

# **Mother's Day Out Program**

**2019 – 2020**

**Drexel Hill United Methodist  
Nursery School**

**610-259-1444**

**Email: [dhumns@verizon.net](mailto:dhumns@verizon.net)**

**[www.drexelhillmethodistnurseryschool.com](http://www.drexelhillmethodistnurseryschool.com)**

## **Staff**

Teacher: Mrs. Laura Shaffer

Aides:

Mrs. Vera Gana (Tuesday)

Ms. Kaitlin Gregory (Wed., Thurs., Friday)

Director: Mrs. Debby Rogenmuser

Director's Asst.: Mrs. Denise McCarthy

Church Pastor: Rev. Russell James Atkinson

Church: 610-259-2104

The Mother's Day Out Program has been designed to provide supervised care for children from 1 to 3 years of age. Our teachers have many years of experience and are well qualified to care for young children.

Our Mother's Day Out room is fully equipped to offer supervised play for the pre-school aged child. We have a wide spectrum of educational toys, and other age appropriate equipment and books. In addition to play time, our daily routine includes a visit to our gym, where children have the use of ride-on equipment, balls, etc. We also have snack time each day, and make a simple project. Our projects will emphasize skills, concepts, and experiences appropriate for the development of young children. The day ends with music and movement.

Mother's Day Out is available Tuesday through Friday, from 9:15 a.m. until 11:45 a.m. You may sign your child(ren) up for one or more mornings per week. The program is held September through May.

A non-refundable registration fee of \$30 and May, 2020 tuition must be paid in order to secure a space for your child. At the time of registration, you may pay the total program fee or for your convenience 9 monthly tuition payments (please refer to Tuition Payment Schedule). Please refer to the registration form for complete information regarding tuition policies. There will be a tuition box at the School Lane entrance when tuition is due. Please put your payment in the form of a check or money order in the box. **NO CASH PLEASE.** All checks should be made payable to DHUMNS (Drexel Hill United Methodist Nursery School). We also accept Visa, Mastercard and Discover.

Cancellation Policy: Once school has started, mid-year withdrawals require 15 day written notice to get the last payment refunded.

If you have questions regarding your account, you can contact the treasurer, Kurt Rogenmuser, at [kurtpr@verizon.net](mailto:kurtpr@verizon.net)

## RULES TO FOLLOW

Your child will need the following items each time he/she comes to the Mother's Day Out Program.

1. A diaper bag or school bag with his/her name clearly marked on the outside.
2. Diapers, wipes, diaper rash cream, and a change of clothes placed in a zip-loc bag with your child's name on the bag. **Pull up pants are preferred (no snaps or buckles).** This makes changing diapers easier.
3. A training cup clearly marked on the cup and lid with your child's name. Due to allergies, we only serve General Mills brand Cheerios and water as a snack.
4. RUBBER SOLED SHOES ONLY.
5. **Potty Training:** We are more than willing to help with potty training. We request no potty chairs. We have special seats that fit over the toilet.

## IMPORTANT RULES TO FOLLOW

1. If you have a Nursery School child coming on the same day as your younger child who attends the Mother's Day Out program, make sure you drop off your Nursery School child first. You may park in the lot, walk your Nursery School child to the door, and then walk through the Rainbow Room to the Mother's Day Out room.
2. At the end of the morning, you must pick up your younger child first and then walk through the Rainbow Room to pick up your Nursery School child at the door.
3. PLEASE DO NOT WALK THROUGH THE GYM AT ANY TIME as the gym is in almost constant use by Mother's Day Out or Nursery School. Parents walking through the gym will possibly upset some of the children. Once they see a mom or dad, they want their own mom or dad.
4. **When dropping off your child, use the front door of the classroom. When picking up, use the side door in the hallway.**

5. BIRTHDAYS. Due to allergies, please do not send in a birthday snack for your child. If you would like to send something, a non-food item is acceptable. If you would like some suggestions on a non-food item please ask.
6. PLEASE BE PROMPT. Do not linger in the room any longer than it takes to settle your child.
7. We will charge a \$15 fee for late tuition payments. There is a \$25 fee for checks which are returned for insufficient funds.
8. Please be sure to pick up **any pertinent forms and papers** which will be made available to you in a basket with your child's name outside of the classroom.
9. **PLEASE LABEL EVERYTHING WHICH COMES TO SCHOOL.**
10. If your child is potty trained, you may use the "lunch bunch program".
11. Please call or email the Nursery School office when your child will not be attending school.

