

Mother's Day Out
of Westchester, Inc
2023-2024
Parent Handbook



2414 Westchester Avenue

Oella, MD 21043

(410) 465-3777

www.mdowpreschool.com

mdowpreschool@yahoo.com

2023 - 2024 MDOW Calendar

August, 2023

- 8/20 Open House, 1pm-3pm
- 8/22 Parents Meeting, 7:00pm

September

- 9/5 Classes begin at 9:00am
- 9/26 Pizza Night – Chef Paolino’s

October

- 10/11,12 School Pictures
- 10/27 Fall Festival

November

- 11/21 Family Art Night, 6-7:30 pm
- 11/22-26 **Closed for Thanksgiving**
- 11/27 School re-opens 9:00am

December

- TBD Scholastic Book Fair
- 12/20 - 1/2 **Winter Break**

January, 2024

- 1/3 School re-opens 9:00am
- 1/12 **Registration** begins for Summer 2024 and School Session 2024-25. Current families only.
- 1/21 Open House - New families
- 1/22 Alumni registration

February

- 2/2 New Family registration for
Summer 2024 and School
Session 2024-25
- 2/15 MDOW Reads begins

March

- 3/15 **BINGO FUNDRAISER**
- 3/25-29 **Spring Break**

April

- 4/1 School re-opens
- 4/8-4/12 MDOW Art Show

May

- 5/24 Sing-a-long, 11:15 (students only)
- 5/24 Final day of school session
- 5/28 Pre-k Graduations

June

- 6/3 Summer Session begins

July

- 7/4 Closed for July 4th

August

- 8/23 Final Day of summer session



Mother's Day Out of Westchester, Inc.

Board of Directors

Mother's Day Out of Westchester, Inc. is a state licensed, nonprofit, community out-reach program.

Decisions and policies are made by the MDOW Board of Directors. If you are interested in serving on the MDOW Board or have ANY concerns or suggestions, please feel free to contact any one of the Board members. Any interested or concerned parent may attend a meeting of the MDOW Board of Directors. The following people are members of the MDOW Board :

Rachel Clingerman	rclingerman2@gmail.com
Sara Glover	sarajglover8@gmail.com
Sharon Hinkey	smhinkey@gmail.com
Debbie Medicus	debbiemedicus45@gmail.com
Julie Pallozzi	mailto:coldorsey1776@gmail.com
Carmen Schaefer	cschaefer0830@outlook.com

Office Phone: 410-465-3777

Email: mdowpreschool@yahoo.com web www.mdowpreschool.com

License # 53293

Fed # 52-1930491

Philosophy Statement

Mother's Day Out of Westchester

The philosophy of education set by The Board of Directors of Mother's Day Out of Westchester begins with the whole child. We at MDOW see every child as successful and firmly believe that every child can learn. Each individual child has a uniqueness that makes every part of that child special. While being part of a group, each child is respected for their individuality, gender, religion and cultural identity.

As educators, we view ourselves as facilitators as well as teachers and learners. We believe it is important to be child centered, child sensitive and respectful to all who enter the classroom. We believe that self esteem is an important part of the education process. We support this process by providing an environment that is safe and rich in learning opportunities, presented in a way that allows children to be successful and grow more confident through their experiences. Confident students are willing students. They believe they can succeed and will attempt things and explore new avenues. Developmentally appropriate practice will be used in every area of the classroom, creating an environment that will lead toward success for every student. This will include an interactive environment that will provide for many different learning styles existing within a group of students.

We feel that an educational environment should be positive, nurturing and well planned. Our classrooms are equipped with a wide variety of reading materials, manipulatives and other hands-on activities for the students. We include displayed materials as well as materials that are student generated. Materials are theme oriented and change throughout the school year.

We believe consistency is first and foremost in setting the tone of the classroom. The students will know what to expect and what is expected of them. Self control and tolerance for others is stressed. Consistency within the classroom through routine and positive choices provides a secure environment, giving every child an opportunity to grow to their fullest potential without ridicule.

We at MDOW, believe educators make an impact on every student they encounter. Our job is to make that impact a positive one.

The ABC's of MDOW

Absences: Please notify MDOW by phone when your child will be absent from school.

Allergies: Please note all allergies on medical records. Children with food allergies need to supply their own safe snack. It must be labeled and placed on the snack room counter. It is important that you notify all of your child's teachers about the allergies and treatment, including substitute teachers.

Arrival: To enter the building push your child's classroom button. Smiley-4, Bear- 5, Heart-6, Ocean-7A, Jungle-8. If there is no answer, wait until buzzing stops and try another room. Please state your child's name and classroom name. Children must be taken to their classrooms by an adult. Please wait until the scheduled time to enter the room.

