



**About MMO:** The Mother's Morning Out program at Trinity Christian Fellowship is a ministry of the church for both church members and non-church families. Children have the opportunity to connect with their peers, play, and learn about God's love for them in a safe and secure environment. The program includes age appropriate academic lessons, including math and literacy skills, Playtime outside, Snack Time, Center Time, Worship, Bible Lessons and Music.

**Late pick up:** Pick-up time is 11:30 am (T/TH) and 12:00 noon (M/W/F) sharp. Anyone returning for children more than 15 minutes late will be charged a \$10.00 late fee. Multiple lateness can result to your child being dismissed from program. **\*\*\*Closings and holidays will follow the same schedule as Moore County Public School District and any other closings will be posted in advance or as soon as we know due to weather.\*\*\***

**Registration:** Enrollment is limited according the DSS ratio standards (Staff to children ratio) There will always be two staff present.

**Sickness/Illness Policy:** MMO is equipped to care for well children only. Please do not bring your child to MMO if he/she has been sick the night before. Please keep your child home for twenty-four (24) hours after a fever has broken. If your child gets sick while in the MMO care you will be called and expected to pick him/her up *immediately*. If you cannot pick your child, please make arrangements for someone to do so promptly. If we cannot reach either parent, emergency contacts listed on your Registration Form will be contacted. Please make sure that these people are aware that they may be called to pick up your child in case of an illness or accident. MMO staff will not, for any reason, administer over the counter or prescription medication to your child at any time while in attendance.

**Injuries:** If an emergency should arise, we will call 911 immediately and notify the child's parents and/or emergency contact.

**Potty Training:** We recognize that potty-training is an important part of a toddler's development and that consistency in the training approach is critical to your child's success. While potty training is not the responsibility of the teacher, she is willing to help your child with the process. Please discuss your approach to potty-training with the teacher prior to sending your child in underwear. If your child is in training pants please bring plenty of extra clothing for accidents. For health reasons it is our policy that no child's clothes be wet. If dry pants are not available to the caregiver, then diapers will be used. Children are taken to the restroom at scheduled times during the session and when they tell the teacher.

**Allergies or Special Diets:** Please discuss food allergies, other reactions, and dietary concerns with the caregiver. Depending on your child's situation, you may need to provide a special snack or drink for each day your child attends.

**Release to non-parent:** We will not release your child to anyone but a parent without express advance notice. Please let the caregiver know your intentions to have a non-parent pick up your child. Please note the person's name and phone numbers on the sign-in sheets. If someone other than you drops off

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your child and will be picking them up, please notify the teacher when the child arrives and make the notations on the sign-in sheets.

**Emergency Procedures:** We understand that emergencies and extenuating circumstances happen from time to time. In the event that you are caught in an UNAVOIDABLE and URGENT situation, please notify Melinda Tart or call the church office at (910) 215-5775 immediately.

**Separation Anxiety and Transition Issues:** We recommend the following procedures to help make the parent/child separation a little easier:

1. Sign-in, place bag in designated cubby, put sippy cup in the box, say good-bye and exit promptly.
2. Please bring security objects (i.e. blankets, dolls, toys) as they come in handy during times of need.
3. Say good-bye instead of sneaking out. Your child needs to realize that you will leave and that you will come back. Eventually your child will trust that you will return and it will be easier for the teacher to comfort your child.
4. Upon leaving, please move quickly to an area away from the child's site (windows and doorways of the MMO classrooms) when talking to other parents. Children are easily upset when they can see their parents but cannot be with them.
5. Remember that this is your time to yourself and your child's time to play. Please help us follow these guidelines so there will be less tears and more fun for everyone.

**Discipline for Biting and Aggressive Behaviors:** The following steps will be taken to curb biting or other aggressive behaviors.

1. Notify parent and a warning Issued.
2. Notify parent, a warning issued and the child immediately picked up by the parent.

Dismissal from the MMO program until the behavior is corrected.

Biting and aggressive behavior is a typical but not acceptable behavior of children in the MMO age range. It usually is short term and preempted by frustration or the many physical changes that a child's body goes through in such a short period of time. The steps above are necessary to protect the health and safety of all of the children. Biting can be a major source of infection to the child that bites as well the child who is bitten. Any aggressive behavior puts fear in the children and makes it hard for them to enjoy their playtime. The caregiver will try hard to work with each child that becomes aggressive. Time-outs are used which separates the aggressive child from their peers and gives them an opportunity to collect him/herself. This usually curbs continued aggressive behavior. However, the notification to you will make you aware of the situation and enable you to work on changing their behavior.

**Grievances:** Please discuss all grievances with the Director. The Director is responsible for setting and enforcing the MMO program policies.

**Updates:** An update of the week's activities will be emailed to each parent. This will keep everyone informed of upcoming events, how we've been spending our mornings and a few snapshots to share with your family & friends. It will also provide you with an electronic list of all the Moms and children that are currently enrolled in the program.