



PARENT HANDBOOK



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Section 1: General Information

1.1 Vision Statement

Mother's Day Out is a ministry that partners with parents to provide a setting where children can grow academically, socially, and spiritually. We strive to be a safe place where children can begin exploring and experiencing Biblical truths. We do this through the KNOW-GROW-FLOW Method. We teach children to KNOW Christ by an early age, GROW in God's calling for their lives, and FLOW in His Word through salvation and baptism.

1.2 Application and Enrollment

All students must have completed the online application and enrollment process prior to the commencement of classes at Mother's Day Out. The link to apply can be found on our website at Pathpointfellowship.com.

1.3 Parent's Day Out Hours of Operation

Hours are Tuesday and Thursday, 9 a.m. to 3 p.m. Early Care Hours are Tuesday and Thursday, 8 to 9 a.m. Early Care Hour services are billed separately from tuition dues each month.

1.4 Classrooms and Ratios

We offer five separate classrooms; each is divided by age to best meet the developmental needs of our students. Classroom placements are dependent on the student's age as of September 1 and their ability level, such as potty training.

The following age groups will be divided into five classrooms, each with two teachers:

- 1 to 2 years of age
- 3 years of age
- 4 to 5 years of age

Section 2: Tuition and Payment Information

2.1 Monthly Tuition Amount

The monthly tuition total is \$190.00 a month for one student. For each household, there will be a maximum dollar amount of \$280.00 for 2 children.

2.2 Extended Care Fees

Extended care fees are billed separately from tuition dues. The cost is \$2.00 for each time a student is checked into Early Care Hours. Extended care fees may be paid online or by check. All students must be picked up no later than 3:15 p.m. If later than 3:15 p.m., an additional \$5.00 fee every 30 minutes will be added to the extended care fee for that month.

2.3 Payment Due Dates

The non-refundable \$50.00 registration fee is due prior to the student's first day. All tuition payments and extended care fee payments are due on the 1st-3rd of each month. Families will receive tuition reminders via email on the 1st of each month. <https://pathpointfellowshipchurch.brushfire.com/mothersdayout/524872>

2.4 Late Fees

Tuition payments received on or after the 4th of every month will acquire an automatic \$15.00 late fee. This \$15.00 payment will be billed separately from tuition and is non-refundable. Late fees must be paid within 7 days of late fee administration.

2.5 Payment Methods

Registration fees, tuition payments, and extended care fees can be paid online through our website at <https://pathpointfellowshipchurch.brushfire.com/mothersdayout/524872> Online payments can be made as a one-time payment or set up as a recurring monthly payment for your convenience. Tuition and extended care fees can also be paid at the Mother's Day Out's front desk by check, made out to Pathpoint Fellowship Church.

2.6 Unpaid Tuition

Should any family currently enrolled in Mother's Day Out be behind in any tuition payments by two months, they will be withdrawn from our program after the 15th of the second missed payment if no payment attempts have been made. The Mother's Day Out Director will communicate with families before taking this measure.

Families with a current outstanding balance may not re-enroll in Mother's Day Out until the total amount due, including any late fees, is paid in full.

2.7 Insufficient Funds

If any payment is returned for insufficient funds, Mother's Day Out staff will contact the family to inform them and request that the payment of the same method, or through any other method, be made in full within 24 hours. Should a sufficient payment fails, a \$15.00 fee

in addition to the amount currently owed will be added to the account. This fee will be billed separately and due within seven days of the date administered.

2.8 Withdraws

If a family needs to terminate their current enrollment in our program, we ask for a minimum of a two-week formal notice to the Mother's Day Out Director.

Mother's Day Out reserves the right to have immediate withdrawal of a student if deemed necessary by the Director. Please see the Parental Agreements in section seven for a review of the listed reservations.

Section 3: Mother's Day Out Guidelines

3.1 Drop-Off and Pick-Up

Drop-Off: Beginning at 9 a.m., the secured area of Mother's Day Out will be open and monitored by staff. Parents/Guardians may check on their child at the available kiosks before heading to their classroom.

Please remain mindful that early care hours begin at 8 a.m., and classroom doors open at 9 a.m. Families may either check-in to early hours for the \$2.00 fee or wait with their child until classrooms are ready to receive students.

