**Timothy Lutheran Church**

**Mother’s Day Out**

**Parent Handbook**



Revised July, 2021

**STATEMENT OF PURPOSE**

At Timothy Lutheran Church, our vision as a congregation is to strive with God’s help to make Timothy into the kind of community where people want to bring their family and friends to meet Jesus. That is the heart of God’s mission. He wants to bring people to the Word and the Word to the people. Timothy is committed to God’s mission of sharing the good news about Jesus with people.

Our Mother’s Day Out Program strives to reflect that vision. Our program has been designed to be a blessing to you, families with small children. We hope to provide you with a Christian environment that will nurture and stimulate your child as you are able to have a special time “out” and be nurtured as well. In our warm, caring environment, your children ages 12 months to 5 years will have the opportunity to grow in all aspects: physically, socially, emotionally, and spiritually.

**WELCOME**

We are excited to provide a Mother's Day Out program for families in our community with children ages 12 months to 5 years of age. Children will be divided up in ages; 12-24 months, and ages 2-5 divided as appropriate. This program offers your family an opportunity to enjoy a special day(s) out each week. While you are given a time to attend to other matters, your child will be provided with a Christian childcare environment here are Timothy in an atmosphere of love and growth. Your child will enjoy story time, prayer, arts and crafts, games, songs, fine and gross motor activities, all while interacting with his/her peers.

**DAY & TIME**

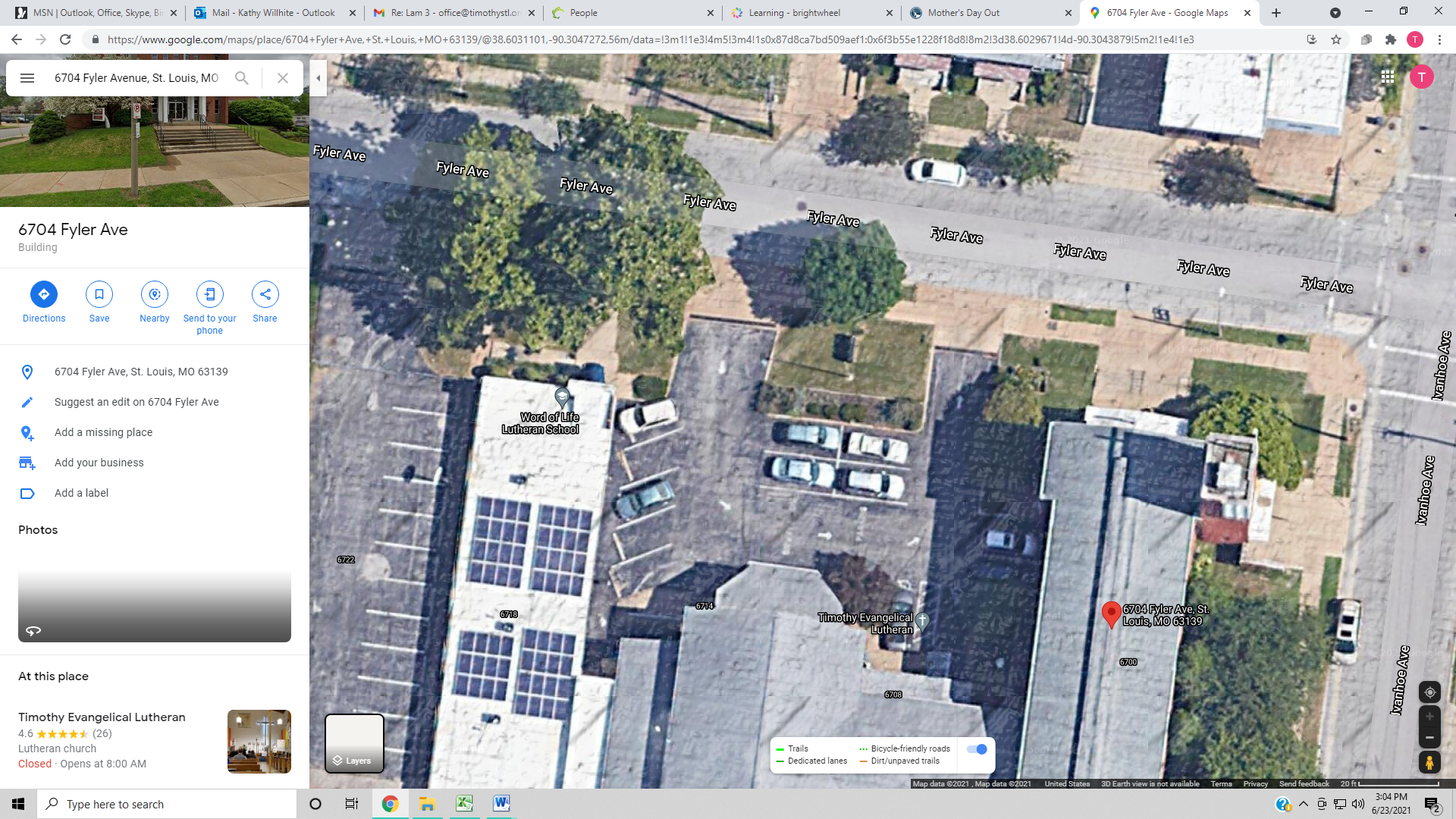
Mother's Day Out operates Monday through Friday 9:00 am until 1:00 pm. Because of the unique nature of Mother's Day Out program, the hours are a little bit longer than a typical half-day preschool program. This allows us to provide various activities of learning and nurturing for your child. You are welcome to arrive at 8:45 am for curbside drop off. The program concludes at 1:00 pm. Please be prompt in picking up your child.

