**Knollwood Presbyterian Church**

**Mom's Morning Out Handbook**

**Policies and Procedures**

The Knollwood Mom’s Morning Out program exists in order to provide church families and families in the community with a loving, secure, and safe environment for their children based on a part time schedule. We will seek to stimulate little minds and turn little hearts toward Christ. Our program is for children from age 1 and walking to age 4.

**Objectives:**

1. To meet the needs of families and preschoolers; giving mothers of little ones the opportunity to have productive free time.
2. To offer a preschooler the opportunity to observe, explore, and learn in a Christian environment.
3. To help preschoolers develop the ability to accept and communicate with others.
4. To enhance physical growth and motor skills while providing age-appropriate activities.

**MMO Director – Misty Lynn Sims Barnes**
mistylynn\_barnes@yahoo.com

**Our teacher/child ratio is as follows:**
1 & 2 year olds: 1 teacher to 6 children
3 & 4 year olds: 1 teacher to 8 children

**Admission Requirements**
Provide for each child:

- Completed registration form

- Registration fee

- Current immunization record

**Hours & Calendar**
2 day program will be in session on Tuesday and Thursday from 8:00am - 12:00pm

3 day program will be in session on Tuesday, Wednesday and Thursday from 8:00am - 12:00pm

( 3 Day Program LIMITED to one class of 3 & 4 year olds, must be potty trained )

Please do not enter the building before 7:50am, as the teachers use this time to gather materials and prepare for the day. Please be prompt in picking your child up at noon as we cannot keep children after the scheduled hours. A late fee of $10.00 will be charged for students not picked up by 12:10pm. Our program will follow the same school calendar as Knollwood Christian School. Visit Knollwood Presbyterian Church website for current schedule.

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**Yearly Fees**

A non-refundable registration fee of $30/family must be paid at the time of registration. A supply fee per child and supply list must be brought the first week of school. The supply fee will be used to purchase needed art supplies and other activities throughout the school year.

**Tuition**
Tuition is due the first day of Mom’s Morning Out each month. No refund will be made for tuition after the month has begun. We do not offer reductions in our tuition fees for absences due to illness, school delays, closures, inclement weather, holidays, vacations, etc. The Knollwood MMO program is a non-profit ministry and all tuition goes toward funding the program.

2 Day Program $130 Tuition per month $40 Supply Fee per child yearly

3 Day Program $195 Tuition per month $60 Supply Fee per child yearly
Each additional child will receive a $20 discount off monthly tuition.

Tuition may be mailed to the church, brought to the church office, or given to the Director. If mailing, send to P.O. Box 846, Sylacauga, AL 35150. Make checks payable to “Knollwood Presbyterian Church for MMO”. Our program will not send monthly statements. However, late reminders will be sent after 10 days. A late fee of $20 will be applied after the 15th of the month. If you wish to withdraw your child from the program, you must provide a two-week notice.

**Signing in and out**

Each day you will be required to sign your child in and out of the program. When signing in, please notify us if someone other than you will be picking up your child.

**Health Policies**

For the well-being of all children at MMO, please do not bring your child if they are showing any signs of illness. Any child who is, or appears to be, ill cannot be accepted into the classroom. A child must be free from fever, vomiting, and diarrhea for 24 hours prior to attending MMO. If your child is experiencing excessive coughing or runny nose (not from allergies), they should be kept home.

**Discipline Procedures**

Discipline will be restricted to time-out only. If a child is willfully disobeying they will be sent to

time-out. Time-out will be no longer than one minute per year of the child’s age.

**Bite and Hit Policy**

Self-control is very important in a child’s development. Hitting and Biting cannot be allowed.

A child’s first and second Hitting offense will result in a time-out. However, on the third offense the parents will be called to pick up the child and meet with the MMO Director.

A child’s first Biting offense will result in a time-out and parents being called for an early pick up and meeting with the MMO Director. On the second offense, the child will be sent home until the MMO Board can meet with the parents to determine proper action to prevent future offenses.

**Snack**

Please remember to send a cup labeled with your child’s name, which will be returned to you each day for proper cleaning.

There are two snack times scheduled for each day. Please send small snack (crackers/fruit) for your child’s snack around 8:30am. For the second snack time at 11:30am, please send a larger snack to be served to your child just before pickup. Remember to include any utensils they will need to eat their snacks.

We are a nut free facility. Please do not send any items containing nuts.

Fruit not properly cut will be sent back home (ie. Whole grapes, whole apples)

**Clothing**

Comfortable play clothes and shoes should be worn each day to MMO. Weather permitting, we will play outside most days, so please be sure to include proper attire, such as jackets, on cold days. All children need to bring an extra change of clothes (underpants, shirt, pants, socks, etc.) in their book bag. If your child is in diapers, please send at least 4 disposable diapers each day.

**Inclement Weather**

In the event of inclement or severe weather, we will take your children to the basement of the church. Severe weather, causing closure of local schools, may result in cancellation of a program day. We apologize for any inconvenience this may cause.

**Toys from Home**

Please do not bring toys from home, unless it is a show and tell day. It is harder to share when it is their personal items and they may get lost in our MMO toys or the churches toy box.

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