

**SAINT MICHAEL AND ALL ANGELS  
EPISCOPAL CHURCH**

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**EARLY CHILDHOOD MINISTRY  
APPLICATION PACKET  
2009 – 2010 School Year**

For Families Not Currently In The MDO/Preschool Program

# Saint Michael Early Childhood Ministry Application Packet

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***PLEASE READ THIS PACKET IN ITS ENTIRETY BEFORE COMPLETING ANY FORMS!***

**SAINT MICHAEL AND ALL ANGELS EARLY CHILDHOOD MINISTRY PROGRAMS**

**General Information - Mother's Day Out**

Saint Michael offers a Mother's Day Out Program for children 2 months through 2 years of age. The mission of Saint Michael Early Childhood Ministry is to provide a safe, loving environment and quality learning programs for the youngest children of our church, thus providing them with an early, positive experience of God and church and enabling their families to become integrated into church life. Our philosophy emphasizes learning through play. We offer fun, creative, developmentally appropriate activities for young children. Our Mother's Day Out (MDO) offers a theme-based program and low teacher:child ratios.

Mother's Day Out operates Monday through Thursday, from 9:00 a.m. to 3:00 p.m. Snack, equipment and most supplies needed for the program are covered by tuition. Parents bring lunch and diapers for their children each day.

Mother's Day Out operates year round, beginning the week of Labor Day and ending in early August. Tuition for the entire 12 months must be paid in full by April 10, 2010. Program schedule is as follows:

Infants, Walkers, and Toddlers	Children attend one day a week (Monday-Thursday) A Registration Fee of \$250 plus May '10 tuition is due at enrollment. Both are non-refundable. Tuition amount will be set prior to lottery.*
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2 Year Old Classes	Children attend two days per week (M/W or T/Th) A Registration Fee of \$350 plus May '10 tuition is due at enrollment. Both are on-refundable. Tuition amount will be set prior to the lottery.*
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\*There is an additional non-member fee of \$750/child.

Returning Mother's Day Out students and their siblings will pre-register in January. Any remaining spaces are filled through a Lottery. Those who submit this application to the Early Childhood Ministry office and are Communicants in Good Standing qualify to participate in the lottery.

## General Information - Preschool

Saint Michael also offers a theme-based Preschool for 3, 4 and 5 year old children. Creative, developmentally appropriate activities provide children opportunities to practice pre-reading, writing and math skills. Science activities, Spanish, Music, Large Motor and Chapel are also integrated into the curriculum.

Four and Five year old classes operate Monday through Friday, from 9:00 am – 12:00 pm, September - May.

Our Three year olds meet for 9 hours a week either M/W/F from 9:00 am – 12:00 pm or T/Th from 9:00 am – 1:30 pm. Preschool classes will be determined by mid-March.

Weekly summer camps are available during June, July and August with registration information available in April.

3s, 4s, 5s

~Non- refundable registration fee of \$1,500 is due at enrollment.

~Balance of tuition can be paid in 8 monthly payments (Sept. – April), per semester or in one payment.

~There is a non-member fee of \$750. due at enrollment.

Questions regarding the ECM programs should be directed only to Carol Herrman Core, Director of Early Childhood Ministry or Barb Wynn, Assistant Director of Early Childhood Ministry at 214-361-1224. Any other information may not be accurate.

## Requirements for Participation

Due to the overwhelming demand for our programs, the following three criteria describe the necessary elements of MDO lottery eligibility. General Information Sessions explaining the programs and these requirements will be offered as listed below.

**Mother's Day Out General Information:** Thursday, Nov. 20, 2008 from 9:30a.m.-10:30a.m

**Preschool General Information:** Monday, November 17, 2008 from 9:30 – 11:00a.m.

Child care is available for both sessions by calling the Early Childhood Ministry office at 214-361-1224 by Friday, November 14.

### 1. Communicant in Good Standing

For purposes of registration, those persons who meet the following criteria are considered Communicants in Good Standing:

- A. Regularly attend services of divine worship at Saint Michael and All Angels Episcopal Church.
- B. Have record of confirmation, reception, or letter of transfer on file in the church office.
- C. Show a consistent commitment and contribute financially to this parish.
- D. Participate in Saint Michael activities which might include attending Bible Studies, volunteering, and serving on committees, to name a few.

