

MOTHER'S DAY OUT

THE HARBOR CHURCH

PARENT HANDBOOK

2025-2026

Dear parents,

We would like to welcome you to The Harbor's Mother's Day Out Program (MDO). We are excited to have you and your child with us this upcoming year! This handbook was prepared to communicate our vision, explain our policies and procedures, and give you a reference to use throughout the upcoming school year!

Our program offers an engaging play, biblical, and Montessori-based learning environment for ages one to four. Children learn science, math, language, sensory, and relational skills through hands-on activities.

As a ministry, we also strive for our students to grow up making wise choices, build stronger relationships, and develop deeper faiths. Our program will include Bible stories and enrichment activities that make the Bible come alive and help the children to know Jesus through His word.

We look forward to getting to know you and your precious children in the upcoming months. Thank you for entrusting us with them!

-The Harbor MDO Team

WHAT IS MOTHER'S DAY OUT?

The Harbor's Mother's Day Out provides a play/curriculum based program for children ages 1-4. The teachers will guide students in developing independent skills through hands-on learning activities. Our program will include Bible stories and enrichment activities that make the Bible come alive and help the children experience Jesus through His word. The four main areas of study are math, language, sensorial, and practical life skills. Students will excel in independent learning and gain emotional intelligence while building relationships with their peers.

Daily Schedule:

- Worship/Flag/Prayer
 - Circle Time
- Class work: craft, coloring, independent and cooperate play
 - Snack
 - Lunch
 - Recess
- Enrichment (art, music, PE rotated on different days)

Daily Times

8am-1pm

Drop-off: 8:00-8:15am
Pickup: 1:00-1:15pm

REGISTRATION information

Available program:

3 day program only offered for Fall 2025

1 years-4 years old

2 days a week; Tu/Thur

3 days a week; M,W,F

5 days a week; M-F

MONTHLY TUITION:

2-Day Program (Tu/Thur): \$275

3-Day Program (M,W,F): \$375

5-Day Program (M-F): \$485

FEES for the year Fall & Spring Semester:

(Does not include summer semester)

Registration Fee: \$150

Supply & Event Fee: \$200

ITEMS NEEDED FOR REGISTRATION

- Completed registration packet
- Copy of child's immunization records or waiver
- A \$150 registration fee

*Tuition fees are due by the first day of the month-
ANNUAL SUPPLY AND FIRST MONTH TUITION DUE UPON
ACCEPTANCE

WHAT YOUR CHILD WILL NEED:

ONE & TWO-YEAR-OLDS:

- Backpack

(Large enough to hold a folder)

- Diapers

(Enough to leave in the classroom for the week)

- Two changes of clothes

(Label each clothing item and place it in a Ziplock bag to be left in the backpack)

- Rubberboots

- Water bottle (labeled)

THREE AND FOUR-YEAR-OLDS:

- Backpack

(Large enough to hold a folder)

- One change of clothes

(Label each clothing item and place it in a Ziplock bag to be left in the backpack)

- Rubberboots

- Water bottle (labeled)

MDO will provide folders and lunch kits for students to bring home and return to school every day. We ask that parents pack their lunch with healthy meals and limit sugary foods and drinks in the classroom.

Admission Guidelines

Age

•Children must be between 1 years and 4 years of age to be eligible to enroll in the MDO Program. In accordance with the current Louisiana public school policy, September 30th is the cutoff date to determine class-placement. For example, a child turning 3 before September 30th will be placed in a 3-year-old classroom. Children with later birthdays will be placed in a 2-year old classroom until the next school year. No children in these age groups will advance into an older class during the school year.

Enrollment

- Classes are filled on a first-come, first serve basis according to the date of enrollment.
- Children will be placed on a waiting list once the class has been filled and these children will be notified first of any openings throughout the year.
- New registrations will be used to fill vacancies throughout the year once those on the waiting list have been notified.
- Registration for the following school year will be opened first to those who are currently enrolled in the program and then opened to the public.

Forms

The following forms need to be submitted by July 25th for children to be eligible to start the new school year on the first day. Registration or paperwork submitted after August 1st will be considered for a delayed start date which is a week later than the original first day of school.

Application for enrollment includes:

1.

- Photo Release Form
- Child Release Form
- Emergency Information
 - Child Profile
- Registration Form
- Permissions Form

2.

- Emergency Card,
- Emergency Medical Treatment Consent
- Third Party Release

3.

