



Parent Handbook 2024-2025

Contact Us

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Facebook:

Let us know if you are on Facebook so we can invite you to our private group "Mother's Day Out at Dominion Church"

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Mission

The purpose of Mother's Day Out at Dominion Church is to teach young children to know and to love God and others. Our MDO program is an extension of Dominion Church's Children's Ministry.

Objectives

Our staff will strive to:

- Facilitate age-appropriate activities that help children to develop physically, mentally, socially, and spiritually
- Provide a positive Christian atmosphere
- Prepare children for future educational experiences
- Encourage each child in his/her unique identity and worth as a child of God
- Exemplify the love of Christ in interacting with others

Enrollment

Enrollment is based on availability within the small class sizes determined by Dominion Church.

- 1) An application must be filled out at dominionchurch.org/mdo for each child a family wants to participate in the program.
- 2) A staff member will reach out to communicate whether or not there is space available for the child(ren).
- 3) Upon approval, a registration fee must be paid by check or at dominionchurch.org/give with the designation made for “Mother’s Day Out.” (Online payments must include processing fee.)

Tuition

Registration & Supply Fee: \$150

- due at the time of registration
- nonrefundable

Monthly Tuition: \$210

- due on the first day of the month
- full price for first child, \$10 monthly discount for additional siblings
- late fee of \$10 charged

Payment Options

- Checks may be made out to Dominion Church with “MDO” designated in the subject line.
- You may make one-time payments or set up recurring payments on the website with “Mother’s Day Out” selected in the drop-down menu. If you choose this option, ***it is required that you select to “cover the processing fee.”***

Hours of Operation

Our program will be open for the 2024-2025 school year

Tuesdays and Thursdays, 9:00 a.m. – 2:00 p.m..

The start date is August 20, 2024, and the final date before summer break will be May 22, 2025.

School Closings

Our MDO program will follow the holiday and weather closings of Dickinson ISD.

The holiday schedule can be found on our calendar. Be sure to follow Dickinson ISD on Facebook for updates about closures due to inclement weather.

In case of an outbreak of illness (communicable disease), Dominion Church may choose to cancel MDO classes if deemed medically necessary.

****Adjustments will not be made to the calendar or tuition based on these closings.**

Calendar

August

20 – First Day

September

5 – Grateful for Grandparents Breakfast

October

31 – Fall Party

November

21 – Thanksgiving Feast

25-29 – Closed for Thanksgiving Holiday (DISD)

December

19 – Christmas Party

23- Jan. 2 – Closed for Christmas Holiday (DISD)

January

7 – Classes resume

23 – Donuts with Dad

February

13 – Valentine’s Day Party

March

17-21 – Closed for Spring Break (DISD)

April

17 – Easter Party

May

8 – Muffins with Mom

30 – Last Day / End of the Year Party

Arrival

- Students may be dropped off starting at 8:45 for the start time of 9:00. Doors will be locked until 8:45.
- Please park and walk students in, through the front doors of the church, to their classrooms. Each child must be signed in on their classroom clipboard every day.
- If you choose to park in the rounded driveway in front of the doors, please pull to the right side so as not to crowd the lane or block other cars from driving on the left side.
- To ease the transition during drop-off, we ask that parents bring students to the doorway of the classroom without entering the classroom. The teachers will be ready to receive children at the door.
- Each class has a full daily schedule to follow, so please be sure to drop off children on time. Late arrivals are disruptive to the children's routines.

Dismissal

- Dismissal is at 2:00 p.m. each day. Doors will be opened at 1:45.
- Students must be signed out from their classrooms by the adult picking up.
- Same parking lot guidelines as Arrival.
- After 2:00, a family will be charged \$5 for every five minutes that they are late for pickup.

What to Bring Daily

Be sure to label all items with your child's name.

All Ages

- Backpack
- Communication folder
- Lunchbox with healthy lunch
- Complete change of clothes

Ages 12-24 months

- Diapers
- Wet wipes
- Bottles
- Pacifiers
- Food with spoon
- Sippy cup (spill-proof)
- Bibs
- Nap mat & blanket

Ages 2-3 years

- Sippy cup or other spill-proof cup
- Disposable diapers if not potty-trained
- Nap mat & blanket

What NOT to Bring

- Toys from home
- Candy or gum
- Money

Snack

A morning snack will be provided by the teacher.

Please alert your child's teacher to any food allergies.

Lunch

Lunch will be eaten in the classrooms at the time listed in each class's daily schedule.

Please send food that your child can eat independently.

Do not send food that needs to be refrigerated or heated.

Naptime (Ages 1-3)

Younger classes will have a scheduled time for nap after lunch.

Children will need to come with a nap mat to sleep on. They may also bring a small pillow and blanket for comfort.

Nap mats (and blankets) need to be taken home on Thursdays for washing, or more frequently if desired or deemed necessary.

During naptime, children will be expected to rest quietly on their mats.

Lights will be dimmed and teachers may play soft music.

Curriculum

Our Mother's Day Out program is educational in the following ways:

- Bible-centered
- Play-based learning
- Sensory experiences
- Social skill development
- Themed content enriched with music, art, and movement
- Exposure and practice with alphabet, counting, shapes, colors, and more
- Fine motor skill practice activities

Bible lessons will be an extension of the Orange curriculum used by the Kids Ministry department on Sundays at Dominion Church.

Educational and enrichment activities will be designed to fit the theme of each month.

Outside Play

Outside play is part of the daily schedule and extends the learning environment. Children will go outside as often as weather permits, using large indoor play areas as a substitute when necessary.