Asthma: Children who have been treated for asthma need an Asthma Action form completed by the child's pediatrician. It is important that parents notify all of their child's teachers of the asthma and treatment, including substitute teachers.

Before-school care: Available daily, 7:30am-9:00am.

This service is open to all registered students and can be used regularly or as needed.

Birthdays: Children love to celebrate their birthdays with their class! You may bring a special snack on the day you plan to celebrate. Cupcakes are OK, please no candles!

Class Options and Sessions Offered:

Before care	7:30 AM - 9:00 AM
Morning session	9:00 AM - 12:00 PM
Afternoon session	12:30 PM - 3:30 PM
Full Day	9:00 AM - 3:30 PM
MDOW Discovery	3:30 PM - 5:30 PM

Class Options for Pre-K:

Mon., Wed., Fri. mornings 9:00 AM-12:00 PM

or

Tuesday 9:00 AM-3:30 PM, Thursday 9:00 AM-12:00 PM

Clothing: Dress your child in clothes appropriate for climbing, running, bike riding, painting etc. Children should wear shoes that will enable them to safely climb on the playground equipment. Flip-flops and crocs that easily slip off the feet are not safe. Classes go outside in dry weather, so please provide hats and mittens on cold days. Write your child's name on all jackets, sweaters, coats, hats and mittens. All children need a change of clothes, including socks & underwear, to be kept at school. Please label the clothing and put them into a labeled bag. Children in diapers and pullups need to keep a supply at school.

Curriculum: Our philosophy at MDOW is that children learn best through play. Our curriculum is designed to provide learning through literature, art and music. We provide many opportunities for creative expression, dramatic play, social growth, science exploration, language and math development.

D **iscipline Policy:** MDOW Discipline Policy is as follows:

Correct the child when his/her behavior is inappropriate and redirect his/her attention when possible.

If the above is not successful the child is moved to a "cool-down" quiet area for an appropriate amount of time. If the unacceptable behavior continues, the child is returned to the quiet area. If this is not effective, a parent conference will be requested.

Dismissal: Parents and other authorized adults must come into the classroom at dismissal time. For the security and safety of the children, the adults must initial a sign-out sheet before leaving with a child.

Only persons listed on the emergency card will be permitted to leave with that child unless the parent provides written permission.

Donations: Donations of craft items, snacks, toys, books, tissues, wipes, paper towels etc are gratefully appreciated!

E**mail list:** All families are placed on the e-mail list. The email address used is the email given with the student registration. Let us know if you need to add an additional email address.

Extra Sessions: If you would like to have your children stay for an extra session please speak to your child's teacher. She will know if there is room in the classroom. Payment for additional sessions is due on the day of the extra session.

F**acebook:** MDOW has a group page. Search for Mother's Day Out of Westchester and ask to join! Postings are made by the staff to keep parents informed of what the students are doing daily. Some pictures are posted. To protect the privacy of our students please do not copy, share or print any of the photos.

Federal Tax ID : 52-1930491

Fundraisers: Fundraisers are planned several times a year. Proceeds from fundraisers are used to finance major expenditures and supplies that directly benefit your children.

H**ours of Operation:** MDOW is open Monday through Friday, 7:30 AM to 5:30 PM. The school session is from September to the end of May. The summer session is optional, June-August.

I**mmunizations:** All students must be immunized in line with current CDC recommendations unless there is medical contraindication. Copies of Covid vaccine cards may be emailed to mdowpreschool@yahoo.com.

L**ate Fee:** Unless prior arrangements with the teacher are made, a late fee of \$1.00 per minute will be charged if your child is not picked up by 5 minutes past the dismissal time. A call will then be made to a parent to determine who is picking up your child.

Lunches: Children who attend for the full day need to bring a lunch. Lunches go in the refrigerator in the snack room. Please write your child's name on the outside of the lunchbox. Please label containers, lids & thermoses. **Peanut butter, peanut products and tree nuts are not permitted at MDOW.** If you send sun butter, wow butter or some other butter, please include a note so we know it isn't peanut butter. Thanks!

M**edication Policy:** Do not send any medication (prescription or over-the-counter) to school with your child without a completed medication administration release form. Medication must be in the original container. The form is on the website.

MDOW Discovery: Available daily, 3:30 - 5:30, \$18.00. This service is open to all registered students and can be used regularly or as needed. You may call to request that your child stay and attend the MDOW Discovery Session the day it is needed.

N**aps:** Children who attend school from 9:00 to 3:30 need to bring a crib sheet, beach towel, or blanket labeled with their name to cover their cot. Please place into Ziploc type bag. This will stay at MDOW.

P**arent Conferences:** Although not scheduled routinely, you may request a conference with your child's teacher at any time. Please call or inquire in person to arrange an appointment.

