

# *St. Columba Catholic Church*

## *Mother's Morning Out*

*Parent Information Packet  
2018-2019*

*2700 West Main St.  
Dothan, AL 36301  
334-944-6526 334-793-5802*

*Asst. Director: Jennifer Garcia  
Director: Katie Collins*



### **Mission Statement**

**The Mother's Morning Out program is a ministry of St. Columba Catholic Church and is committed to assisting families in teaching their child Christian values; providing an opportunity for the child's social, spiritual, and intellectual development, and maintaining the highest standards in child care.**

## Dear Parents and Guardians;

Welcome to Mother's Morning Out at St. Columba. Thank you for choosing our program. We understand our task is both a privilege and a great responsibility. We look forward to a fun and exciting year with you and your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Our goal is to provide your child with a loving Christian environment where they can participate in creative learning experiences. An age appropriate curriculum will include Bible stories with an emphasis on gross motor skills, social skills, and language development. We operate on Mondays, Tuesdays and Thursdays from 8:00 am to 12:00 pm. For the safety and welfare of our MMO families and staff, we will close for major inclement weather events, following the Dothan City Schools system recommended school closings.

Below is a typical day:

8:00-8:30 Arrival Time - Free play or table activities

8:35-9:00 Bible Story/Prayer

9:00-9:30 Art Activity

9:30-9:45 Snack

9:45-10:30 Gym/Playground

10:30-11:15 Music/Movement

11:15-11:45 Story Time

11:45-12:00 Clean Up/Prepare for Dismissal

**\*BE SURE TO LABEL ALL BAGS, CUPS, AND/OR ANY OTHER PERSONAL THINGS WITH YOUR CHILDS NAME**

### **Registration Fee**

There is a non-refundable fee of \$50 due at the time of registration to secure your spot. (Please call 334-944-6526 to see if space is available). Availability is on a first come basis with registration.

### **Tuition**

Monthly tuition payments are due the first Monday of each month. No credit will be given for absences. The program is a ministry, therefore the program functions totally on the income provided through these fees.

### **Currently there are two options available:**

Monday/Tuesday/Thursday = \$140/month

Tuesday/Thursday = \$110/month

### **Snack**

Please send a snack with your child with their name on it. If your child has any food allergies, please notify his/her teacher. We will have snacks available as needed (such as goldfish crackers, cookies, etc. ) should a child need a snack. Also, there will be parties at times where the children will have extra snacks that day.

### **Extra Change of Clothes**

Please provide your child an extra change of clothes in a zip lock bag with their name on it. Also, please dress your child in clothes/shoes appropriate for play, as well as art activities.

Please dress your child in comfortable clothes for play. We believe play is the best form of learning at this age, as such there is a chance their

clothes will get dirty. Please be aware that we do use paint/markers on occasion for crafts. Keeps this in mind when choosing what to send your child to school in.

Please send your child to school in closed toed shoes. Crocs, sandals, boots and flip flops, although cute, are not the safest shoes for playing on the playground.

### Arrival/Dismissal

Mothers Morning Out starts at 8am. Please do not bring your child earlier, the teachers use this time to prepare for the day. If you do arrive earlier, you will be asked to wait in the hallway, until time. Please note that although you can bring your child any time after 8, we do try to adhere to a schedule. Coming late will mean they miss out on the morning's activities.

Dismissal is at 12. Please advise the teacher if you will be late picking up. Consistently late pick ups will result in a fee charged of \$1/per minute late, after 10 mins.

**PLEASE BRING YOUR CHILD'S BLUE SLIP IMMUNIZATION UPON REGISTRATION.** All proof of immunization records will be kept on file at the office and must be kept updated per regulation requirements.

### **Illness and Absence**

If your child becomes ill while at school, you will be contacted to make arrangements to take your child home. Our program does not have proper facilities to treat sick children. You will be notified if your child is running a temperature of 100 degrees or higher, throws up while at school, and/or displays continual signs that they aren't feeling well

(extreme fussiness, lethargy, etc). If your child is sick, please keep them at home. Do not bring your child to school while they are running a fever. Please keep your child at home if he/she:

- ☐ Has a fever or has had a fever in the past 24 hours. Child must be fever free without the use of medicine for 24 hrs before coming back.
- ☐ Has diarrhea or has had diarrhea in the previous 24 hours.
- ☐ Has a heavy nasal discharge.
- ☐ Has a constant cough.
- ☐ Is cranky, irritable, or not acting like him/her self.
- ☐ Have symptoms of a possible communicable disease.
- ☐ Vomiting in the previous 24 hours

If your child has allergies that are constant, you may bring a note from his or her doctor stating that the child is not contagious. However, please be sure your child is feeling well. Children who do not feel well are much more comfortable at home. Children will not be allowed to be at school or return to school with live lice. Please contact the Director immediately if you discover your child has lice. We will notify the students in the class and we will take precautions to prevent the spreading of lice. Parents will be notified of exposure to diagnosed cases of communicable diseases. Please notify the director if your child has a confirmed communicable disease so that we may notify other parents.

We look forward to a wonderful year!!! Please call or visit anytime!