



Parent Handbook

"Anchornig Little Hearts in God's Love"

Dear parents,

We would like to welcome you to Mother's Day Out at The Harbor (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 and biblical learning environment for ages 15 months to four years. Children learn science, math, language, sensory, relational & motor 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!

-MDO at The Harbor Staff

PROGRAM OVERVIEW

What is Mother's Day Out?

Mother's Day Out at The Harbor provides a play/curriculum based program for children ages 15 months-4 years old. 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.

What does a typical day look like?

At The Harbor's Mother's Day Out program a typical day will include worship, prayer, pledge, circle time (biblical and curriculum learning), class activities (crafts, coloring, painting, independent play, cooperative play, fine & gross motor skills, etc.), snack, lunch, recess, enrichments, and much more!

Age Requirements

Children must be between 15 months and 4 years of age to enroll in the Mother's Day Out (MDO) Program.

In accordance with Louisiana public school guidelines, September 30 is the age cutoff date for classroom placement.

- Children with birthdays after September 30 will remain in their current age group until the next school year.
- Children will not move to older classes during the school year.

Program Hours

- **School Day:** 8:00 AM – 2:00 PM
- **Morning Carline:** 8:00 – 8:15 AM
- **Afternoon Pickup:** 2:00 – 2:10 PM

REGISTRATION & ENROLLMENT

Available programs:

Ages: 15 months-4 years old

Times: 8am-2pm

Summer Session (June/July):

3 days: Monday, Tuesday, Wednesday

School Year Session (August-May):

4 days: Monday- Thursday

2 days: Monday/Wednesday **or** Tuesday/Thursday

MONTHLY TUITION:

Summer Session:

3 days: \$400

School Year Session:

4 days: \$445

2 days: \$325

FEES:

Summer Session:

Registration Fee: \$50

Supply Fee: \$50

School Year Session:

Registration Fee: \$200

Supply Fee: \$200

ITEMS NEEDED FOR REGISTRATION

- Brightwheel account sent via email by the director
- Completed admissions packet via Brightwheel
- Copy of child's immunization records or waiver
- Registration fee paid

Enrollment Process

- Classes are filled on a **first-come, first-served basis** based on enrollment date.
- Once a class is full, children will be placed on a **waiting list**.
- Families on the waiting list will be notified **first** when openings occur.
- Registration for the next school year & summer session is first offered to currently enrolled families before opening to the public.

Required Forms

The following forms must be submitted **TWO WEEKS** before the first day of the session. Forms are submitted via Brightwheel.

Paperwork submitted after **the two weeks** could result in a delayed start date.

Admissions Packet Includes:

- Child Profile
- Emergency Information
- Handbook Agreement Form
- Photo Release Permissions
- Third-Party Pickup/Child Release Authorization
- Immunization Records or Waiver

WHAT YOUR CHILD WILL NEED:

1. Backpack (Large enough to hold a folder)
2. Diapers & Wipes-If applicable (A week's worth)
3. Two changes of clothes/underwear (In a Ziplock bag labeled with name)
4. Rubber rainboots (labeled with name)
5. Water bottle (labeled with name)
6. Daily Lunch

Summer session: Water shoes & Towel

WHAT MDO WILL PROVIDE:

1. Student folders (labeled with name)
2. Lunch container (labeled with name)
3. Daily Snack

TUITION & FEES

Tuition Policy

- Tuition is due on the **1st of each month**.
- A **\$25 late fee** is added after the 5th of the month.
- An additional **\$25 fee** is added after the 15th of the month.
- Accounts unpaid by month's end will result in **suspension** from the program.
- After two weeks of suspension without payment, the child will be **dismissed** from the program.

Tuition is **not prorated** for:

- Holidays
- Absences
- Vacations
- Illness
- Early pick-up
- Late drop-off

Registration Fee

The registration fee reserves your child's spot and is **non-refundable** under all circumstances.

The registration must be paid in full via Brightwheel, cash or check to secure your child's spot in the program for the upcoming session.

Supply Fee

This fee covers a variety of needs during the session including but not limited to:

- Classroom curriculum materials
- Learning manipulatives
- Consumable supplies
- Special classroom & program events
- Storage & Organization
- Program upgrades

WITHDRAWAL POLICY

A **30-day written notice** is required to withdraw your child from the program. Withdrawal must be submitted as a written notice to the **MDO Director**.

ARRIVAL & DISMISSAL PROCEDURES

Morning Carline

- Carline runs from **8:00– 8:15am**.
- Pull around the carline loop and unload your child from the car. Pass your child to the staff members on duty along with their backpack and lunch.
- Staff members are **NOT** permitted to unload a child from the vehicle.
- **After 8:15am**, parents must park, walk their child to the door, and ring the doorbell for their child to be received by a staff member.
- For safety, **NO** phones during the carline.

