

# P&M Adventures

## **Mother's Day Out**

### **Basic Information**

#### *1. Enrollment Fee*

An enrollment fee of \$100.00 per child will be charged for all students: full time, part time, and drop in. This fee is non-refundable and will be used for the purchase of teacher and classroom supplies. Enrollment will be maintained by the class limitations and reservations for the year.

#### *2. Withdrawal*

30-day advance notice is needed before the child's withdrawal from the program, except in the case of a serious illness or accident. If no prior notice is given, 30-days tuition will be due on the day of withdrawal.

#### *3. Tuition/Enrollment*

Tuition is required on the FIRST DAY OF ENROLLMENT and is non-refundable. A \$25.00 late fee will be added to the tuition if not paid by the 3rd day of attendance. There will be ONE late payment allowed per semester. More than that will result in your child's dismissal from the program. There is no reduction in tuition for absences. However, if classes are dismissed by the Director for various reasons, adjustment of tuition MAY be assessed and implemented depending on the circumstances. The MDO program is fully funded by its parents, and it is up to you to follow these guidelines as set forth.

Tuition schedule:

Drop-In Fee: \$50per day/\$45 for each additional child (approval by the Director)

Two days per week: \$250.00 per month

Three days per week: \$350 per month

\*\*\*There is a 10% discount for each additional sibling attending the program FULL-TIME.

Enrollment in P&M Adventures MDO is open to the community and is designed to meet the needs of children, ages 12 months to 4-years-old. Re-enrollment takes place yearly with priority given to those who are currently enrolled.

#### **4. Parents please provide the following:**

- Wet Wipes

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- Backpack with extra change of clothes
- Lunch w/ sippy cup
- Nap time buddy for rest time only
- Sleeve of Diapers (if applicable)
- Blanket
- Vinyl or cloth roll-up nap mat
- Enrollment Forms/Immunization Records
- Diaper rash cream if needed
- (1) pocket folder
  - Please do not bring toys from home for your child to play with during school hours. We will provide sheets for the mats that we will wash each Thursday. We will send home blankets/pillows each week for washing.

## 5. Absences

If your child is unable to attend, please call by 9:30am. If your child is absent for more than one week due to illness/injury, please contact the Director to discuss options.

## 6. Security

For the safety of the children and staff, parents or other adults accompanying the children will not be allowed into the playroom at drop-off in the morning or during the school day. All teachers working for P&M Adventures MDO have passed an OSBI background check as well as have a sexual abuse awareness and prevention training certificate.

## 7. Medical Information

Children should not come to school if they are sick, even if they just have a minor sore throat. If your child has had the following symptoms within the past 24 hours, they should not be brought to school:

- Fever
  - Each teacher will check temperatures of children in their care. If a child has a fever you be asked to take your child home. Please make sure your child does not come to school with a fever.

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- Vomiting or diarrhea (even if associated with teething)
- Any symptoms of the usual childhood diseases – scarlet fever, chicken pox, flu, strep throat, bronchitis or measles.
- Common cold
- Sore Throat
- Frequent, bad cough
- Any rash
- Any skin infection: boil, ringworm, impetigo
- Pink eye and other eye infections (all eye infections are contagious): the child must be on medication for 24 hours before returning to school.

## *8. Biting*

Unfortunately, biting can sometimes occur when toddlers/preschoolers are together. If this happens, the child will be told “No, do not bite” and will be removed from the situation to sit in timeout one minute per age. Parents of both parties will be notified. Confidentiality will be kept. We will work with the child who bit to work towards alleviating any further instances. However, if a child continues to bite, the Director will contact parents to discuss either suspension of attendance or removal from the program.

## *9. Discipline and Guidance*

Discipline and guidance shall be consistent and based on understanding child development. It will promote self-discipline and acceptable behavior. There will be no cruel punishment and no child shall ever receive corporal punishment. The method of discipline used at MDO for inappropriate behavior will begin with redirection—helping the child become involved in an appropriate activity. We will use the Green, Yellow and Red plan. They will start each day on Green and will have 3 warnings before moving to Yellow, then 3 warnings before moving to Red. Once they reach Red we will send a note regarding their behavior for the day so that the Parent can work with us on a solution to the inappropriate behavior.