Pick-Up: Students may be picked up anytime throughout the day until 3 p.m. If a student is not picked up by 3 p.m., the \$5.00 fee per 30 minutes will apply.

Parents/Guardians will be issued a safety code slip each day they drop off their child. This safety code will be completely different each day the child is at Mother's Day Out. Parents/guardians must present the safety code slip at the end of the day to pick up their child.

Please visit the safety protocols (section six) for more information on the emergency pick-up procedure.

3.2 Absentees, Delays, and Early Pick-Ups

Please inform the staff when your child will not be attending or will be delayed. This will help with preparation for the day and ensure the well-being and safety of your child. Please communicate to your child's teacher if you plan to pick up your child early. Tuition dues will not be adjusted for any absences, delays, or early pick-ups.

3.3 Visitors and Volunteers

If a parent plans to visit the Mother's Day Out outside of normal drop-off and pick-up time, they must check-in as a visitor upon arrival. If any individual outside of the approved persons (staff, students, parents/guardians) wishes to enter Mother's Day Out at any time, they must always check-in as a visitor and give a 24-hour notice to staff.

3.4 Holidays and Special Days

Mother's Day Out will close for the following holidays:

Thanksgiving
Christmas and New Year
Spring Break (following CISD)
Following weather from CISD

Mother's Day Out will also celebrate multiple special days throughout the year. Parents will receive a calendar with the listed special days and special events for the year.

Student birthdays will be celebrated in their classrooms as well. Parents may send a prepackaged, age-appropriate goodie bag for the class to enjoy.

3.5 Closures and Delays

In the event of any Mother's Day Out closures or delays, such as inclement weather or facility emergencies, we will notify the parents no later than 7 a.m. of that same school day. Notifications will come through our classroom App, ClassDojo, emails and postings on social media to ensure that communication is at its highest form. Any inclement weather closures will follow CISD. Tuition dues will not be adjusted for these closures, and school delays will not be made up.

Section 4: Mother's Day Out Staff and Parent Guidelines

4.1 Staff Requirements

The following are strict requirements for all Mother's Day Out staff members:

Each employee is required to submit a Federal Background Check. Employees are required to complete annual training hours in CPR and First Aid, and Child Advocacy Training. All employees must present reliable references from previous employers and/or referrals from members of the PFC leadership staff. All employees must comply with all PFC employee and Mother's Day Out policies.

Mother's Day Out staff is required by Texas State Law to follow mandatory reporting laws of any suspected child abuse and/or neglect.

Mother's Day Out staff is required by Texas State Law to keep any medical and financial information of students and other staff members confidential.

4.2 Tobacco Policy

All PFC campuses and facilities are tobacco-free, which includes the use of E-cigarettes. For the health of the children, families, and staff, all tobacco products are strictly prohibited on campus, including parking lots and all buildings and grounds.

4.3 Contacting Teachers

If, for any reason, a parent needs to talk with their child's teacher during Mother's Day Out hours, they must first contact us through the class app. Any information will then be relayed to the child's teacher at a convenient time during their day. Given the opportunity, teachers may send out a message through the class app entailing classroom information, updates, or pictures. However, if contacted via text or call throughout the day, please take into consideration that a teacher may not be available to respond within school-day hours. If there are any issues that we need to discuss with a parent about their child during the day, we will contact them.

Section 4.4: Student Guidelines

4.4a Dress Code

Children need to be dressed in clothes conducive for playing outside and doing messy crafts—shoes for running and jumping work best. Please try not to send your child in flip-flops. Remember to pack a full change (or two) of clothes, including socks, each day.

4.4b Outside Toys and Items

Please do not allow your child to bring any toys, tablets, trinkets, or movies to school. This tends to cause many problems and makes the drop-off process more difficult. If your child needs a special item to sleep with, it must stay in their backpack until nap time.

Pathpoint Fellowship Church and Mother's Day Out are not responsible for any lost, stolen, or broken property.

4.4c Curriculum

Mother's Day Out has established age-appropriate academic objectives for each classroom. Various quality curriculum materials and resources are used to introduce and/or master these objectives. Children are assessed twice a year to best accommodate the student's needs. Our curriculum also includes monthly Bible objectives and teaches students about the Fruits of The Holy Spirit and how to operate in them daily, in all stages of development. The Fruits of The Holy Spirit include love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self-control.

