



Updated – August 18, 2021

## Welcome to My Morning Out

My Morning Out has provided high quality childcare and early childhood education in our community for over 50 years. As a Creative Curriculum-inspired school, we provide a nurturing environment for young children to develop socially, emotionally and creatively through our Preschool and Drop-In childcare programs. MMO is a Not-for-Profit Corporation incorporated under the laws of the State of Illinois found at 820 ILCS 105, et. Seq. My Morning Out, NFP is licensed by the Illinois Department of Children and Family Services.

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## OUR PROGRAM

MMO operates Monday through Friday, from 8:30 a.m. to 12 p.m. from roughly the end of August through the end of May. Families may register children from 6 weeks to 5 years old for a variety of Preschool or Drop-In classes, on a variety of days.

My Morning Out, NFP  
PO Box 439, Savoy, IL 61874  
Located at Temple Baptist Church  
1100 Broadmoor, Champaign, IL  
217-356-7377

[www.mmo-cu.org](http://www.mmo-cu.org)  
[mmoinformation@gmail.com](mailto:mmoinformation@gmail.com)

Director: Jennifer Clark  
Assistant Director: Carrie Bushman

## Statement of Purpose

My Morning Out, NFP is organized exclusively for educational purposes under section 501 (3) c of the Internal Revenue Code, or any corresponding section of any future federal tax code.

## Non-Discrimination

MMO shall not discriminate on the basis of race, religion, national origin, gender or age in either the hiring or employment practices of the school, or in its admissions policies or practices. MMO shall conduct all of its activities in accordance with all applicable local, state, and federal anti-discrimination laws, as well as in accordance with all other laws and

regulations applicable to the operation of child care facilities in the State of Illinois.

## Governance

My Morning Out is guided by the Board of Directors. The Board serves in a policy-making and advisory capacity to the professional staff. The Board delegates the responsibility of implementing policies and operation of MMO to the MMO Director.

## OUR GOALS

Our goals for all MMO children are best stated in A Parent's Guide to Preschool, by Diane Trister Dodge and Joanna Phinney, some of the developers of *The Creative Curriculum*. Although the guide focuses on Preschool, we have the same goals and developmentally appropriate practices for children from 6 weeks to Pre-K.

"The most important goals of our preschool curriculum are for children to get along well with others and become enthusiastic learners. We want children to become independent, self-confident, curious learners who can work well with others. We're teaching them how to learn, not just in preschool, but all through their lives. We do this by creating purposeful and productive play experiences that help children grow in all areas.

Our curriculum identifies goals in four areas of development

- *Social/emotional:* to help children develop independence, self-confidence, and self-control; follow rules and routines; make friends; and learn what it means to be part of a group.
- *Physical:* to increase children's large muscle skills – balancing, running, jumping, throwing and catching – and to use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing, and writing.
- *Cognitive:* to acquire thinking skills such as the abilities to solve problems, to ask questions, and to think logically – sorting, classifying, comparing, counting, and making patterns – and to use materials and their imagination to show what they have learned.

- *Language:* to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin writing for a purpose.

Through the activities we plan and the way we organize the classroom, select toys and materials, plan the daily schedule, and talk with children, we seek to accomplish the goals of our curriculum and give your child a successful start in school."

## OUR EXPECTATIONS

- We expect that you will follow the guidelines in this handbook to ensure a positive experience for all families, and staff at MMO.
- Because MMO is a Not-for-Profit corporation, we rely on fundraising, donations and fees to run the program. We expect families to pay tuition and fees on time. We expect that families will take part in and support MMO Fundraisers and events like Trunk-or-Treat, Dining Fundraisers, Art to Remember, etc.
- We expect that families will engage in their children's activities at MMO by serving as room parents, field trip chaperones and drivers, classroom readers, etc.
- We expect that families will participate in Parent-Teacher conferences, Open House and through communications with their children's teachers and the director.
- We expect that families will support MMO by serving on the MMO Board, on ad-hoc committees, and by promoting the program to the community.
- We expect that families will bring concerns or questions about MMO to their child's teacher, the director, or members of the Board.

