

# **Mom's Morning Out Policy Handbook**

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***Dear Mom's Morning Out Families,***

*Hello, I'm Mrs. Gidget Hughes, the director of Mom's Morning Out at PCUMC.*

- ❖ I am PCUMC's Preschool Program Director.*
- ❖ I am also the teacher of PCUMC's 3-year-old Preschool Program.*
- ❖ We have a loving, nurturing, trained staff to assist with this program.*

*We're looking forward to a wonderful year with your child. We have many exciting things planned.*

*We will provide experiences that will enrich each child's cognitive, social, emotional, physical, and creative development. Our daily activities will include creative play, music, crafts, finger plays, story time, gym or outdoor play, and nurturing them in God's loving environment.*

*Social and emotional development is our main objective, giving your child an opportunity to make friends and feel comfortable in a learning environment. I will do everything in my power to make sure your child learns many new things, all while having fun!*

*If you ever have any questions or concerns, don't hesitate to contact me. My home phone is 439-5158 or you may call the office at 625-8306. My e-mail address is [mrsghughes@aol.com](mailto:mrsghughes@aol.com).*

*Thank you for giving your child this enhancing experience. I am looking forward to an exciting year.*

*God Bless,*

*Mrs. Gidget Hughes*

# Our Purpose & Primary Goals

**Genesis Children's Ministries were created to provide our children with quality Christian experiences in Preschool and Toddler's "Mom's Morning Out" settings.** Each program is designed for age-appropriate activities that will help children learn the meaning of the Christian faith as they grow up in our community. We place an equal emphasis on academic and social skills with arts enrichment, in order to help children be successful in their school experiences and life.

**Recognizing each child as an individual,** we seek to provide a comfortable atmosphere in which to grow, thus allowing each child to develop and blossom in a natural way. As with all of our church programs, we keep the focus on **Christ as the Center of all we do.** Children of all races and religions are welcome to take part in our programs, but we are unapologetically Christian in our focus.

**Each of our programs is led by experienced staff people who love children.** We also put to use the dedication and talents of volunteers, including parents related to our programs. It is the goal of Genesis to work with families to provide a positive environment in which children can learn and grow.

## Open Door Policy

**We have an Open Door Policy.** Any parent or guardian is welcome to come and visit their child's program at any time. **Please check in at the office when you arrive.** We do ask that you refrain from visiting often during the first few days of a program so that children have an opportunity to adjust to being with us and separated from you. They seem to adjust more quickly if family members are not within sight. You are welcome to stay in the building (the office or another area designated by the director) if you want to be nearby as your child adjusts. We will come and get you if your child becomes inconsolably upset.

## **Open Door Policy (continued)**

**The Director always welcomes you to come and meet with her.** If possible, please call ahead to schedule an appointment. In an emergency, or for brief questions, feel free to come to the office. We appreciate your input regarding our programs and are constantly looking for good ideas and ways to make improvements. **Please contact Mrs. Gidget Hughes, Program Director, with any questions you may have.**

## **Arrival & Dismissal Policy**

*This policy is in place for the security and safety of your children!*

### **Arrival:**

1. Enter the building using the right door at our Middle Entrance (Sanctuary Entrance).
2. Bear right to our Nursery and use the door labeled "Enter."
3. Upon arrival, kiss your child, say goodbye and let the leader or aide take your child.
4. Put his or her labeled snack and cup on the counter.
5. For the safety of your child, we are asking **NO** parents open or come through the gate. This is also beneficial for your child's separation anxiety.
6. Leave the Nursery using the door labeled "Exit." This will alleviate congestion in the Nursery.
7. The building doors are locked at 9:15am. If you arrive after 9:15, you will need to go to the office to be let in.

### **Dismissal:**

1. Enter the Nursery using the door labeled "Enter."
2. The leader or the aide will hand you your child. Again we ask **NO** parents open or come through the gate.
3. Pick up your child's cup and art work on the counter.
4. Leave the Nursery using the door labeled "Exit."
5. Any tuition payments can be brought upstairs to the office.

***Again, this is extremely important so that we are able to keep all of the children safe. Your cooperation is greatly appreciated.***

# Legal Custody Issues

**Separated or Divorced Parents:** We cannot refuse to release a child to either parent without a court-approved document. Hand written notes or verbal messages are not acceptable. Please contact the office if you have any questions about these policies.

## Policy Notes

1. Please remember to **label everything** you bring in with your child's full name. This is especially true of cups or bottles, but includes jackets, boots, diaper bags, snack containers, and security blankets.
2. Please **do not bring any toys from home**. They get lost, and this causes upsets for the children. They are also hard to share.
3. **Security blankets are OK at first**, but we suggest you try to wean your child from bringing a blanket with them (same reasons as above).
4. **The first week of MMO will only be an hour long (9-10am)**. We have found it to be in the best interest of the children to shorten the first week in order to enable them to acclimate to their new environment and ease separation anxiety.
5. **We cannot accept children before 9am**. We use this time to get the room set up, cleaned, and organized. We appreciate you waiting until we are ready to receive your children.
6. **Please pick your child up by Noon. We will charge extra for late pickup!** Please be considerate of our staff and their personal schedules.
7. **If you have a real emergency, we will take care of your child until you arrive**. Please call us, or have someone else call the office to let us know if you will be late. We can call your emergency contact person to come and get your child if needed, or keep your child in the office until you can get here.