4.4d Behavior Goals

Mother's Day Out will implement positive behavior goals and character development in our students. This includes learning essential, positive behaviors, such as manners, respect, obedience, and honesty.

Spiritual growth within students is also a major goal of our program. Our staff will partner with parents in stewarding each child in their foundational relationship with The Father, Jesus, and Holy Spirit.

The following behaviors exhibited by a student will be considered unacceptable:

Biting, hitting, spitting, kicking, throwing objects, yelling, bullying others, refusing teacher's instructions, using inappropriate language, pushing/shoving, scratching, pinching, pulling hair, or treating toys and classroom furnishings with disrespect.

Although we realize that certain behaviors mentioned above primarily occur within certain age groups and are expected in various development stages of the children, our goal is to take all acceptable measures to guide the children in learning the appropriate positive behavior as opposed to the listed negative behaviors.

4.4e Discipline

The word "discipline" comes from the word "disciple," which means "learner." We believe that God has given parents first the ultimate responsibility in the training of their children. Mother's Day Out's goal is to *assist* in that process by teaching students to possess manners, respect, obedience, and honesty.

Neither spanking nor physical punishment will be permitted at Mother's Day Out. Constructive techniques to manage behavior while maintaining a child's self-worth will be applied. The purpose of discipline is to teach the child self-control and self-correcting techniques. If at any time a member of Mother's Day Out must discipline a child, it is always done in love and an effort to set healthy boundaries and set the child up for success.

Teachers and staff at Mother's Day Out will follow this process of discipline and communication:

1. Verbal warning and/or redirection. When the verbal warning is issued to the child, the teacher will notify the parent/guardian through the class app. Teachers will notify the Director as well.
2. The Director will remove the child from the classroom to correct the behavior. Again, the parent/guardian will be notified through the class app. Additionally, the Director will email the parent/guardian or send home a letter.
3. If the child continues to display inappropriate behavior even after being removed from the classroom, the Director will schedule a meeting with the child's teacher and parents/guardians.

Criteria for involving parents:

- If a teacher's instruction is hindered or if the other children's experience is hindered.
- If a child repeatedly responds poorly to authority or if a child continually requires one-on-one attention.
- If a child is showing aggression toward other children.

4.4f Bully Policy

Partnering with the Parents is one of the biggest blessings at PFC with our new Safety procedures for you and your child. This is one of our top priorities. We want PFC to be one of the safest places you and your family come to!

1. Prohibits the bullying of a child;
2. Prohibits retaliations against any person, including child being bullied, a witness, or another person, who in good faith provides information concerning an incident of bullying;
3. Establishes a procedure for providing notice of an incident of bullying to:
 - a. A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported.
 - b. A parent or guardian of the alleged bully within a reasonable amount of time after the incident;
4. Verbal Correction. As a leader in a classroom, seeing a child misbehave, we will give that child a verbal warning using positive tones while uplifting your child.
5. Sit out. If your child does not change their behavior after the verbal warning, we will relocate your child to the back of the room with a leader for a time out by age (3 year olds for 3 minutes, 5 year olds for 5 minutes etc.)

6. PFC wants to partner with parents. So, if the child's behavior does not change or if the behavior worsens, we will call parents. Pastor Macy and MDO Director will collaborate with the parents to figure out the correct punishment for the child. If the behavior continues, we may ask that the child not attend for the week.

4.4g Potty Training

Potty training will begin in the two to three-year-old classrooms. We start introducing the potty to the children around the age of 24 months. The goal is for them to be comfortable with the potty process by the end of the school year. Both parents and teachers will need to support each other during this time for consistency. Please dress your child so they can easily get to the potty without wetting themselves. We recommend clothing, such as elastic band bottoms and/or dresses/skirts for the girls.

Overalls, jumpsuits, pants with belts, and buttons are not easily handled by the children on their own and are not recommended during the potty-training stages.

Our definition of potty trained children is:

- Wearing underwear; no pull-ups, diapers, potty pants, or plastic pants (even during rest time)
- Goes to the bathroom without being asked
- No accidents or very infrequent accidents
- Cleaning and dressing with little assistance after toileting

4.4h Naps and Rest Periods

Students between 2-5 years will nap/rest on nap mats. Students between 12-23 months have the option to stay in a crib for nap time.