## OUR DAY

Our day begins at 8:30 a.m. (Early Care begins at 8:00 am. You may drop your child off in the Fellowship Hall from 8-8:30. You will be charged \$5 for the first child, and \$2.50 for each additional child.)

## Arrival/Parking Lot

**ENTER** from Bellamy Drive (east of MMO)

Enter the parking lot using the **NORTH ENTRANCE**.

Traffic will go **one way** west, around the tree and back east and **EXIT THE SOUTH ENTRANCE**. There will be **NO PARKING** in the row of spots directly in front of the playground.

Please **DO NOT** use your cellphone when driving in the MMO parking lot.

**Once your child has been dismissed to you, she/he is your responsibility. PLEASE** make sure you are watching your child and holding his or her hand in the parking lot - and **NEVER** leave children alone in cars.

## Arrival/Building

You will deliver your child to his or her classroom. DCFS Standards require that you wash your child's hands before they enter the classroom. Your child's teacher will give you instructions about what to do with coats, backpacks, boots, etc.

## Sign In/Sign Out

Children arriving in Preschool and Drop-In classes must be signed in and out by a parent or caregiver using our Brightwheel App. Sign-in sheets will be located near the classroom door for you to scan.

## Classroom Schedules

Each classroom will have a different schedule and routine. Your child's teacher will provide you with a schedule, and one will be posted in the classroom.

## Clothing & Footwear

Your child will be eating, painting, playing in sand and water, playing outside, etc. and their clothes may get a little dirty. Please provide an additional set of seasonally appropriate clothes (including socks and underpants) in a labeled Ziploc bag. We will keep the clothes at school in case of a need for a change. We try to spend time outside each day. Please send your child in weather-appropriate outerwear, including hats, mittens and boots. And remember it's often cooler in the mornings, when we will be outside.

Children should wear appropriate shoes for playing in the playground, walking on the sidewalk, climbing, etc. **Flip-flops are not acceptable.**

## Backpacks & Diaper Bags

Please provide a small bag or backpack - labeled with your child's name - to carry items to and from school. We prefer that backpacks not have wheels. Preschool backpacks should be able to fit a folder in them.

Parents of infants should provide: baby bottles, food, pacifiers and disposable diapers and a daily change of clothing. Please label all items with your child's name.

## Items from Home

We understand that many children like to bring comfort items like blankets, pacifiers and stuffed toys to school to help them feel secure during the day. This is perfectly acceptable, and encouraged, if you think it will aid your child. Please make sure these items are not irreplaceable – as hard as we try to keep track of things, sometimes they get misplaced. If you feel that your child may need his or her special item during the day, you may put it in his or her backpack and let the teacher know it's there.

We discourage bringing toys from home – unless for Show and Tell. It's often hard for children to share their toys from home, some toys are not appropriate for school, and there's always the chance a toy will be lost or broken.

## Snacks

In order to accommodate children with food allergies, all snacks are provided by MMO. We will provide healthy snacks following DCFS guidelines, as well as 100% juice. Please do not send extra food with your child. **If your child has a food allergy, you must notify the Director and your child's teacher, and we will work with you to develop a plan for your child.**

## Toilet Training

We do not require children to be toilet-trained to enroll in MMO Preschool or Drop-In classes. Teachers will take all Preschool children to the bathroom at regular intervals, and encourage them to take a turn. Please make sure you have extra clothes at MMO for your potty-trainer.

Please let your child's teacher know when your child has begun the process of toilet training, and we will work with you and your child. We strongly

discourage toilet training in children younger than 2 years old.

### Pick-Up

Children are ready to be picked up at 12 noon each day. Children should be picked up in their rooms. Children who are signed up for After Care will be waiting in a designated room.

If your child is going to be picked up by someone other than his or her regular caregiver, please let your child's teacher know in advance. If someone other than a parent or regular caregiver will be picking your child up, they **MUST** show an ID and will be asked what the CODEWORD is for your child. The CODEWORD is on your child's registration form that you filled out at enrollment.

If you are going to be late picking up your child, please call the office (217-356-7377) and let us know. Children will be sent to After Care at 12:05. At 12:30 we will begin contacting you and/or your emergency contacts. **You will be charged \$15 per every 15 minutes or portion of a 15 minute period, per child, until the child is picked up.** If your child has not been picked up by 1:30, we are required to contact the police.

