



Registration Packet

254-547-3349

Director: Samantha Wilson Samantha@refuge-ministries.com 254-833-2476

The Mother's Day Out program of Refuge Ministries is an extension of the total ministry of our church. Our program is designed to develop the whole child, nourishing their spiritual, intellectual, emotional, physical and social growth in an atmosphere of Christian love.

Age Requirements: Any child between the ages of 12 months and 6 years as of sept 1 of current year

Registration Fee: We do not charge a registration fee at this time.

Supply Fee: There is a non-refundable supply fee of \$25 due for each child per semester. A supply fee also applies for summer session. This fee covers art and craft supplies, activities, snacks. Should a child enroll mid-semester, the supply fee will be pro-rated.

Tuition: Tuition is due on the first school day of each month. A late fee of \$5.00 per school day will be applied if tuition is not received by the 10th of the month.

Cove & Killeen Campus: Tuition is \$17/day. There will be a family discount of \$17/day off total tuition cost of all children enrolled in a family that is enrolled in our program.

Odessa Campus: Tuition is \$150/month. There will be a family discount of 10% off total tuition cost of all children enrolled in a family that is enrolled in our program.

Hours: 9AM-1PM

Killeen Campus: Monday/Wednesday each week following the KISD calendar

Copperas Cove Campus: Tuesday/Thursday each week following the CCISD calendar

Odessa Campus: Tuesday/Thursday each week following the ECISD calendar.

Children should not be dropped off before 8:55 am and should be picked up promptly at 1:00 pm. Parents who pick up their children after 1:05 p.m. will be assessed a late fee of \$1 per minute late.

Drop-Off Procedure Beginning at 8:55 a.m. you may bring your child to the assembly area for morning song activity and prepare to leave with their teacher to classrooms. We will have teachers supervising this area **beginning at 8:55 a.m.-- but not before--** so please do not bring your child in earlier. If you are late in arriving, you will need to bring your child to the Director's office and we will walk your child to their classroom.

Pick-up Procedure Child pickup is directly from the classrooms. Please notify us by note, in person, email, or phone if someone other than the parent(s) will be picking up your child or if they are to be picked up early.

Everyone picking up a child will be required to show an ID badge or driver's license as proof of identification. ***If you have not picked up your child by 1:05 p.m. then you will be charged a late fee of \$1 per minute late.***

Absences Monthly tuition reserves a place for your child. **This fee will not be reduced for absences.** This is necessary as expenses of the program go on regardless of absences.

Health A current copy of your child's immunization record must be on file in the office at the time of enrollment. While we encourage regular attendance, please do not expose other children to illnesses. Children should be free of fever for 24 hours without the use of medication. Any communicable illnesses such as strep throat, unexplained rash, croup, vomiting or diarrhea, pink eye, chicken pox, etc., are grounds for keeping your child at home. All such conditions should be reported to the director as soon as possible. Should your child become ill, we will notify you to come pick them up. In the event of a life-threatening emergency we will call 911.

Holidays Refuge Ministries Mother's Day Out (MDO) follows the same schedule as the Copperas Cove (Cove Campus) Independent School District, Killeen Independent School District (Killeen Campus) and Ector County Independent School District (Odessa Campus) for holidays, breaks, and inclement weather. Please refer to our calendar which lists the holidays and school breaks. A monthly calendar is also given to parents to remind them of days off.

Field Trips There are **no** field trips scheduled that require us to leave the campus.

Meals & Snacks Children are served a snack based on each classroom's individual schedule. Refuge Ministries MDO provides goldfish, animal crackers, apple juice, and water to each class. If your child does not prefer these snacks, you may arrange with your child's teacher to help provide special snacks for all classmates.

Students are required to bring their own lunch and a beverage for lunch. We have no means to microwave any meals. **DO NOT send milk in your child's sippy cup as it will spoil during the day.**

Personal Belongings All children's belongings, including lunch boxes, backpacks, diapers, sippy cups, and resting mats should be clearly labeled with their name. We have very limited space available for storing resting mats and will be sent home each day.