The children in our classrooms that nap will be expected to rest quietly or nap on their mats for the full duration of the classroom's rest period.

Section 5: Health, Medical, and Nutritional Guidelines

5.1 Illness Policy

Children with fever, unusual rashes, matted eyes, vomiting, diarrhea, colds and/or any other symptoms of illness will not be accepted

- Fever (100.0 degrees or higher): If your child had a fever, their temperature must be normal (98.6) for 24 hours, without taking any fever-reducing medicine, before returning to Mother's Day Out.
- Vomit or Diarrhea: Your child must be free of diarrhea without the use of symptom-reducing medicine for 24 hours before returning to Mother's Day Out.

- Should a child be diagnosed with head lice, the child's parent/guardian will be notified by Mother's Day Out right away and a general communication will be sent to all parents to prevent further spread. Children will not be allowed to come back to Mother's Day Out until after a lice treatment is implemented and the head has been examined for lice.

Mother's Day Out staff reserve the right to send a child home for the day or longer if necessary if the child becomes ill while under staff care. A parent/guardian or emergency contact will be contacted and must pick up the child within one hour.

Students MUST be kept home if they have a contagious disease and Mother's Day Out must be notified. Covid-19, strep throat, hand, foot, and mouth disease, infected ears and/or glands, measles, mumps, chickenpox, scarlet fever, and lice, are conditions categorized as highly contagious. We will require a written diagnosis by the child's physician, stating that the child has been examined and approved to return to Mother's Day Out. The note will need to be reviewed by the Director before the child can be admitted into the classroom.

5.2 Allergy Policies

Without a note from a physician, any child displaying symptoms of illness, such as a runny nose, cough, congestion, or rashes, will be handled under the disclosed illness policy.

If a child's symptoms are diagnosed as allergies only and not contagious, we will require a written diagnosis by the child's physician, stating that the child has been examined and approved to attend Mother's Day Out

1. Seasonal Allergies: A student displaying allergy-induced symptoms may be permitted to stay in our care with a note from a physician stating that the child has been approved to attend Mother's Day Out.
2. Environmental Allergies: For any student with an allergy to things, such as cleaning products, hand sanitizers, or any other specific product, the parent/guardian must provide a written plan disclosing each allergy and the necessary treatment. If immediate medication is required for this allergy, the medication must be left in the care of the Director each day.
3. Severe Allergies: For any student with a severe allergy, such as a bee sting or nuts, that requires an epinephrine pen or prescription allergy medication, the medication must be left in the care of the Director each day.
4. Food Allergies: For any student with food allergies and dietary restrictions, parents/guardians must provide a written plan disclosing each allergy, the necessary treatment, a written form listing any non-permissible foods, and permissible alternatives.

Parents/guardians must fill out a Child Allergy or Medical Alert & Medicine Administration Form for all required prescribed allergy medications. The required dosages and administration instructions must be specified.

For all dietary and/or environmental restrictions, parents/guardians will be required to provide their own alternative products for their children.

The Director will keep any medications brought to Mother's Day Out.

5.3 Nutritional Guidelines

Students may bring breakfast and are required to bring lunch. Mother's Day Out will provide a healthy snack each day.

Parents/guardians are required to provide their child's lunch each day. We recommend this lunch should be healthy and nutritious, offering a portion of the day's required nutrients, including grains, fruits and vegetables, dairy, and protein.

Please pack food that is ready to eat, along with any utensils that may be needed. Unfortunately, we are not able to heat lunches.

Parents should not send any soft drinks, red drinks, yogurt, or lunches that require extra assistance with packaging and assembly, such as pizza Lunchables. Please limit sweets, as the children lay down for rest periods shortly after lunch. Lunch boxes and beverage containers must be labeled with the child's name.

5.4 Medication Guidelines

If a child needs to take a *prescription* medication, parents must leave the medication with the Director. A form must be filled out that gives staff permission to administer the medication to the child while under Mother's Day Out care.

