



Parent Handbook

2026-2027

Welcome

Dear Parents,

We are excited to have you join us this year at North Cross Methodist Church's Mother's Day Out! We look forward to a year filled with fun, learning, & growing together. As an outreach mission of the church, we seek to serve the community by providing a safe environment for young children to have their first socialization experience and an opportunity to learn about God's love.

We have prepared this handbook to communicate our vision and explain policies and procedures. If you have any further questions, please reach out to us!

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North Cross Mother's Day Out

A week-day ministry of North Cross Methodist Church

311 Highway 21, Madisonville, LA 70447

MDO Office: (985) 792-5250

Church Office: (985) 792-5255

www.northcrosschurch.org

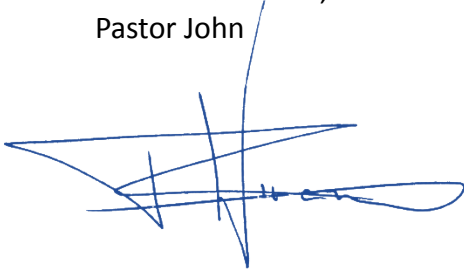
NORTH CROSS

METHODIST CHURCH

Dear Parents,

As the Senior Pastor of North Cross Methodist Church, I want to welcome you to our fantastic Mother's Day Out. We know that finding the right place for your child is an important decision, and we are honored that you chose us. If you are the parent or guardian of a returning student, thank you for continuing to put your trust in our program. North Cross Mother's Day Out is dedicated to surrounding your child with competent, compassionate, and loving team members who all work together to ensure your child's experience is fruitful and fun! We also offer Children's Church during our regular Sunday service that begins at 10:00 a.m. If you are looking for a church family, I invite you to check us out this weekend or whenever you can! May God bless you and keep you.

In Christ's service,
Pastor John



Rev. John W. Chetta
Senior Pastor

North Cross Methodist Church of *Madisonville*

311 Highway 21
Madisonville, LA 70447

Email: john@northcrosschurch.org

Church: 985.792.5255

Admissions Policy

1 year old class:	Must be 1 by October 1.
2 year old class:	Must be 2 by October 1.
3 year old class:	Must be 3 by October 1.
4 year old class:	Must be 4 by October 1.

Admission to our 3 year old class does not require children to be completely potty-trained at the beginning of the school year, but strongly encourages it. Our teachers will work with your child when your child is ready, so please let them know what you are doing at home so the teachers can be consistent at school.

Admission to our 4 year old class does require children to be potty trained at the start of the school year.

If a child has multiple accidents, we may request that you send your child in pull-ups until they are ready. We would like to avoid accidents in the classroom as this poses a health and safety issue for the teachers and students.

Registration Policy

Priority Registration is given to currently enrolled students & their families, and church members & their families.

Registration Requirements

All students must have the following updated forms on file for enrollment:

Registration Form
Registration Policy Agreement Form
Medical Release Form
Updated Immunization Record/Waiver
Authorization for Pick-Up Form
Permission Slip/Photo Release Form

Registration Fee of \$250 must be paid at the time of registration. This fee is a one-time, non-refundable fee.

Non-Discrimination Policy

North Cross does not discriminate against race, age, color, creed, sex, national origin, ancestry, or handicap condition.

Program Schedule

Our 2026-2027 school year is from August 19, 2026 to May 14, 2027.

We follow the St. Tammany Parish Public School calendar for all holidays and weather closures. *Please note that on Public School half-days, our MDO will be closed.*

Program Hours

Instructional day is from 9:00am-1:00pm.

Doors open at 8:50am & 12:50pm for walk-ins.

Carline runs at 8:55-9:15am & 12:55-1:15pm.

Late Arrival/Early Dismissal

If you arrive after 9:15am, you will need to walk your child to the front door so that a staff member can escort them to class. Many classes begin circle time and we want to minimize disruptions to the classroom.

If you need to pick up your child before dismissal, please notify the teacher and administration ahead of time to expedite the process.

After Care

When picking up in the afternoon, if you do not arrive by 1:15pm, we will move your child to after care and you will be charged the drop-in rate of \$10.

After care is available Monday through Thursday from 1-2pm for an additional charge. Drop-ins are allowed as space is available. Please give us a 24-hour notice if possible.

Summer Program

We do offer a Summer Camp for MDO students, as well as a camp for K-6th graders. The Summer tuition schedule is based on weeks attended, & are different from our Fall/Spring tuition schedule. Registration for Summer Camp will take place in the Spring.

