



Refuge Ministries Mother's Day Out 2017-2018 Year

2602 S. FM 116 Copperas Cove, Texas 76522

254-547-3349

9/4/17 – 12/14/17 Fall Semester ~ 1/4/18 – 5/24/18 Spring Semester

Director: Teressa Hawkins

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The Mother's Day Out program of Refuge Ministries is an extension of the total ministry of our church. Our program is designed to develop the whole child, nourishing their spiritual, intellectual, emotional, physical and social growth in an atmosphere of Christian love.

Age Requirements

Any child between the ages of 18 months and 5 years of age (not in kindergarten) is eligible for enrollment.

Registration Fee

There is a non-refundable fee of \$25.00 for each child based on continuous enrollment per school year. Break in enrollment for any session will require a new registration fee.

Supply Fee

There is a non-refundable supply fee of \$25 due for each child per semester. This fee covers art and craft supplies, activities, snacks. Should a child enroll mid-semester, the supply fee will be pro-rated.

Tuition Tuition is due on the first school day of each month. A late fee of \$5.00 per school day will be applied if tuition is not received by the 3rd school day of the month. Tuition rate is \$15 per day. Full time enrollment is 2 days per week, Part time enrollment is 1 day per week. Drop in tuition daily rate is \$20 per day. (There will be a family discount of \$5.00 per sibling attending.)

Hours

The program operates on Tuesday and Thursday each week. The hours are 9:00 am to 1:00 pm. *Children should not be dropped off before 8:55 am and should be picked up promptly at 1:00 pm. Parents who pick up their children after 1:05 p.m. will be assessed a late fee of \$1 per minute late.* Remember to let your teacher know if someone other than you will be picking up your child. Driver's license photo ID of the designated person will be required.

Drop-Off Procedure

Beginning at 8:55 a.m. you may bring your child through the blue "Welcome Door" on side of church to line up in groups. We will have teachers supervising this area beginning at 8:55 a.m.-- but not before-- so please do not bring your child in earlier. At 9:05 a.m. the teachers will take their class back to their classrooms. This procedure will alleviate classroom distractions from late arrivers. If you are late in arriving, you will need to bring your child to the Director's office and I will walk your child down to their classroom.

Pick-up Procedure

For pick-up, all the children will be in the designated area again at 12:55 p.m. There will be two options for pick-up. The first will be "car-riders" where the parents will drive to the sidewalk that leads to the blue "Welcome Door" on the side of the church, show a pick-up sign and the child will be brought out to your car. The second group will be "walkers" where the parents park their car in a parking space, and walk in the blue "Welcome Door" on the side of the church to pick up their child---this will be appropriate for the "littles" 18 months to 2 year olds. *If you have not picked up your child by 1:05 p.m. then you will be charged a late fee of \$1 per minute late.*

Absences Monthly tuition reserves a place for your child. **This fee will not be reduced for absences.** This is necessary as expenses of the program go on regardless of absences.

Health

A current copy of your child's immunization record must be on file with the school at the time of enrollment. While we encourage regular attendance, please do not expose other children to illnesses. Children should be free of fever for 24 hours without the use of medication. Any communicable illnesses such as strep throat, unexplained rash, croup, vomiting or diarrhea, pink eye, chicken pox, etc., are grounds for keeping your child at home. All such conditions should be reported to the director as soon as possible.

Should your child become ill, we will notify you to come pick them up. In the event of a life-threatening emergency we will call 911.

Holidays

Refuge Ministries Mother's Day Out (MDO) follows the same schedule as the Copperas Cove Independent School District for holidays, breaks, and inclement weather. Please see the attached school calendar which lists the holidays and school breaks. A monthly calendar is also given to parents to remind them of days off.

Field Trips There are **no** field trips scheduled that require us to leave the campus. However, as an extension of learning experiences and in the enhancement of our curriculum, we often have special events and visitors that come to our campus. You will be notified in advance of the date and times. Parents are always welcomed to participate in these occasions. The supply fees usually cover the cost of these activities. (some examples: petting zoo, pony rides, pediatric dentist and police officer)

Meals & Snacks

Children are served a snack based on each classroom's individual schedule.

