



MACON EAST ACADEMY **KNIGHTS**

maconeast.net **334.277.6566**

MOTHER'S DAY OUT PROGRAM **HANDBOOK**



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Staff

- **Kathy Loomis** | Mother's Day Out Director | Email: kathyloomis@maconeast.net
- **Jill Taylor** | Admissions Director | Email: jtaylor@maconeast.net

Registration

Macon East Academy Mother's Day Out program is a half-day program for 3- and 4-year-olds that begins in mid-August and continues through mid-May. Two options are available: 3-day (Tuesday – Thursday) or 4-day (Monday – Thursday). Hours will be from 8:00 am – 11:30 am.

Please call Jill Taylor, Admissions Director, for additional information 334-277-6566 Ext.210 or email: jtaylor@maconeast.net. Registration forms may be picked up in the office, downloaded from our website, or request by email through Jill Taylor.

ABOUT

Children who are ages 3 and 4 years old and are potty trained are welcomed to participate in our Mother's Day Out Program. Your child will participate in daily activities that include guided play and appropriately structured opportunities for each child to experience success in learning and to develop social skills for everyday life. The Mother's Day Out component of Macon East Academy is designed to provide some free time during the traditional school year for mothers and/or fathers of children ages 3 and 4 in a safe and nurturing setting on a consistent schedule every week. Our goal is to help young children gain independent skills as they practice separating from their parents, interact in a group setting, and develop skills for school readiness.

Curriculum

Our program incorporates many educational activities that allow children to learn through hands on discovery. Children participate in a variety of learning centers that include books, blocks, art, music, matching, dramatic activity, nature, and puzzles. Self-contained classrooms provide the perfect start to a lifetime of learning. Each child benefits from the individual attention provided by our experienced full-time early childhood teachers. We ensure our Mother's Day Out program is a happy busy family atmosphere!

Registration Information and Requirements

To be eligible for registration,

- A child may be 3 or 4 years old, turning 5 after October 1, based on a valid birth certificate.
- Children should be able to understand basic instructions and express their needs in English.
- Registration applications may be obtained from the Admissions Office, downloaded from our website, or requested through email. The registration process must be completed separately for each child and session.
- Each application must be fully completed including registration and supply fees.
- An original Alabama Certification of Immunization (blue certificate) must be included in the registration package before a child can be accepted for enrollment.

Enrollment

- Enrollment is available on a first-come, first-served basis and the number of children accepted is dependent upon the availability of physical space, personnel, and other resources.
- Enrollment is contingent upon having met current eligibility and other registration requirements.
- Upon acceptance for enrollment, a child is considered enrolled through the end of the session identified on the corresponding registration application; or, until a student is withdrawn from the program.

Withdrawal

- A minimum of two (2) weeks' written notice is required to withdraw a child. If proper notice is not provided, the child's parent is responsible for paying two weeks tuition.

Tuition and Fees

- \$165.00 / month for our 3-day program (Tuesday – Thursday)
- \$200.00 / month for our 4-day program (Monday – Thursday)
- Tuition and fee amounts are reviewed annually and changes for the upcoming year are made as needed.
- Non-tuition fees: All fees (registration and supply) must be paid before any child will be allowed to attend. Registration fees are non-refundable.
- Tuition is due by the 10th calendar day of each month, if paid monthly. A late fee of 5% per child will be assessed if tuition is not received by the specified date.
- A returned check fee of \$20 will be charged when applicable.
- If tuition is 45 days late the child(ren) will be automatically withdrawn.

Location

Mother's Day Out class will be housed in the lower school building (Building 200).

Arrivals and Departures

- The lower school entrance (Building 200) should be used when bringing children to programs for which they are enrolled.
- Children enrolled in Mother's Day Out may arrive at 8:00 a.m.
- All children should be picked up by 11:30 a.m.
- In the event of an emergency that may result in late pick-up, the parent should call the Lower School Office to speak with a secretary or Jill Taylor.
- Such calls should be limited to legitimate emergencies.
- Parents should use the lower school drive-through entrance when picking up children.
- Children will not be released to anyone other than the person(s) designated for pick-up on the registration form unless written consent is provided by the parent.

Allergies, Special Needs, and Illnesses

- To ensure a healthy environment for all children and teachers, parents should take responsibility for making sure their child is in good health before attending the preschool program.
- Children who are sick – fever, sore throat, diarrhea, discolored runny nose, vomiting, pink eye or other contagious ailments – or, who were sick the previous night should be kept at home.
- Children should be fever-free for at least 24 hours without fever reducing medication before attending any program.
- Children who become ill during the day will be isolated while parents are called and while waiting for parents to arrive for pick-up.
- Information about allergies and special needs, and any special instructions, should be clearly specified on the child's registration form or in writing at the time of "drop off."

Communication with Teachers/Discipline

- Each parent of a child or children enrolled in the program should get to know the child's teacher. It is important to establish and maintain a positive channel of communication.
- A parent may confer with the teacher about his/her child but should not enter into a detailed or lengthy discussion in the child's presence or during class hours.
- Parent conferences may be scheduled by calling the Lower School Office.
- If a child demonstrates behavior that is unduly disruptive, unsafe, or otherwise unacceptable for the environment, a pre-approved system of age-appropriate disciplinary procedures will be implemented. The system includes positive role modeling, separating children as needed, oral reprimand, and time out. No corporal punishment is used.
- The behavior management and modification measures that are routinely used, with parent approval and input, are usually effective for maintaining a healthy and productive environment for preschool activities in a Christian setting. Any child who demonstrates that he/she cannot abide by rules of good conduct, after adequate intervention and parent conferences, may be dismissed from the program.

Holidays, Scheduled Breaks, and Closings

- The Macon East Academy Mother's Day Out Program observes the following holidays and scheduled breaks: King/Lee Day, Presidents' Day, Spring Break (one week), Labor Day, Columbus Day, Veteran's Day, Thanksgiving (one week), and Christmas (two weeks). Dates of holidays and scheduled breaks are provided to parents and are posted on the website.
- Mother's Day Out program is closed any time the Macon East Academy school is closed due to severe weather.
- No tuition exemptions are given for months with holidays or scheduled breaks.
- Tuition rates are based on a year-round budget.

Snacks and Attire

- Each child who attends our program should bring a ready-to-eat healthy snack, including a drink (water is the preferred choice).
- Dress each child comfortably in weather-appropriate play clothes and shoes. Send a sweater or jacket when the weather is cool.
- Shoes are required.
- A complete change of clothing should be provided for each child. All items brought from home should be labeled with the child's name.

Birthday Policy

We love any reason to celebrate! Birthdays are a very special day for your child. Please notify the teacher in advance if you would like to furnish any cupcakes or cookies for a snack.

Facebook

We love Facebook! We find that it is a great way to keep in contact with our parents. Please like us on Facebook. <https://www.facebook.com/MaconEastAcademy>