- Immunization Records/ Waiver

MDO begins on Wednesday August 11th, 2025.
Daily times | 8:00am-1:00pm
(Car line begins each morning from 8:00-8:15)
(Pickup 1:00-1:15pm)

Day options

3 day program only offered for Fall 2025

2 Days: Tu/Th

3 Days: MWF

5 Days: M-F

Tuition and fees

The following fees and tuition apply to all ages:

-Registration Fee: \$150

- Supply/Event Fee: \$200

MONTHLY TUITION:

2 Day Program \$275

3 Day Program \$375

5 Day Program \$485

Tuition will **NOT** be prorated for holidays, family vacations, or absences from illnesses. Tuition is due and payable on the first day of the month.

Tuition not paid by the 5th of the month will result in the \$25 late fee.

After this point, if tuition is not paid by the 15th then a second \$25 fee will be added onto your account. Tuition that is not paid by the end of the month will result in the suspension of the child from the program

until tuition is collected. After a two-week suspension without revocation of the account, we reserve the right to dismiss the child completely from the program.

Registration Fees: Availability in our program is filled on a first-come-first-serve basis. The registration fee reserves your child's spot in the program and is **non-refundable**.

Supply/Event Fees: The supply and event fee will cover class resource books, curriculum, resource manipulatives, and any consumable supplies used in the classroom.

Withdrawal

When you sign The Harbor Mother's Day Out parent handbook agreement you are committing to give at least a 30 day notice before withdrawing your child from the program. A handwritten notification addressed to the MDO director is required to withdraw a child from the Mother's Day Out Program.

Car line times

Mother's Day Out hours are from 8:00 am to 1:00pm.

For morning drop off, we have a car line. Morning car line will begin at 8:00 am and will last until 8:15 am. If you arrive after 8:15 am, you will need to park and bring your child to the door to be checked in.

Afternoon pickup will begin at 1:00 pm. We will buzz parents into the building and you will pickup your children from their classrooms. Your child should be picked up no later than 1:15 pm. Aside from emergencies, a late charge of \$1.00 per minute per child will be paid each time a child is picked up later than 1:15 pm. In the event it is raining during afternoon pick up, you will receive a text letting you know we will be having rainy-day car line. This decision will be made as close to 1:00 pm as possible.

If a rainy-day dismissal is announced, please make sure to have your license ready. We will bring your child to you for you to place in the car seat. This process usually takes slightly longer, so please try to plan accordingly.

Pickup by non-parent

Please note that those written on the Third-Party Pickup release on the Emergency card is considered written permission and will be allowed to pick up your children at any time. Written permission or a call to the MDO Administration is required for any child to leave with any person that is not on the pickup release form. It is the parent's responsibility to make sure the Emergency card is up-to-date at all times. Proper identification of anyone (including parents) will be required for release of any children.

Carline rules

SEATBELT/CARSEAT-For the safety of all, children must be in a car seat and remain buckled at all times while in carline. Once the vehicle has stopped and is in park, you may remove your child from the vehicle and pass them along to the teacher. Teacher's are not responsible for unbuckling students.

CELL PHONE USE- Please do not use cell phones while in the carline. Focus should be on the safety of dropping off and picking up children.

PETS- Please make sure pets are secured while the children are being picked up and dropped off for the safety of the staff and children. If necessary, park and walk your child in leaving the animal in the car.

Parking Lot

Please do not park your vehicle and leave the engine running. When walking a child to or from a vehicle, hold the child's hand and do not let them run in or through the parking lot. A parent must walk the child completely into the building and deliver child to the MDO building. Parents are not allowed to walk their child into the building during car line. If you must walk your child into the building, you may do so after carline ends.

Younger or older siblings are never to be left alone in a vehicle. It is a Louisiana State Law that children are not left in a car unattended at any time and can result in a ticket or fine for such a practice. As a driver, please proceed through the parking lot slowly and with caution.

Fire and tornado drills

Emergency Drills are held in accordance with the state guidelines to implement the safety procedures for the children and staff. Emergency procedures are reviewed with the staff frequently to ensure that any deficiencies are properly addressed.

Extreme weather

MDO program will follow the Tangipahoa Parish School System with regard to school closings due to inclement weather (ex. Flooding, Hurricane, Tornadoes).

Daily folder/newsletters and notices

A daily folder is sent home each day. Please make sure to check your child's folder every evening for monthly calendars, daily reports, information from your child's teacher, as well as general news of what is happening at Mother's Day Out.

Clothing

Play clothes that are comfortable and appropriate for outdoor play should be worn. Please label all of your child's removable clothing items, especially sweaters and jackets. (Girls should wear shorts or bloomers under dresses or skirts). Closed-toe shoes are required for safety purposes. Please no jewelry.

