

# Mother's Morning Out Program Handbook



**Trinity Christian Fellowship**  
425 Magnolia Road  
Pinehurst, NC 28374  
910.215.5775  
<https://www.trinitycf.net>



## **Children and Youth Ministry Coordinator:**

Lynn McKeithen  
LynnMckeithen@gmail.com, 910.527.5511

### **3 and 4 year olds**

**Monday / Wednesday / Friday**  
DROP OFF at 8:30am, PICK UP: 12pm  
\$18/child/morning

### **16 months up to 36 months**

**Tuesday / Thursday**  
DROP OFF at 9am, PICK UP: 11:30am  
\$18/child/morning  
**Registration: \$25/family (non-refundable)**

## **Welcome to Trinity Christian Fellowship's Mother's Morning Out.**

We are so happy you are here! Our MMO program 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/Art. The following guidelines and rules are to ensure your child is safe and happy while they spend time with us. Please feel free to discuss any concerns directly with your teacher or Miss Lynn, as we are committed to a positive experience for you and your child.

### **REGISTRATION & FEES / REFUND POLICY**

Enrollment is limited according to the DSS ratio standards (Staff to children ratio) There will always be two staff present. Due to the limited class size, parents will be expected to pay for the full month on or before the first of the month. If a child does not attend any portion of the month, full tuition is still required to hold your slot. Tuition is non-refundable but will be credited to the next month should we close *due to circumstances that are our fault*. Registration fees are non-refundable regardless of enrollment.

### **SEPARATION ANXIETY & TRANSITION ISSUES**

We recommend the following procedures to help make the parent/child separation a little easier:

1. Place their coat/bag on the labeled hooks in the hallway and their snack/water bottle in their cubby. Help your child wash their hands, and sign them in.
2. 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 you will return, and it will be easier for the teacher to comfort your child.
3. Upon leaving, please move quickly to an area away from the child's sight (windows and doorways of the MMO classroom) when talking to other parents. Children are easily upset when they can see their parents but cannot be with them.
4. 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.

### **INDIVIDUAL NEEDS PRESENTED IN WRITING**

We understand that each child is unique with their own individual needs, likes and dislikes. For this reason, parents are asked to complete the "Tell Us About Your Child" worksheet at the end of this packet. 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.

Please send a backpack or bag with your child's water cup or bottle and any emergency medication if needed (i.e., EPI pen). All children require a packed snack! At the beginning of the month please drop off a month's supply of labeled diapers/wipes, and a change of seasonal clothes just in case.

### **LABELING ITEMS**

Labeling is crucial when sending your child to class. 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, nap items (mats, sheets, blankets, stuffed animals, etc.) and swim items (towel, dry clothes, etc.). If you do not, the MMO staff may do so to ensure the proper child gets their supplies and you get all of your items returned. For safety reasons, it is the parents' responsibility to apply sunscreen on your child prior to arrival.

## **SNACK SUGGESTIONS**

When packing a snack for your child, please keep in mind that we are not able to heat your child's food. Your child 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.

**DRINKS:** Please send your child with water only. It is necessary after much play and can be easily cleaned up. This will help when the children transition to Kindergarten when many schools will only allow water. Please do NOT send milk.

**TREATS:** We do not allow children to share food but on occasion we will give children animal crackers or goldfish if they are still hungry *after* they eat their packed snack. We do like to have parties for special occasions, so you may provide cupcakes or cookies. We occasionally do safe "cooking" too, where your child may be exposed to ingredients outside of your snack.

**ALLERGIES:** Occasionally we have students with severe allergies preventing these children to be anywhere near certain food items. If this is the case, parents will be asked to refrain from sending those items with their children. 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**

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 light jacket 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. **SUMMER FUN:** Please apply sunscreen to your child before arrival during summer months, as we spend a lot of time outside. Depending on the child's age/ability we will take walks to Rassic Wicker Park and playground. The church receptionist will be able to contact us if needed and will know our whereabouts.

**WATER WEDNESDAYS & THURSDAY THRILLS:** Children may be taken to the SplashPad or have water play in our yard with small swimming pools, depending on age, number of children, etc. On these days, please send them in their bathing suits under their clothes, swim diaper, a set of dry clothes, undergarments, and a towel.

## **TOILET TRAINING**

We understand that toilet training can be an interesting time for you and your child.

Please rest assured that our teachers 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 the parents' responsibility, the staff 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 verbally 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 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?

Lastly, we understand the convenience of Pull-Ups, but results tend to be quicker and more satisfactory when a child is moved directly to cloth training pants. Please try to use cloth training pants in lieu of Pull-Ups, even when you send your child to class, to promote consistency and a speedy transition.

### **SICKNESS & ILLNESS**

Please do not bring your child to MMO if he/she has been sick the night before and keep him/her home for twenty-four (24) hours after a fever has broken (medication free). If your child gets sick while in MMO care, you will be called and expected to pick him/her up *immediately*. If you cannot pick your child up, 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.

