

Mother's Day Out Parent Policy Handbook

2009-2010



First Baptist Wylie • 100 North 1st Street
Wylie, Texas 75098



Mothers' -Day-Out-Ministry

FBC 100 North First Wylie TX 75098
Director: Dawn Atkins (972) 442-2261

Registration and Fees Policies and Procedures

Registration Fee: This is a once a year per FAMILY fee. It is \$65 for the whole family. It is non-refundable.

As a ministry to our families we are trying to keep the fees low. However, we want to stress the importance of your commitment to our program for the whole year. Your registration fee is your commitment to the program for the whole year

Tuition: This fee is calculated per child per month regardless of attendance. We charge 8 equal payments of \$80 for each child. We will require your on the first Tuesday of the month. Your payment in full is expected even if your child is absent. A \$10 late fee will be added if it is not paid on or before the first class day of the month.

Withdrawal: If for any reason you must leave the MDO program, we require a 30 day written notice. This gives the program a chance to fill your empty spot. You will be held financially responsible until a written notice is received. You will be released from financial responsibility 30 days from the date our office receives notice.

Inclement Weather: We will follow WISD. If Wylie schools are closed or delayed, we will not be in session.

Fees for Late Pick-up: Our hours are from 9-2. You may arrive at class as late as you wish & pick up as early as you wish. However, your full payment is expected. And you must be prompt to pick up at 2:00. There will be a \$10 late fee charged after 2:05.

Penalty: Any family not up-to-date on fees will be dropped after the second class day of the month not paid for. Full registration fees will apply if the family wishes to re-enter the program.

Supplies: We charge no supply fee however; we ask that you be responsible for sending these items each week:

- Send a labeled spill proof type cup with your child each class
- Send a labeled backpack with a change of clothes & diapers/pull ups/wipes
- Send a labeled nap mat and nap time comforts (not for Stay and Play)
- Send a sack lunch with your child. We will not be able to heat or refrigerate any items. Please make sure it is all kid finger-friendly.

Birthdays:

If you would like to send a birthday treat for the lunch time dessert you are welcome to do that and share with the class. Please let the teacher know in advance and ask the teacher about allergies of the children.

Drop Off: We screen each individual that is allowed into the classroom. For that reason we ask that you do NOT enter the classroom door. Make your good bye short and sweet at the door. Reassure your child that you are coming back then leave. You may arrive as late as you wish to class. This program is for your convenience but we ask that you do not drop off before 8:55. Our teachers are still getting ready for the day.

Illness:

We ask that your child not come to MDO if he or she is sick. Anything that is contagious will put other children at risk, and if your child isn't feeling well, he or she would really rather be with Mommy anyway. If your child has had fever or has been throwing up within 24 hours please keep him or her at home.

Please do not bring your child to MDO if he/she has any of the following symptoms:

- Fever (must be fever free for 24 hours)
- Vomiting or Diarrhea (within 24 hours)
- Unexplained Rash
- Inflamed Throat and/or Mouth
- Colored Discharge from Eyes or Nose
- Coughing/Sneezing
- Head Lice (or known exposure to head lice)
- Open Wounds without proper bandages
- Childhood Diseases (chicken pox, measles, mumps, scarlet fever, whooping cough, etc.)

Emergency:

In the event that you are involved in an emergency, please notify Ms. Dawn at (972) 841-1404 or the church office (972) 442-2261. We will remain with your child until you arrange care.

If there is an emergency at church your child's safety will be our primary concern. If we are in a lock-down-mode due to urgent conditions, your pick up time may be delayed, please be patient. We are following code to protect our children and workers. In the event of inclement weather or emergency take shelter. Your safety is important to us as well. Please trust our staff in these situations to execute the appropriate plan of action to provide safety for all concerned.





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MDO is a ministry of FBC. It is primarily self funded. All monies and fees are used for supplies, expenses, and salaries. We depend on your attendance and prompt payment for continued ministry and operation. Our teachers need their paychecks.

Please read and review the detailed explanation of these topics before signing. Full policy is available on line or in church office.

- Registration
- Tuition
- Short Months
- Withdrawing
- Inclement Weather
- Late Fees
- Penalty
- Supplies
- Birthday Celebrations
- Drop Off
- Illness
- Emergencies

Agreement: I have read and agree to abide by the above fee schedule, financial procedure, fee payment plan and daily operations.

Parent/Guardian Signature

Date