



**A Place for Family and Friends**  
A Place to Love and be Loved  
A Place to Belong and Become

**DELL DALE AVENUE BAPTIST  
CHURCH**  
**MOTHER'S DAY OUT**  
402 Dell Dale Avenue  
P.O. Box 1506  
Channelview, TX 77530  
www.ddabc.org  
281 452 3704

## **MOTHER'S DAY OUT - PROGRAM INFORMATION AND GUIDELINES**

### **PURPOSE OF THE PROGRAM**

It is the desire of Dell Dale Avenue Baptist Church to offer you and your child a Christ-centered, child-centered Mother's Day Out Program. This program is designed and initiated by the church to provide some free time for mothers and fathers of preschool children. We will also try to help the children grow in their learning ability as well as in spiritual and social awareness through relationships with loving and understanding adults and with children of the same age.

The children are divided into groups where they learn to work, play and share with their peers. The toddler child will be introduced to adults other than his parents who will care for him and to other children his own age and size. All the children will be exposed to various learning materials and experiences. They will be in a group environment, learning to share and take turns. They will learn to make things, enjoy music and singing, and discover the pleasure of books and Bible stories. They will learn about the things around them: seasons of the year, animals, holidays, etc.

Our Program provides a warm, loving environment that recognizes that children's play is their work and their tool for learning. Through the prepared environment children learn to be alert, curious, and confident; to develop initiative; to ask questions; and to solve problems.

Our teachers are all experienced in caring for children, but even more important, they have a love for children. Ours is a well-organized, yet relaxed atmosphere for your child. We are looking forward to working with each of you this year, and to seeing old and new faces. If you have any questions or suggestions, please feel free to contact me. We hope you find Mother's Day Out helpful and we thank you for your confidence in allowing us to care your child.

## REGISTRATION AND TUITION:

A registration fee of \$45.00 per child is required when you begin the program. This fee is not refundable. If you have more than one child, it will be \$25.00 for each additional child. The tuition for each day is \$16.00 per child, (\$32.00 per week) which is payable whether or not your child is present. We do not give credit for days absent. This fee is paid in the mornings before you take your child to class. You may pay daily, weekly or monthly, depending upon your own budget, but please pay as you go and do not let your tuition account go into arrears. If your account is frequently falling into arrears, we reserve the right to ask that you pay tuition for a week IN ADVANCE. NO FEES ARE COLLECTED IN THE AFTERNOON.

For the last month of school, all tuition (for the entire school year) must be paid up in full by the first Thursday of that month.

## CHECKS:

Please make all checks payable to DDABC MDO. Please note at the bottom left corner of your check your child's name. Any returned checks will require cash to clear your account which will include the returned check fee charged to MDO and we will not accept checks from that party in the future.

## LATE FEES ON TUITION

A LATE FEE of \$2.00 a day (per child) will be charged for those whose accounts fall into arrears starting on late day 3.

## SIGN-IN:

ALL children must be signed in before they go to class in the mornings. These sheets will be in my office in the mornings and in the classrooms in the afternoons. You MUST leave a telephone number of you or someone who can be contacted during the day in case of an emergency. Also include the name of the person picking up your child. Your child will be given a stamp on their hand at this time, so that their teacher will know that they have been signed in.

## HOURS:

MDO is open each Tuesday and Thursday from 9:00 a.m. until 2:00 p.m. Please be on time. DO NOT LEAVE YOUR CHILD IN HIS ROOM BEFORE 8:55 a.m., as the teachers use this time to get ready for the day. Your child MUST be picked up not later than 2:05 p.m. After this time, you will be charged a late charge of \$3.00 for each 5 minutes. Children will be dismissed only to those persons whose names appear on the child's release form. Any changes must be told to the MDO director. An ADULT (18 or over) must sign the sign out sheet. DO NOT SEND OLDER CHILDREN TO PICK UP YOUR CHILD. This is for the protection of your child.

