

Mother's Day Out - Informational Handbook

Spring Trimester (Jan-May), Summer Trimester (June-Aug), Fall Trimester (Aug-Dec)

Purpose: Our purpose is to provide a safe, nurturing environment that promotes social, cognitive and spiritual development of young children in a Christian environment.

Enrollment/Admission

Mother's Day Out Program serves children ages 6 weeks through the age of 5 years old. No child shall be discriminated against on the basis on race, color, religious belief, or gender. Children with special needs including mental/physical handicaps and serious disciplinary problems will be individually assessed. An enrollment package must be completed prior to your child entering the program. Your child will not be allowed to attend class until a complete and accurate enrollment package is submitted. This includes statement of health, discipline guidelines and financial agreement. It is the parent's responsibility to update the information as needed.

Location, Days & Times

915 West Central Avenue, Bentonville, Arkansas 72712 at Radiant Life Church

This program will be held in the first floor of our new 5,000 sq ft Children's Center located behind the original building. Upon arrival take the East entrance and drive (one way) between the two buildings. You will see double steel doors. That is the entrance to our Mother's Day Out Program.

The program will be held on **Wednesday and Fridays from 9:00 AM to 2:00 PM.**

Program Cost

Age	Registration Fee	Weekly Charge (Due Fri. Before)
6 weeks old to 23 months old	\$25.00 <i>per child</i>	\$40.00 <i>per child</i>
2 years old to 5 years old	\$25.00 <i>per child</i>	\$30.00 <i>per child</i>

Once you have completed the enrollment forms and you have been officially accepted into our program the registration fee is due. (\$25) Payable to: RLC Mother's Day Out.

Payment is due on Friday for the next week; NO exceptions.

Late Pick Up Fee – A late charge is assessed if a child is picked up any time after 2:15.

There is an initial charge of \$5.00 and a \$1.00 per minute after thereafter, payable upon your arrival, to the teacher who has stayed with your child.

Payment Methods: We will accept checks, money orders or cash for tuition.

There will be a \$25.00 fee for any insufficient check. The amount of the insufficient check must be paid in cash as soon as you are notified that the check has been returned. The return of a check may revoke the privilege of paying by check.

If your account is past due, your child will not be allowed to attend MDO until the account has been paid. If your child is dropped from the program you must re-enroll and to pay a new registration fee and all past due amounts. If space is not available, your child will be placed on the waiting list.

Inclement Weather/Holidays

Should the Bentonville School District close for bad weather, the MDO will close or start late as well. Discounts in tuition are not given for snow/bad weather days.

Drop Off/Pick Up

Doors will be unlocked from for drop off until 9:20 am. After 9:20 am, the doors will remain locked from the outside during the school day for your child's security. Please ring the door bell for assistance or call the number provided on the door.

Parents are required to walk the child to and from his/her room and release the child to the responsible teacher. Children will be released only to properly identified persons who have been listed in the child release section of the enrollment forms. The names of individual who are allowed to pick up children are to be kept current by the parents. For our records, children must be checked in and out each day.

Withdrawal

We ask that you provide us with a two week written notice, should you wish to withdraw your child from the Mom's Day Out Program. Until notice is given, you are responsible for all tuition fees. No refunds for partial weeks will be given.

Holidays:

We will be closed on holidays that the Bentonville Public Schools are closed.

Items to send with child (Please label all items with first and last name):

Toddler/Preschool: Each child is to bring a mat and their desired accessories for nap/rest time. Each day this should be returned to the MDO cleaned and ready for use.

Nutritious sack lunch, finger foods – no peanut products of any kind and no foods that require heating. Drink – juice (please avoid red or dark colored juices) or milk in lunch box with ice pack. Change of clothes and pull-ups (if appropriate).

Infants: Labeled: Bottles, formula, snack, food for lunch, diapers, ointment, change of clothes Pacifiers, blankets, etc. as appropriate. Completed feeding/nap schedule.

***Note: As we want to protect all children from potential allergy issues the classrooms are a “peanut free” zone. Therefore the only food items allowed in the classroom are the children’s bagged lunches.**

Health and Safety

We have an LPN (*Licensed Practical Nurse*) on our professional staff.