Discipline Our philosophy encourages children to develop self-discipline and to respect themselves, others, and belongings. We provide an environment that feels secure through a regular routine and provide activities to channel positive energy. Should a child need extra guidance, the teachers will use positive language by helping, demonstrating, leading, distracting and re-directing. As a last resort the child will be asked to sit away from the group in the same room for a short "time-out" and then be asked to return to the group. Time out times are based on 1 minute per year of age. If there is an ongoing need, the parent will meet with the teacher or director in order to help the child. Parents should inform teachers of special circumstances, which may contribute to the child's behavior. After repeated trials with the child with no improvement, a parent will be called to come and pick up the child. This is not a punishment but rather a means to maintain a learning and controlled environment.

Volunteer Opportunities Parent involvement is encouraged and recommended. We have opportunities for you to serve this program by reading to students, donating your time to special projects, donating gently used toys, books, and supplies (paper goods, snacks, craft stuff), substituting, making copies and helping teachers with crafts.

Birthdays and Celebrations If you wish to share your child's birthday with the class, we welcome you to do so by providing a **special treat or snack** for every classmate to honor your child. Because Refuge Ministries

Mother's Day Out program is a Christian program, we also celebrate holidays, which reflect our Christian belief. Each classroom is responsible for its own celebration. Please see your child's teacher for party information and sign-ups.

Curriculum The entire staff is dedicated to providing a Christian learning environment for your preschooler at Refuge Ministries MDO. We have a well-developed curriculum, which includes a variety of themes, academics, crafts, Bible lessons and social activities to enhance your child's spiritual and academic growth. Christ is woven throughout the curriculum and is the center of all we do. Free play both outside on the playground and indoors is incorporated into our daily schedules.

Toileting We at Refuge Ministries will partner with you as your child potty trains. In order for us to assist with this process we need the child to be able to sit on the potty adapter seat that goes on the regular toilet. We do not have stand alone child potties.

Clothing Please dress your child in play clothes. All children need to bring a backpack with a change of clothing each day. For children in diapers, bring only disposable diapers. Bring a jacket when warranted. Please label all items!

Personal Toys We ask that you leave your child's personal toys at home. We cannot be responsible for toys brought. A favorite stuffed animal, blanket, etc. may be brought for rest time only. Please have it packed with your child's belongings (not visible), if you choose to send such items.

Rest time your child's class will have rest time after lunch. Please send something to nap/rest on. Such as a mat, towel, or blanket.

**Refuge Ministries Mother's Day Out
Enrollment Form**

Child's Name: _____

Date of Birth: _____

Parents name: _____

Address: _____

Emergency Telephone numbers:

Mom work/cell: _____

Dad's Work/cell: _____

Contact name/phone: _____

Allergies to food or drugs: _____

Persons approved to drop off/pick up child for parents in case of emergency:

Name

Phone #

Driver's License #

My child will be attending: Killeen Camps- Monday/Wednesday

Cove Campus - Tuesday/Thursday

Odessa Campus – Tuesday/Thursday

MOTHER'S DAY OUT

CHILD'S HEALTH STATEMENT

Child's name: _____

Date of birth: _____

Hearing Difficulties? _____

Vision Difficulties? _____

Speech Difficulties? _____

Hospitalizations? _____

Operations? _____

Serious Illnesses? _____

Are all immunizations up to date? _____

If not, Indicate reason? _____

List any medications and drugs taken regularly by the child:

Other remarks regarding physical condition:

The above information is correct as of:

Date: _____

Signature: _____

Acknowledgement Form

I, _____ (parent's name),

parent of _____ (child's name), acknowledge

that I have read and understand the guidelines outlined in the Refuge Ministries Mother's Day Out Registration Packet.

Please check that you understand the following guidelines:

Supply fee _____

Tuition & late fees _____

Hours of operation _____

Holidays _____

Discipline _____

Meals & snacks _____

Statement of Faith _____

Parent's signature

Date

Medical Release Form

To Whom It May Concern:

I, _____ (parent's name),

parent of, _____ (child's name),

a minor of the age of _____ years, do hereby grant, convey and give unto Refuge Ministries Mothers' Day Out, teachers, personnel and/or Refuge Ministries the right to seek any medical services, including hospitalization, and/or operation or other medical procedures, which may be in the best interest of the child.

The parent is to be responsible for the payment of any reasonable medical charges for any such services rendered on behalf of the child.