## CHAPEL:

Chapel is offered to all classes once a week. The emphasis is on God's plan for a good and loving world. Appropriate stories from the Bible are shared with the children. Praise, thanksgiving, and prayer are part of the experience. We seek to tell the good news of God's love, and to enable children to respond in ways appropriate for their age.

### HEALTH:

We will only accept healthy children. We are depending on you for your help and cooperation in maintaining this policy. Children must be free of fever 24 hours before they can come back to MDO. In case of sudden illness or an accident, we will try to contact the parent or the child's own doctor. When the parent or doctor cannot be reached or in an extreme emergency, the child will be taken to the nearest medical facility. An up to date health form (shot records) must be on file with the director. No medications will be stored at school or by the staff. The Dell Dale Avenue Baptist Church Mother's Day Out Program and its representative's will not administer medications at any time. If the need arises, we will perform head lice checks as does the public schools.

### POTTY TRAINING:

Children must be potty trained to be enrolled in the 3 year old & Pre-K classes. If you have a child that is age eligible for the 3 year old class and he/she is not fully potty trained, he/she may enroll in the 2 year old class as long as progression is being made on potty training.

### HOLIDAYS\BAD WEATHER DAYS:

We will observe the same holiday schedule as the Channelview I.S.D. If bad weather arises, if Channelview I.S.D. is closed, we will be closed as well.

### LUNCHESES:

Each child is to bring a lunch with a drink each day. Please send food that is easy to eat and handle. PLEASE DO NOT SEND GLASS BOTTLES. Please send healthy lunches and limit the amount of candy and sweets. Please do not send food that must be heated or cut up and DO NOT SEND MILK. LABEL EACH LUNCH BOX WITH YOUR CHILD'S NAME. If your child has any allergies to foods, please let the MDO director, as well as your child's teacher know.

### BRINGING BREAKFAST TO SCHOOL:

If your child is a breakfast eater we do prefer that you feed them before they arrive. However in such cases that you are running late and you bring a breakfast for your child we ask that your child eat in their room while sitting at their table.

### BIRTHDAY LUNCHESES:

If you wish to observe your child's birthday, please make advance arrangements with your child's teacher. Please keep it simple and do not bring presents or decorations.

### DRESS CODE:

Comfortable, washable play clothes should be worn to MDO. Shorts for girls and boys are acceptable. When your daughter wears a dress to MDO please put shorts under her dress. This is for modesty reasons. All children must wear shoes, however we request no flip-flops. Children should have a change of clothes with them. Accidents happen at all ages. PLEASE LABEL YOUR CHILD'S BAG AND ALL CONTENTS.

### PLAYTHINGS:

Please DO NOT allow your child to bring toys! This is to avoid conflicts between the children.

REST TIME:

**Two-year old class:** Please bring a pillow, blanket and a mat for your child to rest on. Please put your CHILD'S NAME on these items. Blankets need to be taken home on Thursdays to be washed. (If you do not have a mat, MDO does have extras)

**The three-year-old class and the Pre-K classes** are flexible about rest time.

CRYING:

Your child may cry when left with us at first. This is normal and shows a healthy preference for their parents. The crying usually stops within a few minutes and becomes less with regular attendance. Explain what he will be doing during the day and that you are leaving but will be back. Then say 'GOODBYE' AND LEAVE. Linger at the door only creates more anxiety on the child's part. Please do not linger in the classroom.

I will be happy to answer any questions about our policies.

MDO DIRECTOR

Kathy Runkle

MDO Phone

281 452-3704

Rev 07/17

ACKNOWLEDGEMENT OF RECEIPT OF  
DELL DALE AVENUE BAPTIST CHURCH  
MOTHER'S DAY OUT  
"PROGRAM INFORMATION AND GUIDELINES"

(Please return this sheet along with your registration form to the MDO Director. Please keep pages 1-3 for your records.)

By signing below, I acknowledge that I have received and have read in its entirety (3 pages) the document titled "Mother's Day Out - Program Information and Guidelines."

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Name of Child Enrolled

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Signature of Parent\Guardian

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Date