



Mom's Morning Out
Pre-Enrollment
Application Package
2010-2011

Parish Church of St. Helena
Nursery Ministry
507 Newcastle Street
Beaufort, SC 29902
(843) 522-1712, ext. 220
nursery@islc.net

Rosalind Dixon
Director of Nursery Ministry

Rev. Chad Lawrence
Clergy Advisor



February 19, 2010

Dear Parents,

We thank you for considering St. Helena's "Mom's Morning Out" program as part of your family ministry. The MMO ministry aims to provide a morning of fun and learning for your child. Our mornings are spent working on fine motor skills, Bible stories, and co-operative creative play. Beyond this, it is our prayer that in sharing the love and light of the Lord, we are planting seeds for a lifetime of growing spiritually, mentally, and emotionally. Our program is for children who are between the ages of 6 months and 23 months by September 1, 2010. Our school year will begin on Tuesday, September 7, 2010.

Our class groups are fully staffed with at least two trained nursery ministry personnel, with no more than 12 children per day per class. We offer positive programs that enhance visual, physical, mental, and spiritual development. For children between the ages of 6 months and 17 months, you may choose one to three days of attendance on Monday, Tuesday, Wednesday, or Friday mornings from 9 a.m. to 12 p.m. This class has no more than four children under the age of 12 months per day. Our second class is for toddler's age 18 to 23 months old, and you may choose one to three days of attendance on Monday, Tuesday, Wednesday, and Friday from 9 a.m. to 12 p.m.

We offer payment plans for tuition. The rate is \$65/month per day chosen. We realize that there can be extenuating family circumstances that require a shorter term or monthly payment plan, and we are more than willing to work out a plan that best suits your needs. A nonrefundable enrollment/holding fee of \$50 applies to new students only and reserves your child's space in our program. Spaces for the Mom's Morning Out program will be filled on a first come, first-served basis. The attached Pre-Enrollment Form should be completed in full and returned to me with your \$50 holding fee for new students.

A tote with a change of clothing, diapers (if needed), a sippy cup or bottle, a familiar toy or blanket, and a small picture of you and your child will help make your child's transition easier. **All of these items need to be permanently marked with your child's name.**

We are looking forward to sharing Christ's Love with your family.

In Christ's Love,

Roz Dixon
Director of Nursery Ministry



Mom's Morning Out Pre-Enrollment/Registration Form

Child's Name: _____

Birthday: _____ Age of child by September 1, 2010: _____

Father: _____ Mother: _____

Mailing Address: _____

Home Phone Number: _____

Work Phone Number: _____

Is your child currently enrolled in the MMO program at St. Helena's? _____

Program preference for 6-17 month old:

1 day/wk 2 days/wk 3 days/wk Monday, Tuesday, Wednesday, Friday

First Choice: _____ # Days _____ Preferred Day/s

Second Choice: _____ # Days _____ Preferred Day/s

Program preference for 18-24 month old:

1 day/wk 2 days/wk 3 days/wk Monday, Tuesday, Wednesday, Friday

First Choice: _____ # Days _____ Preferred Day/s

Second Choice: _____ # Days _____ Preferred Day/s

Membership status (*please check one*): Parishioner _____ Non-parishioner _____

*Reservations will be taken on a first-come, first-served basis. A **one-time enrollment-processing fee of \$50 is for students who have not attended previously.***

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Information About Your Child

Child's name: _____

Can your child manage his/her clothes and bathroom needs? _____

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Has your child had a physical check-up in the last year? _____

Are all immunizations up to date? _____ **Please provide copy of immunization record from your doctor.**

What serious illness or operation has your child had? _____

Is he/she subject to:

Nosebleed _____ Treatment _____

Tonsillitis _____ Epilepsy _____ Asthma _____

Does he/she require special treatment for insect bites? _____

Please explain _____

List any physical or mental handicap _____

Is he/she shy? _____ Cry easily _____ Fears _____

Behavioral habits, such as biting nails, sucking fingers, biting, tantrums, etc. _____

Please explain _____

How do you handle these? _____

List any allergies and directions for treatment _____

Name of child's physician _____ Phone _____

I give the Parish Church of St. Helena permission to call my family doctor in case of emergency when I cannot be reached. He may give necessary treatment. If EMS is called, I give permission for their treatment and transportation to the hospital. I also agree to pay for all services rendered by EMS and/or my physician.

Parent's signature _____ Date _____



Pick-Up Authorization Form

The individuals listed below are authorized to pick up my child/children (*please print names of child/children*) _____

from activities and/or programs offered by the Nursery Ministry at the Parish Church of St. Helena.

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

I understand that in the event anyone who is not listed above is picking up my child, I must notify the staff *in writing*. I also understand that identification from said person may be required.

Signed _____ Date _____

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We thank you for enrolling your child in St. Helena's "Mom's Morning Out" ministry. Tuesday, September 7, is fast approaching, so here is the information you need to assure a great time for your child.

1. Our teachers will be prepared to start the program promptly at 9 a.m. Please have your child here on time so he/she won't miss any of the fun. **On the same note, please arrive promptly at 12 p.m. to pick up your child.**
2. Please sign your child in on the form provided and indicate who will be picking up your child that day. Please be sure that person's name is listed on the "Pick-Up Authorization Form." Make sure you sign your child out (on the same form you signed in on) when you pick him/her up. This is a legal record of your child's stay and requires signatures to be valid. **All children will be handed to their parent over the Dutch door/counter during pick up. No open "gates" please.**
3. Please notify staff members of any special needs your child may have for the morning (an emotional state, potty training, an injury, upcoming vacation, etc.).
4. Time in the "thinking chair" is our standard response to disciplinary problems for children two years of age or older. Repeated problems that endanger the welfare of any child or that cannot be handled by the staff will be addressed accordingly with the parents.
5. If your child displays symptoms of an illness (vomiting, fever, rash, yellow or green discharge from nose, etc.) please keep him/her at home for at least 24 hours after symptoms cease. If your child displays any of these symptoms during the morning, you will be called to come and pick him/her up.
6. Please bring a tote with a change of clothing, diapers (if needed), a sippy cup or bottle, a familiar toy or blanket, and a small picture of you and your child will help make your child's transition easier. **All of these items need to be clearly marked with your child's name in permanent ink.**

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General Information

- The Mom's Morning Out program runs from September 7, 2010, through May 20, 2011.
- Class sizes are limited to 12 children. There are no more than **four** children under 12 months old in a classroom with the remaining children up to 17 months old. The toddler class is for children 18 to 23 months old.
- Pre-Enrollment/Registration Forms must be delivered to Roz Dixon, Director of Nursery Ministry, **with the appropriate registration fee**. Spaces will be awarded on a first-come, first-served basis.
- A "waiting list" will be started, if necessary, with applications numbered as received.
- Parents will receive a prompt, written notification to advise them of the status of their enrollment application.

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