FW MDO

Parent Handbook

Revised August 2025

General Information

MOTHER'S DAY OUT LEADERSHIP

Director – Kaitlyn Fisk
Cell Phone: 214.762.6732
kfisk@firstwoodway.org

Assistant Director – Patrice Rutherford
Cell Phone: 254.216.3858
prutherford@firstwoodway.org

Children's Minister – Barbra Smith
Cell Phone: 254.744.7044
bsmith@firstwoodway.org

CHURCH ADDRESS & NUMBER

First Woodway Baptist Church
Mother's Day Out
101 N. Ritchie Rd
Woodway, TX 76712
254.772.9696
www.firstwoodway.org/mdo

MDO MISSION STATEMENT

The mission of First Woodway's Mother's Day Out program is to provide opportunities for children to hear, learn, and live out God's Word in a Christian-based preschool setting. Our desire is to teach and encourage children to love God, love others, and serve both.

MDO PURPOSE

The purpose of First Woodway's Mother's Day Out program is to create a Christ centered environment for young children that is inviting and full of exciting and educational activities. Our Bible-based curriculum provides a teaching topic for each week, which includes a Bible verse, story and activity. Academics are incorporated throughout the day as well. Our rooms are arranged for free play time as well as for learning centers where children can make choices for individual and small group activities. We strive to meet the spiritual, emotional, mental, physical, and social needs of your child in a warm and loving environment.

Enrollment & Tuition

Summershine 2026

Ages: Babies through PreK (PreK is defined as someone who will start Kinder in August 2026)
Days: Tuesday and Thursday
Times: 8:30am – 2:30pm
Start Date: June 16, 2026
End Date: July 23, 2026
The drop off window is 8:30am-9:30am. The doors will close at 9:30am.

Tuition & Costs

Summershine Tuition Cost: $515 (babies - Pre-K)

This price includes: Registration Fee, Tuition Fee, and Supply Fee

Late Pick-Up

Pick up time is 2:30pm! Please call or email if you know you are going to be late. The second time you are late, your account will be charged $25. Each time you are late after that, an additional $25 will be charged. Please be respectful of the teachers' time and pick up your child promptly by 2:30pm each day!

WHAT TO BRING – PLEASE LABEL ALL ITEMS

- **Lunch –** Please bring a sack lunch for your child. Please label the lunch box and all containers. Classrooms do not have refrigerators or microwaves. (Exception… we do have a refrigerator for breast milk in our baby rooms.)
- **Bottles and/or Cups –** Please send a labeled water bottle or cup with your child, pre-filled with water (not tea, soda, lemonade, etc.).
- **Nap Mat –** Children 13 months and older will need a nap mat.
- **Diapers –** Please send at least 6 diapers each day (please write your child's name on each).
- **Clothing –** Dress your child in appropriate clothing for outdoor activities and messy play. Closed-toe shoes are encouraged on the playground.
- **Extra Change of Clothes –** Please make sure there is a change of clothes for your child in his/her bag or backpack. Not only are there bathroom accidents but spills as well. Please make sure the extra outfit matches the season we are currently in.
- **Comfort Item –** Feel free to send blankets, lovies, stuffed animals, etc. These items are not shared with other children. We encourage you to put these items in your child's bag/backpack where they will stay until needed.

We request that you leave all toys at home. It is difficult to teach sharing with personal toys from home.

General Policies

Exterior Building Doors

You may only enter/exit the Kids' Building through the South Side Entrance (large playground side) . If you arrive between 9:30am-2:00pm, you will need to check in at the security window, and we can let you in the building. Please be patient if no one is at the window when you arrive as we may be down the halls or in classrooms.

Arrival

Our secure hallway doors will be open from 8:30-9:30am. The doors will close at 9:30am. Our teachers have made plans and schedules for the day, and late drop-offs can disrupt the flow of the class. If your child has an appointment and will be late, please let us know so we can prepare! If possible, please avoid scheduling weekly things (swim lessons, therapy, etc.) during MDO hours.

Absences

There will be no refund of tuition due to absences. If your child has been absent for three weeks or more with no payment or verbal confirmation of continuing or discontinuing enrollment, MDO has the right to withdraw your child. We have a waiting list and cannot hold a spot unless otherwise notified.

Discipline

Our goal is to have a safe, loving and nurturing environment for all the children at Mother's Day Out. We emphasize the teaching of appropriate and kind behavior. Physical punishment or abusive language of any kind toward a child will not be tolerated.

Children whose behavioral, educational, and/or social needs are to a point of needing continual one-on-one attention will be considered a need above MDO's capability and will be dismissed from the program. If your child is sent home three times for behavior problems, he/she will be dismissed from the program.

Teacher Communication

Teachers will use GroupMe to share photos/videos from the day. Please download the GroupMe App on your phone if you don't already have it. Parents will be able to direct message the teachers through the App. **Only parents are allowed to join the group.** If you want to share a picture/video with your family, please make sure that other kids are not visible!

Potty Training

We are happy to support potty training efforts, but your child must be able to *verbalize* their need to go to the bathroom *before* coming in underwear. Our school setting is very different from your home. Your child will be more distracted here, which is why we ask for them to be FULLY trained before they wear underwear to school. Pre-K children (Pre-K is defined as someone who will start Kinder in August 2026) are *required* to be fully potty trained.

Birthdays

If you would like to celebrate your child's birthday with their class, we ask that you bring *store bought* cupcakes or other items that are easy to serve. We will need to see the list of ingredients so that we can check for food allergies. Please let the Teachers know in advance so they can plan.

Illnesses

We are a well-child facility! **Children who, within the previous 24-hour period, show signs of illness such as fever, diarrhea, vomiting, heavy colored nasal discharge, or constant cough cannot be brought to Mother's Day Out.** Diarrhea for any cause – even medication, teething, or juice induced – may not attend. For your child's comfort and well-being, as well as for the other children, please adhere strictly to this policy. A parent will be asked to come get their child should symptoms of illness occur during the day. We do ask that parents notify us if their child has an illness or condition that is highly contagious so that we may alert the other families in the classroom. Your child will remain anonymous.

Injuries

Children often receive minor injuries (bumps, bruises, scrapes) during active play. We will treat minor injuries with limited first aid and notify you. In case of an emergency, we will immediately attempt to contact a parent. If necessary, we will call an ambulance which will be at the parent's expense.

Medication

Teachers may not administer any medications. We do accept emergency medications such as EpiPens and Inhalers. Please talk with the Director about those two medications. Teachers are able to apply diaper cream that you approve or send in your child's bag as needed.

Security Policy

We will only release children to their parents/guardians or to those individuals listed on the authorized pick-up list. You will receive a security card with your child's name on it on his/her first day. Parents or authorized individuals must show this card to the teachers before they will release your child. You are welcome to send a picture of the card to people you approve to pick up your child.

If you have a child custody matter or people who are not allowed to pick up your child, you must inform the Director and provide a copy of the documents needed for verification.

Parents in the Classroom

For the safety of the children in the rooms, parents, visitors, or older siblings are not allowed to enter the classrooms. When dropping off your child, please drop off with his/her teacher. When picking up your child, please wait at the door for the teacher to dismiss your child.

Therapists in the Classroom

There may be families in our MDO program that employ outside therapists. Many times, the therapists will come to observe or do brief therapy sessions with that child in the classroom or another available room.

Outside Activities

Classes will go outside if the weather is dry and above 40 degrees. Please dress children appropriately and bring jackets. Please label the jackets and any other cold weather clothing!