Toys

The MDO program provides ample toys and materials for children to share. We urge you to keep personal toys at home or check with your child's teacher before sending a special toy or comfort item to MDO. If acceptable, please mark the item with your child's name. The MDO program will not be held responsible for loss or damage of items. Please do not bring anything that has a large monetary value.

Electronic devices

Electronic devices from home will not be permitted in the building. Students will only have approximately 1-2 hours a week of screen time during class listening to music or watching educational videos. On rainy days, students may watch a video during the time they would typically be outside.

Birthday celebrations

Birthdays are recognized at MDO. Parents may bring refreshments and/or favors to be shared with the class. Please contact the teacher and/or MDO director in advance if you plan to bring a birthday treat so appropriate plans can be made. (Children may have allergies and parents may need to plan for an alternative.) Acceptable birthday treats include but are not limited to cupcakes, cookie cakes, donuts. Please ensure that all birthday treats are store bought. We will not allow treats of any kind made at home for the safety of all.

OUR POLICIES:

Behavior management

We use positive behavior management to help the child learn acceptable behavior and is a form of constructive guidance.

Children need patience and understanding if they are to establish acceptable behavior. The child's age, as well as his/her emotional make-up and maturity will be considered when guiding the child's behavior. To ensure the behavior management is fair and consistent.

When necessary, a teacher will:

- Redefine appropriate behavior and model when necessary
 - Remove the child from the situation or restrict activity
- Use timeout if the above actions are unsuccessful except for children under age 2 and within the sight of the teacher. Time out will not exceed 1 minute per year of age.
- Remove the child from the classroom and engage the MDO Administration.

All unusual behavior that is not resolved after completing each of these steps listed above may result in MDO Administration implementing an action plan on a case by case basis.

While we are committed to doing everything possible, we do reserve the right to remove a child from our program when every manner of behavior management has been used and the child's behavior has not improved and is harmful to self or others. All unusual behavior will be documented and sent home for parent signature.

Biting – if a child bites another child, both children will be separated immediately. The parents of both children will be called and notified about the incident. If the bite has penetrated the skin, the bite area will be cleaned and covered. All biting incidents will be evaluated at the child's age-appropriate developmental level, and if necessary, an action plan will be implemented. (Please see biting policy)

As guided by Louisiana State Licensing, children will never be subject to physical or corporal punishment, which includes, but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position. Children will never be subject to verbal abuse which includes, but is not limited to, using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children. Children will not be threatened; will not be disciplined by another child; bullied by another child; be deprived of food or beverages; be restrained by devices such as high chairs or feeding tables for disciplinary purposes; or having active playtime withheld. For disciplinary purposes, except timeout may be used during active playtime for an infraction that incurred during the playtime.

Illness policies

In order to ensure a safe, healthy environment for our children, we request that parents ensure their children are not sick before attending MDO. A child cannot attend MDO functions and should stay at home when any of the following illnesses or symptoms of illnesses are present:

- Uncontrollable green/snotty nose.
- Fever – 99.0 – 100.0 axillary – May return to MDO with a doctor's note stating that the child is not contagious;
- 100.1 and above axillary – 24-hour symptom-free regardless of doctor's note.
- Covid 19- May not return until 5 days of quarantine, and 5 days at the school site with a mask.
- Hand/Foot/Mouth – May not return until all blisters are fluid free/scabbed over, regardless of doctor's note (including, but not limited to boils, ringworm, impetigo, thrush).
- Unexplained Rash – May return to MDO 24-hour symptom-free or doctor's note stating rash is not contagious.
- RSV/Severe Cold – May not return to MDO until a week from onset or 24-hour symptom-free, whichever is first.
 - Vomiting – 24 hours after the last occurrence.

- Diarrhea – Diapered children – 2 uncontained episodes; Non-Diapered children – 3 episodes in the toilet or 1 uncontained episode. May return to MDO after 24-hours symptom-free.
- Chicken Pox – May return to MDO when all sores are completely scabbed over and underneath.
- Croup – May not return to MDO until 3 days from onset or 24- hour symptom free, whichever is first, regardless of doctor’s note.
- Pink Eye – May return to MDO with a doctor’s note and antibiotic drops administered for 24 hours.
- Head Lice – May return to MDO when all units and bugs are completely gone.
- Mononucleosis/HIB Disease– May return when 24-hour symptom free and proof of non-carnage.
- Hepatitis A – May not return until one week after illness started and fever resolved.
- Aids/Auto Immune Disease/Cancer – may return to MDO when child’s health, neurologic development, behavior, and immune status is deemed appropriate by qualified persons including physician chosen by child’s parent/guardian and the center director.

