

St. Anne Catholic Church

Mother's Day Out Program

201 Church Street/ P O Box 410

Youngsville, La 70592

www.stannechurch.net

#337-856-8212 Church Office

Program Director- Danielle Lewis #337-443-8382

Our Mother's Day Out Program is a unique program in many ways. Our program is specifically planned for children between the ages of 18 months – Pre- K 4 years old.

Our classes start September 6, 2016 – May 18, 2017

9:00 am – 2:00 pm on Tuesday, Wednesday and Thursday.

We believe that each child is very special, and should be treated as such. Each child's total development includes spiritual, emotional, social, & physical growth. We believe that a child should be provided an opportunity to develop in each of these areas at his/her own pace. Each child's self-worth and self-esteem are very important in this growth. We strive to offer a positive atmosphere full of love, kind nurturing, and a safe place. The trust extended to us by parents is never taken lightly. We will constantly strive to make this a pleasant, enjoyable & positive experience for you and your child.

Our program is designed to give each child a loving Christian environment in which to grow and learn about God's world around him/her through art, music, and play. In art we hope to generate their creative skill and will work with paints, play dough, crayons and a variety of other materials. Our activities will be adapted to the age capabilities of each child. All areas of social interaction offer each child the opportunity to learn how to share, take turns, and play safely and respectfully with other children.

We study *Christ Our Life* series by Loyola Press for our religious education with the 3 & 4-year-old classes. The 3 yr. old curriculum is "*God Made Me*" and our Pre-K 4 yr. old curriculum is "*God Made the World*". The Pre-K class also reviews and completes a handbook called "*Get Set for School*" the developer of the Handwriting without Tears curriculum. All the workbooks are purchased for a small fee.

Our program is an organization of St. Anne Catholic Church and is run under the rules and guidelines of the church.

Check us out on the church web site at www.stannechurch.net

MDO Information & Guidelines

Program Schedule

- 2016-2017 School Year is September 6, 2016 – May 18, 2017

Programs Available

- 2 or 3 day(s) option
- 2 day option held Tuesdays & Thursdays 9am-2pm
- 3 day option adds Wednesday 9am-2pm

Registration Fees

St. Anne Catholic Church Parishioners

\$50 first child
\$25 second child

Non-Parishioners

\$75 first child
\$35 second child

*A registration fee is required at registration time and is a once a school year fee. This fee is due upon acceptance to the program and is non-refundable

Tuition Fees

- \$28 per day per child (Snack & Lunch included)
(2 days/wk. program = 61 days of attendance at total cost of **\$1,708.00** or you can pay 9 installments @ **\$190** per child per month)
(3 days/wk. program = 92 days of attendance at total cost of **\$2,576.00** or you can pay 9 installments @ **\$286** per child per month)
- Our monthly tuition is due the first week of each month.

We do not reimburse for sickness, inclement weather, and unforeseen emergencies of any kind. Please notify Director of your child's absence from school. And Please notify us of any contagious illness we need to be made aware of. Welcome to text or email **Director Dani Lewis #337-443-8382** mdo@stannechurch.net

Withdrawal notice from our program should be given 3 weeks in advance so children on the waiting list can be notified in a timely fashion. You are responsible for any tuition unpaid. No tuition refunds are given if you pull out of program early.

A late fee of \$20.00 per child will be added to your tuition if not paid in full by the 15th of the month. A \$35 fee is charged for NSF checks. If you have more than two NSF checks you will be asked to pay your tuition by cash or money order only. Receipt is given to those that pay tuition with cash or by your request.

SCHOOL CLOSURES

We will observe the same early dismissal or closure as Lafayette Parish Schools and should bad weather be experienced, or any unforeseen emergencies. These announcements are made on the news, radio, & social media. You will also receive a call or text from director or teacher.

***Any closures due to bad weather or any unforeseen emergency will not be made up or credited to your tuition.**

HEALTH REGULATIONS

Children with illness should not be mixed with others. Therefore, any child experiencing the following symptoms within 24 hours of attending Mother's Day Out need to be kept home and you need to inform us.

***Text, email or call Program Director phone #337- 443-8382. We appreciate the knowledge of child's absence.**

Guidelines are:

1. Temperature over 99 degree.
2. Upset stomach, nausea and/or diarrhea.
3. Nasal or eye discharge (yellow or greenish in color or crusted eye) indicates infection and is contagious to other children and staff.
4. Sore throat or consistent cough or croup.
5. Undiagnosed rash or bumps.

We reserve the right to send a child home when we feel necessary for the protection of others. It is a requirement that the Director get a current copy of your child's immunization record, if one is not on file already. Our staff cannot administer medications. If your child has to be given medication during school hours, a parent may come to St. Anne MDO to administer the medication.

Parents- It is always important to make your child's teacher aware of any medicines your child is taking at all times. This could play a part in their mood and behavior.

