

Holy Spirit Mothers' Day Out Handbook



2300 Hickory Crest Dr

Memphis, TN 38119

759-3750

www.hspirit.com/mdo

WELCOME to Holy Spirit Mothers' Day Out. The staff are looking forward to a wonderful and successful year with your child. For you to become familiar with our Philosophy and Policies, please take time to read this Handbook

PHILOSOPHY

Holy Spirit Mothers' Day Out will provide a happy environment for young children in a healthy, caring atmosphere. Under the guidance of qualified adults, this program considers the developmental needs of the child and emphasizes growth in all areas.

Your child's daily schedule may include individual and group activities, free play, music, art, snack, indoor & outdoor play, circle time, arts and crafts, stories and games, Bible and Computer class, lunch and rest time.



GENERAL INFORMATION

Mothers' Day Out will be in session on Mondays and Wednesdays from 8:45am- 2:45pm. Children aged 6 months to 5 years are eligible to attend.

MDO will run from August through May and will be closed for holidays (see calendar on p11). A summer session is available from mid-June through mid-July.

Mothers' Day Out will follow the Memphis Catholic Schools for inclement weather.

For your child to attend MDO we must have:

1) **Completed Registration Form**

2) **Registration Fee**

3) **Health Form** updated to the most current shots. This form must be **received by September 1st**, or your child will not be allowed to attend MDO until the form is received. If you enter the program after this date, the form must be received before or on your child's first day of attendance. This form may be faxed to 754-0102.

Registration is held annually in January for Summer and the following school year. You must register each year. Your child will be accepted if you submit the registration form with the correct fee by the due date and are up to date on all current tuition payments. After the registration deadline acceptance is based on availability.

Registrations forms for each child should be kept up to date. Notify the Director or Asst. Director of any changes in address, home or cell phone numbers and especially emergency contact phone numbers.

REGISTRATION & FEES

A **non-refundable** registration fee per child per year is due when submitting the registration form.

Fees** are payable on the **FIRST DAY OF THE MONTH**. A late fee of \$25 will be charged if payment is received after the 10th of the month unless other arrangements have been made with the MDO office. If your child's last name is different from the name appearing on your check, please put your child's name in the memo space on your check. We do accept credit cards! **Payments may be made online at hspirit.com under MDO.**

Babies & Older Babies: (\$2850.00 per year per child)

\$285.00 per month

Toddler I-III: (\$2750.00 per year per child)

\$275.00 per month

Pre-School & Pre-kindergarten: (\$2750.00 per year per child)

\$275.00 per month

*****The school year fee has been divided equally into a 10-month payment schedule starting in August and ending in May. Fees are the same each month including months with holidays. No refund is given for inclement weather or missed days!***

After two months of nonpayment of all fees due, your child will be removed from the program.

Catholic schools shall not admit students who have outstanding financial obligations with any other Catholic school.

ARRIVAL AND DISMISSAL

Arrival of children:

Enter the building. Sign your child in at the sign in table inside the building. Once you have signed your child in, proceed to your child's classroom.

By signing your child in, you hereby claim daily throughout the school year, your child to be free from known illness exposure, have taken no fever reducing medication: (aspirin, acetaminophen (Tylenol), NSAIDS (Advil, Motrin, Aleve, Anaprox DS, Celebrex) within the last 24 hours, and is free from symptoms: fever greater than 100.0 F, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

Anyone with a temperature of 100.0 F or above will be sent home along with their siblings; this also applies to staff and their children. If a child becomes ill during the day and needs to be sent home, siblings will be sent home at this time too. In order to return to school, the child or adult must be fever and symptoms free, without the use of fever-reducing medications for 24 hours or submit a doctor's note. Anyone feeling ill should stay home! IF IN DOUBT STAY OUT!

Upon arrival: Please give your child a hug, smile, and reassuring words; quickly pass them over to their teacher. I know this is difficult, especially if your child is upset by separating. You are welcome to call us every 30 minutes, if need be, to check on them. We don't mind checking for you!

Children will only bring a lunch kit, snack, folder, and water bottle daily; these items may be placed in a small child size backpack.

Children are to arrive no later than 9:15 AM unless previously cleared by the office.

Dismissal:

Sign your child out at the table, then you may proceed to your child's classroom. Doors will be unlocked at 2:30PM. Please remember this is not time for lengthy discussion with your child's teacher. If you need to schedule a time to discuss a concern regarding your child, please call the office 759-3750 or send your child's teacher a message on Seesaw.

For early pick up please contact the office 759-3750 or send a message through Seesaw.

Children must be picked up no later than 2:45. A Late Fee of \$10.00 per 5 minutes after 2:45 will be charged to tardy parents on the next month's tuition.

If a student's siblings are present at either drop-off or pick-up, they must always remain with a parent.

Rainy Day Arrival and Dismissal

NO WALK UPS, IF RAINY DAY PROCEDURES ARE IN PLACE

YOU MUST ENTER THE BREEZEWAY FROM THE HICKORY CREST DRIVE SIDE

If the safety chains are down and MDO personnel are under the covered driveway:

Arrival-two vehicles at a time (left and right) under breezeway, place car in park, staff will assist parents with removing child/children from vehicle, staff will then escort child/children to classroom

Dismissal-two vehicles at a time (left and right), place in park and turn off engine, remain at vehicle until child is delivered to you, place child in car seat, and proceed to exit breezeway

For safety reasons, NO ONE MAY LEAVE THEIR CAR UNATTENDED IN OUR DRIVE-THRU AT ANY TIME. NO CELL PHONE USE WHILE IN THE CARPOOL LINE.

