



HOUSTON NW CHURCH

MOTHER'S DAY OUT



2023-2024
PARENT HANDBOOK

Philosophy

The HNW MDO program at Houston Northwest is an outreach ministry to children, families and the community. Our program is designed to allow mothers uninterrupted free time while providing a learning and playtime adventure for preschoolers. Children spend time in a loving, safe, Christian environment that encourages exploration and active learning. A variety of fun, age-appropriate activities are selected to stimulate each child's spiritual, physical, social, emotional and cognitive development.



Enrollment

HNW MDO is a two-day-a-week program, meeting on Tuesdays and Thursdays. Children 6 mos (by Sept. 1st) through Prek-K are eligible for enrollment. To enter the three-year-old class and older, children must be mostly potty trained with the expectation that they will be fully potty trained by December. Children are accepted on a first come, first served basis without regard to race, national origin, or religious creed. Registration is done online at HNW.org/mdo.



Tuition /Fees

\$75 registration fee (non-refundable)

\$85 annual supply fee due by the 1st day of school (non-refundable)

\$190 monthly tuition

To simplify bookkeeping for parents and for the school, monthly tuition remains constant whether the month contains 3 school days or 9. Rather than charge \$250 for the 10 days of September and \$126 for the 5 days of December, we average out the tuition to create a consistent amount - \$190. This cost reflects a little over \$25 per school day. For this reason, back payment will be required if you choose to withdraw your child for the months of December or May. See withdrawal policy.

Tuition is due at the first of each month. Checks should be made payable to Houston Northwest or HNW or you can pay online at HNW.org/mdo. There are no refunds or credits given for absences or for breaks taken due to biting or aggressive behavior.

****After two inclement weather days, tuition will be adjusted.****

Arrival/Dismissal

School hours are **9:30 a.m. to 2:30 p.m.** Teachers arrive early to prepare for the day. If you arrive before 9:25 a.m., please do not enter the classroom. After dropping off your child, please sign him/her in.

**Children are to be picked-up in their classrooms by 2:35 p.m.*

PLEASE BE PROMPT IN PICKING UP YOUR CHILD(REN). Any children not picked up by 2:40 p.m. will be taken to the MDO office to wait for parents. Late pick-ups will be billed at a rate of \$10 for every 5 minutes a child remains past 2:40 p.m.

If someone not previously designated will be picking up your child, please contact the MDO Office at 281.469.3389 ext. 156. This person's identity will be verified with a picture ID. No child will be released to any unauthorized person.

Withdrawal Policy

To withdraw a child from HNW MDO, a written notice must be given a minimum of **TWO WEEKS** in advance. Failure to do so requires payment of one-half of the monthly fee. We appreciate prompt notice so we can fill the opening. If withdrawing two weeks in advance for the months of December or May, one-half of the monthly tuition is due to cover the days already attended. See Tuition section for explanation. Registration fees are non-refundable and no tuition will be refunded.

Medical & Immunization Requirements & Forms

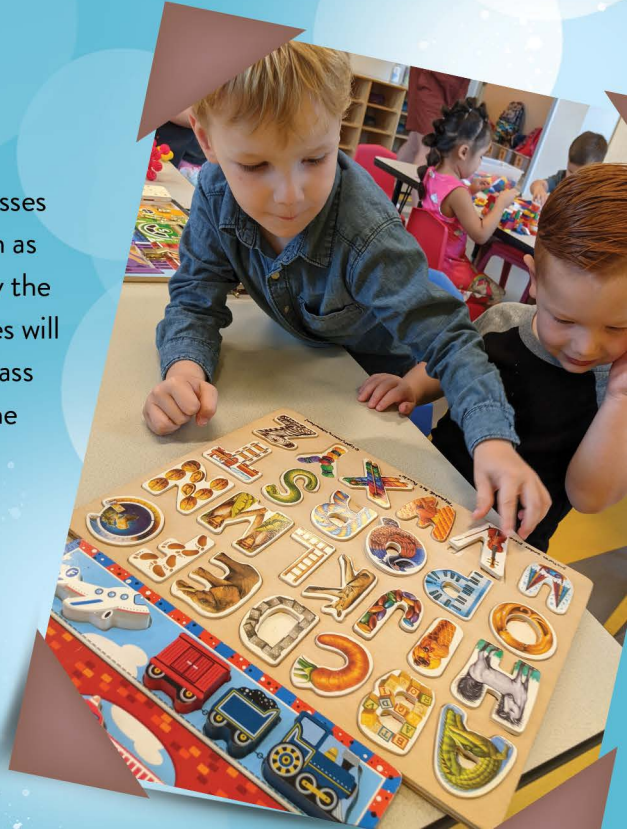
Please provide a current copy of your child's immunization record prior to the first day of school. If you have chosen to exempt your child from immunizations, please provide a signed, notarized affidavit from your child's doctor.

A medical release form giving HNW the authority to seek medical treatment for your child, in the event a parent or guardian cannot be contacted, is also required by the first day of class.

No child can be admitted to class without these records.

Snacks

Each day the children in the babies through 2-year-old classes are served a simple snack such as crackers or fruit. Occasionally the children in the 3's & 4's classes will prepare special foods in the class for snack time. Please keep the teachers aware of any food allergies or special dietary requirements.



Illness

To insure the good health of all our children and staff, sick or recuperating children may not be brought to school. A child should be kept at home if he shows any signs of illness such as fever, cough, nausea, diarrhea, rash, pink eye or sore throat. A child should be free of fever, vomiting and diarrhea for a minimum of 24 hours, without medication, prior to his attending school. If a child arrives at school with any of these symptoms, he will be sent home.