Parking: Parking is available in the circle drive in front of the playground, in the parking lot near the field and in the parking lot next to the school building. Only cars with a handicapped designation may park in the handicap parking area. Please do not park next to the mailbox, along the side of the building or along Westchester Ave in front of the circle.

R**egistration:** Registration for returning students and their siblings is held each year in January for the upcoming Summer and Fall sessions. An annual fee is due at registration. Registration is on a first come /first serve basis.

Religion: MDOW does not teach any religious doctrine or theology. The children do sing a short prayer before having snack.

Sick Policy: Children must be kept at home when they have a fresh cold, (yellow or greenish runny nose) nausea, vomiting, diarrhea or fever. If your child has an acute change in behavior, elevated temperature, diarrhea, vomiting, mouth sores or rash you will be called to come and get your child. Children with an unknown rash need to be seen by a healthcare provider for identification and evaluation as to when they can return to school. Children should not come to school until they are fever free without fever reducing medications, diarrhea free, vomiting free for 24 hrs. or cleared by a medical provider. ANY COVID related symptoms must be addressed by a health care provider (MDOW follows CDC and MSDE guidelines for any COVID illness). All children must have updated health forms on file at school.

Snacks: Snack is needed for all morning and afternoon classes. Snack sign up is on the chart outside of the classroom. Please try to sign up once a month. We ask that any fruit that you may bring in, NOT be pre-cut at home. We will do so at school. Because of allergies, no peanut/tree nut products please.

Snow/Inclement Weather Policy: Please refer to the website for weather related closings. An email will also be sent when school will be closed.

Generally, MDOW follows Baltimore County Schools. If schools are 1 or 2 hours late, MDOW opens at 10:00 AM, with no before school care. If schools are closed, MDOW is closed. If schools close early, please pick your child up as soon as possible. MDOW Discovery is cancelled.

Staff: All MDOW Senior Staff Teachers meet the requirements mandated by the state of Maryland with most teachers exceeding the educational criteria. Many of our staff are certified in First Aid and CPR. All staff members attend continuing education classes annually.

The Toddler Times: Our newsletter is published bi-monthly to keep you informed of all that is happening at MDOW.

Tuition: Tuition is paid a month in advance at the beginning of the month. To determine your monthly payment, count the number of sessions your child is registered to attend on a weekly basis and then find your payment on the tuition payment table. One session is equal to one morning 9-12 session or one afternoon 12:30-3:30 session. If your child attends Mon & Wed morning - that is 2 sessions/week. If your child attends all day, 9-3:30, that is 2 sessions.

	monthly payment		sibling payment
1session/week	\$ 90.00		\$ 82.00
2/week	\$ 180.00		\$ 164.00
3/week	\$ 270.00		\$ 246.00
4/week	\$ 360.00		\$ 328.00
5/week	\$ 450.00		\$ 410.00
6/week	\$ 540.00		\$ 492.00
7/week	\$ 630.00		\$ 574.00
8/week	\$ 720.00		\$ 656.00
9/week	\$ 810.00		\$ 738.00
10/week	\$ 900.00		\$ 820.00

Extra sessions: \$27.00 Before care: \$10.00 per session. (Will increase in January 2024 to \$12.00) MDOW Discovery: \$18 per session.

Payment is due at the time of service.

The monthly tuition has already been adjusted for scheduled holiday closings. If your child is absent or school is closed due to weather, tuition is still paid in full.

Tuition is considered late by the 10th of the month (except Sept & Jan). Please make checks payable to MDOW and place in the tuition envelope located on the classroom bulletin board.

MDOW can do an automatic monthly withdrawal from your checking account. Fill out the Debit form located on the website and give to your child's teacher. This can also be used for MDOW Discovery sessions and extra day payments.

W

eb Site: Our website has the calendar, tuition information, classroom information. It is updated monthly. To view go to www.mdowpreschool.com

X

Z

Y

FAQS:

What does my child need for school? Each student should have a change of clothes to be kept at school. Children using diapers or pull-ups need to keep several at school with the extra clothes.

Should I stay or leave when I drop off my child? We suggest that you develop a drop-off routine with your child. For example: bring your child into the classroom and then go to the playdough table. Say “Have fun, I will be back at 12:00”, give a hug & kiss good-bye and then leave.

What if my child cries? Unfortunately, some children will cry. Usually, the teachers can get them involved in an activity and within a few minutes they are fine. If your child is crying, try to reassure them that they will be fine, give them an extra hug and tell them you will be back at 12:00 (or 3:30). If you are concerned you can call the school anytime.

What about security blankets, toys? If you feel your child needs a security blanket it is fine to bring it to help them, feel comfortable. However, we do not want children bringing their own toys to school because frequently they get broken or lost.

