

Dear current and prospective MMO families,

Faith Presbyterian Church is excited to begin its 13th year of Mother's Morning Out (MMO). We meet during the school year on Tuesdays/Thursdays from 9:15am-12:15pm and provide care for children ages 0-5. Teachers provide a loving and faith-based environment for learning and play. Daily activities include story time, table activities, music, arts/crafts, free-play and outdoor play.

If you are interested in enrolling your child for the 2010-11 academic year, please follow the directions posted below. Our desire is to accommodate as many families as possible. We believe a no-wait lottery is the most equitable process for allocating slots that remain after In-House registration on March 2. In recent years, all General Public registrants were offered permanent placement.

Thank you for your interest in MMO.

Cheryl Cornwell, Director

cherylscornwell@gmail.com, 706-548-5166H:::706-540-3511C:::706-769-8315W

Registration will begin the first week of March 2010 and will follow these guidelines:

I. In-House - Current MMO families, current waiting list/drop-in families, and siblings of current/former students.

- Registration forms will be available at the church beginning February 2, 2010 and at www.faithpcachurch.org.
- Completed forms with \$100 nonrefundable registration/supply fee (per child) must be submitted by Tuesday, March 2, 2010. Registration will be open to the public on March 4, 2010.
- Forms will be accepted first-come, first-served in the following order: 1) Current permanent placements 2) Current waiting/drop-in list placements 3) Siblings of current students 4) Siblings of former students.
- Acceptance notices will be sent in mid March.

II. General Public - Families who are new to MMO.

- Registration forms will be available at the church beginning Feb 2, 2010 and downloadable from www.faithpcachurch.org.
- Completed forms with \$100 nonrefundable registration/supply fee (per child) may be submitted anytime prior to or on March 4, 2010.
- If more forms are submitted than spots available, a lottery will be held on March 5 to allocate the General Public slots and prioritize the waiting list. There is no need to be present for the lottery.
- Acceptance notices will be sent mid March.
- After the March 5 lottery, registration forms may be mailed/emailed to the director. Registration will continue throughout the summer until all classes are full with waiting lists. Waiting list families will be called as weekly and permanent openings occur. Confirmation notices will be sent to all registrants.

OFFICE USE ONLY: Rec'd _____
R, P&A, Fee
T-I, T-II, T-III, PK-I, PK-II, PK-III, PK-IV
T, TH, Both
Notes:

INHOUSE
current
current w/drop-in
sibling of current
sibling of former

GENERAL PUBLIC

Revised 1/10

Faith Presbyterian Church-Mother's Morning Out Registration Form 2010-2011

Child's Full Name: _____ Today's Date: _____

Name to call your child: _____

Birthdate: _____ Age Sept 1, 2010 _____ years _____ months

Mother's Name: _____ Father's Name: _____

Address: _____ Child lives with _____

_____ Home Phone: _____

Mother's Employer: _____ Father's Employer: _____

Mother's Work #: _____ Father's Work #: _____

Mother's Cell #: _____ Father's Cell #: _____

Other instructions for reaching parents:

Email address (print clearly) _____

Emergency contacts:

1. Name: _____ 2. Name: _____

Phone: _____ Phone: _____

Name of persons (other than parents) authorized to pick up child: _____

Pediatrician: _____ Phone: _____

What allergies does your child have? _____

Any pre-existing or present medical conditions? _____

Immunizations current? Yes _____ No _____

Medical Emergency Statement:

In the event of a medical emergency where I cannot be reached, I give permission to the staff of MMO to secure necessary medical treatment for my child.

Signed: _____

Date: _____

Over

The following information will help MMO staff better understand and care for your child: (will have opportunity to update in Fall '10)

Infant feeding and sleeping schedule (morning): _____

Do you want your child to nap at MMO if needed? Yes _____ No _____

Any food allergies? _____

Define your child's toilet and hygiene habits. When does he/she need assistance? _____

Please list any special information that will be helpful with your child's care:

Does your child regularly attend church? _____ If so, where? _____

Please list names and ages of siblings: _____

When would you like your child to attend Mother's Morning Out?

_____ both Tuesday and Thursday

_____ Tuesday only

_____ Thursday only

Visit www.faithpcachurch.org for registration instructions. Submit (1) Registration Form, (2) signed Policy & Agreement Form, and (3) \$100 non-refundable registration/supply fee per child payable to *Faith Presbyterian Church*. Registration forms are not complete without fee.

Contact Cheryl Cornwell, MMO Director with questions
cherylsornwell@gmail.com 706-548-5166H, 706-540-3511C,
Cheryl Cornwell, 255 Benjamin Dr, Athens, GA 30606.

