

Cypress Mom's Day Out & Preschool

Student Information 2020-2021

Cypress Baptist Church • 4701 Palmetto Road • Benton, LA 71006 • (318) 965-5900

Name of Child _____ Name Used _____

Male _____ Female _____ Date of Birth _____ Home Phone _____

Home Address _____ City _____ State _____ Zip _____

Father's Name _____ Mother's Name _____

Father's Cell # _____ Mother's Cell # _____

Place of Employment _____ Place of Employment _____

Work Phone _____ Work Phone _____

Names of other children in the family:

Name _____ Age _____ Name _____ Age _____

Name _____ Age _____ Name _____ Age _____

Member of Church: Yes _____ No _____ Where? _____

Emergency Contact (has permission to pick up your child):

Name _____ Phone _____

List two (2) persons, other than parents & emergency contact, who have permission to pick up your child.

Name _____ Phone _____

Name _____ Phone _____

Pediatrician or Family Physician _____ Phone _____

Does your child have any of the following:

_____ allergies _____ Epi-Pen _____ pre-existing medical condition _____ daily medication

*If yes to any of the above, you are required to fill out a School Emergency Plan.

Photography

Yes, I do give Cypress Baptist MDO & Preschool permission to photograph and publish my child's photo.

No, I do not give Cypress Baptist MDO & Preschool permission to photograph and publish my child's photo.

Parent Signature _____ Date _____

Cypress Mom's Day Out & Preschool Handbook Agreement 2020-2021

Cypress Baptist Church • 4701 Palmetto Road • Behrton, LA 71006 • (818) 965-5900

Child's Name _____ Date of Birth _____

Please review these important policies as well as read the ENTIRE handbook before signing.

Adding/Dropping Scheduled Days _____ Initials

I understand that if I want to add to my child's scheduled school days, it will depend on availability of the class. If the days I want are not available, I will be put on a waiting list and contacted when an opening occurs. I may drop scheduled days at any time during the school year, as long as my child maintains a minimum of two days per week. A 2-week notice is required for dropping days and will be filled by students on the waiting list. The office will need to approve any changes to my child's schedule. A 2-week notice is also required when dropping from the program.

Drop-Ins _____ Initials

I understand that my child may only attend school on his/her scheduled days. If I want my child to attend on a non-scheduled day, I will need to check with the office for availability. The non-refundable daily tuition rate of \$22 is due when the day is reserved. He/she may not come on any other day regardless of school activities. Your child's teacher cannot determine availability for drop-ins, you must speak with the directors.

Sick Child Policy _____ Initials

I understand that my child may not attend school if they have had fever, vomiting, diarrhea, severe sore throat, runny nose or persistent cough. They are to be symptom free, without medicine, for 24 hours before returning to school. With the flu and Covid 19, they must be symptom and fever free, without medicine, for 48 hours, and I must provide a doctor's note with a date of return. If your child displays any signs of illness while at school, you will be called to pick up your child immediately. At any time, we may ask that you keep your child home due to individual circumstances for the wellbeing of the other children.

Nap Time _____ Initials

I understand that every class will lie down for a nap time. I understand that my child does not have to nap but he/she must lay down. If my child does not lay down quietly and disrupts the class, I understand that I will be called to pick up my child during nap time.

Behavior _____ Initials

I understand that Cypress will keep me informed of any behavioral problems concerning my child. Teachers and office staff will make an effort to quickly resolve any problems that may occur. I understand if my child continually exhibits harmful or aggressive behavior, he/she will be sent home.

Emergency _____ Initials

In case of emergency, I understand that 911 will be called for assistance. If necessary, my child will be transported by ambulance or emergency vehicle to the nearest hospital. I will be notified immediately.

Remind App _____ Initials

I understand that Cypress Mom's Day Out & Preschool's primary form of communication will be the Remind App. It is my responsibility to sign up if I want to receive reminders for school functions. New groups are created yearly.

I have reviewed all policies on this agreement & the Parent Handbook and understand and accept all terms and conditions herein.

Parent Name: _____

Signature: _____ **Date:** _____

Cypress Mom's Day Out & Preschool

Financial Contract 2020-2021

Cypress Baptist Church • 4701 Palmetto Road • Benton, LA 71006 • (518) 965-5400

All parents, guardians, and other responsible persons should read the provisions of this contract, **initial each statement** and sign the contract **BEFORE** the first day of school. The registration/supply fee and first month's tuition should be paid at Meet and Greet or before the child's first day of school.

TUITION & FEES

_____ Monthly tuition is due on the 1st of each month. Payments received after the 5th of the month are considered late. Accounts will be charged a late fee of \$15 per child if payment is received after the 5th of each month.

_____ Tuition is based on enrollment, not attendance. There are no refunds for missed days.

_____ Monthly tuition statements will be emailed to the address on file. A remind notice will be sent informing you of emailed statements.

_____ Tuition and late fees are calculated per child, not per family.

_____ Tuition is \$22 per child for each day the child is enrolled

_____ A \$25 NSF fee will be charged on all returned checks.

_____ A \$5 fee will be charged for every 10 minutes a parent is late for pick up. After 2:30 pm accounts will be charged a \$1 per minute late fee, per child

DISMISSAL

_____ At the point an account becomes 10 days late, the child will automatically be dismissed from the program.

WITHDRAWAL

_____ A minimum of two weeks' notice must be given to administrators to withdraw from the program. Notice must be in writing. Tuition is due through the end of the two weeks.