Refuge Ministries MDO provides goldfish, animal crackers, apple juice, and water to each classroom. If your child does not prefer these snacks, you may arrange with your child's teacher to help provide special snacks for all classmates.

Students are required to bring their own lunch and a beverage for lunch. We have no means to microwave any meals. **DO NOT send milk in your child's sippy cup as it will spoil during the day. **We are a nut free facility. Please do not send any nut containing items in your child's lunch. Others may have airborne allergies that could be life threatening. Thank you. ****

Personal Belongings

All children's belongings, including lunch boxes, backpacks, diapers, sippy cups, and resting mats should be clearly labeled with their name. We have very limited space available for storing resting mats. Please do not send bulky sleeping bags/mats.

Messages

Please notify us by note, in person, email, or phone if someone other than the parent(s) will be picking up your child or if they are to be picked up early. Everyone picking up a child will be required to show an ID badge or driver's license as proof of identification.

Discipline

Our philosophy encourages children to develop self-discipline and to respect themselves, others, and belongings. We provide an environment that feels secure through a regular routine and provide activities to channel positive energy. Should a child need extra guidance, the teachers will use positive language by helping, demonstrating, leading, distracting and re-directing. As a last resort the child will be asked to sit away from the group in the same room for a short "time-out" and then be asked to return to the group. If there is an ongoing need, the parent will meet with the teacher or director in order to help the child. Parents should inform teachers of special circumstances, which may contribute to the child's behavior. After repeated trials with the child with no improvement, a parent will be called to come and pick up the child. This is not a punishment but rather a means to maintain a learning and controlled environment.

Volunteer Opportunities

Parent involvement is encouraged and recommended. We have opportunities for you to serve this program by reading to students, donating your time to special projects, donating gently used toys, books, and supplies (paper goods, snacks, craft stuff), substituting, making copies and helping teachers with crafts.

Birthdays and Celebrations

If you wish to share your child's birthday with the class, we welcome you to do so by providing a special treat or snack (nut free) for every classmate to honor your child. Because Refuge Ministries Mother's Day Out program is a Christian program, we also celebrate holidays, which reflect our Christian belief. Each classroom is responsible for its own celebration. Please see your child's teacher for party information and sign-ups.

Curriculum

The entire staff is dedicated to providing a Christian learning environment for your preschooler at Refuge Ministries MDO. We have a well-developed curriculum, which includes a variety of themes, academics, crafts, Bible lessons and social activities to enhance your child's spiritual and academic growth. Christ is woven throughout the curriculum and is the center of all we do. Free play both outside on the playground and indoors is incorporated into our daily schedules.

**Refuge Ministries Mother's Day Out
2017 – 2018 Enrollment Form**

Child's Name: _____

Sex: _____ Age: _____ Birthday: _____

Home Address: _____

City _____ State _____ Zip _____

Child's allergies or sensitivities: _____

Parent's Information:

Mother's Name: _____ Cell Phone# _____

Home Address: _____

(if different than child's)

Place of Work: _____ Work Phone: _____

Father's Name: _____ Cell Phone# _____

Home Address: _____

(if different than child's)

Place of Work: _____ Work Phone: _____

Physician's Name: _____

Physician's Address: _____

Emergency

Notification: _____

Name

Relationship

Phone #

Persons approved to drop off/pick up child for parents in case of emergency:

Name

Phone #

Driver's License #

How did you hear about Refuge Ministries MDO? _____

Do child's parents regularly attend church? _____

Which church does family attend? _____

My child will be attending on: (Please check) Tuesday _____ Thursday _____

**Refuge Ministries Mother's Day Out
Enrollment Form
page 2**

In case of an accident or emergency and in the event I cannot be reached, I hereby authorize Refuge Ministries Mother's Day Out to seek medical care for my child.