Parent's Signature

Printed Name

Date

MEDIA RELEASE

Dear Parents,

Throughout the year we may take pictures of our preschoolers at Mother's Day Out.

We use the photos in a variety of ways, including print media and internet sources.

Parents' Names _____

Child's(ren's)
Name(s) _____

- I/We give permission for Mother's Day Out to use photos of my children on our website, facebook, or in print media publications such as newspaper, newsletters or on the news.
- I/We DO NOT wish for Mother's Day Out to use photos of my child on our website or facebook or in print or media publications such as the newspaper or on the news.

Parent's Signature(s) _____

Date _____

Our Statement of Faith

Our Statement of Faith

The Statement of Faith adopted by Refuge Ministries Mother's Day Out is limited to primary Christian doctrine, which is considered to be central to all Christian denominations, and which sets Christianity apart from other faiths. These truths are also the key elements of Christianity that will be unapologetically taught in various ways in all classes.

1. We believe the Bible to be the only inerrant, authoritative Word of God. ^[L]_[SEP]
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. ^[L]_[SEP]
3. We believe in God the Father Almighty, Maker of Heaven and Earth. He is the God of love, mercy, justice, and holiness.
4. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of God the Father and in His personal future return to earth in power and glory. ^[L]_[SEP]
5. We believe in the Holy Spirit who executes the Word of God in the Church and in the world. ^[L]_[SEP]
6. We believe that a person must be born again and that salvation is by grace through faith alone.

First Day Checklist

1. Completed enrollment form, copy of immunization records and medical release form.
2. Supply Fee
3. Age appropriate lunch box and spill proof cup filled with juice/water.
4. A backpack or bag and a two-pocket (preferably plastic) folder all labeled with your child's name to carry belongings to and from school.
5. Napping mat & blanket for rest time labeled with your child's name. Please no sleeping bags.
6. A change of clothes should be sent for all children in case of accidents. Please put clothes in a re-sealable Ziploc bag labeled with your child's name.
7. Package of diapers/pull ups and package of wet wipes (if your child is not potty- trained). ^[1]_{SEP}
8. **Label all items with your child's name.**
10. School supplies as listed in enrollment packet.



Student Supply List

- 1 box of 24 count crayons (fat crayons for 2 and under)
- 1 crayon/supply box
- 1 box of baby wipes--for wiping hands after crafts
 - (if your child is in diapers bring 2 boxes)
- 2 Elmer's BIG glue sticks
- 2 boxes of kleenex
- 2 containers of Playdoh
- 1 sleeping mat
- 1 folder
- Back pack
- Lunch box

- Teachers Wish list: (optional)
 - Germ-X sharpies, dry erase markers, crayola markers, white paper plates (the paper, really inexpensive kind)

Killeen & Cove Schedule

2021/22 Refuge Ministries

Mother's Day Out



AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
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24 31	25	26	27	28	29	30

NOVEMBER						
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DECEMBER						
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JANUARY						
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23 30	24 31	25	26	27	28	29



FEBRUARY						
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27	28					

MARCH						
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APRIL						
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29	30	31				

Refuge Ministries MDO program does plan to have a summer session for summer 2022. We will let you know the dates closer to time.

 Killeen Campus First/Last Day of MDO School Year
 Cove Campus First/Last Day of MDO School Year

To make a payment go to
www.Refuge-Ministries.com/MDO
 Click make a payment. In the "other information" box. Please put child's name & what month you are paying for

*supply fee is \$25/semester

	Killeen		Cove	
August	3 Days	\$51	3 Days	\$51
September	8 Days	\$136	9 Days	\$153
October	7 Days	\$119	8 Days	\$136
November	7 Days	\$119	6 Days	\$102
December	5 Days	\$85	5 Days	\$85
January	7 Days	\$119	7 Days	\$119
February	7 Days	\$119	8 Days	\$136
March	6 Days	\$102	8 Days	\$136
April	7 Days	\$119	8 Days	\$136
May	8 Days	\$136	8 Days	\$136

**2021/22 Refuge Ministries
Mother's Day Out - Odessa**



AUGUST						
S	M	T	W	T	F	S
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SEPTEMBER						
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JANUARY						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

FEBRUARY						
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27	28					

MARCH						
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