## 2. Make and fulfill Annual Commitment/Pledge

Saint Michael and All Angels Church creates its annual budget based upon the total amount pledged from parishioners. In addition to tuition, it costs approximately \$750 per child annually to operate MDO and Preschool; which is absorbed by the church budget. This is one reason why it is important that you prayerfully consider what amount is appropriate for your family to pledge. It is necessary to make your financial commitment in writing by completing a commitment/pledge card. Commitment cards for 2008 are available at the church or by calling the Stewardship office at 214-365-3500 ext. 230. Contributions toward the pledge must be made by check since cash gifts are untraceable. Commitment cards for the 2009 operating budget will be available by October. All families participating in our MDO program are required to make and *fulfill* an annual financial commitment to the operating budget of Saint Michael and All Angels Church.

## 3. Attend Training Sessions and Volunteer

We encourage families participating in MDO and Preschool to join fully in the life of this parish. Because of this, we require Child Protection Program (CPP) training and volunteer participation of all families interested in our programs. Once the church has record of a person attending CPP there is no need to attend this session again, even if you are applying for participation in the lottery for a second time.

a. To protect all children in the parish, Saint Michael requires that before anyone volunteers with children, 0 through 18 years of age, he/she attend the Child Protection Program and submit to a background check. CPP Training is currently offered in April and August. To register for the next class, call Kimberly Hughes at 214-365-3500 ext. 572.

b. We ask that parents volunteer at least twice a year on Sunday mornings, and once a year in the ECM office during the week.

## Registration Information

**MDO:** All applicants will be notified by mail in mid-January whether they are eligible to attend the lottery. Decisions regarding eligibility to attend the MDO lottery are final.

A family representative must be present for the lottery, Monday, February 2, 2009, at 7:00 p.m. in the Activities Room. Registration fees are due at the time of enrollment into the program. If you do not attend the lottery, you can call to be added to the wait list. Your name will be placed after those who attended the lottery, and did not get a space in the program.

Returning MDO students who are currently enrolled will pre-register in January. Due to the ages of returning students and their siblings, some classes may fill at pre-registration. If you qualify and there are no available spaces in your child's age range, the letter you receive will indicate what action to take. After available spaces are filled, remaining names will be put on the wait list in the order drawn, in the event an opening occurs during the year.

**Preschool:** Families interested in the Preschool program at Saint Michael must complete the enclosed application forms and turn them in by November 30, 2008. Families who qualify will then be added to our Preschool waiting list. If there are any open spaces in the program after returning student registration in Early April 2009 then families will be contacted. No fees are charged to be on the waiting list.

## CHECKLIST OF DATES AND DEADLINES

_____ August 1, 2008 - November 30, 2008	Download Mother's Day Out Application <a href="http://www.saintmichael.org/childdevelopment">www.saintmichael.org/childdevelopment</a> (No packets will be mailed)
_____ September 1, 2008	Must be Communicant in Good Standing of Saint Michael and All Angels Church. ( <i>see Glossary of terms</i> )
_____ October 15, 2008	Confirm that your Commitment Campaign 2008 card is on file with the Saint Michael Stewardship Office.
_____ October 15, 2008	Verify record of Baptism and Episcopal Confirmation, or Letter of Transfer (from another Episcopal Church) for at least one parent with Carol Herrman Core or Barb Wynn at 214-361-1224.
_____ October 20, 2008	Prayerfully consider and fill out Commitment Campaign 2009 card and turn into the Saint Michael Stewardship Office by November 30, 2008.
_____ November 17, 2008	Preschool Information Session offered, 9:30-11:00am
_____ November 20, 2008	MDO Information Session offered, 9:30-10:30am
_____ November 30, 2008	Return Mother's Day Out Application to the Early Childhood Ministry Office either by mail or in person.
_____ November 30, 2008	Submit <i>Verification of Communicant Status</i> form to the Assistant Parish Administrator, Kimberly Hughes. Information regarding your status will be forwarded to the Early Childhood Ministry Office.
_____ December 31, 2008	Complete 2008 financial commitment to the church.
_____ January 22- 30, 2009	Receive written notification of eligibility to attend the MDO lottery on February 2, 2009.
_____ February 3, 2009	Communicants and non-members, call to be added to the Preschool wait list. Applicants prior to 12/1 will already be on the waiting list.
_____ April 1, 2009	Preschool Registration begins for new students

## GLOSSARY OF TERMS

**Communicant** - a person who has been confirmed, received or reaffirmed in the Episcopal Church. A new communicant from another Episcopal church must have a letter of transfer from their former church on file in the Saint Michael Business office.

The following three terms describe ways to become a communicant of Saint Michael and All Angels Episcopal Church. Each requires that the person be baptized. If you have not been baptized, please contact a member of the Saint Michael Clergy.