**DROP-OFF & PICK-UP LOCATION**

Timothy is located on the comer of Fyler and Ivanhoe, with the front of the church facing Fyler. For school security purposes, doors will remain locked during school hours. Curbside drop off begins at 8:45 am. Pull into the parking lot and form a U shape line. Remain in your car until a teacher approaches your car. *Do not come to the door unless you are a walker.* Sign your child in using the Brightwheel app. The Brightwheel app can be downloaded free of charge on your phone to sign your child in and out. Curbside pick-up begins at 12:45; please hang your car tag with your child's name where it can be seen to expedite the pick-up process. Remain in your car until a teacher comes out with your child.

* **DO NOT go around another car to exit**
* **DO NOT cut in front of another car**

This is for the safety of the children, staff and parents. Please inform the staff if someone else will be picking up your child.



**Entrance**

**SCHEDULES, TUITION & FEES**

* **Schedules**
  + Our Mother's Day Out program is unique in that it allows your schedule to be flexible. We encourage you to choose consistent days each week. This helps with continuity of the program and for the sake of your child’s routine.
  + Calendars will be sent the 1st of the previous month via Brightwheel. Paper copies will also be available at the school.
  + Calendars are due on the 15th of the month prior to the new month. Schedules are always created on a first-come, first-served basis.
  + Calendars may be submitted via email to [office@timothystl.org](mailto:office@timothystl.org) or give to the staff at drop off or pick up.
* **Tuition**
  + Cost
    - $35 per day ages 2-5 years old
    - $45 per day ages 12-24 months
    - We offer a 25% discount for each sibling when two or more attend.
    - Scholarships are available on an as needed basis with approval of the MDO director.
  + Processing
    - Tuition is due on the first of each month. Your child will put on a wait list if your account is not current.
    - You will be billed through the Brightwheel app once your calendar is received and approved. *This is your verification that your child is scheduled. If you are not billed within two business days of submission of your calendar, please contact the office.*
    - Payments are due by the 1st of the month, and can be made by ACH, debit or credit card through the Brightwheel app, or by check made out to Timothy Lutheran Church. While we encourage payment through Brightwheel, they do charge a fee of 2.9% for each credit/debit card transaction, or a $0.60 for each ACH transaction.
* **Fees**
  + One-time enrollment fee of $50 covers processing and a t-shirt for your child. This fee is due at time of enrollment.
  + Annual $60 supply fee. This fee is due in September. A pro-rated fee ($5 per month) is due at time of enrollment.
  + Change Fee. $5 per day and per child will be charged when days are added or cancelled after the 15th of the month. Switching days will only be approved when staffing permits it.
* **Referral program**
  + Refer a new family to Mother’s Day Out and you will be credited for a free day!
* **Low census day**
  + We will occasionally offer an extra day(s) when we have an unusually low number of students scheduled, at a 25% discount. These days will be filled on a first-come, first-served basis. They will be offered through Brightwheel.
* **School Closure**
  + You will receive credit for any days missed due to school closure for unforeseen reasons such at weather or staff illness. You will be notified through Brightwheel as soon as possible.

**PAPERWORK/FORMS**

* The following forms are required at enrollment
  + MO State Notice of Parental Responsibility
  + MO State Childcare Enrollment Form (2 pages)
  + Timothy/MDO Tuition Agreement
  + Timothy/MDO Handbook Receipt &Photo Release Form
* This is required as soon as possible but no later than 30 days after enrollment
  + MO State Child Care Medical Release Form or Physician Authorized Immunization Record

All forms are available at timothystl.org/mdo.

Copies of completed forms will be downloaded to your child’s Brightwheel page.

