



Highlands Mother's Morning Out  
1160 Highland Colony Parkway Ridgeland, MS 39157  
601-853-0636

## Purpose

Highlands Mother's Morning Out, a ministry of Highlands Presbyterian Church, is designed to come alongside young mothers by providing quality child care in a nurturing environment. The children enjoy age appropriate learning skills, interaction with other children and a day of fun and play. We provide a happy, safe, Christian environment for young children where they can grow and develop.

## Policy Statement

**ADMISSIONS POLICY:** HMMO offers classes for children ages 6 months to 4 years of age. Each child is placed in a class depending on their age as of September 1<sup>st</sup> of that year and/or their level of development. Priority enrollment privileges are given to returning students and to members of Highlands Presbyterian Church.

**HOURS:** 8:45 -9:00 Drop-off  
9:00-12:00 HMMO  
11:45 - 12:00 Morning Pick Up  
12:00-2:00 Lunch Bunch  
1:45 - 2:00 Lunch Bunch Pick Up  
7:30 - 8:45 Early Room

A late fee of \$1.00 per minute is charged beginning at 12:01 for those not attending lunch bunch and 2:01 for lunch bunch attendees.

FEES: To secure your spot, a non-refundable registration fee of \$100.00 is required with your registration form. Tuition is as follows:

6 - 12 Months - Infant Class  
13 - 18 Month - Young Toddlers  
19 - 24 Month - Toddlers  
    One Day - \$120.00  
    One Day with Lunch Bunch - \$ 140.00  
    Two Days - \$ 210.00  
    Two Days with Lunch Bunch - \$ 250.00

Three Year Old Class  
Four Year Old Class  
    Two Days - \$ 210.00  
    Two Days with Lunch Bunch - \$ 250.00

Drop In Lunch Bunch - \$ 10.00

Early Room - \$ 10.00 Occasional Drop In  
    \$ 5.00 Regular Attendance (calculated into your tuition)  
At the time of registration we are planning to offer early room.  
If, due to circumstances out of our control, this will not be an option you will be informed in the information packet mailed during the month of July

Supply Fee - \$ 100.00

Tuition must be paid on or before the 10<sup>th</sup> of the month. Any payments made after the 10<sup>th</sup> will be charged a \$15.00 late fee. Failure to pay tuition in a timely manner may result in the removal of your child from the program. Discounts, reimbursements or pro-rated tuition are not given for missed days as fees are calculated as a yearly tuition.

**WITHDRAWALS:** If for any reason during the school year you need to withdraw your child, you will be responsible for the full year of tuition. You are responsible for tuition beginning May 15, 2022.

**REMOVAL OF A CHILD:** If a recurring problem with a child occurs, a conference will be scheduled with the parents by the Teacher and the Director. If, with the cooperation of the staff and parents, the problem is not resolved, the parents will be asked to remove the child for one week. However, if a child becomes a danger to himself or other children he/she, at the discretion of the Director and the Board, may be removed from the school immediately.

**HEALTH INFORMATION:** If your child has had a rash, fever (99.4 or higher, orally; 100.4 or higher, rectally), diarrhea or vomiting within the past 48 hours, a nasal discharge that is not clear or any other contagious condition, DO NOT bring them to HMMO. If your child should become ill at HMMO, we will call you to come for your child. We cannot administer medication of any kind nor can we apply sunscreen. Please notify the Teacher and/or Director if your child contracts any contagious illness, such as Hand, Foot & Mouth, so we may alert other parents of possible exposure. Please note that the program does not offer health or accident coverage for children.

**IMMUNIZATION FORM 121 -** Once you are accepted into HMMO your child's Immunization Form 121 is required to be on file in the school office. This form does not have any impact on the acceptance and admittance of your child to the program. However, if the form is not on file by the first week of school your child will not be able to attend until the form is in the school office.

**HOLIDAYS:** Highlands Mother's Morning Out generally follows the Madison County Schools calendar for holidays as well as closing for inclement weather.

**CLOTHING:** Please dress your child for play. Tennis shoes are the best footwear for children to play on the playground. Please mark all of your child's clothing, pacifiers, cups, bags etc...with your child's full name.

## DIAPERS/POTTY TRAINING:

For children in diapers - You will need to supply diapers, wipes and an extra complete change of clothing (seasonal) to keep in your diaper bag or backpack. We will notify you as their diaper supply gets low.

For children potty training - Please let us know if you are potty training your child. We will work with you on this endeavor. However, accidents do happen, so please send a complete change of clothing (seasonal) in the event this occurs.

Three and Four Year Old Class - All children in the Three and Four year old class must be fully potty trained to be accepted into these classes.

**TOYS:** We will provide toys, games, and other materials for the children. Please do not send these items from home. Such personal items generally present a "sharing" problem with young children and are likely to get lost or broken as well.

**FOOD:** Snacks such as crackers, muffins, or fruit with water, juice or milk will be provided. Each child must bring his/her lunch with a drink. Babies will also need what they would normally eat or drink during this time.

**FOOD ALLERGIES:** Due to the number of food/nut allergies we cannot allow any form of peanut or nuts during snack time or lunch bunch. We check all labels of food items that are provided to the children. If you are bringing in an outside food item please check with the Director to be sure it is a safe item for the children.

**PARTY INVITATIONS:** To avoid hurt feelings, party invitations may only be given out at school if every child in the class is invited. We do not send home solicitations or invitations to home sales parties.

**ARRIVAL AND DEPARTURE:** We offer two options for drop off and pick up:

Carpool Line - The carpool line is offered for children 2 years to 4 years. Please have your carpool number displayed in the front right window. When coming through the carpool line please allow the staff to get your child out of the car to keep the carpool line running smoothly.

Walking In - You may choose to walk your child to his/her classroom. If you choose this option please park in a designated parking spot. Please do not park in

the carpool line if you are walking your child into the classroom. When you arrive to the classroom door please hug him/her and leave promptly.

Infant Class - please walk in to drop off and pick up your child in the infant classroom.

If someone different will be picking up your child, please let us know so we will release your child to that person. **WE WILL NOT RELEASE A CHILD TO AN UNAUTHORIZED PERSON.** Please send a note with your child with the name of the person picking him/her up. If we are not familiar with the person picking up your child please let them know we may ask for identification.

**CUSTODY:** If a custody situation is applicable to your child, a copy of the custody papers—a legal document—must be on file in our office. This is the only way we may legally deny access to a child by the parent in question. It is the parent's responsibility to supply this document.