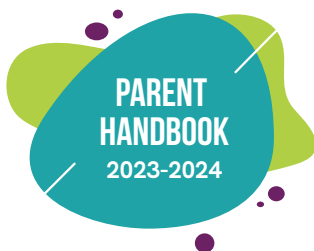


WEST END COMMUNITY CHURCH



MOTHER'S DAY OUT



West End Community Church
235 White Bridge Pike | Nashville, TN 37209
CONTACT: Emily Gordon, Director of Mother's Day Out
615.463.8497 x 102
emily.gordon@westendcc.org
www.weccmdo.org



MISSION STATEMENT

The Mother's Day Out Ministry at West End Community Church aims to provide a secure, loving, and Christ-centered environment for your child. We desire for your child to grow and develop as Jesus did, "in wisdom and stature, and in favor with God and men." Luke 2:52



TABLE OF CONTENTS

Mission Statement	1
Overview	2
Registration	2
Admission	2
Tuition	3
Who We Are	5
Policies & Procedures	6
Arrival	6
Departure	6
Weather Dismissal	7
Illness	7
Food	9

OVERVIEW

- Tuesdays and Thursdays: 9:00 a.m.–2:30 p.m.
- First Day of School: September 5, 2023
- WECC MDO accepts children 12 months to PreK age.
- Children must be accepted age on or before Sept 1st.

REGISTRATION

ADMISSION:

Registration forms must be completed for your child to be considered for admission. A \$100 non-refundable registration fee per child must accompany the registration forms. Admission is not guaranteed until registration forms, including fee, are received and the check is cleared. If there are no openings available for your child, you may choose to place your child on the waiting list for \$20.00. You will be contacted as soon as a spot becomes available.

A \$100 non-refundable application fee will be due at the time that you accept a position off of the wait list.

ENROLLMENT:

It will be your responsibility to return the completed Enrollment Packet to the Assistant Director. **Please note that your child will not be allowed to start school until ALL forms are complete and returned. Failure to return the Enrollment Packet can result in your child losing their spot in our program and forfeiture of your registration fee.**

TUITION:

- \$325.00 per month (1 child)
- \$2,925.00 annually (1 child)
- Sibling discount is \$20.00 (monthly) per child registered.
- **Tuition is auto drafted on the 1st business day of every month (September - May).**

TUITION:

Tuition is determined on an annual basis and may be paid all at once or in nine equal monthly installments. Tuition is nine total payments drafted on the 1st of each month from September to May. **Payments are considered late on the 15th of each month and will be charged a \$15 late fee.** Full tuition must be paid each month regardless of the number of days in attendance due to illness, holidays, vacation, etc. Tuition is based on days registered, not days attended. Financial assistance requests may be confidentially submitted, in writing, to the Director.

LATE PICK UP FEES:

\$1.00 per minute/per child beginning at 2:31 pm. Payable upon pick up.

- If you arrive after 2:30, the doors will be locked and you will need to use the first floor entrance.

WITHDRAWAL FROM PROGRAM:

Prior to the start of the school year

If you choose to remove your child(ren) from WECC MDO, you must notify the Director prior to August 1st, in order to avoid tuition being drafted on September 1st. **Please note: If you disenroll your child(ren) prior to the start of the school year, but after the August 1st deadline, this relinquishes their spot in the program.**

After Sept. 1st

Should you wish to withdraw from the program after September 1st, a 2 week written notice is required. You will still be expected to pay the month's tuition in full. No refunds will be given. Please note: If notice is not received by the 15th of the month (that you wish to withdraw) you will be billed for the following month as well. It is to your financial advantage to provide notice at the first of any given month.

FORMS:

In order to be enrolled in WECC MDO, you will need to complete all necessary forms. These forms include:

Registration Packet

- ☐ Registration Card
- ☐ Registration Form
 - ☐ \$100.00 non-refundable registration fee is required in order to complete this form
- ☐ Completed ACH bank draft form (tuition is auto-drafted on the 1st business day of every month from September-May)

Enrollment Packet

- ☐ Current immunization/physical form (TN Dept of Health Certificate of Immunization)
- ☐ Signed Illness, Behavior, Late Pick Up, and Tuition Policy Agreement
- ☐ State Licensing Disclosure
- ☐ Signed Medical and Liability Form



WHO WE ARE

CURRICULUM:

Using a tailored curriculum, we will emphasize age-appropriate skills pertaining to a child's development mentally, physically, socially, and spiritually. Skills will be taught in a way that all learning styles are addressed and learning will be fun.