Mother's Day Out does *not* administer any over-the-counter medications. If a child needs any over-the-counter medications, such as pain relievers or mild allergy medicine, those must be administered prior to being dropped off. If additional doses are required, the parent/guardian must return to PFC to administer the proper dosage when needed. Please *do not* leave medicine in a child's backpack, lunch box, or nap bag. This is for everyone's safety.

Section 6: Safety Guidelines

We take the safety and well-being of all our children and staff very seriously; therefore, drills are necessary for adequate preparation for an actual emergency.

At Pathpoint Fellowship Church, we have an emergency response team that remains on campus during business hours. This team oversees the campus at all times, as well as all of Mother's Day Out safety drills and procedures. In the event of an emergency, 911 will be contacted and will take over the situation if necessary.

6.1 Drills and Procedures

Fire Drills: Fire drills are to be held monthly at various times during the day as required by state law. The teachers and other staff will acquaint the children with the proper procedures during a fire drill.

Tornado Drills: Tornado drills are held quarterly. All children are to sit with their backs against the back wall of their classroom, with their heads in legs, hands over the neck.

Lockdown Drills: A lockdown drill will take place quarterly. We have established policies and procedures in the event of a campus lockdown. Teachers will take their students to the nearest room that can be locked and secured.

Lock-In Drills: A lock-in drill will take place quarterly. This is a procedure that teachers will follow as a precaution in the event of a nearby disturbance that does *not* require a complete PFC campus lockdown. Teachers and students will remain in their classrooms until an all-clear is received.

Evacuation and Relocation Drills: PFC, as a campus, keeps a plan in place to be prepared in the event that our facility needs to be evacuated for any reason (such as chemical spills, leaks, or any other unsafe environment). Teachers and students will immediately proceed to a designated location on the east side of the PFC Field.

In the event of any emergency, such as a lockdown or tornado warning, parents should not come to the school to pick up their children. Safe classroom release procedures will resume as soon as an all clear has been issued from our campus emergency response or APD, and parents have been contacted by PFC staff communicating the all-clear to pick up their child.

6.2 Emergency Pick-Ups

In the event that a parent/guardian needs to pick up a child earlier than 3 p.m., please notify Mother's Day Out staff 24 hours in advance. The parent/guardian picking up the child must have the safety code slip they received when dropping their child off that day. A parent can pick up their child using a picture of the safety code slip if needed. The only people allowed to pick up a child early are approved parents/guardians listed on the child's enrollment form.

When picking up a child early, please call Pathpoint's Office at 806-463-7284 to notify staff 24 hours in advance and when you arrive to pick up your child. The Program Director will verify the child and parent safety code slip before bringing the child to the parent. Please know that even if a family member, such as a grandmother, attempts to pick up your child without notifying us prior, without being a listed guardian, or without the safety code slip, we will not release your child into their care. Your child's safety will always be our top priority.

We understand that family emergencies can happen. In case of situations where the parent/guardian is unable to abide by the guidelines listed above, please call the Pathpoint Fellowship Church Office at 806-463-7284 and the Program Director will determine how to proceed.

6.3 Staff and Child Safety

The following are safety guidelines that are implemented on the PFC Campus—regardless of whether Sunday classes or Mother's Day Out classes are in session. These rules are strictly followed to protect our children and our staff.

- Security cameras are placed throughout the entirety of the PFC Children's Atrium and PFC Children's Department. Every area in which children are cared for—except for bathrooms—is covered by security cameras. There are no blind spots.
- Our bathroom policy states that no child is allowed to be alone in the bathroom with an adult. Teachers are to lead potty-trained children to the door of the bathroom. Potty-trained children are to use the restroom alone, one at a time. In the event, a child needs assistance with difficult buttons or zippers, two teachers may enter the restroom to assist the child. No teacher may ever be alone in a room with a child regardless of sex or age.
- Teachers and any staff member must undergo and pass an extensive background check prior to entering the PFC Children's Atrium or PFC Children's Department. No one is allowed beyond the check-in point unless they are a parent, approved PFC staff member, or teacher. Parents are only allowed past the check-in point if they are dropping off or picking up their children. Parents are not allowed to congregate beyond the check-in point. If a parent is not dropping off or picking up their child, they must check-in before proceeding to their child's classroom. Staff and teachers are only allowed past the check-in point if they are actively working. Otherwise, they will not be present.
- Even in the event of an emergency, these rules will be followed.