Should a child become ill during school, the parent, guardian, or another designated adult will be contacted immediately to pick up the child. Please keep all emergency phone numbers current.

Please notify HNW MDO immediately if your child has a contagious disease so other parents can be informed.

HNW MDO will not be responsible for administering any type of medication to children, with the exception of an Epi Pen (if provided by parents) in an emergency situation.



Discipline

Children are encouraged with re-direction of behavior and positive commands. A time-out is used when these methods and warnings are disregarded by the child. Spanking is never permitted. Any persistent disruptive behavior problems will be handled by the Director with parental input.

Biting & Aggressive Behavior Policy

Parents of both children will receive a “biting incident” report. The parents of the child who was bitten and the parents of the biter will never be given the name of the other party; this information is confidential. A child who bites two times within a 30 day period or 3 times within a year and breaks the skin of the other children will be suspended one month. At the end of the month the child will be permitted to return to the classroom. Full tuition is due.

NOTE: Any overly aggressive behavior will be addressed using the biting policy guidelines.



What to Bring Each Day

PLEASE LABEL EVERYTHING YOU SEND WITH YOUR CHILD'S NAME

Lunch: All children will need to bring a lunch with a drink from home. Children should have foods that are cut into appropriate size and ready to eat. All containers should be easy to open. Do NOT send carbonated drinks, candy, chocolate or glass containers. For infants, please send plastic bottles, spoons, bibs and feeding instructions, updated as necessary.

Backpack or Bag: Each child should have a large bag or backpack for carrying personal items to/from school. It is helpful to have a bag large enough to hold a folder.

Disposable Diapers: Please send non-potty trained children to school with at least 2 disposable diapers labeled with their name. Cloth diapers are not allowed.

Change of Clothes: All children should have a complete change of clothes (including socks) in their backpack at all times.

Clothing: Children should wear loose, comfortable play clothes appropriate for the weather and free from complicated fastenings. Please label all outer garments, such as raincoats and jackets with your child's name.

Extra Cup: Please send an extra cup of water in a spill-proof cup.

Nap Mat: All classes (except the 4's) will have a scheduled nap or quiet time. Please send a labeled nap mat for your child.

What NOT to Bring

Please do not let your child bring personal toys or other items from home unless requested to do so by the teacher. Toys from home can present problems for the teachers to keep up with and can cause disagreements about sharing. Children may bring a special naptime friend to sleep with, if they choose.



Special Needs Ministry

Houston Northwest Church Mother's Day Out is a program designed to fill the needs of our community. We strive to create environments where each child can flourish and learn to the best of his/her ability. As such, we understand that children with special/medical needs have unique care requirements. We are continuing to work toward the development of a ministry that will be able to give special needs children the care they need and deserve. At this time, however, we are not able to do so outside of our Sunday morning Life Groups.

Consequently, our 2023-2024 MDO session is not staffed or prepared for special needs children in a universal way. Because of these limitations, inclusion of children with special/medical needs in Mother's Day Out will be considered on the following basis:

Special/Developmental Needs:

Parents will need to provide:

- 1) A completed form from a licensed diagnostician acknowledging the child is capable of functioning in an age appropriate class.
- 2) Letters from a certified public or private school regarding treatment plans and learning plans.

Medical Needs:

Parents will need to provide:

- 1) Full disclosure of all medical conditions including but not limited to allergies, seizures, etc.
- 2) Letter from a licensed physician explaining the needs of the child—including but not limited to—the use of EpiPens, insulin, etc.

Note: The final decision on placement will be based on an agreement between the MDO Director, Special Needs Coordinator and Preschool Director.

2023-2024 Calendar

VACATIONS & HOLIDAYS

(Please mark these days on your calendar)

August 31 | Meet the Teacher from 11 a.m. - noon

September 5 | First Day of Classes

November 7 | No Classes - School Holiday

November 21 & 23 | No Classes - Thanksgiving

December 14 | Last Day of Fall Semester

December 15-Jan 8 | No Classes - Christmas Break

January 9, 2024 | Spring Semester Begins

March 12 & 14 | No Classes - Spring Break

May 16 | Last Day of MDO



Connect@HNW

PRESCHOOL

HNW.org/kids

Infants-preK can engage biblical truth in a fun and safe environment on Sunday mornings. Kids enjoy a time to worship and learn fun Bible lessons in their classrooms.

KIDS

HNW.org/kids

Our Sunday mornings are filled with engaging activities and teaching for kindergarten-5th grade.

STUDENTS

HNW.org/students

Students in grades 6th-12th gather each Sunday at 10:30 a.m. for a time of worship, teaching and community. Wednesday night activities are also available throughout the year.

YOUNG ADULTS

HNW.org/youngadults

HNW Young Adults ministry exists to connect young people (ages 18-35) to one another and to Jesus. Our aim is to become more like Jesus through fellowship, service and Bible study.

ADULTS

HNW.org/groups

We offer Bible studies and Life Groups on and off campus throughout the week, giving adults many ways to connect to God's Word and other people as they grow in their faith.

SPANISH MINISTRY

HNW.org/spanish

Experience a serve led entirely in Spanish every Sunday at 10:30 a.m.

MDO Director

Tara Powell | tarap@HNW.org
281.469.3389 ext. 156 | Monday, Tuesday & Thursday

Preschool Director

Melissa Money | melissam@HNW.org
281.469.3389 ext. 139

Family Minister

Cassidy Odom | cassidyo@HNW.org
281.469.3389 ext. 149



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