Dress Code

Students should come dressed in play clothes, with comfortable shoes that do not have slick soles.

Please do not send children in clothing that is uncomfortable or difficult to clean.

Children will play outside and do crafts during Mother's Day Out, so there is a possibility their clothing and/or shoes will get dirty. Dominion Church is not responsible for replacing or repairing articles of clothing.

Girls should wear shorts or bloomers under dresses.

Health Policy

It is important for us to provide a healthy and safe environment for all students and teachers. For that reason, we will be diligent in enforcing our illness policies.

If, in the opinion of the teachers or the director, a child becomes ill at MDO, parents/guardians will be notified and will need to make arrangements to pick up the child. Dominion Church MDO does not have a nurse or sick room and cannot keep an ill child.

A child will not be admitted into class if one or more of the following are evident:

- The illness prevents the child from participating comfortably in the facility's activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children.
- Any of the following: vomiting, diarrhea, an undiagnosed rash, cold and/or heavy sinus discharge, or fever of 100 degrees or more.

Medication Policy

If you give your child any medication before coming to school, please inform your child's teacher. Medicine often affects the way children respond in class.

If it is necessary for a child to receive medication during a school day, this must be communicated at the time of drop-off.

Medication may not be stored in the classrooms; it must be kept secure in the director's office.

All medication will be administered by the school's director.

If you wish for your child to wear sunscreen, please apply it at home.

Injury/Emergency Policy

In case of an injury, a parent/guardian will be notified in writing or by phone.

If a child requires care and notified person(s) are unavailable to come and care for the child, the child will be taken to the doctor or hospital specified on the Emergency Release Form.

If there is a medical injury or emergency that requires immediate professional care, we will not hesitate to call 911. Each member of the Dominion Church MDO staff has been trained in emergency procedures. If necessary, someone will perform CPR until medical personnel arrive. Parents or guardians will be notified immediately.

Toilet Training

Our goal is to meet the individualized needs of each child in this process.

Please let us know as soon as you begin training at home so that we may reinforce it in the classroom.

It is recommended that you inform your child's teacher in writing of all toilet training needs. This includes, but is not limited to, the following: Does your child indicate a need, or does he/she need to be taken regularly without asking? How does your child prefer to use the toilet, sitting alone or held for security? For males, sitting or standing?

Please dress children in clothing that is easy for them to take off and on, such as shorts or pants with an elastic waist.

In the early stages of training, you may want to pack more than one change of clothing for possible accidents.

Celebrations

We love to celebrate and plan fun times! Parties will be planned for some holidays and parents may be invited and/or asked to bring special treats for these occasions.

We are happy to celebrate birthdays as well. Please let your child's teacher know a week in advance if you plan to bring a special treat for the class to celebrate your child's birthday.

- If requested, summer birthdays may be celebrated on an alternate day agreed upon between the teacher and parent(s) of the child.
- Any invitations to birthday parties must be handed out to all children in a class. If you do not want to invite the whole class, please mail invitations personally and do not pass out select invitations at the school.

Behavior Management

Our behavior management policies are designed to provide a safe and loving environment for each child that attends our MDO program.

Effective classroom management ensures that children are actively involved and on task. When children follow a routine, stay on schedule, and are involved in stimulating activities, inappropriate behavior is less likely to occur.

Positive reinforcement methods are used to encourage self-esteem, self-control, and self-direction. Teachers will seek to redirect aggressive, problem behavior and teach the child to respect authority and the rights of others.

In the event that a child is unruly, the following steps will be taken:

1. Verbal redirection to the child to correct the unruly behavior.
2. Redirect the child's focus.
3. Brief, supervised separation from the group may be used, if necessary, either in the classroom or the director's office.
4. If these efforts have been exhausted and the child's behavior is still unacceptable, then the parents may be asked to pick up the child.

Our staff is not ever permitted to use corporal punishment or verbal abuse when correcting a child's behavior.

Absences

Please call or email the church office before 9 a.m. to inform them if your child will be absent for any reason.

If no one is in the office to answer the phone when you call, please leave a message on our voicemail system and we will retrieve the message when we come into the office that morning.

Communication

Daily communication will take place between teachers and families in each child's Communication Folder.

Be sure to check this folder at the end of each school day for any notifications about behavior or incidents that occurred. This will also be where you find announcements from the program about special events coming up. You may also find positive notes from your child's teacher.

You may leave notes for your child's teacher in his/her folder. The teachers will check the folders each morning.

Class Schedules

Time Block	1 's	2's	3's	Preschool
9:00-9:30	Arrival/Free Play	Arrival/Free Play	Arrival/Free Play	Arrival/Free Play
9:30-10:00	Snack/Bible	Circle Time	Playground	Snack/Potty
10:00-10:30	Circle Time	Snack/Bible	Snack/Potty	Playground
10:30-11:00	Playground	Playground	Bible Story	Circle Time
11:00-11:30	Lunch/ Prepare for Nap	Lunch/ Prepare for Nap	Circle Time	Bible Story
11:30-12:00	Nap	Nap	Lunch/ Prepare for Nap	Lunch
12:00-12:30			Nap	Educational Game
12:30-1:00				Read & Relax
1:00-1:30	Craft/Activity	Craft/Activity	Craft/Activity	Craft/Activity
1:30-2:00	Free Play/ Dismissal	Free Play/ Dismissal	Free Play/ Dismissal	Free Play/ Dismissal

Schedules are staggered to allow resources to be shared between classes.

Teachers are allowed some flexibility in their schedules to accommodate changes made throughout the day.