Please keep your child home if he/she experiences any of the following:

No child shall be admitted who has a contagious or infectious disease. Parents shall be notified to pick up their child if the child exhibits any of the symptoms listed below: Fever: A body temperature of 101 or greater (Recommendations – infants, six months of age or under, who have a temperature of 100 or greater should be excluded). Diarrhea: three (3) or more watery stools in a 24-hour period. Vomiting: Vomiting on two or more occasions within the past 24-hour period. Rash: Body rashes, not obviously associated with diapering, heat or allergic, reactions to medications. Sore throat: If associated with fever or swollen glands in the neck. Severe coughing: Episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing. Pink eye: Pink (or red eyes) which may be swollen with white or yellow discharge: until on antibiotics for 24 hours. Untreated scabies, head lice or the presence of nits: May return after treatment and removal of nits. Multiple sores inside mouth with drooling: Unless health care provider determines the condition is non-infectious. Ring worm: A fungal infection of the scalp or skin: may return after evaluation and under treatment by a health care provider. Impetigo: May return 24 hours after treatment is initiated. Colored discharge from the nose (green or yellow). Any child who becomes ill will be separated from other children, supervised and parents will be called to pick up the child. For your child’s protection, we ask our staff to follow the same guidelines. If your child is being treated with an antibiotic, we ask that they should have received treatment for at least 24 hours before coming to the MDO program. Staff cannot administer any medications. Parents of all children will be notified or contagious illness as soon as possible.

Injuries

In the event of an accident or injury, your child will have prompt immediate attention. An accident report form will be given to you stating the details of what happened and what medical attention was given. You will be immediately contacted regarding any serious injury.

Allergies:

Please make sure any severe allergy your child has is listed on your enrollment package. Also, let your child's teacher know if your child has a severe allergy.

Discipline

Young children are in the process of learning and understanding how the world works and sometimes they don't have any idea of the consequences of their acts. The process of discipline is to help teach children appropriate ways to meet their needs and to stop inappropriate behavior. The world discipline means "teaching" and that is exactly what Jesus did with his disciples. Our caregivers are responsible for the following guidelines: Encourage children to love the Lord (demonstrated by obedience) and to love their neighbor (treat others as you want to be treated); Redirect behavior; Offer a choice; Talk through problems; Set clear limits (use the word "no" as little as possible); Provide an opportunity for time out (children two years or older – must not exceed one minute per year of the child's age); Contact the director if the above options have been taken without any change in a child's behavior; Contact the parent if removal has not been effective; Understand that effective discipline does not include ridicule, sarcasm, threats or withholding any sort of care from a child; Effective discipline should NEVER include any sort of negative physical touching (spanking, slapping, swatting, tapping, shaking, pulling, back biting, and grabbing face or limbs). It is our desire to demonstrate to children that our caregivers are loving and considerate people who want to help them show them God's love.

Time-out shall not be used for children under three years of age. However, brief separation from the group is acceptable when a child's behavior endangers him or endangers others. Then a child may be placed in a supervised area away from the group or in a crib or playpen while the teacher attends to the situation. *(Example: A child who has bitten another child could be briefly removed from the group while a teacher attends to the bitten child and the other teachers attend to all other children.)*

Complaint Procedure

If you have a complaint or concern:

1. Pray about it. Ask that God will help you make the complaint in such a way that it will result in the betterment of the program.
2. Express your concern promptly and clearly.
3. Concerns about the MDO policy should be addressed directly to the Director. Concerns regarding classroom condition should be discussed with your child's teacher. After the discussion with the child's teacher, if you feel that the results were not satisfactory, the next step would be to contact the MDO Director. If you do not feel your concerns are being addressed by the MDO Director you may contact the Senior Pastor to take the matter further.

Mother's Day Out Handbook Acknowledgement Form

By my signature below, I acknowledge that I have read and agree to abide by the policies and procedures stated in the handbook.

Signature: _____

Printed Name: _____

Date: _____

Please sign and return this page only to the Mother's Day Out Program:

Radiant Life Church- P.O. Box 337, 915 West Central Avenue, Bentonville, Arkansas 72712

Phone/Fax: 479-273-5182

Normal office hours: Monday- Friday 10:00 am to 5:00 pm.

The Church Office is located in the North building, on the east side