### **EMERGENCY & INJURIES**

If an emergency should arise, we will call 911 immediately and notify the child's parents and/or emergency contact. In non-emergent conditions the teacher will complete an accident report that both the parent and teacher will sign. At this age children are learning boundaries and social interactions, so it is not unusual for pushing or hitting, which is not acceptable in the MMO classrooms. We are constantly monitoring and interacting with the children, so it is rare for a significant injury to occur due to another child. We will inform both parents if there has been an incident involving more than one child and the steps taken to resolve the interaction, such as redirection, gentle talk and age-appropriate time-outs. Excessive aggressive behavior could result in dismissal or removal from the program.

### **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.\*\*\****

### **RELEASE TO NON-PARENT**

We will not release your child to anyone except a parent without expressing advanced notice. Please let the teacher know your intentions to have a non-parent pick up your child and note the person's name and phone numbers on the sign-in sheet. We will ask for photo identification from the person picking up the child.

### **VISITING**

You are always welcome to "pop in" and see the fun we are having, but we ask that it is after your child is settled into our program and that it is close to pick up time. This is to avoid the stress of you leaving again. We believe this alone time is important for your children to develop independence, social skills

and to be able focus at the task on hand. We would love to have family/extended family members visit or read books when scheduled ahead of time.

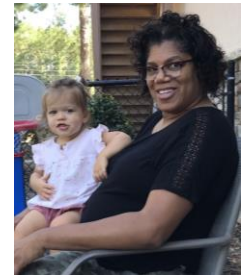
### **UPDATES**

There will be timely updates for you regarding what we've been doing and upcoming events. Please check the "Parent's Board" at pick up for current information.

## Your TCF MMO Team

### **Lynn McKeithen, *Children and Youth Ministry Coordinator***

Miss Lynn has been with Trinity Christian Fellowship since 2011, teaching preschoolers, and working in the nursery. Miss Lynn has an extensive background in early childhood education and development, and her calling is to love and teach children. All children are loved and well cared for during their time at Trinity and Mother's Morning Out. Miss Lynn is looking forward to meeting you!



### **Laura Nielsen, *Lead Teacher***

Hello! My name is Laura. I am blessed to be married to my soul mate, Dave and to be a bonus mom to twin 10 year-old sons and 17 year-old daughter. We have an active household with 2 Labradors (one is retired Army), a bird, one fish and our latest addition, a silly standard poodle.

I served 26 years in the Army as a licensed veterinary technician, and I have a Master's in Business...Boring!!!!



I was volunteering at church and realized how much I loved spending time with children and sharing my love for the Lord. A position in MMO opened up and I was thrilled to work full-time with these precious gifts from God. What a treasure. Thank you for allowing me to spend time with your children, it is the highlight of my day!

### **Barbara Peterson, *Instructional Assistant***

Hello! My name is Barbara Peterson, I am a military wife and mom of two. I live in Pinehurst with my husband and our daughters, Maddie (12) and Lexi (10). We have two dogs, a bunny, two guinea pigs, a hamster and copious amounts of fish!



While my original education and career path, prior to marriage and children, was in the legal field, our unpredictable military lifestyle led me to find an alternate path that suited the needs of our family. My love of nurturing children began when I started working for (and then later owned) a pre and post-natal fitness group called Fit4Mom, that allowed mothers to exercise with their little ones. I spent years caring for and helping children learn through play while guiding their moms through work out routines.

Once my own children were of school age, I started working at their preschool which only fostered my love of children. I've spent 3 years teaching preschool and 2 years in early elementary education. While I truly enjoyed early elementary, I realized my heart lies in working with the littles. I am so excited to be a part of this program and look forward to helping and watching your child learn, play and grow. Thank you in advance for sharing them with me!

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425 Magnolia Road, Pinehurst, NC 28374 / 910.215.5775 / TrinityCF.net

## Registration Form – ALL INFORMATION IS REQUIRED

**CHILD'S FULL NAME** \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Home & Mailing (if different) Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**MOTHER'S NAME** \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**FATHER'S NAME**

\_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**WHO, OTHER THAN A PARENT, IS ALLOWED TO PICK UP YOUR CHILD?**

(Photo ID required for pick-up)

Name(s) \_\_\_\_\_

**EMERGENCY CONTACT** (Photo ID required for pick-up/release from TCF care)

Name(s) \_\_\_\_\_

Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name(s) \_\_\_\_\_

Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name(s) \_\_\_\_\_

Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

**MEDICAL TREATMENT INFORMATION**

Child's Insurance Information \_\_\_\_\_

Child's Doctor's Name and Office  
\_\_\_\_\_

Doctor's Phone Number \_\_\_\_\_

Does your child have any Allergies, Medical Conditions or Special Needs? If YES, please explain

\_\_\_\_\_  
\_\_\_\_\_



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**Please initial each paragraph below and sign/date at the bottom of this form. Leave the registration pages, this release and the following page with TCF, but keep the Handbook for your reference.**

\_\_\_\_\_ I have been provided a copy, have read and agree to the TCF MMO Handbook guidelines.

\_\_\_\_\_ I give my permission for my child's photo to be used for TCF MMO promotional material. No names will be used unless parents give written permission prior to publication.

