



2015-2016

Handbook

The mission of MOM Time is to help children develop good social skills and stimulate their intellectual ability in a safe and loving environment. We strive to make MOM Time a blessing to both parents and children! We do this by providing engaging toys and materials as well as a faith based monthly curriculum. Small

class sizes in age appropriate settings allow for focused attention and optimal care. Achieving this mission allows parents and caregivers a worry free break during the week.

Program Overview

Classrooms:

MOM Time accepts children 3 months of age through 5 years of age. Children will be placed in an age appropriate room with an age appropriate teacher ratio.

Snack:

Children are provided a snack each morning around 10 am. Snack will consist of water and goldfish crackers. Parents are welcome to pack their child a healthy alternative or to provide a classroom alternative (such as a Birthday snack/Holiday snack) as long as it is store bought and contains no peanuts.

Lunch:

Parents are to provide a healthy lunch for their child. All lunches should be healthy and ready to eat as is. We do not have the ability to heat up or prepare lunches. Lunches should include a drink box or bottle. All items in the provided lunch need to be peanut free. Children eat lunch from around 11:30 – 12:00.

Clothing:

Clothing should be comfortable and washable. We do art activities each day at MOM Time and this may include the use of markers, paint, glue, and/or glitter. Please also bring an extra change of clothing in case of an accident. Please have these in a bag or backpack that is labeled with your child's name.

Rest Time:

Each class will have an age appropriate rest period. Parents need to bring a nap mat, blanket, or large towel. Please ask your child's teacher about the room/conditions for

rest time as to be better informed about exactly what type of materials are needed for your child's comfort. Children do not have to sleep during rest time but will be encouraged to stay on their mat/blanket as not to disturb the children who choose to sleep. In our older classrooms there will be a movie playing and in our younger classrooms we will have soft, soothing music.

Diapers:

Parents need to supply diapers for their child each day. If your child runs out of supplies we will happily provide what is necessary and we will provide a reminder of what is needed for the next day. All children in the 3 and 4 year old classrooms must be fully potty trained. We do not have the facilities to change diapers/pull up in those classrooms.

Discipline:

Positive redirection is our main method of discipline. This may include letting a child know what behavior is not acceptable and then providing an alternative option for that child. An example might look like, "Madeline, we do not throw blocks. It could hurt our friends. Why don't we go over to the table and play with the puzzles?" When necessary a child may be given an age appropriate time out from other children. The general rule is about 1 minute per year of age. So a 2 year old would, if necessary, be given a 2 minute time out. Teachers will always communicate what behaviors are acceptable and which behaviors are not acceptable to the children and use redirection as the primary method. If a child displays aggressive behavior such as hitting, kicking, or biting, parents will receive verbal and written communication from the Coordinator. The first two incidents will be documented and the third incident will be cause for dismissal.

Parking:

NorthEast Christian Church has a large parking area. To access the closest entrance to MOM Time, please park on the East Wing side of the church. Please do not leave vehicles running or children unattended while dropping off or picking up children.

Health and Safety Information:

Please understand that the following rules and regulations are in place for safety and well-being of the children at MOM Time.

Arrival and Departure:

All parents will be issued a key tag that will serve as the only way to enter the security doors. Parents will be let in by a MOM Time employee or an approved parent volunteer.

Arrival Time for children is 9:30. Parents arriving before 9:30 will be asked to wait patiently until the MOM Time doors are opened. If a parent is running later than 9:45 the child will be escorted to their classroom by the Coordinator as not to disrupt the class. If you need to pick up your child early, please notify the Coordinator and the Teacher so they can have your child ready with their belongings when you arrive.

Make sure that the Teacher in the classroom acknowledges your child's arrival and departure each day. Parents are required to sign their child in and out in the attendance binder each day.

Weather Policy:

MOM Time follows Fayette County Schools in regards to school closings, weather closings, and delays. If Fayette County Schools are not in session, MOM Time is not in session. If Fayette County is delayed by 1 hour then MOM Time will also be delayed by 1 hour, opening at 10:30. If Fayette County is delayed 2 hours, then MOM Time will either be delayed 1 hour opening at 10:30 or we will be closed. We will make that determination based on the road conditions and the ability of our teachers and families to make it to NCC safely. An e-mail will be sent by 7 am that morning letting you know if we are in session or not. In the event of an emergency during MOM Time hours, children will be taken to a safe place until the emergency has passed and/or children have been picked up by parents/guardians or authorized personnel. Please refer to www.wkyt.com and www.lex18.com for cancellations/delays.

