**St. Columba Parish**

**Mother’s Morning Out**

**Parent Information Packet**

**2023-2024**

2700 West Main St.

Dothan, Al 36301

334-944-6522 334-793-5802

Director: Melissa Lami

 Asst. Director: Cheri Masoner



**Mission Statement**

**The Mother’s Morning Out program is a ministry of St. Columba Parish and is committed to assisting families in teaching their child Christian values; providing an opportunity for the child’s social, spiritual, and intellectual development, and maintaining the highest standards in child care.**

**Dear Parents and Guardians;**

Welcome to Mother’s Morning Out at St. Columba. Thank you for choosing our program. We understand our task is both a privilege and a great responsibility. We look forward to a fun and exciting year with you and your child. This packet is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions.

Our goal is to provide your child with a loving Christian environment where they can participate in creative learning experiences. Age appropriate activities will include Bible stories with an emphasis on gross motor skills, social skills, and language development. We operate on Tuesdays, Wednesdays, and Thursdays from 8:00 am to 12:00 pm. For the safety and welfare of our MMO families and staff, we will close for major inclement weather events, following the Dothan City Schools system recommended school closings.

Below is a typical day:

**8:00-8:30 Arrival Time – Free play or table activities**

**8:35-9:00 Bible Story/Prayer**

**9:00-9:30 Art Activity**

**9:30-9:45 Snack (1’s)**

**9:45-10:30 Gym/Playground**

**10:30-11:15 Music/Movement, Snack (2’s/3’s)**

**11:15-11:45 Story Time, Snack (1’s)**

**11:45-12:00 Clean Up/Prepare for Dismissal**

\*BE SURE TO LABEL ALL BAGS, CUPS, AND/OR ANY OTHER

PERSONAL THINGS WITH YOUR CHILDS NAME

**REGISTRATION FEE**

There is a non-refundable fee of $50 due at the time of registration to secure your spot. (Please call 334-944-6522 to see if space is available). Availability is on a first come basis with registration.

**TUITION**

Monthly tuition payments are due the first Tuesday of each month. No credit will be given for absences. The program is a ministry, therefore, the program functions totally on the income provided through these fees.

**Currently there is only one option available:**

Tuesday/Thursday = $140/month

Tuesday/Wednesday/Thursday = $210/month

* **Child must be fully toilet-trained to be eligible for the 3 & 4 year old class**

**SNACK**

Please send a snack with your child with their name on it. If your child has any food allergies, please note that on the registration form. We will have snacks available as needed such as goldfish crackers, cookies, etc., should a child need a snack. When there are parties the children will have extra snacks that day.

**EXTRA CHANGE OF CLOTHES**

Please provide your child an extra change of clothes for appropriate season in a zip lock bag with their name on it. We will keep them in their labeled cubby.

**Recommended Dress**

Please dress your child in clothes/shoes appropriate for play, as well as art activities. We believe play is the best form of learning at this age, as such there is a chance their clothes will get dirty. In addition, please be aware that we do use paint/markers on occasion for crafts and even though they are marked “washable” there is a chance of them getting dirty.

Also, please send your child to school in closed toed shoes. Crocs, sandals, boots and flip flops, although cute, are not the safest shoes for playing on the playground.

**ARRIVAL/DISMISSAL**

Mothers Morning Out starts at 8am. Please do not bring your child earlier, staff members use this time to prepare for the day. If you do arrive earlier, you will be asked to wait in the hallway, until time. Please note that although you can bring your child any time after 8, we do try to adhere to a schedule. Coming in late will mean they miss out on the morning’s activities.

Dismissal is at 12. Please advise the teacher if you will be late. Consistently late pick-ups will result in a fee charged of $1/per minute late, after 10 mins.

**PLEASE BRING YOUR CHILD’S BLUE SLIP IMMUNIZATION UPON REGISTRATION.** All proof of immunization records will be kept on file at the office and must be kept updated per regulation requirements.

**ILLNESS AND ABSENCE**

If your child becomes ill while at MMO, you will be contacted to make arrangements to pick up your child. Our program does not have proper facilities to treat sick children. You will be notified if your child is running a temperature of 100 degrees or higher, throws up while at school, and/or displays continual signs that they aren’t feeling well (extreme fussiness, lethargy, etc). If your child is sick, please keep them at home. Do not bring your child to school while they are running a fever.

**Please keep your child at home if he/she:**

· Has a fever or has had a fever in the past 24 hours. Child must be fever free without the use of medicine for 24 hrs. before coming back.

· Has diarrhea or has had diarrhea in the previous 24 hours.

· Has a heavy nasal discharge.

· Has a constant cough.

· Is cranky, irritable, or not acting like him/herself.

· Have symptoms of a possible communicable disease.

· Vomiting in the previous 24 hours

If your child has allergies that are constant, you may bring a note from his or her doctor stating that the child is not contagious. However, please be sure your child is feeling well. Children who do not feel well are much more comfortable at home. Children will not be allowed to be at school or return to school with live lice. Please contact the Director immediately if you discover your child has lice. We will notify the students in the class and we will take precautions to prevent the spreading of lice. Parents will be notified of exposure to diagnosed cases of communicable diseases. Please notify the director if your child has a confirmed communicable disease so that we may notify other parents.

**DISMISSAL FROM PROGRAM**

St. Columba Mother’s Morning Out reserves the right to dismiss a child at any time.

Reasons for dismissal from the St. Columba Mother’s Morning Out program include, but are not limited to:

* Continuous negative or disruptive behavior by the child
* Excessive biting
* Failure to pay tuition & fees on time
* Routinely late picking up your child
* Failure to complete all required forms
* Physical or verbal abuse of any person/child on property
* Our inability to meet the child’s needs
* Lack of compliance with Parent Information Packet regulations

We look forward to a wonderful year!!! Please call or visit anytime!