

## MOTHER'S DAY OUT POLICIES

September 2020 – May 2021

Laurie Key, Mother's Day Out Coordinator

Lisa Cobb, Director of Weekday Early Education

Geyer Springs First Baptist Church Mother's Day Out meets on Thursdays from 9:30 a.m. until 2:30 p.m. at the Preschool Center, 12400 Interstate 30, Little Rock, AR 72210. The mailing address is PO Box 31510, Little Rock, AR 72260. You can reach us at [lcobb@gsfbc.org](mailto:lcobb@gsfbc.org), [lkey@gsfbc.org](mailto:lkey@gsfbc.org), or 455-5911. Classes are scheduled for children 4 months - 3 years of age by August 1, 2020. **MDO begins Sept 10.**

Please do not plan to leave your child before 9:30; teachers need these last few minutes to be ready to greet your child when you arrive. A late fee of \$5.00 for each 15-minute segment (or portion thereof) is charged if a child is not picked up by 2:30 p.m. Remember to sign your child in each session. We **must** have the name and phone number of someone who could be reached **that** day in the event of emergency or illness. Please indicate **by name** the person who will pick up the child that day.

The annual enrollment fee is \$25 for each child. The daily fee is \$25. The fee is reduced by \$3 for each brother or sister also attending. The session fee is due as you arrive for the session; you may prefer to pay for the entire month on the first Thursday of each month. Please indicate the name(s) of your child(ren) on your check. If you wish to pay by cash, place the exact amount in an envelope with the name of the child. This will insure proper credit to your account. A two-week written notice is required when a child is to be withdrawn.

To enable us to make appropriate staffing adjustments, remember to call the Preschool Center Office at 455-5911 by 2 p.m. on Wednesday if your child will not be attending a session; please call by 9 a.m. Thursday if there is an emergency cancellation. **A child is allowed one cancellation at no charge during the school year; the full daily fee must be charged for any other absences.**

A child may not attend when the child has a contagious or infectious disease or rash, or when the child has had fever, diarrhea, or vomiting within the past 24 hours. Any medicine to be given during MDO must be brought to the Preschool Center Office and a medicine form must be completed. **Do not leave medicines in a diaper bag or lunch bag.**

Babies in MDO1 will need adequate milk and food for the entire session. All other children will need to bring finger foods that are ready to serve; use thermos or cold pack as needed. **NO NUTS, PEANUTS OR NUT PRODUCTS IN OUR BUILDING!** Please be sure that lunch is in a clearly labeled bag or container *separate* from diapers or other belongings. All items must be labeled with the child's name. Children under age 3 in diapers need to bring diapers for the day; 3-year-olds must be potty trained. Always make sure there is a change of clothes in their diaper bag.

The \$25 annual enrollment fee, completed enrollment form, and a copy of the child's immunization record **must be received before a child attends.** A new enrollment form must be completed before each fall session. Updated immunization records are needed whenever immunizations are given. Please notify the Preschool Center Office of any other information changes that occur during the year. Class assignments and teacher information will be available in late August.