**Confirmation** - Confirmation is the means whereby mature persons who were baptized as children, “confirm” or renew their baptismal vows. In other words, anyone who was baptized as a child and has not yet made a public affirmation of faith as an adult.

**Reception** - Reception is the means whereby persons who have already affirmed their baptismal vows in another denomination are received as communicants of Saint Michael and All Angels Episcopal church. In other words, any person who was both baptized and confirmed in another denomination, who now desires to join will be received into Saint Michael and All Angels Episcopal Church.

**Transfer** - If confirmed in another Episcopal church, a person desiring to become a communicant of Saint Michael and All Angels Episcopal Church must request a Letter of Transfer from their former church by November 30, 2008, to qualify for MDO. To request a Letter of Transfer, contact Celise Stephenson at 214-363-5471 ext. 223.

**Communicant in Good Standing** - For purposes of Mother’s Day Out/Preschool registration, those persons who meet the following criteria are considered Communicants in Good Standing:

- A. Regularly attend services of divine worship at Saint Michael and All Angels Episcopal Church.
- B. Have record of confirmation, reception, or letter of transfer on file in the church office.
- C. Show a consistent commitment and contribute financially to this parish.
- D. Participate in Saint Michael activities which might include Bible Studies, volunteering, and service on committees, to name a few.

**Commitment Campaign card** - the recorded financial amount pledged from each communicant family that is used to set the operating budget for the coming year. This commitment needs to be prayerfully considered. The dollar amount is known only to those in the stewardship office and is kept strictly confidential.

**Lottery** - the Mother’s Day Out program drawing will be Monday, February 2, 2009, for those who qualify and are notified to attend. See **Commonly Asked Questions** for more information regarding our lottery.

**MOTHER'S DAY OUT APPLICATION - NEW FAMILIES**  
**2009-2010 School Year**

**This form must be returned to the Early Childhood Ministry Office by November 30, 2008.**

- |                       |                  |              |
|-----------------------|------------------|--------------|
| 1. Child's Name _____ | Birth date _____ | Gender _____ |
| 2. Child's Name _____ | Birth date _____ | Gender _____ |
| 3. Child's Name _____ | Birth date _____ | Gender _____ |

**Family Information**

Parents' Names \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

E-mail \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work/Cell Telephone \_\_\_\_\_

Date attended CPP \_\_\_\_\_ Who Attended ? \_\_\_\_\_

Please describe any activities in which you and your spouse participate within our parish community (i.e. Bible studies, choir, Jubilee project, volunteering, lector, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What activities are you interested in for the coming year?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return this page to the Early Childhood Ministry office

**VERIFICATION OF COMMUNICANT STATUS**  
**Saint Michael and All Angels Episcopal Church**

Those persons seeking Communicant Status in the Saint Michael and All Angels Mother's Day Out Program for the 2009-2010 school year must have verification by the Assistant Parish Administrator of the church that they are a "Communicant in Good Standing" as follows:

"All communicants of this Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spreading of the Kingdom of God."

To clarify the meaning of this canon, it is expected that all those seeking Communicant status will worship at Saint Michael and All Angels Church, have their letter of transfer, confirmation or reception on file in the church office, and be contributors of record to the operating budget of the church. For purposes of Mother's Day Out registration, a "contributor of record" is one who has made a financial commitment (pledge) that has been recorded in the church office, and has shown consistent contributions toward that commitment **BY THE TIME THIS FORM IS COMPLETED**. It is necessary for either the mother or father of the applicant, if not both, to be a "Communicant in Good Standing" to be eligible for the Communicant Status.

The Early Childhood Ministry and Mother's Day Out Program will not record an applicant as having Communicant Status until this form is completed, signed by the Parish Administrator of the Church, and returned to the Early Childhood Ministry office.

**This form must be submitted to Kimberly Hughes, the Assistant Parish Administrator of Saint Michael and All Angels Episcopal Church, no later than November 30, 2008. She will return this form to the Early Childhood Ministry Office.**

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Parents' Names \_\_\_\_\_

Children's Names \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

According to the records of Saint Michael and All Angels Church, the above applicants are currently Communicants in Good Standing:

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*Assistant Parish Administrator* *Date*

- Instructions:
1. To request Communicant Status complete this form as soon as possible.
  2. Leave this form in Kimberly Hughes' mailbox in the Business Office of the Church.
  3. The Assistant Parish Administrator of the Church will research and sign this form.
  4. The Assistant Parish Administrator will return this form to the Early Childhood Ministry Office.  
Please return this page to the Business Administration office.