Afternoon Pickup

- Pickups should be made **by 2:00pm**.
- Children must be picked up **no later** than 2:10pm.
- **Late fee** will apply after 2:10pm.
- For pickup, you will enter the building and receive your child from their teacher directly.
- For effective communication purposes between the teacher and parent, **NO** phones during pickup.

Authorized Person Pickup

- Only individuals listed on the Third-Party Pickup/Child Release Authorization form may pick up a child.
- Valid photo IDs will be required for all pickups.
- It is the parent's responsibility to keep release authorization forms updated.

Carline & Parking Lot Safety

- Children **must** remain buckled in car seats until the vehicle is parked.
- **NO** cell phone use in the carline.
- Pets **MUST** remain secured inside vehicles.
- Do **NOT** leave vehicles running unattended.
- Always hold your child's hand or carry them in the parking lot area.
- Children may **never** be left unattended in vehicles (Louisiana State Law).

DAILY PROGRAM GUIDELINES

Daily Communications

Daily folders will go back and forth each day. Parents should check folders **daily** for:

- Daily crafts/projects
- Monthly Newsletter
- Notices
- Program announcements
- Teacher communications

Clothing Guidelines

- Children should wear comfortable play clothing.
- Closed-toe shoes are required.
- Girls should wear shorts/bloomers under dresses.
- No jewelry.
- Label all removable items (ie. jackets, hats, etc)
- Children **MUST** arrive dressed appropriately with clean diapers/undergarments.
***Note:** Children arriving in sleepwear or soiled diapers will need to be corrected before being admitted for the day.

Personal Items

- Personal toys should remain at home unless approved by the teacher and/or director.
- The program is **NOT** responsible for lost or damaged items.
- Electronic devices from home are **NOT** permitted for any reason.

Birthday celebrations

- We LOVE birthdays and want to celebrate your child!
- Parents must provide **store-bought treats only**.
- Teachers **must** be notified by the parent in advance to accommodate allergies of other children.

BEHAVIOR MANAGEMENT

Behavior Guidance

We use positive, developmentally appropriate guidance strategies including:

- Redirection
- Modeling appropriate behavior
- Temporary removal from activity
- Age-appropriate time-out/think chair time (Not exceeding 1 minute per year of age; not used for children under 2)
- Administrative involvement
- Behavior chart or Action plan

Parents **WILL** be notified of ongoing concerns.

The program reserves the right to dismiss a child if behavior poses harm to self or others after all interventions have been exhausted.

The program reserves the right to dismiss a child if behavior severely interferes with learning and positive classroom environment after all interventions have been exhausted.

Corporal punishment, verbal abuse, or withholding food or rest are strictly prohibited in accordance with Louisiana licensing regulations. These actions will not be tolerated by any staff member.

Biting Policy

A progressive response system is followed, including:

1. Immediate separation
2. Care provided to injured child first
3. Parent notification to both parties involved
4. Incident report completed
5. Early pickup of child who bit
6. Suspension after repeated incidents

The program reserves the right to dismiss a child if biting poses harm to self or others after all interventions have been exhausted.

HEALTH, ILLNESS & SAFETY

Lunch & Snack

- Parents are responsible for providing their child's **daily lunch** unless otherwise noted by the teacher or director.
- All food should be **healthy and well-balanced**, limiting sugars.
- All food must be ready to serve (no heating or preparation required).
- The program does not provide refrigeration.
- Food should be packed in **clearly labeled** containers. MDO provides acceptable containers upon registration.
- Provide appropriate utensils if needed.
- If **allergies** are present in the classroom or program, parents will be notified of proper restrictions/needs.
- Only provide **water** in sealed, labeled cups. No carbonated or sugared drinks. Exceptions can be made for juice & milk if communicated to the teacher and director of child needs.
- Snacks will be provided by MDO daily. Approved foods list will be sent to parents to complete before the start of session.

Illnesses

Children **MUST** remain home if experiencing:

- Fever 100.1°F or higher (24 hours fever-free without medication)
- Vomiting or diarrhea (24 hours symptom-free)
- Contagious rashes (doctors note stating no longer contagious)
- Flu/RSV/Covid (doctors note stating return; usually 5 days from onset & 24 hour symptom-free)
- Croup (3 days from onset)
- Pink eye (24 hours after antibiotics)
- Head lice (after successful treatment)
- Hand, Foot & Mouth/Chicken Pox (blisters dried/scabbed; 24 hours fever-free without medication)
- Impetigo/Ringworm (24-48 hours after appropriate antibiotic/antifungal treatment/ sores must be completely covered)
- Severe cold symptoms including excessive coughing, continuous green/yellow snot nose, etc. (24 hours symptom-free)
- Auto Immune Disease/Cancer/Aids (child's health, neurologic development, behavior, and immune status is deemed appropriate by qualified persons)
- Any other communicable diseases as outlined by state guidelines

Children sent home for any reasons listed above must be picked up within one hour of parent contact. A late fee can apply.