**For further program information, please contact**

**Debby Rogenmuser**

**610-259-1444**

**[dhumns@verizon.net](mailto:dhumns@verizon.net)**

## **SECURITY**

For security purposes the door on School Lane will be locked. In the morning, we will open the door at 9:10 a.m. for arrival and lock it at 9:25 a.m. Please make sure to arrive on time.

If you are late, you must call the school office (610-259-1444) and someone will let you in. Keep in mind, if you are late, we must leave a classroom full of children to let you in.

For dismissal, the doors will open at 11:40 a.m.

For the safety of your children, we must all work together for a safe environment.

## **AUTHORIZATION TO PICK UP A CHILD**

No child will be released to a person unless authorized by the parent. We must have written or verbal authorization from the parent for changes in this respect.

## **BEFORE CARE**

Before care is available Tuesday through Friday.

- 8:30 a.m. until 9:15 a.m. – cost \$8.00.
- Payment should be made with the following month's tuition payment.
- We must be given 24 hours notice unless used on a regular basis.
- We reserve the right to cancel before care due to threats of bad weather.
- Your child may not attend before care if you are behind with your tuition payments.
- Please be prompt.

## **DROP OFF AND PICK UP**

When dropping off and picking up your Mother's Day Out child, please do not turn onto School Lane from Burmont Road. If you are coming from Burmont Road, use Bloomfield, Bonsall, or Huey Avenue to Drexel Avenue and then turn onto School Lane. Turning from Burmont Road interferes with our Nursery School drive-up line and can be a dangerous intersection.

# Like us on Facebook

## Drexel Hill United Methodist Nursery School

School closings as well as other important messages will be posted.

### TUITION PAYMENT SCHEDULE

Tuition should be paid during the following time periods:

October 2019      10/1 – 10/4

November 2019    11/1 – 11/8

December 2019    12/3 – 12/6

January 2020      1/7 – 1/10

**January 23 (registration fee for 2020/2021 school year)**

February 2020     2/4 – 2/7

March 2020        3/3 – 3/6

April 2020         4/1 – 4/3

May 2020          5/1 – 5/8 (**outstanding balances, lunches,  
and May 2021 tuition payment**)

We accept Visa, Mastercard, and Discover, checks or money orders. **NO CASH PLEASE!**

Payments must be placed into the tuition box which will be available on School Lane on the above dates.

## **REGISTRATION**

### **2020-2021 SCHOOL YEAR**

Registration for the 2020 – 2021 school year begins Wednesday, January 22. The \$50 Nursery School registration fee is required to hold a spot for your child. You can register at the nursery school office, by email, or by phone. If you register by email or phone, the registration fee is due by January 31<sup>st</sup>.

## **ALLERGIES**

If your child has allergies that require special action, you must complete an “Emergency Action Plan”. This form is available in the Nursery School office. Your child will not be able to stay at school unless this form is completed.

## **HEALTH**

Your child’s health is a matter of major importance to all of us.

Please keep your child home if:

- He has a fever or has had one during the previous 24 hour period.
- He has a heavy nasal discharge (yellow/green in color)
- He has a constant cough
- He has symptoms of a possible communicable disease (reddened eyes, sore throat, fever, abdominal pain.
- He has loose bowels.

**Please notify the school at once if your child does have a communicable disease.**

## **SCHOOL CLOSING**

### **WEATHER EMERGENCIES**



If Nursery School needs to close for weather emergencies, it will be posted on our website and Facebook. Our school will also be displayed on TV (Action News and Good Morning America), or 6abc.com. Action News is also set up so you can receive school closing alerts. **WE DO NOT MAKE UP SNOW DAYS.**

## **Don't Forget**

### **Please send in the following items:**

1 roll of paper towels

1 box of tissues

2 packages of baby wipes

1 container of disinfecting wipes

1 large box of **plain** Cheerios

**General Mills brand only**

A – K (September)

L – Z (January)

**Thank You!**