## COMMONLY ASKED QUESTIONS

### **Are Mother's Day Out and Preschool open to everyone?**

Communicants in Good Standing support the parish on all levels and thus are given priority into the program. Other communicants are next in line, followed by non-members. Saint Michael is blessed to have a large, active population of families with children under five years of age. Therefore, only a few non-members have been in the program since its inception in 1986.

### **How does the lottery work and how many spaces are available?**

Children who are currently in the MDO program and their younger siblings are eligible for the next year's program. Any additional spaces are then filled at the lottery drawing. Communicants in Good Standing will be notified to attend the lottery, where they put their name in a box and witness the drawing. After each class is filled, the remaining names are placed in the order drawn on the wait list. If a child gets a MDO space, then his/her sibling automatically is moved to the top of the wait list.

### **Once in the Mother's Day Out program will I have to go through the lottery again?**

No. As long as you have a child currently in our MDO, you may pre-register him/her and any other sibling into the program for the coming year in advance of the general lottery. However, if you do not have a child in the current program, you will have to attend the lottery.

### **Can I request a teacher or classmates?**

Currently, the only option for choosing classmates is in one of the three 2 year old classes. Mother's Day Out tries to accommodate the parent's wishes when placing children for the coming year. Parents may request a specific teacher or friends at the time of registration. Unless the ages of the children are not compatible or the teacher is unavailable, we have been successful in making at least one of the requested placements. At this age children develop new friendships quickly and it is more important to have a balance of girls and boys in the class so that social and emotional development is enriched.

### **What kind of experience and training is required of the teachers at Saint Michael?**

Saint Michael hires teachers who either have their degree in child development or have experience working with young children. Although education and experience are important, it is essential that our teachers enjoy working with children and have a warm, pleasant and loving attitude toward them. Being a licensed child care center, the members of the staff are required to receive at least 15 clock hours of early childhood training per year. Some of this continuing education training is held here at Saint Michael when the MDO program is not in session. Other training is provided through education agencies around the metroplex.

**What is the teacher:child ratio in each of the different classrooms?**

**MDO**

Infant room	2:4
Walker room	2:6
Toddler room	2:8
Two Year Old Rooms	2:10

**Preschool**

Three Year Olds	2:12	
Four Year Olds	1:12*	
Five Year Olds	1:12*	* These classes share a floater

**Are there Early Morning/Afternoon programs available for MDO/Preschool participants?**

Currently, Saint Michael offers an Early Morning program during the Fall and Spring semesters for children who are enrolled in MDO or Preschool. Parents sign up and pay in advance per semester. Early Morning care is available beginning at 8:00 a.m.

**If I know my child won't be attending on a certain day, can I give or sell that day to anyone?**

Saint Michael MDO policy allows for parents to recoup tuition from a day missed by selling their day to another child who is currently in their child's class, but attends on a different day. Each family receives a class list and may call other families to find a substitute. There is also a substitute list in each classroom. Monthly tuition remains the same; parents pay you directly for the additional day.

**What happens during a typical day at Mother's Day Out?**

The infant program meets the needs of each individual child, so following a set schedule is not always appropriate.

The Walker, Toddlers and 2 year old classes follow a flexible schedule that allows time for child-directed play, circle time, art, large motor development, snack, lunch, bathroom and rest/nap time. Each class provides activities, toys and equipment based on monthly themes that are appropriate for young children, such as transportation, circus, dinosaurs, farm, etc.

**What happens during a typical day at Preschool?**

The preschool classes follow a curriculum designed by the Early Childhood Ministry staff that allows the children to learn through a variety of activities that focus on the children's developmental guidelines set forth by the National Association for the Education of Young Children. We augment our curriculum with enrichment lessons in Music and Movement, Spanish, Large Motor Development and Chapel.

**What is the Early Childhood Ministry Committee (ECMC)?**

The Early Childhood Ministry Committee is a group of volunteers who serve in an advisory capacity to the Early Childhood Ministry Director, and is responsible to the Rector and Vestry. The committee meets monthly to review the child care needs of the parish, to revise policies and procedures of the department, and to analyze and approve the budget. For more information about the committee, please contact the Early Childhood Ministry office at 214-361-1224 or the 2008-2009 ECMC chair, Phoebe Moore at 972-934-7030 or moorephoebe@yahoo.com.

**Does serving on the ECMC or volunteering at the church increase the chance of obtaining a space in MDO or Preschool?**

Although serving in either of these capacities is essential to the life of this parish and leads to being a Communicant in Good Standing, it does not guarantee a space in either of the programs.