



Refuge Ministries Mother's Day Out

Registration Packet

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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 Kindergarten age. (4-6)

***2020 Covid-19 Update:** We will now be taking children up until the age of 10 years old.

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 3rd school day of the month. Full time enrollment is 2 days per week Tuition for full time enrollment is \$17/day, Part time enrollment is 1 day per week Tuition for Part time enrollment is \$20/day. Drop in tuition daily rate is \$25 per day. There is no supply fee for a drop-in registrant. 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 full time.

Hours

Copperas Cove Campus operates on Tuesday and Thursday each week.

The hours are 9:00 am to 1:00 pm. ***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.***

****Remember to let your teacher know if someone other than you will be picking up your child. Driver's license photo ID of the designated person will be required.**

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. ***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) 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. However, as an extension of learning experiences and in the enhancement of our curriculum, we have special events and visitors that come to our campus. You will be notified in advance of the date and times. Parents are always welcomed to participate in these occasions.

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 classroom. 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. Please do not send bulky sleeping bags/ mats.

Messages 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.

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.

**Refuge Ministries Mother's Day Out
2020 Enrollment Form**

Child's Name: _____

Sex: _____ Age: _____ Birthday: _____

Home Address: _____

City _____ State _____ Zip _____

Child's allergies or sensitivities: _____

Parent's Information:

Mother's Name: _____ Cell Phone# _____

Place of Work: _____ Work Phone: _____

Father's Name: _____ Cell Phone# _____

Place of Work: _____ Work Phone: _____

Physician's Name: _____

Physician's Address: _____

Emergency

Notification: _____

Name & Phone #

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

Name	Phone #	Driver's License #
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How did you hear about Refuge Ministries MDO? _____

Do child's parents regularly attend church? _____

Which church does family attend? _____

My child will be attending: Please circle all that apply.

Killeen Campus Monday Wednesday

Cove Campus Tuesday Thursday

Refuge Ministries Mother's Day Out - Social Information

Child's Name: _____

Child resides with: _____

List siblings in order of birth:

Sibling Name	Sex	Age	Birth Date	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other adults in the home and their relation to the child: _____

Does he/she have pets? _____ Kind/Name: _____

What is the child's attitude toward school? _____

Has he/she had or is having other group experiences? _____

Has he/she been cared for by anyone other than parents? _____

How long? _____

How does he/she act when left by parents? _____

Does he/she play with other children? _____ Frequently? _____

How does he/she manifest feelings (positive or negative) or comfort him/herself

(i.e. thumb-sucking, nail biting, crying, aggressive behavior, etc.)? _____

Special dislikes or fears: _____

How is he/she best handled at such times? _____

Favorite toys, activities: _____

Has your child used crayons? _____ paints? _____ scissors? _____
glue? _____ puzzles? _____

Does your child like being read to? _____ music? _____

Is your child right or left handed? _____

Parent's usual method of discipline: _____

Does your child usually nap? _____ Sleep well? _____

Is he/she toilet trained? _____

If so, what terms are used for toileting at home? _____

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 _____

Health records _____

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.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
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.
5. We believe in the Holy Spirit who executes the Word of God in the Church and in the world.
6. We believe that a person must be born again and that salvation is by grace through faith alone.

Parent Commitment

1. We understand that Refuge Ministries MDO offers a learning environment and social outlet for our children that is Christ-centered. We are in agreement with the purpose and philosophy of Refuge Ministries MDO.
2. We have read and understand the Refuge Ministries MDO Statement of Faith and agree to demonstrate a respect for the truths stated therein. We recognize that these truths will be unapologetically taught in various ways at Refuge Ministries MDO. We recognize that the substance of these truths is that which is considered primary doctrine at Refuge Ministries MDO.
3. We, as parents, accept the challenge to “train up a child in the way he should go” (Proverbs 22:6), and we state that this training will be continued at home. We authorize Refuge Ministries MDO to extend this training to the learning setting.
4. We understand that Refuge Ministries MDO will not tolerate disrespect to the personnel or continued disobedience to the policies of Refuge Ministries MDO.
5. We acknowledge that discipline is necessary for the benefit of each student as well as for the entire program. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles as set forth in the Scriptures. We further agree that we will cooperate with this philosophy in our home.
6. We pledge that if, for any reason, our child does not respond favorably to the program, we will do everything in our power to cooperate with the Refuge Ministries MDO to help our child make the necessary adjustments. If these adjustments cannot be made, we agree to quietly withdraw our child.
7. We will support Refuge Ministries MDO through involvement in Open House type events, parent night's and volunteering when needed.
8. We understand and will punctually fulfill our financial commitment to pay for the services Refuge Ministries MDO is providing for our child.
9. We, as parents, or guardian of the student, do sincerely give our pledge to the above items. We understand that if we, or our child fail to comply with the established regulations and discipline, parental commitment or to meet financial obligations, we will forfeit our child's privilege of attending Refuge Ministries MDO.

Parent Signature

Printed Name

Date

First Day Checklist

1. Completed enrollment form, social information, 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).
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)



2021 REFUGE MINISTRIES SUMMER SESSIONS

JUNE						
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			

JULY						
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

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				

No Classes

Killeen Mothers Day Out

Cove Mothers Day Out

Killeen MDO 2021 Fall Start Date

Cove MDO 2021 Fall Start Date

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

Killeen			Cove		
June	6 days	\$102	5 days	\$85	
July	6 days	\$102	7 days	\$119	