



Information Packet

Mother's Day Out Program

OUR STRENGTHS

The strongest asset of our program is our staff. They are committed to making this a safe and great place for your child(ren) to play. They have many years, collectively, of caring experience with young children. Another asset is our large, colorful room with plenty of room for fun and play. The program offers a variety of toys to keep young minds busy.

DAILY SCHEDULE

9:30	Program opens, parent signs in, child has free play.
10:00	We come together for cookies and juice, provided by program
10:20	Art project of the day. Small group time.
11:00	First diaper change begins, unless needed earlier
11:40	Clean up time every one participates.
11:45	Large group time for singing. ABC's Counting etc.
12:00	Lunch time (you provide the lunch, we provide the milk)
12:15	Free Play while we clean up after lunch. Coloring projects are available.
1:10	Second diaper change begins
1:25	Clean up time every one participates.
1:30	Large group for Story time.
1:40	Story time over.
1:45	Program is closed

You may drop off and pick up at your convenience. Please remember to sign in/ out.

DROP-OFF AND PICK-UP PROCEDURES

The program opens at 9:30am. On your registered day, parent must sign your child(ren) in with a telephone number where you can be reached. There is ample parking at the rear of the Church, where you will enter the building. You may sign out your child(ren) at your convenience at any time while the program is in session. The program ends at 1:45pm. Promptly.

PERMISSION SLIPS

Remember to sign a permission slip for any other person picking up your child. We cannot allow your child to leave the program unless we have a signed permission slip from you. We will check I.D. Advance notification is always appreciated. In an emergency please call us at (847) 827-5561.

EMERGENCY PHONE NUMBERS

Please make sure the person you have designated as your emergency person who has permission to pick up your child, can come immediately if we are unable to locate you.

HOLIDAY & SNOW DAYS

We follow School District 62 for vacation, holidays and snow days. Everyone will receive a calendar of our scheduled days. Each month we will also post any days we will not be in session. If we are closed because of snow, we will do our best to notify you by telephone early that morning.

HEALTH AND SAFETY

Your child(ren)'s health and safety are our number one concern. While we focus on prevention, we have a first aid kit on site. We will call the paramedics in the event of a serious injury or accident. We will try our best to notify you, or if you are unavailable, your emergency contact. PLEASE DO NOT BRING A SICK CHILD TO SCHOOL.

MEDICATION

Public Health Department will not allow us to give prescription or non-prescription medication to any children. Please do not ask us to. If your child becomes ill during the program we will notify you immediately to come and pick him/her up. If we are unable to locate you we will call your emergency contact. If your child is ill or has a fever prior to the start of the class, you may send a substitute in their place. (See substitute policy.) It is the parent/legal guardian's responsibility at registration to notify Mom's Day Out of any medical/physical conditions that might require special attention. Your confidentiality will be respected.

PHOTOGRAPHS

During the course of the program the children will be photographed at play. Some of these photographs may be used in our program album. They may be displayed from time to time at the Des Plaines Library, our church bulletin board or for recruiting purposes at pre-school seminars. At no time will the children's names accompany the photographs. Photos may also be used in some of our art projects. We usually have photos at the end of the year for you to take home. If you do not want your child to be photographed please let me know when your child begins the program.

SUPPLIES

To help offset our cost we ask each family to supply:

- 2 containers of Lysol or Clorox wipes
- 2 containers of Re-fill Baby wipes
- 1 box of Kleenex
- 1 roll of paper towels.
- 1 pack of white copy paper 8 ½ x 11"

Cookies are always welcome, especially for birthday treats. Treats must be store bought and sealed, sorry, no homemade treats. All treats must be PEANUT Free.

WHAT YOUR CHILD SHOULD WEAR AND BRING TO CLASS

1. Please send your child uncomfortable play clothing and shoes that are safe to climb in. No snow boots in the playroom please.
2. Every child should bring an extra set of clothes including socks and underwear. Sometimes we have a water table available for play and the children often get their clothing wet
3. If your child wears diapers, please send at least 3.
4. If the child has a favorite blanket, pacifier or Sippy cup please LABEL and pack those too.
5. We do discourage toys as they can easily be misplaced or may cause a problem if another child wants to play with them.
6. PLEASE LABEL EVERYTHING YOUR CHILD BRINGS INTO THE PROGRAM. Including outer wear.

REGISTRATION

There is a one-time registration fee of \$25 per child per day to be accompanied by a registration form. It guarantees your child a place in the program. It is non-refundable and is not applied to your first month's tuition. This fee is used for art supplies amongst other expenses.

TUITION FEES

The cost is \$20 per day per child, paid monthly due at the beginning of the month. There is a \$6 per week discount if your child is registered for (3) days per week. This can vary per month, as it is dependent on the number of days we are in attendance each month. Le. - 1 child for 4 Fridays = \$80.00). 1 child for 4 Mondays, Thursdays, & Fridays = \$216. Each month we post that month's costs per day on our bulletin board.

