



Parent Handbook 2025-2026

Kent United Methodist Church
11010 SE 248th St
Kent, Washington 98030
Phone: (253) 852-3900

www.momsdayoutkent.com

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www.kentmethodist.com

WELCOME TO MOM'S DAY OUT!

We would like to welcome you to a new and exciting year with the Mom's Day Out program at Kent United Methodist Church! We on the Board, along with all of our teachers, are looking forward to providing you with some free time while giving your children a fun, engaging and safe place to play.

MDO has two daily directors, Ashlyn Horario and April Harzynski. Please feel free to contact either Daily Director or any Board Member if you have any questions or comments you would like to share. A full list of contact information for all Board members and teachers can be found at the end of this handbook. Thank you for participating in our program this year. We all look forward to getting to know you and your children better!

Welcome!

-Your MDO Board

GENERAL PROGRAM INFORMATION

Arrival and Dismissal

Times: From 8:30am to 9:00am, teachers prepare for class. **Children may not be dropped off earlier than 9:00am.** Mom's Day Out ends at 12:00pm. It is essential that children are picked up on time. If you pick up your child past 12:10pm, you will be assessed a late fee for \$10.00, payable before your next scheduled MDO day. Frequent offenders may be dropped from the program at the MDO Board's discretion.

Sign In/Out: We have a daily sign in/out sheet and we ask that you remember to do both each day. It is important that you leave a phone number where you can be reached during the morning, should the need arise. If you will be unavailable at any point during Mom's Day Out, please leave the phone number of someone who would be reachable, in the event of an emergency.

Release of Children: Parents need to wait outside of the hall for the Daily Director to let you in. This is to ensure that children are released to the correct family members and children can return to their classrooms after music without distraction.

You must notify the teacher and Director if the person picking up your child at the end of class is unfamiliar to the teacher and/or child. This person will need to show a picture ID before the child will be released. Please be sure to write their information in the sign in/out book at drop-off.

What to Bring

We encourage you to send your child in clothes that are easily cleaned, comfortable, and durable because play and art can be messy. Closed-toe shoes will allow your child to fully participate in all activities, including play time outside.

Since the children play outside when it is not raining, please be sure to send your child with appropriate outerwear. Please send a labeled bag with a change of clothing for your child. Also, be advised that the children ride on tricycles during playtime. If you would like your child to wear a helmet, please label it and send it with them.

Please write down any special instructions on the care of your child. This will help the teachers as they work with your child to ensure that your child is happier and more relaxed while you are away.

Labeling

Please label all bottles, water bottles, snacks, jackets, bags, etc. with your child's name. If your child is still in diapers, remember to send extra diapers/pull-ups, also labeled with their name. Please support our fundraiser at Oliver's Labels and order using this QR code or at <https://www.oliverslabels.com/KentMDO> so that we see 20% of the proceeds! The labels are great quality and very convenient.



Crying Children

Often, it can take between 6-8 weeks for children to become comfortable with being in a new environment. Crying children will be comforted and given individual attention as needed. We will judge crying on an individual basis, but generally we will contact the parents after one half-hour of non-stop crying.

The goal of our program is to keep your children happy, safe and engaged. If we are unable to meet any of these goals together on a regular basis, your teacher and Daily Director will meet with you to discuss options to continue with the program. In some instances, children are simply not ready for Mom's Day Out participation yet. As a last resort, the Mom's Day Out Board reserves the right to withdraw a child.

Discipline

We have found redirection to be the most successful approach for the younger children. For older children, we work to reason with them on their level with regards to their actions and help them to come up with a solution. If a child shows aggressive behavior toward another child (e.g. biting, pushing, kicking, hitting) the teacher will inform the parent of the incident. We hope the parents will follow up on the behavior at home to help prevent further incidents. As a last resort, the Mom's Day Out Board reserves the right to withdraw a child.

Adverse Weather Policy

On days when the Kent School District is closed or running late due to adverse weather conditions, our program will be CLOSED. Specifically, we follow the information for Daniel Elementary School. Listen to local radio or TV stations, or check online if you are uncertain of the status of the Kent School District. This information will also be posted on our social media accounts, and we will send an email out as soon as the decision is made. If you're not already following us, please do so on Instagram [@momsdayoutkent](#). You can also follow the Kent School District on Facebook for closure updates:

<https://www.facebook.com/KentSchools415>

Illness

In consideration of others, please do not send your child if they are ill. Please do not send your child if he/she has diarrhea, vomiting or a body rash. If a child is running a fever of 100°F or higher, they should not come to class. A child should be fever-free for 24 hours without medication prior to returning to class.