Every day—Reminders:

- 1)**DO NOT** drive around or move traffic cones/ safety chains when they are in place.
- 2)Park in marked spaces only. Do not leave valuables in the car, this includes other children!
- 3)Drive slowly through our parking lot and be very vigilant of little ones walking or running in the parking areas.
- 4)Do not use drop-off and pick up as a time to have lengthy and involved conversations with the staff. Please schedule a conference.

5)SIGN IN and OUT DAILY-We all take the safety of every child very seriously. Signing in and out not only helps us track attendance of children but also serves as a key feature of our emergency evacuation procedures. **During Rainy Day procedures the office will record children's arrival and dismissal.**

For safety reasons, your child will be sent home only with an authorized person. An authorized person is one approved by the parent on the Emergency form, a written notice, or in extreme cases by phone approval. I. D. will be checked and required for those people not know to staff and or administration.

WHAT TO BRING

Each child in all the Toddler, Pre School and Pre K classes should bring a resting pad (please no sleeping bags), coverlet, and a change of clothing. All should be clearly marked with your child's name.

If your child is in diapers, please send a minimum of 4 diapers per day for a total of 28-32 diapers at the beginning of each month. Please dress your child in clothing that is easy to remove for speed in changing.

Outdoor play is an important part of our program. Please see that your child is suitably dressed to play outside except in bad weather. Sandals, Crocs, and dress shoes are not appropriate for playtime. Closed toe shoes are recommended.

Please see teacher for specific classroom requests.

SNACK/LUNCH

Please provide a nutritious, non-messy snack for your child daily.

All children are to bring lunch and snack daily. Label all lunches and snacks especially infant formula and food.

MARK ALL YOUR CHILD'S BELONGINGS CLEARLY WITH HIS/HER NAME

Remember to check your child's classroom calendar, and See Saw daily along with any special correspondence so that you stay up to date and informed. The MDO office will post a monthly newsletter on our website www.hspirit.com/mdo along with updates on See Saw

DISCIPLINE

Holy Spirit Mothers' Day Out operates on the premise that young children are never "bad". The types of inappropriate behavior most often expressed in toddler-age children (temper tantrums, refusal to cooperate, hitting others, and failure to follow rules) are usually the result of the child's level of development. A toddler simply lacks the social-emotional, cognitive, and physical skills to comply with many adult demands. For these reasons, MDO staff uses the following guidelines for promoting positive behavior and for responding to problem behavior:

Developing children's rules that are stated at the children's developmental level.

Clarifying the consequences of disobeying rules before disobedience occurs; for example, "If you hit one of your friends, you will not be allowed to play."

Having appropriate age expectations for the children

Allowing time for children to practice obeying new rules before punishing them for disobeying

Ignoring some types of inappropriate behavior. Some misbehavior is an attempt to receive attention.

Giving time out for other types of misbehavior. The amount of time out served is one minute for each year of age.

Reinforcing desirable behavior by praising or rewarding the child.

Severe behavior issues such as biting, hitting, extreme emotional/verbal outburst can lead to suspension/expulsion

GRIEVANCE

Please use the following chain for grievances:

Teacher

MDO Director or Assistant Director

Pastor or Associate Pastor

PRE-SCHOOL / PRE-KINDERGARTEN

PURPOSE

To provide a loving Christian environment; to provide activities to prepare a child for kindergarten readiness with the parents' help and support.

ELIGIBILITY

Pre-School: Children who will be 3 before July 31, 2026, and potty-trained.

Pre-Kindergarten: Children who will be 4 before July 31, 2026, and entering Kindergarten in Fall of 2027.

GOALS

To provide individualized, small and large group learning activities that meet the skills necessary to enter Kindergarten. To build up the child's self-esteem; to encourage independent, creative thinking through discussion; storytelling and play acting. To build vocabulary through units in cooking, science, geography and history. To become more self-reliant through age-appropriate jobs and responsibilities. To seek appropriate social and classroom behavior through following rules and assistance with problem solving.

Our primary goal is to present a well-rounded, happy child to his/her teacher when he/she enters Kindergarten.

2026-2027 CALENDAR

August 10, Monday	Meet the Teacher/Supply Drop Off
August 12, Wednesday	First Day of School
September 7, Monday	Labor Day, NO MDO
October 12 - 14	Fall Break, NO MDO
November 23- 25	Thanksgiving Holiday, NO MDO
December 16, Wednesday	Last day before break
December 17-January 5	Christmas Break, NO MDO
January 6, 2027, Wednesday	MDO Resumes
January 18, Monday	MLK Day, NO MDO
February 15, Monday	Presidents' Day, NO MDO
March 15-17	Spring Break, NO MDO
March 29, Monday	Easter Monday, NO MDO
May 12, Wednesday	LAST DAY OF SCHOOL

In case of inclement weather, follow the Memphis Catholic Schools.

In case of early dismissal please expect a call from the MDO office and /or check our website www.hspirit.com for more information.

Please remember our teachers need to get to their school age children also. Please be prompt in picking up your child/children!