

Holy Spirit Mothers' Day Out 2022-2023 Handbook



2300 Hickory Crest Dr
Memphis, TN 38119
759-3750
www.hspirit.com/mdo

WELCOME to Holy Spirit Mothers' Day Out. The staff is looking forward to a wonderful and successful year with your child. In order for you to become familiar with our Philosophy and Policies, please take time to read this Handbook

PHILOSOPHY

Holy Spirit Mothers' Day Out will provide a happy environment for young children in a healthy, caring atmosphere. Under the guidance of qualified adults, this program considers the developmental needs of the child and emphasizes growth in all areas.

Your child's daily schedule may include individual and group activities, free play, music, art, snack, indoor & outdoor play, circle time, arts and crafts, stories and games, Bible and Computer class, lunch and rest time.



Mothers' Day Out will be in session on Mondays and Wednesdays from 8:45am- 2:45pm. Children ages 6 months to 5 years are eligible to attend.

MDO will run August thru May and will be closed for holidays (see calendar on p11). A summer session is available from mid June thru mid July.

Mothers' Day Out will follow the Memphis Catholic Schools for inclement weather.

In order for your child to attend MDO we must have:

- 1) **Completed Registration Form**
- 2) **Registration Fee**
- 3) **Health Form** updated to the most current shots. This form must be **received by**
- 4) **September 1, 2022** or your child will not be allowed to start MDO until the form is received. If you enter the program after this date, the form must be received before or on your child's first day of attendance. This form may be faxed to 754-0102.

Registration will be held annually in January for Summer and the following school year. You must register each year. Your child will be accepted as long as you submit the registration form with the correct fee by the due date and are up to date on all current tuition payments. After the due date acceptance is based on availability.

Enrollment forms for each child should be kept up to date. Notify the Director or Asst. Director of any changes in address, home or cell phone numbers and especially emergency contact phone numbers.

2022-2023 CALENDAR

August 10, Wednesday	Meet the Teacher/Supply Drop Off
August 15, Monday	First Day of School
September 5, Monday	Labor Day, NO MDO
October 10 - 14	Fall Break, NO MDO
November 21 - 25	Thanksgiving Holiday, NO MDO
December 14, Wednesday	Last day before break
December 15-January 3	Christmas Break, NO MDO
January 4, 2023 Wed	MDO Resumes
January 16, Monday	MLK Day, NO MDO
February 20, Monday	Presidents' Day, NO MDO
February 21, Tuesday	Mardi Gras Fundraiser
March 13-17	Spring Break, NO MDO
April 10, Monday	Easter Monday, NO MDO
May 15, Monday	Pre Kindergarten Celebration & LAST DAY OF SCHOOL

Incase of inclement weather, follow the Memphis Catholic Schools.
Incase of early dismissal please expect a call from the MDO office and / or check our website www.hspirit.com/mdo for more information. Please remember our teachers need to get to their school age children also. Please be prompt in picking up your child/children!

PRE-SCHOOL / PRE-KINDERGARTEN

PURPOSE

To provide a loving Christian environment; to provide activities to prepare a child for Kindergarten readiness with the parents' help and support.

DAYS

Monday and Wednesday - 8:45-2:45

TUITION

\$2250.00 Per Year Per Child

ELIGIBILITY

Pre-School: Children who will be 3 before July 31, 2022 and potty-trained.

Pre-Kindergarten: Children who will be 4 before July 31, 2022 and entering Kindergarten in Fall of 2023.

GOALS

To provide individualized, small and large group learning activities that meet the skills necessary to enter Kindergarten. To build up the child's self esteem; to encourage independent, creative thinking through discussion; storytelling and play acting. To build vocabulary through units in cooking, science, geography and history. To become more self reliant through age appropriate jobs and responsibilities. To seek appropriate social and classroom behavior through following rules and assistance with problem solving.

Our primary goal is to present a well-rounded, happy child to his/her teacher when he/she enters Kindergarten.

REGISTRATION & FEES

A **non-refundable** enrollment fee per child, per year is due when submitting the registration form.

Fees** are payable on the **FIRST DAY OF THE MONTH**. A late fee of \$25 will be charged if payment is received after the 10th of the month unless other arrangements have been made with the MDO office. If your child's last name is different from the name appearing on your check, please put your child's name in the memo space on your check. We do accept credit cards! **Payments may be made online @ hspirit.com under MDO.**

Babies & Older Babies: (per year per child)

\$2300.00 two days a week

Toddler I-III: (per year per child)

\$2150.00 two days a week

Pre-School & Pre-Kindergarten Classes

(per year per child) \$2250.00 two days per week

***The school year fee has been divided in a 10 month payment schedule starting in July and ending in April .Fees are the same for each month including months with holidays. No refund is given for inclement weather or missed days!*

After two months of non payment of all fees due, your child will be removed from the program.

Catholic schools shall not admit students who have outstanding financial obligations with any other Catholic school.

CHANGES OR DROP-OUTS

Notify the Director in writing ONE MONTH in advance of withdrawing your child or if you need to drop a day. A monthly payment is expected if you do not give notice of withdrawal or changes.

Any changes in days attending will take effect at the beginning of the month only. Tuition is expected at that time to reflect any changes.

ABSENCES

Please call the Mothers' Day Out (759-3750) when your child is absent. The office should be notified of your absence before 9:15a.m. Our 24 hour voice-mail makes it convenient to call at any time. It is important for Mothers' Day Out to keep track of illnesses that may be contagious and alert our parents if necessary. There is no financial credit given for absences.



