



MDO Enrollment

Dear Parents,

We welcome you and are blessed that you have chosen our Mother's Day Out program for your child(ren) ranging from birth to pre-k. Our greatest desire is to serve you and to meet the needs of your child in the best possible way. We are Christ-centered and endeavor to instill God's word in your little ones' hearts, as well as surround them with His love. So, thank you for partnering with us.

Please fill out the MDO Enrollment form attached. We also require copies of the following:

Child's:

- Immunization records
- Official certified birth certificate
- Social Security card

Parent/Guardian's:

- Driver's License (or other form of ID)
- Social Security card

Our hours of operation are Tuesdays and Thursdays from 8:00 a.m. to 2:30 p.m. The registration fee per nuclear family is \$50 per year. Fees are \$20.00 per day, per child. Payment is due at the time service is rendered.

Please note that there are penalties for early drop-off and late pick-up. For each minute before 8:00 am or after 2:30 pm, there is a penalty fee of \$2.00 per minute. There is also a \$20.00 penalty added weekly to all accounts that are not paid in full by the end of each week service is rendered.

We provide a morning snack and drink. Lunchtime is scheduled at 11:00am. Please send lunch and a drink for the day.

If you have questions, please give me a call at 649-1178.

Sincerely,

Nancy Allen
Mother's Day Out/
Child Development Center Director

Train a child in the way he should go, and when he is old he will not turn from it.
Proverb 22:6

The following items are things you need to know before bringing your child to our Mother's Day Out program.

- When dropping off your child, please write their full name as well as the arrival time.

When picking up your child, your child's teacher will enter the time that you arrived for pick-up and then you sign on the signature line. If someone else will be picking up your child, print that person's name on the signature line and they will be required to sign your child out.

- Pick up time is 2:30pm. Beyond that time, a late fee of \$2.00 per minute will be added to your account.
- All personal items must be clearly labeled with your child's name.
- If you have items in your child's lunch box that need to be refrigerated, please use an insulated lunch tote or ice pack. We cannot store individual items in the refrigerator.
- Lunchtime warm-ups must be limited to 2 minutes.
- Your child will need a diaper bag or backpack with everything they will need for the day. For example: diapers, wipes, waterproof bibs, special blankets and pillows for naptime, and two changes of clothes.
- For older children, you may place a change of clothes into a gallon-sized Ziploc bag with your child's name on it and the teacher will store it in the classroom until needed.
- Children will lay down on a mat during rest time. If you have one, you may provide it, otherwise we do carry extras. It does not have to be any particular kind, size or color. Fabric mats will be sent home weekly for laundering. Due to limited storage space, please bring small pillows and blankets for your child and take them home daily.
- We encourage tennis shoes for all children. They provide more stability as they explore the world around them.
- Toys from home are not allowed.

Doing all of the above will help ensure a wonderful experience while your child is with us.

We are honored that you have entrusted us with your precious child(ren).

SALEM SAYERS BAPTIST ACADEMY

Mother's Day Out Registration Form

Registration Date: ____/____/____

Child Information			
First Name	Middle Name	Last Name	Goes by/Nickname
Date of Birth	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Main Phone Text? Yes No
Physical Address		Mailing Address (if different)	
City		State	Zip
Church now attending			

Parent/Guardian Information		
Note: In case of divorce or legal separation, a copy of the custody statement signed and dated by the judge must accompany this enrollment packet and will be kept in the student's file.		
FATHER/Guardian Name*	Email:	Cell Phone
Father's Home Address (if different from Child)		Home Phone
Father's Place of Employment	Occupation/Title	Work Phone
*If person named above is not the biological father, please explain the relationship to the Child:		
MOTHER/Guardian Name*	Email:	Cell Phone
Mother's Home Address (if different from Child)		Home Phone
Mother's Place of Employment	Occupation/Title	Work Phone
*If person named above is not the biological mother, please explain the relationship to the Child:		

Medical Information		
Allergies or Special Needs: _____		
Any existing illnesses or previous serious illness or injury: _____		
Does your child require a special diet? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify _____		
Is your child currently taking any type of medications? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list medicines: _____		
List any chronic medical conditions: _____		
Has this child been hospitalized in the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list reason: _____		
<p>In the event that I cannot be reached to make arrangements for emergency medical attention at the time of illness or accident, I hereby authorize the staff of the Salem Sayers Baptist Academy and/or Church to take my child to the doctor or hospital listed below for medical attention.</p> <p>If the doctor listed is not available, or the situation is urgent, the staff may secure medical attention for my child from any other licensed physician, EMS technician, emergency medical clinic, or hospital. I will assume full responsibility for the cost of any emergency services at the school, hospital, or doctor's office, and for the transportation cost, if any. I understand that the Children's Hospital of San Antonio (333 North Santa Rosa, San Antonio, TX) will be used due to its convenient location.</p>		
Doctor's Name	Doctor's Full Address (include City, State, Zip)	Phone

I give permission for the above-named child to attend MDO and to participate in MDO-sponsored activities, including, but not limited to, water activities. I WILL NOT HOLD SSBA, Salem Sayers Baptist Church, the teachers, school administration, or other parents responsible for any accident, illness, or injury which may occur to my child while attending MDO. Permission is also granted for the use of pictures of my child on SSBA flyers, the SSBA website, and for other promotional purposes.

DB: _____
CEA: _____
QB: _____
Administrator: _____
Date: ____/____/____

Office Use Only:

Parent/Guardian Signature _____ Date _____ Parent/Guardian Signature _____ Date _____

Emergency Contacts/Pick-Up List

Please add additional individuals below that are authorized to pick up your child and/or may be contacted in an emergency. (In the case of an emergency we will attempt to contact the parent/guardian first.)

Complete address (city, state and zip) is required for at least one person listed.

1	Name		Relationship
	Street Address	City	State Zip
2	Name		Relationship
	Street Address	City	State Zip
3	Name		Relationship
	Street Address	City	State Zip
4	Name		Relationship
	Street Address	City	State Zip
5	Name		Relationship
	Street Address	City	State Zip

Child Information

Describe your child's personality (sensitive/shy/outgoing, etc.): _____

Does your child have any special fears? Yes No Explain: _____

What form of discipline does your child respond best to? _____

Is there any information we should know that would help us understand your child better? _____

List any activities in which your child should not participate in: _____

I give permission for my home phone number to be printed on a student list distributed to my child's class and room parent(s): Yes No

Parent/Guardian Signature Date

Parent/Guardian Signature Date

MEDICATIONS

Medications must be provided by the parent/guardian and kept in the Academy office--
they may not be carried by students or in backpacks.

All medications must be in its original packaging.

Please provide any dosing cup, spoon or dropper required for dispensing.

NON-PRESCRIPTION MEDICATIONS: It is the policy of Salem Sayers Baptist Academy not to administer non-prescription medication without approval from the parent/guardian. This form must be filled out in advance and kept on file in the Academy office. There is no sharing of medication other than with siblings.

Medication Name:	For the following symptoms:	Dosage:

PRESCRIPTION MEDICATIONS

Medication Name:	Times to be Administered:	Dosage:

I have read and understand the above policies concerning medications.

Parent/Guardian Signature

Date