



A MINISTRY OF SOJOURN COMMUNITY CHURCH

**Parent Handbook
2023-2024**

Thank you for choosing Sojourn East MDO for your child(ren) this school year. We welcome you here and hope that your time here is a blessing for you and your child(ren).

Mission Statement

The Mother's Day Out (MDO) program is designed to provide opportunities for varied learning experiences in a safe, gospel-centered environment – including but not limited to peer interaction, time away from parents, music, arts/crafts, Bible story, motor development, listening development – for children ages 1 to 5 years by the start date of the program.

Calendar

- MDO will be offered on Tuesdays and Thursdays from 9am-1pm beginning **September 5, 2023**, and **ending May 16, 2024**.
- The program will follow the JCPS calendar for holiday closings and both JCPS and Oldham Co. for inclement weather closings.
- A full school calendar is attached.

Tuition

- A registration fee of \$125 is required to secure a spot in the program. This also pays for supplies for our teachers during the school year.
- Two payment options:
 - \$175 per month will be automatically withdrawn each month
 - \$1,575 paid in full by the 1st of September

Attendance Policies

- MDO doors open at 9:00 am and close at 9:10am
- In the afternoon doors will open promptly at 1:00 pm
- Being on time in the morning and at pick up, gives consistency and a sense of security to your child's routine.
- Late arrivals miss Free Play and Circle Time. Free Play allows your child to choose an activity or to play with a special friend. Circle Time is a vital time learning developmentally appropriate skills.
- In the event that your child will be late, or absent from a school a text, email or phone call is very much appreciated.
- Parents will be asked to park and walk their child in/pick their child up at their classroom door. They will enter and exit through the doors to the parking lot at the end of the children's hallway.
- Teachers should be notified at morning drop-off if someone other than the parent is picking up. Children may **NOT** be picked up by anyone except the

persons listed on your emergency contact and release page. You may add names as needed throughout the year. Any person besides the registering parent will be asked to show a photo ID.

- Parents will be charged a late pick-up fee of \$5 per 10 minutes.
- Parents must sign their child(ren) in and out. Sign-in sheets are located on the whiteboard next to your child's classroom.
- Tuition will not be prorated for absences due to illness. There are no make-up days.

Curriculum

- Our goal is to incorporate the gospel of Jesus Christ into all areas of a child's development. Our age-appropriate activities include large group and small group times, music, free play, creative arts, language and math development, and playground time. Various resources are used for each age – including The Gospel Project.

Discipline

It is our desire to help children understand that they are worthy to be treated with love and respect.

Children will be taught and reminded of behavioral expectations. The teachers will use positive reinforcement to encourage children to make good choices.

- Our goal is to help children learn appropriate skills to interact with others and gain self-discipline. Our teachers will use positive guidance techniques to encourage this behavior.
- Sojourn MDO will follow the general policies and procedures of SojournKids. (see attached)
- Redirection by diverting the child's attention to another activity and the use of "time-out" may be necessary. Parents will be notified of any behavior issues.
- All staff are trained in these policies.

If a child displays inappropriate behavior on a regular basis, the parents will be consulted for help and support. A *plan of action* will be discussed so that both school and parents are working together to correct the behavior. If for any reason a child displays intentional behavior that is harmful and aggressive towards another child or teachers, the directors have the right to dismiss the child immediately from the program.

Lunch/Snack

- MDO will NOT provide snacks.
- If a child is unable to consume any provided snack, a parent/guardian may provide a snack for their child.
- Parents should notify the Directores and the child's teacher if there are food allergies.
- Parents will be asked to send a labeled sippy cup or water bottle and a **nut-free** lunch for their child each day. Please do not send glass containers or food that needs to be heated or refrigerated. Please label all containers, cups, lunch boxes, etc.
- While we ask that you not send nuts, Sojourn MDO is **NOT** an allergen-free program. However, parents will be asked to notify staff of food allergies so that snacks can be planned accordingly. You will be notified of any allergies in your class.
- We ask that you do **NOT** send in yogurt/applesauce cups **AND** shredded cheese. This makes a huge mess on our carpets.