Snow Days: Once MOM Time has missed 4 days due to snow/weather cancellations we will use the 2 built in Make-Up days in our May Calendar. For each additional cancellation after 4, MOM Time will pro-rate each day missed and will credit that amount to the final tuition payment in the month of May.

Sick Policy:

A child who is ill should not be at MOM Time. A child who has any of the following is considered ill – vomiting, diarrhea, pink eye, head lice, difficulty breathing, an untreated infection, a contagious infection, excessive green/yellow drainage from the nose or eyes, or a fever of 100.0 degrees or higher. Children who are not feeling well are more vulnerable to infection so when in doubt, keep your child home. This is in the best interest of your child, the other children at MOM Time, and our MOM Time staff.

If your child should become ill while at MOM Time, we will immediately notify a parent and the child must be picked up in a timely manner.

In order to return to MOM Time children must:

- Be fever free for 24 hours without the use of fever reducing medication
- Be vomit/diarrhea free for 24 hours without the use of medication
- Be clear from excessive drainage from eyes/nose
- Be free from head lice and have been treated with either prescription or over the counter remedies
- Be infection free (this includes pink eye) or on the proper medical remedy and not be contagious (if you are unsure whether your child can return, please ask your doctor)

*MOM Time reserves the right to ask for a doctor's note clearing the child to return.

The staff at MOM Time is not authorized to administer medication to children with the exception of an Epi-pen.

Children are not permitted to administer their own medication. If necessary, parents will be permitted to come and give their child medication during MOM Time hours.

Accidents/Injuries:

In the unfortunate event that your child is injured while at MOM Time, we will first and foremost keep your child calm and comfortable while addressing the injury. Minor injuries such as bumps, scrapes, etc. will be treated with a band-aid and or ice pack. The injury will be documented and parents will be notified both verbally and in writing when they arrive to pick up their child.

If an injury is determined to need more treatment than a band-aid or ice pack, the parent or guardian will be notified immediately by phone.

If an injury is life threatening, trained rescue personnel will be called through 911 and then the parent will be notified by phone. **For this reason, we ask that all of your phone numbers and contact information be kept current throughout the year. Please make the Coordinator aware of any and all changes in a timely manner.**

Registration and Tuition:

In order to enroll your child into the MOM Time program, we need the following:

1. Registration Form
2. Non-refundable Registration Fee

Before the first day of MOM Time, we need to have the following:

1. Authorization for Emergency Treatment
2. Child's Health History
3. A current copy of your child's immunization record
4. All About Me Form
5. Class List and Photo Permission Form
6. First Month Tuition paid in full

All information in the child's file must stay current. Please make the Coordinator aware of any changes in address, phone number, name, or custody immediately.

MOM Time Tuition is the same each month regardless of your child's attendance. MOM Time does not pro-rate tuition due to illness, holidays, vacations, or school closings. Monthly Tuition is due on the first day of class each month. A reminder will be sent home if the tuition is not paid by the third day of class each month. A child whose tuition is not paid by the fifth day of class will not be permitted to attend until the tuition is paid in full.

Payment arrangements can be made ahead of time. If you need to make a special payment arrangement please discuss this with the Coordinator before falling behind in tuition payments.

Payment by check is preferred. Please make checks payable to NorthEast Christian Church.

If for any reason you need to withdraw your child from the program, please make the Coordinator aware as soon as possible. We will need one month notice of withdrawal and parents are responsible for tuition for this month even if the child is not attending during that time. If withdrawal is due to financial hardship, please speak to the Coordinator regarding the final tuition owed.

Failure to pay tuition as stated above is reason for child's dismissal from the program.

All payments made to MOM Time are non-refundable.

*While we strive to be accurate, unintentional errors may occur. We reserve the right to correct any errors.

I _____, the parent/guardian of
_____ acknowledge that I have read and agree to
follow the guidelines and procedures outlined in this handbook.

Parent Signature

Date of Signature

Witness Signature (Coordinator will act as witness if needed)

*Please sign, date, and return this page of the handbook to the MOM Time Coordinator.
It is due on or before the first day of classes.