Signature

Printed Name

Relationship to Child

Child's Name

Date

**Refuge Ministries Mother's Day Out
2017 – 2018 Social Information**

Child's Name: _____

Child resides with: _____

Married _____ Divorced _____ Single _____

Child resides in a house _____ apartment _____ other _____

List siblings in order of birth:

Sibling Name	Sex	Age	Birth Date	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other adults in the home and their relation to the child: _____

Does he/she have pets? _____ Kind/Name: _____

What is the child's attitude toward school? _____

Has he/she had or is having other group experiences? _____

Has he/she been cared for by anyone other than parents? _____

How long? _____

How does he/she act when left by parents? _____

Does he/she play with other children? _____ Frequently? _____

How does he/she manifest feelings (positive or negative) or comfort him/herself (i.e. thumb-sucking, nail biting, crying, aggressive behavior, etc.)? _____

Special dislikes or fears: _____

How is he/she best handled at such times? _____

Favorite toys, activities: _____

Has your child used crayons? _____ paints? _____ scissors? _____
glue? _____ puzzles? _____

Does your child like being read to? _____ music? _____

Is your child right or left handed? _____

Parent's usual method of discipline: _____

Does your child usually nap? _____ Sleep well? _____

Is he/she toilet trained? _____

If so, what terms are used for toileting at home? _____

Refuge Ministries Mother's Day Out
2017 – 2018
Registration Packet
teressa@refuge-ministries.com

Acknowledgement Form

I, _____ (parent's name),
parent of _____ (child's name), acknowledge
that I have read and understand the guidelines outlined in the Refuge Ministries
Mother's Day Out Registration Packet.

Please check that you understand the following guidelines:

Registration fee	_____
Supply fee	_____
Tuition & late fees	_____
Hours of operation	_____
Health records	_____
Holidays	_____
Discipline	_____
Meals & snacks	_____
Statement of Faith	_____

Parent's signature

Date

Refuge Ministries Mother's Day Out
2017 – 2018
teressa@refuge-ministries.com

Medical Release Form

To Whom It May Concern:

I, _____ (parent's name),
parent of _____ (child's name),
a minor of the age of _____ years, do hereby grant, convey and give unto
Refuge Ministries Mothers' Day Out, teachers, personnel and/or Refuge Ministries
the right to seek any medical services, including hospitalization, and/or operation or
other medical procedures, which may be in the best interest of the child.
The parent is to be responsible for the payment of any reasonable medical charges
for any such services rendered on behalf of the child.

Parent's Signature

Printed Name

Date

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Our Statement of Faith

Our Statement of Faith

The Statement of Faith adopted by Refuge Ministries Mother's Day Out is limited to primary Christian doctrine, which is considered to be central to all Christian denominations, and which sets Christianity apart from other faiths. These truths are also the key elements of Christianity that will be unapologetically taught in various ways in all classes.

1. We believe the Bible to be the only inerrant, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in God the Father Almighty, Maker of Heaven and Earth. He is the God of love, mercy, justice, and holiness.
4. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of God the Father and in His personal future return to earth in power and glory.
5. We believe in the Holy Spirit who executes the Word of God in the Church and in the world.
6. We believe that a person must be born again and that salvation is by grace through faith alone.

Parent Commitment

1. We understand that Refuge Ministries MDO offers a learning environment and social outlet for our children that is Christ-centered. We are in agreement with the purpose and philosophy of Refuge Ministries MDO.
2. We have read and understand the Refuge Ministries MDO Statement of Faith and agree to demonstrate a respect for the truths stated therein. We recognize that these truths will be unapologetically taught in various ways at Refuge Ministries MDO. We recognize that the substance of these truths is that which is considered primary doctrine at Refuge Ministries MDO.
3. We, as parents, accept the challenge to “train up a child in the way he should go” (Proverbs 22:6), and we state that this training will be continued at home. We authorize Refuge Ministries MDO to extend this training to the learning setting.
4. We understand that Refuge Ministries MDO will not tolerate disrespect to the personnel or continued disobedience to the policies of Refuge Ministries MDO.
5. We acknowledge that discipline is necessary for the benefit of each student as well as for the entire program. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles as set forth in the Scriptures. We further agree that we will cooperate with this philosophy in our home.
6. We pledge that if, for any reason, our child does not respond favorably to the program, we will do everything in our power to cooperate with the Refuge Ministries MDO to help our child make the necessary adjustments. If these adjustments cannot be made, we agree to quietly withdraw our child.
7. We will support Refuge Ministries MDO through involvement in Open House type events, parent night's and volunteering when needed.