DAILY SCHEDULE:

Our goal is to celebrate each stage and uniqueness of a child's development and growth. Daily we will use many different methods to accomplish our goal including Bible story, group playtime experiences, arts and crafts, storytime, and music. God's word will be the emphasis of each daily activity because understanding the love of Jesus is the firmest foundation we can offer a child.

STAFF:

Having a well-qualified and highly trained staff is a top priority for our program. Our requirements for employment are:

- Degree in education or minimum of 2 years related teaching experience
- Criminal background check
- 3 references on file
- Professional Development Training at the beginning of each school year

COMMUNICATION:

We will try to keep you up-to-date and informed regarding your child and any other WECC MDO happenings. You can expect periodic emails from WECC MDO in reference to emergent info and any upcoming events. Teachers are required to regularly communicate to parents the current focus of the class as well as their individual child's progress. This Parent Handbook should answer most questions you have regarding policies and procedures.



POLICIES AND PROCEDURES

ARRIVAL:

Check-in begins at 9:00 a.m. To avoid interruption to the classroom, we ask that all students be dropped off no later than 9:30 a.m.

All children enrolled in WECC MDO must be signed in prior to entering their class. In an emergency, our log books are what we will use to establish a headcount. Additionally, for state exemptions, we must keep daily records of the hours that each student is present in our program.

Separation can be stressful for both moms and children. Please make your good-bye definite and do not linger. If you would like to call during MDO hours, we would be happy to check on your child and give you a report on how they are doing.

DEPARTURE:

The pick-up person must be listed on the child's Transportation Form. It is especially important to list all people that you allow to pick up your child. It is important to let the teachers know if the afternoon pick-up person will not be the same as the morning drop-off person. Teachers begin to learn each child's familiar contacts. If someone unfamiliar comes to pick up your child he/she **will** be asked for a photo ID and their name **will** be checked against the Transportation Form. Your child will not be released to anyone until we confirm their identity and that their name is listed on the Transportation Form. **We will ID anyone that we do not know.** Children will not be released to siblings unless they are over the age of 18 and their name is listed on the Transportation Form.

DROP OFF/PICK UP:

- Park in a space in the upper parking lot
- Enter building through main church entrance
- Sign-in/sign-out at MDO desk

The Main Entrance doors will only be unlocked from 9:00-9:30 and then again from 2:00-2:30. If you arrive, outside of those time spans, you will need to use the 1st-floor entrance. If you arrive later than 2:30 you are considered late and are subject to the Late Pick-Up Fee. We will not be using the downstairs parking lot or the roundabout for regular drop-off or pick-up.

WEATHER DISMISSAL:

If Davidson County Schools are closed, WECC MDO will be closed.
If Davidson County Schools have a delayed start, WECC MDO will delay start in line with Davidson County, and pick up will remain the same.

- 1 hour delay=10:00 MDO drop off begins
- 2 hour delay=11:00 MDO drop off begins

You will receive notification via brightwheel **ANYTIME** WECC MDO is unexpectedly closed or delayed.

ILLNESS:

Please do not bring your child to WECC MDO if they are ill. If a child becomes sick while at WECC MDO, the parent will be called and expected to make arrangements to come for their child. A wellness policy helps us to maintain a healthy environment for all our children. The following are guidelines to illness and symptoms:

- Fever over 100 degrees in the last 24 hours (Please do not use the fever-reducing medication in order to bring down your child's fever to make them "well" to bring to WECC MDO)
- Diarrhea or vomiting in past 24 hours
- Persistent cough (wet, dry, or croup)
- Colored discharge from nose or eyes (including conjunctivitis/ pink eye)
- Rash of any kind
- Open wounds
- Lice (free of nits)

Occasionally we are made aware that a child has contracted a communicable disease. We will notify the parents by email as soon as the Director is made aware of exposure. Please notify the Director if your child has been in WECC MDO and comes down with a contagious disease such as pink eye, chickenpox, lice, flu, etc. We will not administer any medication to children while they are in school.

Covid-19

Please refer to our Covid Amendment document for a comprehensive and up-to-date outline of all policy changes in regards to Covid-19. Covid Amendment located online at:

www.weccmdo.org/covid

EMERGENCY PROCEDURES:

All staff will be First Aid and CPR certified and will take the appropriate measures to handle an emergency situation. In the case of serious injury, we will make every attempt to contact a parent. If a parent can not be reached, we will contact the persons listed on your Emergency Contact Form. If necessary, we will call 911 and an ambulance will take your child to your preferred hospital or Vanderbilt Children's Hospital. The following Emergency Procedures are in place and all staff has been trained accordingly for each:

- Tornado
- Fire
- Earthquake
- Explosion
- Intruder

A Fire Drill and Tornado Drill will be conducted while your child is at WECC MDO.

