



2018-2019

Mom Time Handbook

NorthEast Christian Church

990 Star Shoot Pkwy

Lexington, Ky 40509

(859) 299-1251 ext. 239

The mission of MOM Time is to create an academically enriched Christian environment. Within this safe and loving environment, we help children develop good social skills and enhance their reading, writing and mathematical skills to prepare them for a successful future in Kindergarten and beyond. We strive to make MOM Time a blessing to both parents and children! We do this by providing a faith based monthly curriculum within the classroom and with a special class Music and Movement. Our small class sizes in age appropriate settings allow for focused attention and optimal care.

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. Please bring a sippy cup labeled with your child's name daily.

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:

The school day officially starts at 9:30 am. The doors open at 9:25 am. Parents arriving before 9:25 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.

The school day officially ends at 2:00 pm. The doors will open at 1:50 pm. If a child is not picked up by a parent or approved caregiver by 2:15, the parent will be called. If child is still not picked up by 2:30 with no response from parent. The church officials and proper authorities will be called.

Parents are required to sign their child in and out in the attendance binder each day.

If someone other than the parent or regular caregiver arrives to pick up your child, they must show their driver's license and be on the approved pick-up list. If they are not on the list and/or no notification by parents on change of routine, the child will remain at Mom Time and a parent will be called.

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 due to snow/road conditions, then MOM Time will be closed. If Fayette County, is delayed 2 hours due to extreme temperatures or non-weather related events, Mom Time will be operating on a 1 hour delay, opening at 10:30. An email 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 6, 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 (Completed online)
5. Class List and Photo Permission Form
6. Tuition Contract
7. A minimum of the First Month Tuition paid

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 a yearly rate of \$1575 for ages 1 - Pre K and \$1800 for Babies under age 1 as of August 1st. The tuition can be paid in advance for a discount. (See the Tuition Contract for exact numbers.) This is regardless of your child's attendance. MOM Time does not pro-rate tuition due to illness, holidays, vacations, or school closings except for excessive snow days (see Snow policy). 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.

Payments can be made via checks payable to Mom Time or online. You can sign up through www.ncclex.org then click Egiving. Mom Time has an account. You can have the monthly tuition automatically withdrawn each month. There is a small fee to cover the cost of the transactions.

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. Parents are responsible for tuition for this month even if the child is not attending during that time. Also if leaving after March 1st, parents are responsible for the remainder of the tuition for the school year. 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.