If your child develops a contagious illness (e.g. Covid-19, flu, RSV, chicken pox, lice, pink eye, strep throat, hand-foot-mouth, etc) that could have been transmitted to the other children, please let your Daily Director know for the benefit of the other parents. As soon as we are made aware of an illness that has extenuating circumstances, we will notify the parents of exposed children by email.

With regard to persistent coughing and runny noses, please use your “parent common sense” and remember if your child is coughing a lot, they will be spreading germs. Many children have runny noses for a variety of reasons. As long as they are not feverish and are in good spirits they should be able to come to class.

If your child is showing signs of illness in class, your Daily Director will try to reach you to have you pick him/her up. If you cannot be reached, we will contact the emergency person from your contact information sheet. Your child will need to be picked up within 30 minutes of a guardian being contacted.

The bottom line is: please be considerate of everyone's health. If you would not want your child to be around someone with the same symptoms your child is showing, please consider keeping your child home for the day.

Allergies

Please partner with your teacher and Daily Director if your child has any severe allergies. Your child will have their own placement for snack time with a photo of them and their allergies listed on it. For daily snacks, Parent Helpers avoid bringing snacks with peanuts, and we encourage you to provide an alternate snack for your child labeled in their bag in case the daily snack contains an allergen.

Vaccinations

Our program includes children at various stages of vaccination due to age or other extenuating exemptions. Certain highly contagious diseases have vaccination schedules that prevent children from having satisfactory protection/immunity for an extended period of time until all doses have been administered. The MMR vaccination to protect against Measles, Mumps and Rubella is an example of that situation. Our youngest children and children with compromised immune systems or serious allergies are most at risk. For them, herd immunity is a very critical element of protection.

MDO is committed to compliance with the position of Washington State's Health Department.

Emergency Contact Information

It is vital for us to have contact information for each child in our care in case of an emergency. Emergency contact information was filled out when you registered your child(ren) through Jovial. A local emergency contact must be given. This should be a secondary contact that is not you.

Please remember that if there are changes in any contact information during the year, we need to know so that the correct information is readily available. Please reach out to the registrar to alert us of these changes.

Parent Helper Requirements

Mom's Day Out is truly a group effort. We look forward to working with you on your Helper Days, since it gives us a chance to better know you and your child. Our parent Helpers are required in order to comply with state mandates on adult/student ratios.

We require two Helper days per child per day enrolled. This can be done by a parent, guardian, grandparent, or other friend or family member on your behalf. A background check form must be on file for anyone who may be working on your Helper Day. Please submit at least two forms, one for yourself and one for your emergency backup. You will receive a reminder email regarding your Helper Day the weekend prior as well as a text message from the Parent Liaison at the beginning of the week. **You must reply to the reminder email or text message to confirm your helper day attendance/snack.**

If you are unable to work on your assigned day, it is your responsibility to switch with another parent. If you have not signed up for the 2 days per child by September 30, then you will be assigned days by the Parent Liaison. The Helper Day calendar will be posted on the MDO bulletin board.

Should you need to miss a Helper Day due to an emergency, you must notify the Daily Director by phone. You will be assigned a makeup day. **If you fail to show up without contacting your Daily Director, you will be fined \$50.** If this is a repeat occurrence, your child may be dropped from the program at the MDO Board's discretion.

We are counting on your full attention and participation during your Helper Days. **Children of any age not currently enrolled in the program are not permitted during your helper time.** Expecting mothers, please be mindful of your due date when scheduling Helper Days.

If you would like to help beyond the required days, please let the Parent Liaison know. We are always thrilled to have extra help! **Please note, if you are covering on short notice as a Parent Helper on a day that your child does not usually attend, you are welcome to bring your enrolled child for free on that day and are not responsible for bringing a daily snack.**

Parent Helper Responsibilities

When you are scheduled to serve as Parent Helper, it is your responsibility to provide snacks for the entire program that day (approximately 33 children). Two snack items are sufficient. MDO provides water and cups.

PLEASE DO NOT BRING CANDY, CHIPS, OR ANYTHING WITH NUTS.

Some ideas for healthy snacks for children: Fruit such as half a banana each, apple slices or mandarins, cheese sticks, applesauce pouches, pirates booty, goldfish, frozen Gogurts, veggies straws, graham crackers.

Please arrive at 8:45am and check in with your Daily Director to receive your list of duties. Plan to stay until 12:15pm for final clean up.

Some of the major Helper Day responsibilities are:

- Provide and distribute snacks and water to each classroom
- Set out and put away the toys for recess/wipe down the play structure if it's wet.
- Vacuum, sweep, clean up as necessary
- Take out the recycling/trash
- Assist teachers as necessary

Helper Duties may require some heavy moving or lifting, so please plan accordingly.