Sick Policy:

It is not only our desire to keep the kids we serve healthy but our teachers as well. Please help us to do so by following our sick policy. Please be sure to provide current emergency phone numbers for us should we need to call.

- Sojourn MDO will follow the general policies and procedures of SojournKids (see attached).
- If your child contracts a contagious illness, please notify us as soon as possible. This courtesy helps us stay informed of anything contagious to which other children may have been exposed.
- Children will NOT be allowed to attend the program if they have exhibited any of the following symptoms within 24 hrs of a school day:
 - Nausea
 - Vomiting
 - Diarrhea
 - Any unexplained rash or skin infection
 - Open skin lesions
 - Colored discharge from the nose
 - Temperature of 100 degrees or higher
 - Pink eye
 - Head lice
 - Severe coughing
 - Any infectious disease

- **Children must be symptom-free for a full 24 hours (without the use of medication) before returning to school.**
- Should a child begin to show these symptoms during MDO, staff will contact a parent or emergency contact as soon as possible. The child will wait with the director until he/she is picked up. **Arrangements should be made to pick your child up as soon as possible.**
- No medication (prescription or over-the-counter) may be given by the MDO staff (with the exception of emergency allergy care with doctors note).

Restroom Policy:

- It is the policy of Sojourn MDO that all diaper changes and all toilet assistance be done in the presence of two adults.
- Parents will be responsible for sending extra diapers (for those not potty trained) and a change of clothes for each child.
- **All students ages 3 and up must be fully potty trained.** In the younger classes, teachers will provide toilet assistance. The PreK class should be fully independent.
- Sojourn MDO recognizes that preschool-age children have accidents. Once every few weeks is an accident; daily or weekly is not. If your child is not fully potty trained by the beginning of the school year, our only option is to ask you to keep your child home until he/she is fully potty-trained (while still paying for your spot) or to withdraw from Sojourn MDO. We believe just a few weeks of concentrated effort is enough to motivate a child to be school-ready in this area.

Birthday Celebrations:

- We will celebrate birthdays in class with a simple birthday song, hat, and trinket surprise.
- **Please** coordinate with your child's Lead teacher about bringing in treats to share!

Clothing and Other Personal Items:

- Children at Sojourn MDO will be exploring and playing with fun things such as finger paint, play dough, glue, etc. Please dress your child in clothes that can get “messy”.
- We will also be going outside to the playground area so we ask that your child wear comfortable, closed-toe shoes. **Please NO FLIP FLOPS.**
- Please send appropriate outerwear (coats, hats, gloves) for colder weather as we will plan to go outside as much as possible.
- Children in diapers should have snaps on their clothing if it is a one-piece outfit. Also, children in diapers should have clothing that does not require the removal of shoes in order to change diapers.
- Please make sure that if your child is potty-trained he/she can easily remove clothing items.
- All children (regardless of toileting abilities) should keep a **FULL CHANGE OF CLOTHES** in their school bags that is appropriate for the current weather. Please label all items of clothing.
- Personal items and toys should only be brought if the class has a “show and tell” activity. Any personal item brought should fit inside the child’s school bag. If a child needs to bring a special toy or blanket in order to help with separation, that item should stay in the child’s backpack during class.

Parent/Teacher Communications

There are a number of ways we try to keep the communication going between parents and teachers.

- Class Dojo App
- Phone calls; **text**
- Notes/flyers in folders!!
- Emails: check often
- Monthly Newsletter

Addressing Parental Questions/Concerns

- All questions/concerns involving your child in the classroom should first be addressed to your child(ren) teacher.
- When/if no resolution/satisfaction is given, please direct all questions/concerns to:

Claudia Blum at mdo@sojourneast.com

**General questions about dismissal, pickup, illness, and registration can also be directed to Claudia Blum.

Thank you for partnering with us in our endeavor to meet the developmental needs of your child. We look forward to caring for them and feel privileged to teach them. We count it a blessing to guide them as they learn how to get along with others, develop appropriate skills and learn more about Jesus and his love for them.

Please sign and return the portion below by September 12, 2023.

I, _____, have read the parent handbook and agree to follow the policies.

Parent Signature: _____

Date: _____ Child's Name: _____