Children who appear ill during MDO will be isolated, and parents called. If your child is sent home for any of the above symptoms, please refer to the above referenced times that your child may return to MDO.

If your child contracts a childhood disease, please inform the MDO Administration so other parents may be notified to take preventive care. Once a parent is contacted about a sick child, they will have an hour to pick up their child. After an hour, the parent will be charged a late fee of \$1.00 per minute per child.

Teachers and other staff are not allowed to give medications to any child in the MDO program. Any serious allergies, problems, dietary restrictions, etc. should be reported to the MDO Administration and a plan will be created accordingly. Any routine medication administered to a child by a parent must be documented and approved in the MDO office.

If an outbreak of certain diseases occurs within our program or our area, students with vaccination exemptions will be restricted from our program until cleared by the Center of Infectious Disease Control.

Medication Policy:

The Harbor Mother's Day out staff will ONLY administer emergency medication

Emergency Medication:

Before the Mother's Day Out staff will accept emergency medication, they must have all of the appropriate paperwork. Paperwork must be updated every 6 months. Any expired paperwork or prescriptions will be given back to the parents immediately. Mother's Day Out staff will not throw away medication.

Required Paperwork

1. Emergency Action Plan –written and signed by the child's prescribing physician
2. Medication with an up-to-date prescription label and in the original container
3. Emergency Medication Authorization form – completed and signed by legal guardian

Non-Emergent Medication

Students who are prescribed non-emergent medication that must be taken in the middle of the day may do the following:

1. Ask the doctor to prescribe a dosage that can be given twice daily.
2. Have a parent (or written approved guardian) come to the office, complete paperwork, and administer medication. Medication must be in the original container and our staff must monitor the dosage, the route, and the time is what is prescribed or written on the medication. If the medication is over-the-counter and recommends to "ask a physician" we will need to see a prescription from the physician before being permitted to administer medication. If it is a new medication the guardian will be required to wait 30 minutes before the student may return to class. Fever reducing medication will not be allowed to be administered during our program hours without a prescription. If your child is too ill or in too much pain to complete the day without medication we ask that you keep them home.

Accidents/injuries policy

In the unlikely event a child is injured seriously, parents will be notified immediately. If a child sustains a minor injury (i.e. bump, bruise, scrape), parents will be notified when the child is picked up through an incident/accident report form. If a biting incident occurs, parents of both children involved will be notified of the incident. An Incident Report is completed for every incident/accident. These reports are signed and dated by the teacher and parent and is kept on file (See below).

Biting Policy

1st Time: Verbal Warning/correction to the student and both parents are notified.

2nd Time: Verbal Correction, then the MDO director will separate the child from the situation by bringing them to the office to take a break. Both parents will be notified.

3rd Time: Student is corrected, then parents are called and notified to come and pick up the child from school. The student is brought into the office until parents come to pick up the child.

4th Time: Child is sent home immediately and is to be kept home from school for 2 weeks. This two week span will not change the students monthly tuition. After the two weeks, the child can return to school and will be monitored closely.

*The student who is bitten is ALWAYS addressed first. The teacher/staff will assess injury and treat however necessary. Ex. disinfect the skin, band-aid if skin was broken.

*Then the student who has bitten will be corrected/removed from the classroom.

*The parents of the bitten child will be notified first by phone call.

*Then the parents of the child who bit will be notified.

*Photos will be taken for documentation along with a written incident report will be filled out and signed by all parties involved.

We want all parents to know that along with having an abundance of grace, we also use an abundance of caution. The safety and well-being of your children are our top priority.

Provisional background check policy:

In the event that an employee's background check returns with a provisional status pending determination from other CCCBC results and determinations, The Harbor Mother's Day Out will follow the following protocol required by Louisiana State Licensing:

1. A monitor will be assigned to the provisionally-employed staff member.
 - Monitors must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for childcare purposes.
 - Monitors will be physically present at the center at all times when the provisionally-employed staff member is present at the center.
 - Monitors will remain within close proximity to the designated provisionally-employed staff member.
 - A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
 - At least one monitor must be physically present at all times in any room during nap times if a provisionally-employed staff member is present.
2. A log or other written documentation will be kept of the monitoring of provisionally-employed staff members that identifies each provisionally employed staff member, the designated monitor for each, and the times of the visual observations.

As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline at 1-855-4LA-KIDS (1-855-452-5437). We cannot delay the reporting of suspected abuse or neglect in order to conduct an internal investigation to verify the abuse or neglect allegations according to Louisiana State Licensing Division.

discrimination policy

Discrimination by child daycare centers on the basis of race, color, creed, sex, national origin, handicap condition, ancestry, or whether a child is being breastfed is prohibited.