

No child will be subjected, under any circumstances, to corporal punishment inflicted in any manner, to verbal abuse, or be punished for toilet accidents.

Please note the dates on your calendar that you received in your summer mailing.

In the event of closing due to adverse weather conditions, listen to WJOL (1340 AM) to see if New Lenox schools are closed. **If New Lenox Schools are closed, you will NOT be notified by us.** If Mother's Day Out needs to close for any other reason where the public schools are open, you will be notified by a staff member.

Calendar and

Closings

Lunches

Lunches, including 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.

Items from Home

Please do not allow your child to bring toys, money, jewelry, gum, candy, etc. These items become a distraction for not only your child, but also for the children who would like to "borrow" them.

Sickness & Absence

If a child is ill, he/she should be kept home, for their own benefit as well as that of the other children. The Mother's Day Out staff will be checking for cold and flu symptoms. Anytime a child's temperature is greater than 98.6 the parent will be notified. All children must be fever,

vomiting and diarrhea free for twenty-four hours before returning to Mother's Day Out. Should your child become ill at Mother's Day Out, he/she will be immediately removed from the group and will remain with a staff member. After two attempts to reach a parent, the emergency number will be called. The child will be released only to those persons authorized on the registration form. If your child contracts a communicable disease, please notify us immediately. Please state all allergies on the GET ACQUAINTED FORM and discuss this with the director in detail. Mother's Day Out **WILL NOT** administer any medications, whether prescription or over the counter. Please call us if your child will be absent for any reason

Parent Conferences

Please feel free to request a conference or a phone call anytime you feel it is necessary. We will call you or request an after hours conference when we have something we wish to discuss with you. It usually takes a few weeks for a child to adjust to a new situation. If at any time you have any questions, or concerns about your child's adjustment or progress, we will be happy to discuss them with you.

Arrival and Departure Procedures

Transportation arrangements of the child are the responsibility of the child's parents.

The doors open at **9:25** a.m. each morning. Persons bringing the child must accompany the child to the door of the classroom and have the responsibility for their supervision and safety before entering the classroom.

BEFORE bringing your child to their appropriate room, please sign them in at the front table.

At departure, sign your child out at the front table before going to their classroom to pick them up. The child will be released only to the child's parents or other *ADULT* whose name is included on the signed list of persons authorized to pick up the child. Anyone picking up a child who is not their own son or daughter must have a pink slip from the front table worker to give to the child's teacher before removing the child from the classroom.

Be sure to notify MDO if any of the information concerning emergency phone numbers or individuals authorized to pick up your child changes during the year.

There will be a late pick-up fee of \$5.00 per each fifteen minute period after 12:45 p.m. that your child is left in the care of the Mother's Day Out staff.

This fee will be added to your tuition envelope. If you find that you are going to be detained, please notify us as soon as possible.

If you are sending a friend or relative to pick up your child, notify MDO in advance. We **cannot** release your child to another person if you have not personally contacted us to authorize such a release.

Party Days

Each year we will have 3 parties per class. They are as follows:

- 1) *Christmas*
- 2) *Valentine's Day party*
- 3) *Easter Party*

There are other "special days" throughout the year. If your child does not regularly attend on a "party day", they are welcome to come for free on that day. Watch ***MDO News*** for information regarding the parties. If you have any questions talk to your child's teacher.

Welcome to Lincolnway!

We want to say that We Are Very Glad You're Here! We want to help you in any way we can. We believe every person is important. As you come to church, you will notice that our church family is made up of all kinds of people, people just like you. I hope that you sensed the warmth and acceptance of those around you.

At Lincolnway You'll Find...

A Place To Worship

Worship is an essential and exciting time to meet together to focus our attention on God. Lincolnway has worship every Sunday at 9 & 10:30 am.

A Caring Network Of People

Lincolnway is a place where people encourage and help each other develop a committed life as followers of Christ. We offer several small groups for you to belong and feel connected.

A Place to Learn

The Bible is the basis for what is taught at Lincolnway. We believe the Bible is God's Word for people living in today's world and instructs us in issues that are relevant to everyday lives.

A Place for all ages

Lincolnway has many opportunities for all ages to become connected and learn about Jesus Christ. We offer a variety of programs for children through adults.

Mother's Day Out—815.485.3004, ext 203

**Facebook: Mother's Day Out—
Lincolnway Christian Church**

Directors:

Linda Gay

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Carla Sponder
Business Administrator
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Pastor: Jeff Robinson
Email: jrobinson@lincolnway.org

Children's Director: Greg Knowles
Email: gknowles@lincolnway.org

Check the Lincolnway Christian Church
website for more information and forms at
www.lincolnway.org

Forms available on-line

Volunteers

There are opportunities to assist in various way ways, such as

- Craft preparation
- Copying
- Painting
- Prop building
- Program help
- Classroom parties

Please notify one of the directors if you are interested. We love our volunteers.

Distribution of Materials

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

We also do not allow the distribution of fliers, cds or any other type of material to other parents. We also do not allow verbal soliciting.

If you are involved with any of this type of marketing or educational type of programs, remember that we cannot allow that on the premises.

Fees

Class Changes

While we understand the importance of keeping teachers and students together, there are sometimes circumstances where we would need to make changes. Therefore, Mother's Day Out reserves the right to make class or teacher changes throughout the year.