DISCIPLINE

At St. Anne's MDO we use a loving and positive approach to discipline. Good behavior will always be rewarded with kind words and praise. Unacceptable behavior sometimes requires that a child be removed from the group activities and put in a "Time Out".. It may be necessary to notify the parent if help is needed to correct behavior that is inappropriate. We have the right to refuse a child from our program that shows inappropriate behavior or strongly aggressive behavior. The safety of our staff and children are our first concern. Any remaining monthly Tuition is not reimbursed in this case.

SNACK AND LUNCH

A morning snack and lunch is provided daily. The cost of this is included in the tuition price. A menu of current month snacks and lunch will be given to each parent and posted on the bulletin board. If your child is allergic or refuses to eat certain food that is being provided on that day you are welcomed to send a food replacement of that food. Parents are responsible for the food preparation and safe temperature storage of that food. **All food sensitivity & allergies need to be documented.**

SUPPLIES

Most classroom supplies will be provided for. We ask for your help with supplying some paper products.

MDO supply list:

- 3 containers or refills pkg. of baby wipes*
- 1 roll of paper towels*
- 1 pkg. of copy paper*
- 1 box of Kleenex tissue*
- Folding Nap Mat for your child*

A complete change of clothes placed in a large zip lock bag with name on bag, is required. Diapers and/or pull-ups are to be furnished by those using them. Please remember to put child's name on all items brought and left at St. Anne's MDO.

MORNING DROP OFF

It is our job to ensure that your child feels comfortable and safe in their new environment. Experience from years past has proven that the best approach for parents to take when dropping off their child is to hug them and reassure him/her you will be back later to pick them up. Then leave the classroom promptly. You may wait in the hallway by classroom for a short moment. It is important that the teacher bond with your child and learn how to best comfort them, and to get started with the class activities by 9:10. This is difficult with a parent in the classroom. If your child is upset, the longer you are in the classroom, the longer they probably will remain upset. In the past it has shown they will usually stop crying or feeling upset, and start feeling comfortable by participating in class activities soon after the parent has left the room. I know it is difficult to leave when your child is upset, but this works best in most cases. Do take comfort that we will call you if your child remains upset for a long length of time. All parent cooperation is greatly needed in this matter. Leave classroom before 9:10 so that class activities can be started on time.

PICKUP AND PARKING

For safety reasons, we require a written permission slip or phone call if anyone other than parent or names listed on registration form is picking up your child. Please be on time when picking up your child. Late fees will be added to next month tuition after 2nd notice. Our doors open at 9:00 am. Children are not to be dropped off earlier. We are not responsible for your child's care till 9:00 am. Pick up no later than 2:05 pm. **A Late fee of \$20 per child** will be charged to your next month tuition. This excludes emergencies when notified.

Parents- always keep us informed of any changes of any home, work and cell phone numbers. Incase of sickness or an emergency while your child is in the care of Mother's Day Out.

******NO PICK UP is allowed during your child's quiet/naptime hours. (11:30-1:30pm)**

If you have appointments, Please arrange to pick up child either before naptime or after. This will prevent any distractions or disruptions to the class during this time. Thanks for your cooperation. If emergency arises and pickup is necessary during this time frame please contact Director immediately.

DO NOT LEAVE ANY CHILDREN UNATTENDED IN THE PARKING LOT

Parents- Obey the One Way Only sign turning into the parking lot off of Church Street. And exit out onto First Street. Do not park or block the driveway between the church and rectory/parish hall. This is to be used for Father, Church rectory staff as well as, church office visitors. And please use all safety precautions and DO NOT LEAVE children unattended in the parking lot.

SCHOLASTIC BOOKS

We order from this highly reputable book company every other month. You will receive order forms in your child's daily folder and you are welcomed to purchase before deadline dates. Books arrive at school within 10 days. They have educational items and books at very reasonable prices. Make checks payable to Scholastic Books for book order. For every dollar spent our program earns points toward free books and educational items for our classroom. We encourage your support and to read to your children every day.

DRESS UP DAY

Our program has a fun "dress up day" on the last attending day of every month. A schedule will be given to you and posted on the bulletin board. The staff and children enjoy this. Some examples of our "dress up days" are western day, silly socks and slippers, pajamas day etc.

PICTURES

You are welcome to send a disposable camera to school. Your child's teacher will be delighted to take pictures of your child during class/play time. Snapshots will be taken through out the school year. Put child's name on camera. Your camera will be returned to you so you can develop photos.

We take pictures periodically of all children in our program. Some pictures are also placed on the church secured web site at (**www.stannechurch.net**). You will be asked to sign a consent form for photo release. If you are opposed to your child's picture being taken and/or displayed at St. Anne MDO or on the Church website, the Director will need a written consent saying so.

PARENTS-Help us minimize injuries by having your children wear shoes that are appropriate for playing and running. **NO flip-flops or backless shoes allowed.** Open sandals or shoes with back straps are allowed. We need your cooperation on this safety issue.

Any questions or concerns, always feel free to address them with your child's teacher and/or the program director. Happy Blessings to YOU and YOURS ☺

**Danielle "Dani" Lewis ☺ MDO Preschool Program Director
Cell # 337-443-8382 - mdo@stannechurch.net**