Tuition & Fee Policy

2 day monthly tuition: \$250

3 day monthly tuition: \$350

5 day monthly tuition: \$515

Please note that tuition is collected in 9 monthly installments (September-May).

Tuition will be billed through Procure on the 1st of each month, and is due by the 5th of each month.

A \$20 late fee will be charged for payments received after the 5th.

A \$25 fee will be charged for NSF/returned checks.

Tuition will not be prorated for holidays, vacations, weather closures, or illnesses.

Tuition will not be reimbursed in the event of a natural disaster or national event.

Failure to pay tuition after 2 consecutive months will result in dismissal from our program.

A 2-week notice is required for withdrawal from the program to avoid that month's tuition charge.

Supply Fee

Each student will pay a one-time, non-refundable supply fee each school year that is due in August.

2 days: \$250

3 days: \$275

5 days: \$300

Illness Policy

Students are asked to remain home when they are sick. If they become sick at MDO, you or someone on your emergency contact list will be asked to pick them up. *If we send a child home sick, they must stay home the following day.*

Students must be free of fever, diarrhea, and/or vomiting (without help from medication) for 24 hours before returning to MDO.

Please let MDO administration know if your child comes down with a communicable illness so that we may notify the other parents in their class.

If your child has missed several consecutive days or been hospitalized for illness or injury, we may require a doctor's note to return to school.

Pick-up & Drop-off Procedures

You may walk your child to class or utilize the carline any day throughout the year. Walk-in's park in front of the church parking lot as the MDO parking lot is reserved for carline. Please hold your child's hand until you're safely in the building. Parents who choose to walk-in are asked to remain outside of the classroom, say goodbye to their child from the hallway, and allow their child to enter the classroom. Please do not enter the classroom or stay for an extended

period of time. If you need to speak extensively to the teacher, please send them an email or message through Procure, or stop at the office to speak to an administrator.

We will not release your child to anyone who you have not included on your 'Authorization for Pick-up' form.

If the pickup person is not on your authorized list: We will require a written note or phone call submitted before the end of the school day authorizing the non-listed person to pick up. You will be notified immediately if someone not on your list comes to pick up your child and we have not received a note with your authorization.

Please notify the person on your list that a picture I.D. will be asked for by the teacher prior to releasing your child, so be sure to bring it in with them.

Carline

Carline signs will be given at Meet the Teacher. To pick-up in the carline, you must have the provided carline sign hanging in your windshield. A hanger with clips (pants/shorts hangers) works well to hang the sign from the rearview mirror.

Please refrain from using your cell phone in the carline.

Please do not allow your child to hang out of the window/sunroof.

Please have your child unbuckled and ready to exit on the passenger side of your vehicle. Remain in your vehicle at all times, and do not pass the vehicle in front of you unless specified by staff. This is for the safety of the children and staff.

If possible, please have your child's carseat installed on the passenger's side as well.

Our teachers will load your child, but they are not authorized to buckle them in.

Please pull into the buckle zone to secure your child.

Please see the carline map & instructions on your carline sign for additional information.

Medication

North Cross MDO does not administer medication. Parents are required to come to MDO to administer any medication needed.

Our staff will only apply diaper rash creams or neosporin as needed with a signed permission slip on file. We only provide neosporin; parents need to send approved diaper creams in their child's school bag.

Exceptions will be made only in the event of a life-threatening emergency, in which benadryl will be administered (or an Epinephrine Pen if prescribed by a Doctor).

Clothing & Personal Belongings

Please send the following with your child each day in their school-issued tote bag:

- Diapers/pull-ups (if needed)
- Diaper cream (if needed & permission is signed)
- Wipes (Only if you desire a certain brand, we provide fragrance-free wipes)
- Snack (separate from their lunch box)
- Lunch
- 1 spill-proof water bottle/cup of water (**Please no juice or milk**)
- 1 extra set of clothing (seasonally appropriate) in a gallon-sized ziplock bag labeled with your child's name.

Please send your child in play clothes every day that they can manage on their own for bathroom purposes.

We use washable paint, but cannot guarantee that their clothing won't be stained.

Please send your child in closed-toe shoes everyday.

No boots, flip-flops, heels, crocs, or sandals as these are not safe for outdoor play or P.E. class.

Please label all personal belongings with first and last name.

Please do not send your child with toys, blankets, pillows, etc.

Food

We are not a peanut-free facility, but instead we handle allergies by class. Parents will provide all of their child's daily food, except for special occasions in which they shall be notified ahead of time (e.g. holiday parties, special lessons, etc.).