### Field Trips

We will occasionally take field trips with the older children. Your child's teacher will let you know in advance and provide all the details. You will need to provide your child's car seat on the designated day.

### Observations

Occasionally we are asked by University of Illinois and/or Parkland College to allow their students to observe the children in our program. We feel that students will be able to enhance their education by observing our wonderful program.

### Before Care and After Care

Early Care is available each day from 8-8:30 at a cost of \$5 per child, \$2.50 for each additional child in a family. Please sign your child in when you drop off.

After Care is also available from 12-12:30 at a cost of \$5 per child, \$2.50 for each additional child in a family. Please let your child's teacher or the director know if you would like your child to go to After Care. Early Care and After Care fees will be billed at the end of each month.

### Calendar/Snow Days

MMO generally follows the Champaign Unit 4 schools calendar for scheduled days off. The MMO Calendar is available at [www.mmo-cu.org](http://www.mmo-cu.org). If Unit 4 cancels school due to snow, ice or cold, so will MMO. You can find out about cancellations by checking local television and radio stations. We will also post on Twitter, Facebook and website.. If Champaign Unit 4 is open with limited bus service, we are OPEN.

Very rarely, we will need to close the school for a church event. You will be notified as far in advance as possible.

### Discipline

The Department of Children and Family Services requires that parents read and sign a copy of our Discipline Policy, which is included in the student's file.

The MMO Discipline Policy states that teachers will redirect children when a conflict arises; if an injury occurs, the teacher will complete an incident report and parents will be notified; MMO staff, and associated personnel will practice confidentiality in regard to all discipline; MMO does not encourage the use of "Time outs."

The complete MMO Discipline Policy is available on the MMO website or in the MMO Office.

## HEALTH & ILLNESS

### Vaccinations

MMO requires all children to be up to date on their vaccinations while attending MMO. We require an updated Vaccine Record every year, and we will check the forms throughout the year. We will let you know when your child's record is about to expire. It's just a good idea to get a vaccination record each time you go to the doctor for a check-up, and bring us a copy.

We will not accept children whose parents have decided to opt out of vaccinations, and we are not required to do so by DCFS.

### Child Medical Forms

Health forms must be updated every two years, and immunization records must be updated annually.

These forms are included in your child's student file. Blank forms may be found on the MMO website.

### **Sick Policy**

The full MMO Sick Policy is available on the MMO website, [www.mmo-cu.org](http://www.mmo-cu.org). Paper copies are also available in the office. **Please do not bring your child to school if you suspect he or she is ill.** Notify us immediately if he or she has had a contagious disease. Please notify your child's teacher if your child has allergies or other health issues. Remember to keep your child at home until free of symptoms for 24 hours.

### **Check for these symptoms before coming to MMO:**

Red or running eyes  
Coughing and sneezing  
Dizziness  
Nausea, vomiting, diarrhea  
Excessive tiredness or irritability  
Fever  
Rash  
Sore throat  
Ear pain or ear drainage  
Pain around the neck

If your child has any of these symptoms, please do not bring him or her to school. If a child develops these symptoms while at MMO, we will isolate him or her in a comfortable place and contact you.

### **Medications**

Parents must give written permission – with clearly stated dosage and times to be given - to MMO in order to have any medications administered by our staff. Mark all medications with your child's name. Please fill out the medication form in the MMO Office, and leave the original medicine container and written instructions with the MMO office staff for safekeeping.

### **Medical Emergencies**

Despite all precautions, illness and medical emergencies do occur. All parents are required to sign a permission form allowing MMO staff to seek the proper emergency care for your child. This form is included in your child's student file. Parents will be notified of all emergencies, and in cases requiring a doctor we will make every effort to reach you, or your emergency contacts. Your child's student file includes all emergency contact information you have provided. You may also indicate your contact information when signing your child in to the classroom each day.

MMO staff members receive regular CPR and First Aid training.

## **COMMUNICATIONS**

### **Newsletters & Emails**

MMO will send a monthly newsletter with information about what's happening at school. Your child's teacher may also send regular updates via email or Brightwheel.