Tuition

Annual tuition for each student enrolled in the Mom's Day Out program is \$810.00. You can pay \$90.00 monthly, due by the 7th of each month. First (September) and last (May) month's tuition is due by the end of our first week of school which is September 9, 2025.

If we do not receive your monthly payment by the 7th, a \$5.00 late fee will be charged. If the monthly tuition is not received by the first class day of the following month, your child(ren) may be dropped from the program.

Tuition payments will be charged through Jovial and you can pay utilizing the Jovial family portal at <https://www.jovial.org/kentmdo/family>

If you would like to pay tuition using another method, you may pay by check, cash, or Zelle. If paying by check or Zelle, please include your children's name, level, and day attending in the memo line.

The week before tuition is due, you will be sent a reminder via email.

Please contact our treasurer, at kentmdotreasurer@gmail.com if you have any questions, including for information regarding making payments outside of Jovial.

Returned checks will incur a \$25.00 service charge per occurrence.

Withdrawal from the Program

You must notify the Registrar in writing if you are withdrawing from the program. You may send an email to kentmdoregistrar@gmail.com with your child's name, level and last day attending. This written notification must be received 30 days prior to withdrawal from the program in order to receive any reimbursement of prepaid tuition. If you withdraw your child(ren) after April 1st, your May tuition will not be refunded as we would not be able to fill the vacant spot at such a late date.

If you withdraw from the program without providing written notice, you will forfeit the refund of your final month's tuition. Please note that if your child misses multiple classes in a row, either planned or unplanned, you are still responsible for paying tuition in order to hold your child's spot.

DAILY STAFF CONTACT INFORMATION

2025-2026 Kent Mom's Day Out

	Class	Teacher	Phone	Email Address
TUESDAYS	Nursery	Julie Fain	425-761-2277	julieannfain@gmail.com
	Level 1	Kelly Falck	425-891-9713	kmfalck@outlook.com
	Level 2	Courtney Tomfohr	253-709-2738	courtneytomfohr@gmail.com
	MDO+	Ashlyn Horario	530-641-7242	kentmdodirectors@gmail.com
	Director	April Harzynski	206-354-4484	kentmdodirectors@gmail.com
WEDNESDAYS	Nursery	Julie Fain	425-761-2277	julieannfain@gmail.com
	Level 1	Kelly Falck	425-891-9713	kmfalck@outlook.com
	Level 2	Courtney Tomfohr	253-709-2738	courtneytomfohr@gmail.com
	MDO+	Ashlyn Horario	530-641-7242	kentmdodirectors@gmail.com
	Director	April Harzynski	206-354-4484	kentmdodirectors@gmail.com
THURSDAYS	Nursery	Sarah Cohrs	702-379-5204	kentmdocurriculum@gmail.com
	Level 1	Kelly Falck	425-891-9713	kmfalck@outlook.com
	Level 2	April Harzynski	206-354-4484	kentmdodirectors@gmail.com
	Level 3	Cheryl Porter	206-275-4305	cherylt2@gmail.com
	Director	Ashlyn Horario	530-641-7242	kentmdodirectors@gmail.com

MDO BOARD CONTACT INFORMATION

President Madie Njos	206-355-2391 kentmdopresident@gmail.com
Curriculum Coordinator Sarah Cohrs	702-379-5204 kentmdocurriculum@gmail.com
Daily Director (Tue/Wed) April Harzynski	206-354-4484 kentmdodirectors@gmail.com
Daily Director (Thu) Ashlyn Horario	530-641-7242 kentmdodirectors@gmail.com
Fundraising Megan Benner	253-350-4803 kentmdofundraiser@gmail.com
Outreach Coordinator	kentmdooutreach@gmail.com
Parent Liaison Amanda Lukkason	405-641-5890 kentmdoparentliaison@gmail.com
Registrar Sarah Dorantes	858-436-4574 kentmdoregistrar@gmail.com
Secretary Kristie Flournoy-Earnshaw	253-495-5776 kentmdosecretary@gmail.com
Treasurer	kentmdotreasurer@gmail.com
Previous Past President Karin Camposagrado	408-306-5915 kentmdomember@gmail.com
Church Liaison Terry Bolender	253-852-3900 (Church Office) Tbolender@kentmethodist.com

IMPORTANT DATES

MOM'S DAY OUT 2025-2026

September 2	Parent Orientation at 7:00pm
September 9,10,11	MDO Classes Begin
October 7, 8, 9	Individual Picture Day
October 28,29,30	Halloween Parties with Costumes
November 25, 26, 27	Thanksgiving Break - No Class
December 10, 11, 12	Winter Holiday Art Show
December 22 to Jan 2	Winter Break - No Class
January 20, 21, 22	Pajama Day
February 10, 11,12	Valentine's Day Parties
February 17, 18, 19	Midwinter Break - No Class
March 31, April 1, 2	Spring Holiday Parties
April 7, 8, 9	Spring Break - No Class
April 14, 15, 16	Individual & Class Picture Day
May 12, 13, 14	Pet Day
May 26, 27, 28	Final day of class
May 29	End of year carnival/Open House

FOR REFERENCE:

Kent School District

Student Calendar

Revised 05.15.2025

2025-2026

Note: In the event of school cancellation by the district, the make-up day(s) shall occur on April 17 and May 22, and then, if necessary, after the end of the school year in June.