Please cut all choking hazards such as grapes and hot dogs into quarters ahead of time.

The teachers will help the children open their lunches, but the children should be able to feed themselves the food that was sent for them.

The teachers are not always able to reheat food items or keep items in the refrigerator, so please send warm items in heat-retaining thermoses or chilled items with an ice pack in their lunch boxes.

You are welcome to send a birthday treat for your child's class on their birthday. Please let the teacher/administration know ahead of time so that we may prepare any child with severe allergies to bring an alternative treat.

Communication

We will send pertinent information such as monthly newsletters via email, so please make sure your email address on file is accurate.

We will send tuition invoices and pictures of your child through Procare, so be sure to create an account.

Be sure to check your child's folder daily as well as we will send home things such as reminders, notes, and art projects.

Save our office number in your phone contacts so that you recognize our phone number if we need to call you in case of an emergency. 985-792-5250

Staff

All teachers and staff are background checked, CPR certified, and take continuing education courses each year.

Discipline Policy

When a child has challenging behavior at school, staff will use the following steps to support the child, protect the classroom environment, and partner with parents:

Staff will redirect the child using positive guidance and age-appropriate strategies.

If the behavior continues, the child may have a brief time out/quiet time. The child will be separated from the group but will remain in sight of an adult. Quiet time will last no more than one minute per year of age.

If the behavior continues, the school will request a parent conference to discuss concerns, identify next steps, and work together on a support plan.

If the behavior does not improve after support strategies have been used, expulsion may be considered as a final action.

Food, beverages, or outside play will never be withheld as discipline. Children will never be subject to verbal abuse, threats, physical or corporal punishment.

Children with Special Needs

North Cross MDO wants all children to have a successful year in our classrooms.

If a child has special needs—physical, mental, or behavioral—that require more support than our staff can provide, our program may require the child to have a personal assistant at school. The personal assistant will help with the child's physical care, personal needs, and safety while working under the direction of the classroom teacher. The assistant must be interviewed and approved by the Director. Parents are responsible for the cost of the personal assistant.

The child's continued enrollment will be reviewed monthly by the teachers and administration to ensure the program can continue to meet the child's needs appropriately. If the administration determines that our program cannot appropriately meet the child's needs, North Cross MDO reserves the right to end enrollment.

Dismissal Policy

North Cross MDO has the right to dismiss a child from the program for the following reasons:

Behavior

Non-payment of tuition

Failure to comply with our handbook

Confidentiality

Student's records will be supervised by the administrative staff of North Cross MDO and kept locked in the office. Information within these records will not be released without written authorization from the parents except for authorized state and federal agencies.

Security cameras are used in all classrooms and common areas of North Cross MDO (not in bathrooms). This is a closed system only to be accessed by our staff. It is used to monitor daily operations for safety purposes, as well as review any incident that may occur.

Throughout the school year, students will have the opportunity to be involved in some mission and outreach projects. Participation in these will be optional and parents will be notified ahead of time. (e.g. bringing items for food drives, creating cards for fire fighters/police officers, collecting items for underprivileged children or the humane society, etc.)

Parent Participation

We will have several opportunities for parents, guardians, and grandparents to participate in special events throughout the year.

Parents/guardians are always welcome to come visit their child as we have an open-door policy. We also encourage participation in the form of coming into the classroom to read a book, do a special craft, share knowledge or your profession in any way with the children. Please contact MDO administration to set up a visit with your child's class.

A Letter from the MDO Liaison

Dear Parents:

Thank you for choosing North Cross Methodist Church's Mother's Day Out Program for your child's formative years of education. I welcome each family and look forward to getting to know each child this school year.

Not only will I be teaching your child music education throughout the school year, but I am honored to be the church liaison between North Cross Methodist Church and the Mother's Day Out Program. I have been a member of North Cross Methodist Church since 2006 and have over 20 years' experience in early childhood education.

The Mother's Day Out program continues to strive for positive parent-teacher relationships and we hope to carry on with that communication and relationship between the program and the church as we bring the two together as one body in Christ. It will be my job to keep the church administration abreast of what's happening in our Mother's Day Out Program as well as keep our MDO Program centered in education and love of Christ.

As we move forward into a new school year, I hope you will feel free to contact me should you ever have an issue with your child's education while at North Cross Mother's Day Out. I am here to listen and to help in any way possible. Our church invites you to visit with us each Sunday as well as utilize all the programs we offer to our MDO families.

Blessings,

Anita Lagasse-Clark
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