Parent Commitment

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8. We understand and will punctually fulfill our financial commitment to pay for the services Refuge Ministries MDO is providing for our child.
9. We, as parents, or guardian of the student, do sincerely give our pledge to the above items. We understand that if we, or our child fail to comply with the established regulations and discipline, parental commitment or to meet financial obligations, we will forfeit our child's privilege of attending Refuge Ministries MDO.

Parent Signature

Printed Name

Date

First Day Checklist

1. Completed enrollment form, social information, copy of immunization records and medical release form.
2. Registration Fee (\$25 for first time enrollment), Supply Fee (\$25), and September Tuition. September Tuition 1 day per week is \$60; September Tuition 2 days per week is \$120
3. Age appropriate lunch box and spill proof cup filled with juice. ***No milk in cup please. This is sanitation issue and must be adhered to.***
4. A backpack or bag and a two-pocket (preferably plastic) folder all labeled with your child's name to carry belongings to and from school.
5. Napping mat for rest time labeled with your child's name. Please no sleeping bags; we have limited space for storage in our classrooms.
6. A blanket or pillow for rest time.
7. A change of clothes should be sent for all children in case of accidents. Please put clothes in a re-sealable Ziploc bag labeled with your child's name.
8. Package of diapers and package of wet wipes (if your child is not potty-trained).
9. **Label all items with your child's name.**
10. School supplies as listed in enrollment packet.

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Student Supply List

Please bring the following items on the first day of Mother's Day Out.

1 box of 24 count crayons (fat crayons for 2 and under)

1 box of baby wipes--for wiping hands after crafts
(if your child is in diapers bring 2 boxes)

2 - 2 pocket folders (plastic preferred) with BRADS with your child's name on it, used for daily parent communication

1 plastic pencil box

3 Elmer's BIG glue sticks

1 box of kleenex

2 rolls of paper towels

Teachers Wish list: (optional)

Germ-X, sharpies, dry erase markers, crayola markers, post it notes & white paper plates

Refuge Ministries
Mother's Day Out
2017 – 2018 Curriculum

September

Theme: God Made Me and My Family/ Creation

Memory Verse: "I am wonderfully made." Psalm 139:14

Letters: A, B, C

Color: Red

Shape: Circle

Friend's Day Celebration

October

Theme: Fall/Harvest/Farming

Memory Verse: "Love one another." I John 4:7

Letters: D, E, F

Color: Orange

Shape: Oval

Pumpkin Art

November

Theme: 5 Senses/Transportation

Memory Verse: "Look at the wonderful things God made." Job 37:14

Letters: G, H, I

Color: Brown

Shape: Square

Thanksgiving Feast

December

Theme: Birth of Christ/Patterns

Memory Verse: "For a Savior is born this day. His name is Jesus." Luke 2:11

Letters: J, K

Color: Yellow

Shape: Star

"Happy Birthday Jesus" Parties

January

Theme: Winter/Weather/opposites

Memory Verse: "Everything God made is beautiful." Ecclesiastes 3:11

Letters: L, M, N

Color: Black and White

Shape: Rectangle

Pajama Party

February

Theme: Friendship and Love/ Community Helpers and Healthy habits

Memory Verse: "God gives food to us." Psalm 136:25

Letters: O, P, Q

Color: Pink

Shape: Heart

"Jesus is the King of our Hearts" party

March

Theme: God Made Animals/Noah's Ark

Memory Verse: "God made....all the creatures." Genesis 1:25

Letters: R, S, T

Color: Green

Shape: Triangle

Petting Zoo

April

Theme: Jesus died for you and Me/Spring/garden & bugs

Memory Verse: "I am the resurrection and the life" John 11

Letters: U, V, W

Color: Purple

Shape: Cross

Jesus is Alive Celebration/Easter Egg Hunt

May

Theme: Ocean/Sea Life

Memory Verse: "Be kind to one another." Ephesians 4:32

Letters: X, Y, Z

Color: Aqua/blue

Shape: Octagon

Muffins with Mom/Graduation