**HOLIDAYS**

We are closed on the following holidays:

* Martin Luther King Day
* President’s Day
* Good Friday
* Easter Monday
* Spring Break ~ March
* Memorial Day
* Juneteenth
* Independence Day
* Labor Day
* Veteran’s Day
* Thanksgiving Wednesday-- Friday
* Christmas Break
* New Year’s Eve

***Timothy is also an election site and MDO is closed on election days. The specific dates will be reflected on your regularly issued calendars.***

**PLEASE BRING**

* **Please bring and label with name, the following items**
  + Diapers (with name on each diaper)
  + Change of clothes including socks, shoes, pants, and a shirt.
    - While we do our best to keep your child’s clothes clean, we will be enjoying items such as play dough, markers and outside time. Please dress your child accordingly in comfortable play clothes and according to the weather, as we will go outside as the weather permits.
  + Backpack
  + Lunchbox
  + Reusable water bottle
  + Apply sunblock to your child before coming to school. You may also put sunblock in your child’s backpack and a teacher will apply.
  + Please also label jackets when used
* **Lunch**
  + Served at 11:30 am
  + Lunch should be ready to serve with no additional preparation needed by staff.
  + Lunches should include a drink and an ice pack.
  + NO TREE NUT products please. You may use WOW butter or sun butter instead of peanut butter.
  + 12-24 month old children should bring a bib for lunch time.
* **Note about toys**

Toys brought from home may end up lost, broken, or the center of conflict. In order to assure that a child not be disappointed by any of these we recommend that personal toys remain at home. If you child has any type of comfort item: blanket, binky, etc., they are welcome to bring that item with them.

**12-24 MONTH**

Occasionally the Mother’s Day Out Staff will take children from the 12-24 month class on a walk outside the building. The child will be buckled into a stroller and will be with the Mother’s Day Out Staff at all times.

**ILLNESS**

You will be contacted if your child shows any symptoms of illness during the time he/she is in our care. We expect you to pick up your child promptly. DO NOT bring your child to Mother's Day Out if he/she has a temperature of 100 degrees or higher or has been ill within 24 hours. This includes any communicable diseases, vomiting and diarrhea.

**ABSENCES**

If your child will be absent for any reason, please call the MDO phone 314-781-8673 ext. 107 or use Brightwheel to send a message.

**GUIDANCE & DISCIPLINE**

We try to create an environment that is supportive, loving, and respectful of child's needs. When children are acting in a way that is not appropriate or not respectful of one another, we will redirect them to an appropriate activity. Positive reinforcement will be used as well. We will not physically discipline your child. We wish to help each child develop a strong sense of self-discipline and self-esteem. If a recurring problem occurs we will discuss the matter will you.

**PRAYER**

Prayer is said as a group before lunch.

"Come Lord Jesus be our guest and let these gifts to us be blessed. Amen."

**WEATHER**

In case of inclement weather, you’ll find closings on the channel Channel 2 News, the Timothy website ([www.timothystl.org](http://www.timothystl.org)), and Brightwheel.

**SUMMER PROGRAM**

We offer a summer program that runs from June to August. This is primarily for older siblings of our current students. If interested, please ask for additional information.

**ENRICHMENT**

* **Chapel**

lead by the Spiritual Staff includes songs, scripture readings, and prayers

* **Furry Fridays**

Noah is one of the Lutheran Church Charities K-9 Comfort Dogs.  They are raised and trained extensively to be friends who bring a calming influence, bringing cheer and comfort wherever they visit, from the very young to seniors.   Noah has a verse from the Bible that is a part of his name that is also a motto for his team's ministry:  Psalm 29:11 ""The Lord gives strength to his people; the Lord blesses his people with peace." Noah will visit on Fridays when he is available.

https://www.facebook.com/NoahComfortDog



**NOTES:**

**CONTACT INFORMATION**

Timothy Lutheran Church,

6704 Fyler Ave.

St. Louis, MO 63139

314-781-8676

[www.timothystl.org](http://www.timothystl.org)

Pastor Andrew Dinger

314-781-8673 ext.102

[pastordinger@timothystl.org](mailto:pastordinger@timothystl.org)

Mark Thompson, DCE, Director of Youth and Family Ministry

314-781-8676 ext. 105

[dce@timothystl.org](mailto:dce@timothystl.org)

Kara Emerson, Mother’s Day Out Director

314-781-8673 ext. 107

[mdo@timothystl.org](mailto:mdo@timothystl.org)

Also available through Brightwheel app

Office hours Thursday, 9 am – 1 pm

Kathy Willhite, Office Manager

314-781-8673 ext. 101

[office@timothystl.org](mailto:office@timothystl.org)

Also available through Brightwheel app

Office hours Monday – Friday, 8 am – 4 pm

For information about the Mother’s Day Out program visit

[www.timothystl.org/mdo](http://www.timothystl.org/mdo)

**COMMUNICATION DURING SCHOOL HOURS**

**To contact any staff member throughout the MDO hours, send a message through Brightwheel. Messages will be answered as soon as possible between 8 am and 2 pm Monday through Friday.**