Teachers are always willing to talk with you regarding your child, or any situation you may be concerned with. Remember that the time during drop-off and pick-up is not the most appropriate time to have a discussion with teachers. Your child's teacher will provide you with her email address.

If, for any reason, you are uncomfortable addressing an issue with your child's teacher, you may discuss it with the Director.

MMO will not share your email address with other parents, or anyone else. If you want to contact another parent via email, please ask that person for their email address directly – or have your child's teacher send an email request to the parent.

### **Website/ Social Media**

The MMO website at [www.mmo-cu.org](http://www.mmo-cu.org) is a great source of information about what's going on at MMO. Each month a Director's Update will be added, as well as important dates, forms, etc. You can also like our Facebook page and follow us on Twitter.

### **Parent-Teacher Conferences**

Conferences will be scheduled twice during the year to give you a chance to meet individually with your child's teacher to discuss any issues or concerns you may have. Teachers will also share their observations and assessments of your child.

### **Concerns**

If you have a concern about MMO, please feel free to address it with the Director. We want to make your experience a positive one, and we want to ensure that we deal with issues with the appropriate level of confidentiality. If you feel that your concern is not being addressed, please contact a Board member.

## TUITION & FEES

### Registration

MMO registration starts during February, for the following school year. Current families are encouraged to register for the following year as soon as possible. The order of priority for registrations is:

1. Families currently enrolled in MMO
2. Temple Baptist Church members, Chinese Christian Church members and MMO alumni
3. Families on the current MMO waiting list
4. All other families

To register, families must complete the registration form online and pay for the application, registration and supplies fee by the due date specified in the registration materials. All student forms must be submitted by August 1st.

### Rates & Fees

Preschool tuitions and Drop-In rates are analyzed and set each year in March. We try hard to keep our rates competitive with other similar programs in the area. Discounts are available when paying Preschool tuitions by the semester or the full year. More information is available on the website.

Each year all children in both the Preschool and Drop-In programs must pay a Supplies fee. This fee covers materials we use in the classroom, art supplies, etc., and the materials we use for observing and evaluating all children in the program.

A Snack Fee is charged to all children except the kids in the Nursery. The fee is added to Preschooler's monthly tuition, and is assessed at \$1.50 per day of attendance for Drop-In children.

### Billing

MMO invoices are emailed during the first 10 days of each month. Payments are due on the 21st. We accept payments online via credit card or checking account, in the office by check or credit card, or you can mail a check.

**Preschool bills** are sent within the first ten days of the month and due on the 21<sup>st</sup> of the month. Charges are for the upcoming month of Preschool.

**Drop-In bills** are sent within the first ten days of the month and due on the 21<sup>st</sup> of the month. These bills cover usage of the program in the previous month.

### Payment Due Dates:

- September 21 - Oct. Preschool Tuition
  - October 21- Nov. Preschool & Aug/Sept. Drop In
  - November 21- Dec. Preschool & Oct. Drop In
  - December 21 - Jan. Preschool & Nov. Drop In
- (If you'd like to prepay for the 2nd semester of preschool, that's due 12/21. Ask Jennifer for an invoice.)
- January 21- Feb. Preschool & Dec. Drop In
  - February 21- March Preschool & Jan. Drop In
  - March 21- April Preschool & Feb. Drop In
  - April 21- May Preschool & March Drop In
  - May 21- April Drop In
  - June 21- May Drop In & Aug/Sept. Preschool

### Late Fees

All bills are due on the 21<sup>st</sup> of the month. After a five-day grace period the following late charges will be added to your bill:

Total amount less than \$100 - \$5.00

Total amount \$101 to \$200 - \$15.00

Total amount more than \$200 - \$25.00

A \$30 fee will be charged for any checks returned due to insufficient funds.

If your payment has not been received within 30 days of original due date, notice will be given, and care for your child may be terminated.

### Scholarship Opportunities

A Scholarship Fund has been established to provide opportunities for children who might not otherwise be able to participate in the program. Contact the MMO Director for guidelines and/or the application. All information is confidential.

### Withdrawal

A two week written notice for withdrawal from the program is required. Children will only be eligible for readmission based on space and availability.