This fee is not refundable, nor can any part of it be applied to the next month. However, it is possible to send a substitute in your child's place. (See substitute policy.) Staff, craft and snacks are planned monthly, not daily.

If your child is sick or otherwise not able to attend, please do not ask us if you have to pay for a missed day. It is understood your commitment is for the month. Should you miss a month and not pay the tuition due, your child's place in the program may be forfeited and offered to the next family on the waiting list. If you decide to leave the program, please call as soon as possible so your place can be filled. These conditions of participation in the program help to keep the tuition fees at a reasonable level. Your cooperation is much appreciated.

SUBSTITUTE POLICY

If your child is unable to attend Mother's Day Out on their schedule day/s you may send a substitute.

1. It is your responsibility to find a substitute.
2. The substitute child's parent/legal guardian must fill out our MOO form before the child can be left with us. (The child need not be previously registered with MOO.)
3. You are still responsible for your monthly fee to MOO. Any money from a substitute should be handled between you and that parent.

You may post a note on the bulletin board to try to find a substitute. Sometimes families from another day would like to pick up an extra day. It is understood, should it not be filled, the fee is your responsibility.

How to use the Mothers Day Out Program as a DROP-OFF DAY

This service is available if space allows each day. Call ahead for availability if you can.

How to use the DROP-OFF service.

Any new child using the drop-off must register and pay the one-time fee of \$10 per year. The day fee, payable at time of service is \$30 each time they attend.

We appreciate open communication with parents to avoid any misunderstandings. We will do our best to address your concerns and resolve them in a prompt manner. Your cooperation and support is greatly appreciated.

If you have any questions or concerns please call Anne Hardy, MDO Director at home 847-297-4082.



MOTHER'S DAY OUT PROGRAM RULES

Please talk to our child about the play room rules so they will know what to expect.

We encourage walking in the play room, running may hurt another child.

On the climbing/slide toys we only allow sliding down, not walking up the slide.

We try to keep the water IN the WATER TABLE. Our friends don't want water in their faces or on their clothes.

Water makes the floor slippery.

We try to keep the sand IN the SAND TABLE.

Play dough or goop are used only at a table.

Books are made of paper. We turn pages carefully and return books to the book corner when we are finished looking at them.

Story time is a time for listening.

At rug time we all try to be patient and polite with our friends. We try to keep our hands to ourselves.

Sometimes others don't want to be touched.

The toys in the play room are for everyone. If you want to play with something that someone else is using, it would be a good idea to let him or her know you would like a turn when they are finished.

At lunch time we eat only our own lunch. We don't share. Sometimes our friends may be allergic to certain foods and we don't want to make them sick.

These rules are posted in the playroom. They are very basic, common sense rules. We like you to have a copy so that if your child has a question or comment about procedure, you may find the answer in this list. We hope you will read over the list with your child(ren) prior to entering the playroom. We want our playroom to be comfortable and non-threatening for all children, and of course safe. If you have any questions or concerns, please ask us.

Mother's Day Out Program Family Information

Child's First Name _____ Last _____

Address, City, Zip _____

Birth date _____

Siblings _____

Home Phone _____ E-mail Address _____

Mother's Name _____ Mother's Cell _____

Father's Name _____ Father's Cell _____

Who will pick up your child(ren) on a regular basis _____

A separate permission sheet is provided to add additional people. Without written permission from you, we will not release your child(ren) to any other person. We will ask for identification from any other person picking up other than yourself. Please ask them to be prepared.

EMERGENCY INFORMATION

A person other than yourself to be called in an emergency if the parents cannot be reached. This person must be available to come when called, so please do not use the name of someone who is likely to be out with you.

Name and Relationship _____

Home Phone and Cell Phone _____

In case of extreme emergency, when a parent cannot be reached, I give Mother's Day Out Program permission to call an ambulance for my child and properly accompany to a hospital where a staff physician will be called. I the parent will accept full responsibility for any expenses incurred.

Signature of Parent _____ Date _____

HEALTH INFORMATION

ALLERGIES & REACTIONS

ANY HABITS WE SHOULD BE AWARE OF

DIAPERS

TOILET TRAINED

MOTHER'S DAY OUT ADDITIONAL PICK-UP PERMISSION SLIP

DATE _____

I give permission for my child _____ to be picked up from Mother's Day Out by:

Name _____

Address _____

Phone _____

Parent's Signature _____

DATE _____

I give permission for my child _____ to be picked up from Mother's Day Out by:

Name _____

Address _____

Phone _____

Parent's Signature _____

DATE _____

I give permission for my child _____ to be picked up from Mother's Day Out by:

Name _____

Address _____

Phone _____

Parent's Signature _____

