

## **Dear current and prospective MMO families,**

Faith Presbyterian Church is excited to begin its 15th 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, chapel, table activities, music, arts/crafts, free-play and outdoor play. An optional lunch bunch is offered.

If you are interested in enrollment for 2012-13, 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 Jan 31, 2012. In recent years, all General Public registrants were offered permanent placement.

Thank you for your interest in MMO.

Cheryl Cornwell, Director  
cherylscornwell@gmail.com, 706-540-3511C:::706-769-8315W

Registration will be held the week of January 31, 2012 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 January 17, 2012 and at [www.faithpcachurch.org](http://www.faithpcachurch.org).
- Completed forms with \$125 nonrefundable registration/supply fee, \$200/family max must be submitted by Tuesday, January 31, 2012. Registration will be open to the public on Feb 2, 2012.
- 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 early February.

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

- Registration forms will be available at the church beginning January 17, 2012 and at [www.faithpcachurch.org](http://www.faithpcachurch.org).
- Completed forms with \$125 nonrefundable registration/supply fee, \$200/family max may be submitted anytime prior to or on Feb 2, 2012.
- If more forms are submitted than spots available, a lottery will be held on Feb 3 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 early February.
- After the February 3 lottery, registration forms may be mailed/mailed 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 12/11

## Faith Presbyterian Church-Mother's Morning Out Registration Form 2012-2013

Child's Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name to call your child: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age Sept 1, 2012 \_\_\_\_\_ years \_\_\_\_\_ months

Place of birth: \_\_\_\_\_

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 '12)**

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 to attend Mother's Morning Out?**

\_\_\_\_\_ **both Tuesday and Thursday**

\_\_\_\_\_ **Tuesday only**

\_\_\_\_\_ **Thursday only**

Visit [www.faithpcachurch.org](http://www.faithpcachurch.org) for registration instructions. Submit (1) Registration Form, (2) signed Policy & Agreement Form, and (3) \$125/child non-refundable registration/supply fee or \$200/family max payable to *Faith Presbyterian Church*. Fees must be paid to register.

Questions? Cheryl Cornwell, MMO Director

Faith Presbyterian Church, 2191 Mars Hill Rd, Watkinsville, GA 30677

cherylscornwell@gmail.com 706-540-3511(cell)

## Faith Presbyterian Church-Mother's Morning Out Policy & Agreement Form 2012-2013

- DAYS/HOURS:** Tues/Thurs, 9:15am- 12:15  
Building unlocked 9:00am. Classrooms opened 9:15am.  
MMO dismissal: 12:00 -12:15pm.  
Early Birds - 8:15am- 9:15am (optional)  
Lunch Bunch - 12:15-1:30pm (optional)
- FEES:** \$18.00 Daily fee per child (\$15/child for families with multiple children)  
\$125.00 Registration/Supply fee . \$200/family max – nonrefundable  
\$5.00 Late fee for pick-up after 12:20pm (MMO) 1:30 (Lunch Bunch)  
\$5.00 Early Bird and Lunch Bunch fee/day
- CALENDAR:** Aug 21 Open House- 10:00-11:00am  
Aug 23 First Day Class  
Oct 11 Fall Break OCS- MMO closed  
Nov 6 Election Day- Schools closed  
Nov 22 Thanksgiving  
Dec 13 Last Day Class Before Christmas Break  
Jan 3 Class Resumes  
Feb 19 Winter Holiday  
April 2,4 Spring Break  
May 16 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 2012-13 will take place on Jan 31-Feb 2, 2012. After Feb 2, forms may be mailed or emailed to: Cheryl Cornwell, MMO Director**

**Faith Presbyterian Church  
2191 Mars Hill Rd, Watkinsville, GA 30677**

**Questions? [cherylscornwell@gmail.com](mailto:cherylscornwell@gmail.com) 706-540-3511C,706-769-8315W  
Additional info available at: [www.faithpcachurch.org](http://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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**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_