\_\_\_\_\_ I give my permission for my child to be taken for walks or rides in the Bye-Bye Buggies, participate in the Pinehurst Splash Pad activity and/or swimming in the little swimming pools on the Trinity premises while in the care of the Mother's Morning Out employees.

\_\_\_\_\_ I do release The Mother's Morning Out Program and Trinity Christian Fellowship, Pinehurst, North Carolina, and its agents, from all liability for injury or accident, and do give my permission to the MMO program and/or church staff and employees to secure medical attention should the need arise.

\_\_\_\_\_  
Parent's Printed Name

\_\_\_\_\_  
Child's Full Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

# *About My Child:* \_\_\_\_\_

*If this is a new session/year, please add updates or changes. Thank you!*

Today's Date:

\_\_\_\_\_

Eating Habits/Dietary Concerns: \_\_\_\_\_

Napping Habits/Concerns: \_\_\_\_\_

Specific Fears (dark, loud noises, dogs, etc.): \_\_\_\_\_

\_\_\_\_\_

Siblings (name, age, M/F): \_\_\_\_\_

\_\_\_\_\_

Other Important People (we should know, grandparents, aunts, uncles, etc.) and how the children address them (Mimi, Papa). We celebrate many holidays such as Grandparent's Day, etc. \_\_\_\_\_

\_\_\_\_\_

Veteran's close to your child (dad, mom, Papa, Grammy, etc.)

\_\_\_\_\_

Pet's: (name, type, M/F) \_\_\_\_\_

\_\_\_\_\_

Play and Toy Preference (loves dinosaurs/barbies, etc.) \_\_\_\_\_

\_\_\_\_\_

Favorite Color (for now) \_\_\_\_\_

Favorite Treat/Flavor (for now) \_\_\_\_\_

Anything else you would like us to know about your child (not noted elsewhere) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide a **family photo** for our "All About Me" wall; this helps with separation and also provides an opportunity for the children to talk about their family. Drop off a hard copy, Email: [info@trinitycf.net](mailto:info@trinitycf.net) or text Ms.

Laura at 910-638-9052.

***Thank you, we are truly blessed to spend time with your precious children!***

# The Mother's Morning Out Program

## Trinity Christian Fellowship Permission Form

### Tuesday/Thursday Program

I, \_\_\_\_\_, give my permission for my child,  
*Print Name*

\_\_\_\_\_, to be taken for walks in the **Bye-Bye Buggies**  
*Print Name*

while in the care of The Mother's Morning Out Program employees during the school year. I do release The Mother's Morning Out Program and Trinity Christian Fellowship, Pinehurst, North Carolina, and its agents, from all liability for injury or accident, and do give my permission to the MMO program and/or church staff and employees to secure medical attention should the need arise.

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Signature of Parent or Guardian

Date

### Monday/Wednesday/Friday Program

I, \_\_\_\_\_, give my permission for my child,  
*Print Name*

\_\_\_\_\_, to be taken for walks and participate in the  
*Print Name*

Pinehurst Splash Pad activity, as well as swimming in the little swimming pool on the Trinity premises while in the care of the Mother's Morning Out employees during the 2023 summer program. I do release the Mother's Morning Out program and Trinity Christian Fellowship, Pinehurst, North Carolina, and its agents, from liability for injury or accident, and do give my permission to the Mother's Morning Out and/or Trinity staff and employees to secure medical attention should the need arise.

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Signature of Parent or Guardian

Date

**The Mother's Morning Out Program**  
**Trinity Christian Fellowship**  
**Tuition Form**

Dear Parents,

We hope your children are enjoying their time at TCF's MMO. We love having them and seeing their progress!

TCF is a learning, kindergarten-prep (and always fun) experience more closely related to Preschool than our former Mother's Morning Out.

Due to these changes, building our program, and to hold your child's place the following changes will occur starting January 2023:

- tuition is \$18/morning
- tuition will be charged whether your child attends or not (vacations, Dr appointments, etc.)
- tuition will be charged if school is cancelled for community-wide issues such as weather, grid power outages, etc.
- tuition is due on or before the first day of the month
- paid tuition will be credited to the following month if closure is due to TCF's making
- LATE FEES: If tuition has not been paid by the 5th working day after the first day of the tuition month, a late fee of \$20 will be applied to your account.
- for tuition that has not been paid and has already assessed a \$20 late fee, you will continue to be charged \$5 per day until payment has been made. Late fee balances over \$50 will result in termination and your child's place will be given to another family.

We hope you understand and appreciate how much our teachers love, pray for and encourage your children.

If you have questions or suggestions, please contact the TCF Children's Ministry Director, Miss Lynn at 910-527-5511 or email [lynnmckeithen@gmail.com](mailto:lynnmckeithen@gmail.com).

**Tuition:**

Tuition is due by the first of each month, with a grace period of five (5) days. You are welcome to pay the tuition early, in the month prior.

We accept cash or check, payable to TCF. A late fee of \$20 will be added to your account if not paid within the grace period. A late fee of \$5/day will be applied.

Please print, sign and date below that you have read, understand and agree to these policy changes.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date