Faith Presbyterian Church-Mother's Morning Out Policy & Agreement Form 2010-2011

- DAYS/HOURS:** Tues/Thurs, 9:15am- 12:15pm
Optional Lunch Bunch - Tues/Thurs, 12:15-1:30pm
Building unlocked 9:00am. Classrooms opened 9:15am.
MMO dismissal: 12:00 -12:15pm. Lunch Bunch dismissal: 1:15-1:30pm.
- FEES:** \$18.00 Daily fee per child (\$15/child for families with multiple children)
\$100.00 Registration/Supply fee per child – nonrefundable
\$5.00 Late fee for pick-up after 12:20pm
\$5.00 Lunch Bunch fee/day
- CALENDAR:** Aug 24 Open House- 10:00-11:00am
Aug 26 First Day Class
Nov 2 Election Day- MMO closed
Nov 23,25 Thanksgiving Week
Dec 14 Last Day Class Before Christmas Break
Jan 4 Class Resumes
Feb 15 Winter Holiday- MMO closed
April 5,7 Spring Break
May 14 Last Day Before Summer Break

CANCELLATIONS: If you have a permanent spot at MMO, you must notify the Director if you cannot attend on a particular day. Please give as much notice as possible. Call or email so waiting list families may be called. Failure to notify will result in being charged the daily fee. Continual failure to notify will result in being dropped from MMO.

POLICIES

- **Registration and Policy & Agreement Forms-** must be signed, dated and returned to MMO director before child attends.
- **Immunizations-** all scheduled immunizations must be current.
- **Inclement Weather-** MMO reserves the right to cancel class as necessary with advance notice. MMO follows Oconee County Schools in their decision to close due to inclement weather. If Oconee Schools attend late due to inclement weather, MMO cancels for the day.
- **Illness-**Children with diarrhea, vomiting, fever, excessive runny nose or eyes, and/or congested cough must remain absent until all symptoms are gone.
- **Inconsolable Child-**The staff of MMO strives to provide a happy and loving environment for your child. Our goal is for every child who attends MMO to have an enjoyable and rewarding experience. However, if a child is unhappy and inconsolable after dropped off, and continues to cry for thirty minutes after parent's departure, they will be called to pick up child. Because MMO cannot refill the spot for the day, a refund will not be given. Parents are always invited to stay inside the classroom until the child is comfortable with their departure.

- **Discipline-** Approaches to discipline will be designed and carried out in a positive manner, helping the child develop self-control and assume responsibility for his or her actions. Rules and expectations that are age-appropriate are established and communicated often. Children will be positively directed, re-directed and praised often. Under no circumstances will children be subjected to harsh or physical punishment. Every effort will be made to reinforce appropriate behavior.
- **Emergency Information-** Parents must sign in/out each day, leaving emergency phone numbers.
- **Pick-up-** Parents must notify MMO staff if someone other than an authorized individual is picking up child. \$5.00 late fee is charged for all regular pick-ups after 12:20pm.
- **Supplies-**Parents supply formula, baby foods, diapers, wipes, ointments, bibs, and a complete change of clothing everyday. All personal items must be labeled with child's name. Donations of school supplies are always welcomed and appreciated.
- **Appropriate Dress-** Children should be dressed for play. Appropriate-weather outerwear is needed for the playground. Sandals are not recommended.

Return signed Policy & Agreement Form, Registration Form and Registration/Supply fee (payable to *Faith Presbyterian Church*), to the church or MMO director. You are not considered registered until all forms and fees are received. Registration for 2010-11 will take place on March 2-4, 2010. After March 4, 2010 forms may be mailed or emailed to:

**Cheryl Cornwell, MMO Director
255 Benjamin Dr
Athens, GA 30606
cherylscornwell@gmail.com**

**Questions? 706-548-5166(H), 706-540-3511(C), 706-769-8315 (church)
Additional info available at: www.faithpcachurch.org**

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I will not hold Faith Presbyterian Church, Mother's Morning Out (MMO) Program, or any individual MMO staff member responsible for unintentional injuries/illness to my child while in their care. I have read, understood, and agreed to the terms and conditions of the above policy information.

Signature: _____

Date: _____

Keep this copy for your records and return duplicate on following page.

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I will not hold Faith Presbyterian Church, Mother's Morning Out (MMO) Program, or any individual MMO staff member responsible for unintentional injuries/illness to my child while in their care. I have read, understood, and agreed to the terms and conditions of the above policy information.

Signature: _____

Print Name: _____

Date: _____