Section 7: Parental Agreements Review

The following is a review of all parental agreements required to be digitally signed by a parent/guardian upon enrolling a student in PFC Mother's Day Out.

Parent Handbook Acknowledgement and Agreement

I acknowledge that I have received and read the PFC Mother's Day Out Handbook and agree to abide by the policies and procedures disclosed therein.

Medical Consent Agreement

I hereby authorize PFC Mother's Day Out staff to obtain emergency medical care and transport my child in the case of an accident or acute illness, and arrange for necessary emergency medical and/or surgical care, in the event I am not immediately available. It is understood that a conscientious effort will be made to notify me (the parent/guardian) before such action is taken. Any qualified physician called by Mother's Day Out staff may treat and do whatever is necessary for the health and well-being of my child.

I agree to accept full responsibility for all costs of any above-mentioned medical/surgical service.

Discipline Agreement

I will follow these guidelines this school year:

- Partnering with teachers in prayer and communication
- Making every effort to respond to phone calls, emails, or messages promptly
- Being attentive to any parent/teacher conversations or meetings
- Promptly arriving at the school if and when intervention with my child is required

Teachers at Mother's Day Out will follow these guidelines:

- The purpose of discipline at our program is to teach a child self-control and self-correcting techniques.
- If necessary, parents will be communicated to as soon as possible to ensure a behavioral issue is made aware of and is addressed with the student by a parent.
- With each behavioral incident addressed, a behavior report will be documented and sent home for review by the parents. Behavior reports may include but are not limited to: aggressive behavior, disrespectful language, and classroom disruption.
- PFC Mother's Day Out reserves a right to require a parent/guardian to return to PFC to address a behavioral issue with their own child as they see fit. In this event, we may ask that parents take the child out of the Mother's Day Out vicinity to handle the situation in private.
- Mother's Day Out reserves the right to set up a mandatory parent-teacher conference to discuss a resolution if a child's behavior hinders the normal function of the classroom.

- Mother's Day Out reserves the right to send a child home for the day or longer if necessary if extreme or repetitive circumstances of misbehavior continue to occur and cause significant disruption to the teachers and other students.
- Mother's Day Out reserves the right to have immediate withdraw of a student from the program if extreme or repetitive circumstances of misbehavior from that student continue to occur.

I have read the PFC Mother's Day Out Handbook, including the disclosed discipline policies, procedures, and agree to abide by these policies listed therein.

Tuition Agreement:

I agree to uphold my commitment to pay my child's tuition of \$190.00 by the 3rd of every month.

I understand that tuition payments received on or after the 4th of every month will acquire an automatic \$15.00 late fee.

I understand that should I fall behind in tuition payments by two months, my child(ren) will be immediately withdrawn from the program.

I understand that families with a current outstanding balance may not re-enroll in PFC Mother's Day Out until the total amount due, including any late fees, is paid in full.

I have read the PFC Mother's Day Out Handbook, including the disclosed policies listed above, and agree to abide by these policies listed therein.

Liability Agreement:

I release Pathpoint Fellowship Church, Mother's Day Out, and their employees from any and all claims, causes of action, and liability relating in any way to my child's participation in or attendance at Mother's Day Out.

Media Release Agreement:

I understand that my child may be photographed or video recorded throughout the school year. With my consent, the photograph or video may be used on any online platform advertising or communication by Mother's Day Out or Pathpoint Fellowship Church, such as Facebook, Instagram, etc.

Please sign one of the following options notifying us of what you prefer.

I, _____ (parent/guardian) give Pathpoint Fellowship Church and Mother's Day Out permission to use photographs and/or video of my child/children on any online platform for advertising and communication purposes.

I, _____ (parent/guardian) **do not** give Pathpoint Fellowship Church and Mother's Day Out permission to use photographs and/or video of my child/children on any online platform for advertising and communication purposes. This is due to circumstances, such as parental preference, adoption, previous guardian issues, court rulings, etc.

Thank you for your review of this parent handbook. We hope that this answers many questions about our program. We look forward to having your family become a part of our Mother's Day Out program this school year!

This handbook is subject to change at any time. Parents will be notified of any amendments made.

