

Mother's Morning Out Program Handbook



Trinity Christian Fellowship

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LABELING ITEMS

Labeling is crucial when sending your child to class. Please remember to label ALL items sent with your child, including the following: Bags, pacifiers, bottles, cups, lunch boxes (including each individual item inside lunch bag such as Ziploc bags, containers, and cups), diapers, Pull-Ups, and nap items (mats, sheets, blankets, stuffed animals, etc.).

INDIVIDUAL NEEDS PRESENTED IN WRITING

Backpack or bag with child's water cup or bottle, diapers/wipes, a change of clothes just in case, and any emergency medication if needed (i.e. EPI pen). The M/W/F group also requires a packed lunch! **Please label everything!** We understand that each child is unique with their own individual needs, likes and dislikes. For this reason, parents are asked to submit to the teachers a WRITTEN list of details for each child. This can be as simple as a few notes written on an index card. Examples of needed information include, but are not limited to, the following: allergies (even if they are on file in the office); eating habits; napping habits and needs; play and toy preferences; or specific fears (i.e. loud noises, transitions, etc.). If there is a specific need for a particular day, the best way to keep the information fresh on the mind of your child's teachers is to present in written and dated form.

LUNCH SUGGESTIONS

When packing a lunch for your child, please keep in mind that we are not able to heat your child's food. Your child (with the exception of children in the infant rooms) must be able to feed himself/herself. We suggest cutting food into small and safe pieces. The following is a list of healthy lunch suggestions which might help as you plan your child's school lunch: Cold Chicken Nuggets or Strips; Lunch Meats; Peanut Butter; Lunch Meat Sandwiches*; Cheese Slices, Cubes, or Sticks; Chips; Crackers; Cold Pasta; Cold Veggies (except peas – they roll away!) Raisins, etc.

*Occasionally we have students with severe peanut allergies preventing these children to be anywhere near peanut butter. If this is the case, parents will be asked to refrain from sending peanut butter of any sort with their children. If this occurs in your child's classroom, a note will be sent home to each parent explaining the situation. Thank you for your consideration in this matter. Finally, please keep in mind that cups and containers frequently leak into lunchboxes. While teachers are able to clean the visible spill, there might be some residual germs in the lunchbox that need more thorough cleaning.

PLAY TIME

With the exception of children in the infant rooms, all age groups will be taken outside to play for a recreational play time when weather permits. When there is precipitation, the temperatures are below 40 degrees, or a heat advisory is in effect, your child will be taken to child appropriate indoor play areas for this time of recreational play. Please ensure that your child is dressed appropriately for outdoor play. Please bring a jacket, sweater, or coat if needed and ensure that your child is wearing the appropriate shoes for such activities. Keep in mind that sandals, slip-ons, and other open-heeled shoes may not be suitable for recreational play. We

provide a safe, healthy environment that fosters imagination, Scripture structured learning, crafts, snacks, and free play.

TOILET TRAINING

We understand that toilet training can be an interesting time for you and your child. Please rest assured that our teachers in Toddlers, Twos, and Threes are glad to help with this process in any way that they can. There are a few guidelines that will help the toilet training process to go as smoothly as possible while your child is at Mother's Morning Out.

Please let us know as soon as you begin training so we can reinforce it in the classroom. 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.

Please inform your child's teachers specifically and in writing of all toilet training needs. This includes, but is not limited to, the following:

- Does your child indicate a need, or does he or she just need to be taken regularly?
- How does your child prefer to use the toilet – sitting alone or held for security; for males, sitting or standing?

Finally, we understand the convenience of Pull-Ups, but please be aware that there is no difference between Pull-Ups and diapers in your child's mind. Because results tend to be quicker and more satisfactory when a child is moved directly to cloth training pants, please feel free to use cloth training pants, even when you send your child to class, to promote consistency and a speedy transition.

ABOUT MMO

The Mother's Morning Out program at Trinity Christian Fellowship is a ministry of the church for both church families 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 10 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

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.

RELEASE TO NON-PARENT

We will not release your child to anyone except 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.