PERSONAL ITEMS:

A diaper bag or backpack for your child's belongings should be sent each day and should contain the following items:

- Nut-Free lunch
- Seasonally appropriate change of clothes (including socks) in Ziploc
- Rest time supplies (blanket, crib sheet, lovey)
- Jacket or coat when the weather is chilly
- If it is not raining and above 45 degrees, we will go outside!

Clothing should be comfortable and easy to put on and remove for ease of toileting. Children should wear washable clothes that will enable them to play and do art without the fear of getting dirty. They need good sturdy shoes for them to run and play with ease. Please remember to label all clothing with your child's name.



FOOD:

Each day you will need to send a **NUT-FREE** lunch for your child. Please pack your child's food in a lunch box using non-glass items. We cannot heat food for your child. Please be sure all items have your child's name on them. Please pack a well-balanced lunch that your child will eat and enjoy. Don't forget a spoon or a fork, if needed. Avoid packing foods that could pose a choking risk. Please have all your child's food cut and ready to eat in finger food sizes. **Cut hot dogs and grapes in quarters.** We welcome birthday celebrations. Please keep it simple: cookies, cupcakes with minimal icing, or ice cream cups are a few examples. Confer with your child's teacher ahead of time what you will bring and when it would be mutually convenient to celebrate. Our **NUT FREE** policy applies to birthday celebrations as well. Please make sure you double-check **ALL** labels as we **WILL NOT** serve any item containing nuts.

POTTY TRAINING:

Teachers are willing to work with your child in the potty training process. Give your teacher keywords that your child will recognize. Please dress your child in clothing that will allow for as much independence as possible. Send additional underwear or pull-ups. We will deal with accidents in a calm manner. In the case of multiple accidents in regular underwear that begin to interrupt the schedule of the entire class, we will put your child in a pull-up for the rest of the morning. We will continue to take your child to the potty, but he/she will be changed into a pull-up for continuing accidents. Children will not be forced to use the potty at any time.

DISCIPLINE:

Please remember that young children need experience in learning how to take turns and cooperate with others. It is an ongoing process for young children. Aggressive behavior may occur for some children as they learn to interact with other children and adults. We do not allow this behavior to persist, but will continually work with your child to learn to express acceptable ways of dealing with anger and frustration. We do not expect perfect children, but reasonable cooperation. If we feel that a child is exhibiting behaviors on a consistent basis that need further intervention, we will discuss

DISCIPLINE (cont.):

this with the parents in seeking solutions to deal with the child's behaviors. Teachers will not be abusive, neglectful, corporal, humiliating or frightening in any circumstance. Our ultimate goal is to encourage them to change their future behavior, not just the immediate action. We never spank, swat, or in any way physically discipline a child in our care. We re-direct the child's interest, if possible. At every opportunity, we affirm acceptable behavior.

Disciplinary actions to take if warranted include:

- Talk with the child giving guidance in correct behavior.
- Give the child the opportunity to exhibit the appropriate behavior.
- Sit the child in a chair, away from play (one minute per age of child).
- Help him/her see the situation from the other's point of view (especially when an act of violence has occurred against another child).
- Use a firm voice or gentle hand in re-directing the child and be as consistent as possible.
- If child does not respond to action steps and behavior continues, the child may be separated from the group and removed from the classroom for a time.

The Director will listen to the child and discuss appropriate behavior in a firm but loving manner. The child may then return to class. If the situation repeats itself, the parent may be notified. It is possible that you may be asked to pick up your child for the remainder of the day.

- If disruptive behavior persists, we reserve the right to disenroll your child from the program.

DOMESTIC ISSUES:

Should a domestic issue arise that might concern a WECC MDO family, please notify all pertinent staff of the situation, especially in the case of marital separation or divorce. WECC MDO desires to protect all children in our care.

GRIEVANCES:

If you have a question or problem with something that is happening with your child in class, it is a good idea to address this problem first with your child's teacher. You may request a conference at any time to discuss your child's progress, behavior, or anything that you feel is affecting them at school. If problems cannot be satisfactorily resolved, please contact the Director. If you have a question or problem about a general WECC MDO policy or procedure, please see the Director. If a problem cannot be resolved with the Director, the WECC Staff Director can be contacted.



