

Revised 1/09

# Faith Presbyterian Church-Mother's Morning Out

## Policy & Agreement Form 2009-2010

**DAYS/HOURS:** Tuesday/Thursday, 9:15am- 12:15pm

Optional Lunch Bunch - Tuesday/Thursday, 12:15-1:30pm

Building unlocked at 9:00am. Classrooms opened at 9:15am.

MMO dismissal: noon -12:15pm. Lunch Bunch dismissal: 1:15-1:30pm.

### **FEES: \$15.00 Daily fee per child**

\$75.00 Supply fee per child

\$5.00 Late fee for pick-up after 12:20pm

\$5.00 Lunch Bunch fee/day

**CALENDAR:** Aug 25 Open House- 10:00-11:00am

Aug 27 First Day Class

Oct 8 Fall Break

Nov 26 Thanksgiving

Dec 15 Last Day Class Before Christmas Break

Jan 5 Class Resumes

April 6,8 Spring Break

May 18 Last Day Before Summer Break

(note: calendar is subject to change as OCSD adapts their academic calendar.)

**CANCELLATIONS:** If you have a permanent spot at MMO, you must notify the Director if you cannot attend on a particular day. Please give as much notice as possible. Call Director immediately, so someone from the waiting list may be called. Failure to call will result in being charged the daily fee. Continual failure to call will result in being dropped from the program.. You do not pay when you don't come, but please allow the opportunity for MMO to fill your child's spot.

### **POLICIES**

- **Registration and Policy & Agreement Forms-** must be signed, dated and returned to MMO director before child attends.
- **Immunizations-** all scheduled immunizations must be current.

- **Inclement Weather-** MMO reserves the right to cancel class as necessary with advance notice. MMO follows Oconee County Schools in their decision to close due to inclement weather. If Oconee Schools attend late due to inclement weather, MMO cancels for the day.
- **Illness-**Children with diarrhea, vomiting, fever, excessive runny nose or eyes, and/or congested cough must remain absent until all symptoms are gone.
- **Inconsolable Child-**The staff of MMO strives to provide a happy and loving environment for your child. Our goal is for every child who attends MMO to have an enjoyable and rewarding experience. However, if a child is unhappy and inconsolable after dropped off, and continues to cry for thirty minutes after parent's departure, they will be called to pick up child. Because MMO cannot refill the spot for the day, a refund will not be given. Parents are always invited to stay inside the classroom until the child is comfortable with their departure.
- **Discipline-** Approaches to discipline will be designed and carried out in a positive manner, helping the child develop self-control and assume responsibility for his or her actions. Rules and expectations that are age-appropriate are established and communicated often. Children will be positively directed, re-directed and praised often. Under no circumstances will children be subjected to harsh or physical punishment. Every effort will be made to reinforce appropriate behavior.
- **Emergency Information-** Parents must sign in/out each day, leaving emergency phone numbers.
- **Pick-up-** Parents must notify MMO staff if someone other than an authorized individual is picking up child. \$5.00 late fee is charged for all regular pick-ups after 12:20pm.
- **Supplies-**Parents supply formula, baby foods, diapers, wipes, ointments, bibs, and a complete change of clothing everyday. All personal items must be labeled with child's name. Donations of school supplies are always welcomed and appreciated.
- **Appropriate Dress-** Children should be dressed for play. Appropriate-weather outerwear is needed for the playground. Sandals are not recommended.

Parents: Return signed Policy & Agreement Form, along with the completed Registration Form and appropriate fees (payable to Faith Presbyterian), to the church or MMO director. You are not considered registered for MMO until all forms are received. After March 11, 2009 forms may be mailed or emailed to:

Cheryl Cornwell, MMO Director  
 255 Benjamin Drive  
 Athens, GA 30606  
 cherylcornwell@charter.net  
 Questions? Email or call 706-548-5166(home), 706-540-3511(cell),  
 706-769-8315 (church) [www.faithpcchurch.org](http://www.faithpcchurch.org)

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*I will not hold Faith Presbyterian Church, Mother's Morning Out (MMO) Program, or any individual MMO staff member responsible for unintentional injuries/illness to my child while in their care. I have read, understood, and agreed to the terms and conditions of the above policy information.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_