If a child is sent home with any reasons listed above or falls ill for any reasons not listed above, a doctor's note may be requested to return per the director's discretion.

Medications

Staff administers emergency medication only with proper documentation including physician-signed emergency action plan and emergency medication authorization form. Medication **MUST** be in the original container. Forms will need to be updated every 6 months. Any expired medication will be returned to parents/guardians immediately. MDO will never dispose of medications.

Non-emergency medications must be administered by a parent during program hours.

Potty Training

MDO recognizes that toilet training is an important developmental milestone that each child progresses at their own pace.

- Children are **required** to be potty trained **by 3.5 years old** to enroll in the program.
- Children **MUST** show readiness signs before active training begins including:
 - Ability to communicate bathroom needs (verbally, using ASL, using pictures)
 - Staying dry for periods of time
 - Interest in using the toilet
- Teachers will support and encourage potty training in a positive and patient manner. Accidents will be handled calmly and respectfully. Children will never be shamed or punished for accidents.
- Parents must provide: Pull-ups or training underwear, two full changes of clothing, reward system used at home if applicable
 - ***Note:** If a child experiences frequent accidents and is not showing readiness, teachers may recommend pausing training efforts until the child is developmentally prepared.

Accident & Incident

Parents will be notified of any **minor accidents or incidents** via Brightwheel. Picture provided if applicable. Minor accidents/incidents include but are not limited to: scraps, cuts, brush/carpet burn, bruises, bumps, etc caused by trips, falls, slips, student interaction, etc.

Treatment will be provided to the child based on need including: ice, band-aid, soap & water, etc.

Parents will be notified of **serious injuries** via phone call from the director immediately after care is provided to the child. Pictures will be provided if applicable. Serious injuries include but are not limited to: severe head trauma, bites that break the skin, severe open wounds, etc.

Treatment will be provided to the child based on need. Medical professionals may be contacted based on need. An incident report will be documented and signed by all parties.

Emergency Preparedness

Fire, tornado/severe weather, and lock down drills are conducted regularly according to state guidelines.

The program follows the **Tangipahoa Parish School System** for weather-related closures (hurricanes, ice storms, snow, tornadoes, etc.).

Emergency evacuation procedures:

- In the event of building evacuation due to an emergency, children will be relocated to a location that is appropriate based on evacuation distance needed.
- Parents will be notified immediately through Brightwheel.
- Once children are secured, a text message and/or phone call will be made to parents to notify them of location.
- Parents must present ID before children will be released.

Photo & Social Media

MDO may take photos of children for educational and communication purposes.

- Brightwheel is a private app between our program and parents. Photos will be posted here to provide school day updates and/or minor injuries.
- Parents **MUST** sign a Photo Release Form before any public use.
 - Public use photos include: school functions and/or activities, MDO Facebook account, displayed in the MDO building, Harbor Church service, MDO website, and newspaper/magazine.
- Children's full names will never be posted publicly.
- Parents are asked **NOT** to post photos of other children from the program on social media without permission from those families.

PARENT EXPECTATIONS

Parent Responsibilities

- Check folders daily
- Respond promptly to teacher or director communications including Brightwheel, forms, etc.
- Keep emergency contact information current
- Notify the program of absences or illnesses
- Provide a well-balanced, healthy lunch
- Provide all needed items including: change of clothing, diapers, wipes, water bottle, rainboots, etc.
- Request conference/meeting if lengthy discussion is needed
- Follow all policies and guidelines outlined in the MDO Parent Handbook

Parent Grievance Process

MDO values open communication and partnership with families.

- Step 1- Teacher Discussion (Parents should first address concerns directly with their child's teacher to seek resolution.)
- Step 2- Director Review (If the concern is not resolved, parents may submit a written request to meet with the MDO director.)
- Step 3- Administrative Action (The Director will review the concern and provide a response and/or action plan if necessary.)

ADDITIONAL INFORMATION

Mandatory Reporting

All staff are mandated reporters and will report suspected abuse or neglect to: Louisiana Child Protection Hotline: 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 the Louisiana State Licensing Division.

CPR Training/Certification

All staff are CPR and First Aid certified for infants and toddlers through the National CPR Foundation online course.

Non-Discrimination Policy

The program does not discriminate on the basis of race, color, creed, sex, national origin, disability, ancestry, or breastfeeding status for enrollment.