DISCIPLINE

Holy Spirit Mothers' Day Out operates on the premise that young children are never "bad". The types of inappropriate behavior most often expressed in toddler-age children (temper tantrums, refusal to cooperate, hitting others, and failure to follow rules) are usually the result of the child's level of development. A toddler simply lacks the social-emotional, cognitive, and physical skills to comply with many adult demands. For these reasons, MDO staff uses the following guidelines for promoting positive behavior and for responding to problem behavior:

1. Developing with children rules that are stated at the children's' developmental level.
2. Clarifying the consequences of disobeying rules before disobedience occurs; for example, "If you hit one of your friends, you will not be allowed to play."
3. Having age appropriate expectations for the children
4. Allowing time for children to practice obeying new rules before punishing them for disobeying
5. Ignoring some types of inappropriate behavior. Some misbehavior is an attempt to receive attention.
6. Giving a time out for other types of misbehavior. The amount of time out served is one minute for each year of age.
7. Reinforcing desirable behavior by praising or rewarding the child.

GRIEVANCE

Please use the following chain for grievances:
Teacher
MDO Director or Assistant Director
Pastor or Associate Pastor

WHAT TO BRING

Each child in the 2, 3, and 4 year old classes should bring a resting pad (please no sleeping bags), coverlet, and a change of clothing. All should be clearly marked with your child's name.

If your child is in diapers, please send a minimum of 4 diapers per day for a total of 28-32 diapers at the beginning of each month. Please dress your child in clothing that is easy to remove for speed in changing.

Outdoor play is an important part of our program. Please see that your child is suitably dressed to play outside except in bad weather. Sandals, Crocs, and dress shoes are not appropriate for playtime.

Please see teacher for specific classroom request.

SNACK/LUNCH

Please provide a nutritious, non-messy snack for your child daily.

All children are to bring a lunch. Label all lunches especially infant formula and food.

ARE ALL YOUR CHILD'S BELONGINGS CLEARLY MARKED WITH HIS/HER NAME?

Remember to check your child's classroom calendar, and See Saw daily along with any special correspondence so that you stay up to date and informed. The MDO office will post a monthly newsletter on our website www.hspirit.com/mdo along with updates on See Saw.

ILLNESS/MEDICAL EVENT

Keep your child home when he/she has a fever (100.0 degrees F), rash, deep cough, extreme fussiness or irritability, runny nose (no yellow/ green mucus or large continuous amounts of nasal discharge), a cold, diarrhea or vomiting. Your child must be symptom free without medication for 24 hours before returning to Mothers' Day Out.

You and your child may be sent to the Director if your child's health is in question. Your child will be sent home if they develop any of these symptoms while at school. They will be isolated from other children by waiting in the MDO sick room until you arrive. Siblings will be sent home at the same time.

Please report any communicable disease to the Director immediately. (Chicken pox, measles, mumps, strep throat, head lice, COVID, Flu, Hand Foot Mouth, etc.)

Children with constant runny noses due to allergies will need a doctor's note stating that the runny nose is allergy related.

The Director and/or staff are not allowed to give medication. Exception—Insulin, Epipen, or inhaler in case of emergency.

Should your child have a minor medical event while at MDO, basic first aid will be administered. An incident form will be filled out and a copy given to you. If a major medical event occurs, 911 will be called and proper on site first aid will be given until professional medical care arrives. You will be notified as soon as possible along with

ARRIVAL AND DISMISSAL

Arrival

Drop off/ pick up: walk up drop off at outdoor area under breezeway If siblings are with you please keep them with you at all times!

Child/children will be escorted to classroom (s) by assigned staff . We will keep the same staff members daily unless circumstances change so that the children become familiar with staff escorting them. This should help with separation issues. Please give your child a hug, smile, and reassuring words, quickly pass them over to staff. I know this is difficult, especially if your child is upset by separating. You are welcome to call us if need be to check on them. We don't mind checking for you! Teachers will also be using SEE SAW and daily notes to communicate how your child is doing.

Hands of child will be sanitized upon entering classroom. Pick up will occur the same as drop off as far as under breezeway and staff will collect and escort your child to you.

No student is allowed to arrive after 9:15 AM

For early pick up please contact the office

Children must be picked up no later than 2:45. A Late Fee of \$10.00 per 5 minutes after 2:45 will be charged to tardy parents on the next month's tuition.

Rainy Day Drop Off and Pick Up Only

If the safety chains are down and MDO personnel are under the covered driveway:

Drop off-two vehicles at a time under breezeway, place car in park and turn off, parents will remove child from vehicle and turn over to staff

Pick up-two vehicles at a time, place in park and turn off engine, remain at vehicle until child is deliv-

NO WALK UPS, IF RAINY DAY PROCEDURES ARE IN PLACE

For safety reasons, NO ONE MAY LEAVE THEIR CAR UNATTENDED IN OUR DRIVE-THRU AT ANY TIME.

Everyday—Reminders:

1)**DO NOT** drive around or move traffic cones/ safety chains when they are in place.

2)Park in marked spaces only. Do not leave valuables in car, this includes other children!

3)Drive slowly through our parking lot and be very vigilant of little ones walking or running in the parking areas.

4)**Do not use drop off and pick up as a time to have lengthy and involved conversations with the staff. Please schedule a conference.**

5)**SIGN IN and OUT DAILY**-We all take the safety of each and every child very seriously. Staff will document who drops off and picks up child daily. Signing in and out not only helps us track attendance of children, but also serves as a key feature of our emergency evacuation procedures.

For safety reasons, your child will be sent home only with an authorized person. An authorize person is one approved by the parent on the Emergency form, a written notice, or in extreme case by phone approval. I. D. will be checked and required for those persons not know to staff and or administration.