**Thank you for sharing your precious child with us!**

# Registration & Tuition

**To register your child, please call the office, 625-8306.** All children are admitted without regard to race, color, or creed. All of our programs have **some limitations in serving special needs children.** We are willing to work with families to try to meet each child's special needs, but may have to refuse or suggest moving an occasional child whose needs we cannot meet. Periodically our staff will do evaluations to see how we can help each child grow in their strengths and compensate for weaknesses.

**Tuition rates are reviewed each year.** Please call the office for more details. Tuition is based on whether you are registered for full-time (Monday and Friday) or part-time (either Monday or Friday). Those registered full-time are given preference for spaces within the program. You may bring your child any day we are open for any portion of the day from 9am – noon.

**Billing Details:** Mom's Morning Out will be **billed monthly for 9 equal payments**, with statements generated around the 15<sup>th</sup> of the month and **payment due by the 1<sup>st</sup> of the following month** ( e.g. Mid-Sept to Mid-October bill issued around Sept. 15<sup>th</sup> with payment due Oct.1<sup>st</sup>). You may also make one annual payment at a small discount. Payments can be mailed or brought to the office.

**Annual Statements:** **We do not routinely send out annual statements**, but please contact the Billing Department if you need one for tax purposes or for reimbursement from your employer.

**Non-payment of tuition can be grounds for removing your child from our program.** We understand that families sometimes have financial difficulties. If you need some extra time to make a payment or have questions on your bill, please call the Billing Department **before payment is due.**

## Donations

**In order to keep tuition costs down,** we ask our families to donate items that we use often, such as **hand sanitizer, baby wipes, Kleenex, and paper towels.** If you are able to donate any of these items, we would appreciate it. You may bring them in any time. Thank you very much!

# Program Calendar

The Mom's Morning Out Program (along with our PreSchool Program) **follows the Starpoint Central School District calendar, a copy of which is enclosed.** Whenever Starpoint is off for a holiday, our programs are also closed. There are a few **exceptions to the Starpoint Calendar:** our classes begin the *second Monday following* Starpoint's first week of classes; we are closed for a *full two weeks* at Christmas; we may take an *additional day* for Memorial Day weekend; and our classes end *mid-June*.

## Weather Related Closings

In the event of inclement weather that may result in our programs being cancelled: if Starpoint is closed, we are closed. However, we may also close when Starpoint doesn't. If the driving conditions are too hazardous for the safety of our children and families, we **will** close.

Please watch Channels 2, 4 or 7 for closings. **Please be advised that we will be posted as Genesis Preschool (this listing also covers the Mom's Morning Out program).** If Starpoint is closed we will **NOT** post a separate listing. If Starpoint stays open, then check for our posting if you feel the driving is questionable. Always use your own discretion as to the driving conditions. Closings can also be found online at [www.closings@wkbw.com](mailto:www.closings@wkbw.com), [www.wivb.com/closings](http://www.wivb.com/closings) or [www.wgrz.com](http://www.wgrz.com).

## Staffing

We have taken special care to staff our children's programs with people who love children, have a passion and talent for teaching them, and are of good Christian character. They have had training in CPR and First Aid, with an opportunity to renew skills each year.

**Program Director**  
**Assistant**

Gidget Hughes  
Adrienne Demmin

# Sick Policy

**Children who are sick should not be sent to our program.** They need to stay home to recover properly, and they would not benefit from our program when not feeling well. Healthy children and their families should not be put at risk. The following symptoms are indicators that a child **should stay home**. If a staff member observes any of the following symptoms, you will be called immediately to come and pick up your child.

- ✓ Repeated diarrhea/vomiting within the previous 24 hours
- ✓ Severe cold with fever, sneezing and thickened nasal discharge
- ✓ Sore throat, especially if combined with fever or swollen neck glands
- ✓ A cough that keeps a child awake at night, worsens with increased activity, or is combined with other symptoms
- ✓ Fever, oral or ear temperature of 100 degrees or more
- ✓ Earache that is severe and persistent
- ✓ Redness in the whites of the eyes, yellow eye discharge and matted eyelashes
- ✓ Rashes that are blistery, oozing or sore

**Children should be kept home until symptom-free for at least 24 hours.**

If your child is exposed to any communicable disease while in our programs, we will send home a note to let you know, listing symptoms to look for. Please call the office and let us know if your child comes down with any of the following, so we can let the class know what to watch out for. **Thank you!!**

Chicken Pox  
Whooping Cough  
Conjunctivitis (Pink Eye)  
Strep Throat  
Influenza (Flu)  
Hepatitis A  
Lice

Bacterial Meningitis  
Ring Worm  
Mumps  
Measles  
Diarrhea  
Pneumonia

Tonsillitis  
German Measles  
Scarlet Fever  
Impetigo  
Pin Worms  
Scabies