M	T	W	T	F		M	T	W	T	F	
AUGUST					# School Starts 8/27	FEBRUARY					
18	19	20	21	22	3 School Days	2	3	4	5	6	() Presidents' Break 2/16-20
25	26	#27	28	29		9	10	11	12	13	15 School Days
						(16)	(17)	(18)	(19)	(20)	
						23	24	25	26	27	
SEPTEMBER					() Labor Day 9/1	MARCH					@ No School – Teacher Workshop
(1)	*2	3	4	5	*Kindergarten Starts 9/2	2	3	4	5	6	21 School Days
8	*9	10	11	12	*Preschool Starts 9/9	9	10	11	12	@13	
15	16	17	18	19	21 School Days	16	17	18	19	20	
22	23	24	25	26		23	24	25	26	27	
29	30					30	31				
OCTOBER					@ No School – Teacher Workshop	APRIL					() Spring Break 4/6-4/10
		1	2	@3	22 School Days			1	2	3	*Optional Snow Day 4/17
6	7	8	9	10		(6)	(7)	(8)	(9)	(10)	16 School Days
13	14	15	16	17		13	14	15	16	*17	
20	21	22	23	24		20	21	22	23	24	
27	28	29	30	31		27	28	29	30		
NOVEMBER					@ No School – Teacher Workshop	MAY					*Optional Snow Day 5/22
3	4	5	6	7	() Veterans Day 11/11					1	() Memorial Day 5/25
@10	(11)	12	13	14	() Thanksgiving 11/27	4	5	6	7	8	19 School Days
17	18	19	20	21	() Native American Heritage 11/28	11	12	13	14	15	
24	25	26	(27)	(28)	16 School Days	18	19	20	21	*22	
						(25)	26	27	28	29	
DECEMBER					() Winter Break 12/22-31	JUNE					*ECSE Last Day of School 6/11
1	2	3	4	5	15 School Days	1	2	3	4	5	#Last Day of School 6/18
8	9	10	11	12		8	9	10	*11	12	14 School Days
15	16	17	18	19		15	16	17	#18	19	
(22)	(23)	(24)	(25)	(26)		22	23	24	25	26	
(29)	(30)	(31)				29	30				
JANUARY					() Winter Break 1/1-1/2						
		(1)	(2)		@ No School						
5	6	7	8	9	() M.L. King Day 1/19						
12	13	14	15	16	18 School Days						
(19)	20	21	22	@23							
26	27	28	29	30							

School Starts: August 27
 Quarter Ends: October 30
 Semester Ends: January 22
 Quarter Ends: April 13
 Semester/School Ends: June 18

Elementary Conferences (October 13-17 & February 9-13)
 3-Hour Early Dismissal (Elementary Schools Only)
 2-Hour Early Release (All Schools)
 Secondary Conferences (November 25)
 3-Hour Early Dismissal (Secondary Schools Only)
 3-Hour Early Release (All Schools)

No School Days

September 1: Labor Day
 October 3: No School – Teacher Workshop
 November 10: No School – Teacher Workshop
 November 11: Veterans Day
 November 27: Thanksgiving
 November 28: Native American Heritage Day
 December 22-31: Winter Break
 January 1: New Year's Day
 January 2: Winter Break
 January 19: M.L. King Day
 January 23: No School
 February 16-20: Presidents' Break
 March 13: No School – Teacher Workshop
 April 6-10: Spring Break
 April 17: Snow Day
 May 22: Snow Day
 May 25: Memorial Day
 June 19: Juneteenth

*Please note that typically our policy is to cancel classes for the week if KSD does not have classes on a Tues, Wed or Thurs in any given week. The MDO Board has voted to have class the week of 11/11-11/13 despite the KSD closure on 11/11.

Complete this form & return it for our records:

Child's Name: _____

Child's Birth Date _____

Allergies: _____

Your Name: _____

Your Phone #: _____

2nd Emergency Contact Name: _____

2nd Emergency Contact Phone #: _____

May we use your child's image on social media? ☐ Yes ☐ No

Please sign below to indicate that you have read and agree to the policies and information listed in the Parent Handbook for participation in the 2025-2026 Mom's Day Out Program.

Your Signature: _____

Date: _____