SCHEDULE CHANGE

_____ A minimum of two weeks' notice must be given to administrators to drop any scheduled day from the program. Notice must be in writing. Tuition is due through the end of the two weeks.

STUDENT'S NAME

I AGREE TO FULL FINANCIAL RESPONSIBILITY FOR THIS STUDENT.

By signing this document, I am acknowledging that I have read, fully understood, and agree to above listed terms and conditions. No exceptions will be made to the policies in this contract.

PARENT /RESPONSIBLE PARTY- PRINT NAME

Date

Signature

Relationship to Child

CYPRESS BAPTIST CHURCH
MOM'S DAY OUT & PRESCHOOL POLICIES
Revised June 2020

MISSION STATEMENT

Cypress Baptist Mom's Day Out & Preschool is committed to providing a rich learning experience in a safe, caring environment. We strive to help each child develop mentally, emotionally, physically, socially, academically, and spiritually. We seek to provide the highest quality care and education, and to share God's love with young children and their families.

"Behold, children are a gift of the Lord, they are a reward from Him." Psalm 127:3

PURPOSE

- to provide a supportive ministry to families of our church and community
- to provide mothers with time to themselves, to meet personal and family needs
- to meet the over-all needs of each child mentally, emotionally, physically, socially, academically, and spiritually
- to provide parents with quality child care
- to provide students with early childhood education that supports developmental milestones
- to provide opportunities for children to enjoy happy learning experiences at church
- to enable children:
 - to grow in understanding and love for themselves, their families and others in their world;
 - to grow in the awareness that God loves them and that Jesus is a special friend;
 - to grow in the ability to think, solve problems and develop language skills

CURRICULUM & PROGRAM GOALS

For all ages, we utilize the Christian-based WEE Learn Curriculum Themes and the Pray and Play Bibles. As your child completes their experience at Cypress MDO & Preschool, our goal is for them to be ready for Kindergarten in a variety of ways. Here are some of the skills we are striving for your child to accomplish.

- Recognizing Colors & Shapes
- Numbers & Counting
- Language Development
- Reading Readiness
- Listening & Sequencing
- Gross Motor & Fine Motor Skills
- Social-Emotional Development
- Physical Development

Bridge Curriculum consists of the following:

- Reading – Imagine it! by SRA/McGraw-Hill
- Math – Math Their Way
- Technology – Hands on learning using iPads
- Writing – Handwriting without Tears
- Bible – W.E.E. Learn & Pray and Play Bibles

POLICES & PROCEDURES

1. Mom's Day Out (MDO) & Preschool will be held each Monday-Thursday, excluding Bossier school holidays, August through May.
2. Hours are 9:00 a.m. to 2:00 p.m. Monday – Thursday.
3. Mom's Day Out & Preschool is available for children 8 weeks old through completion of Bridge (the year before kindergarten). All children are normally placed by date of birth following the Bossier Parish School Board guidelines. Promotions occur in the fall.
4. The needs of the children are to be met as completely as possible. However, teachers cannot accept responsibilities that would necessitate giving all of the attention to one child.
5. Children attend Mom's Day Out & Preschool on their scheduled days, regardless of special events activities. We cannot switch or trade your child's scheduled days in a given week.
6. Drop-ins may be taken upon request and will be allowed only if there is an available spot for your child. Requests should be made through the office with Dana or Carla. The non-refundable daily tuition rate of \$22 is due when the day is reserved. There are several factors that determine availability for drop-ins.
7. The parent should notify the teachers and office when a child will be absent for an extended period of time.

TUITION

1. Monthly tuition is due on the 1st of each month. Payments received after the 5th of the month are considered late. Accounts will be charged a late fee of \$15 per child if payment is received after the 5th of the month.
2. Statements will be emailed monthly. Please make sure the email on file is the email you would like to receive statements to.
3. We accept checks, cash, and card. You may also pay at www.myprocare.com.
4. Checks will be credited to each account on the date received but will not be deposited by the church office until the following Monday.

5. Card fees are cheaper than late fees.
6. Tuition is based on enrollment, not attendance. There are no refunds for missed days.
7. Tuition and late fees are calculated per child, not per family.
8. Tuition is calculated based on \$22/day for each day the child is enrolled
9. A \$25 NSF fee will be charged on all returned checks.
10. At the point an account becomes 10 days late, the child will automatically be dismissed from the program.
11. A minimum of two weeks' notice must be given to administrators if you wish to withdraw your child from the program or to drop any scheduled days. Notice must be in writing. Tuition is due through the end of the two weeks.

RECEIVING AND DISMISSAL OF CHILDREN

1. See attached Phase 2 policy for additional procedures.
2. Children should arrive no earlier than 9:00 a.m. each day, but no later than 10:00 a.m. Children will not be accepted after 10:00 a.m. unless pre-approved by the directors. If a problem arises, please call the directors and alert them of any later arrival. Arriving after 9:30 results in the child missing valuable playtime.
3. Dismissal is 2:00 p.m. Monday-Thursday. Beginning at 2:10 a \$5 fee will be charged per child for every 10 minutes a parent is late for pick up. At 2:30 accounts will be charged a \$1 per minute per child late fee.
4. Children will only be dismissed to a parent or person named on the student information sheet unless the parent notifies the teacher and directors.
5. For the child's safety, proof of identification will be requested from anyone not on the student information sheet.
6. Teachers are to receive and dismiss children at the door of each classroom. Please do not go into the classrooms.
7. Do not leave a child in any room unless a teacher is there to receive the child. The parent should stay with the child until a teacher arrives.

WHAT TO SEND - Please Label all Belongings!

1. A lunch for each child, no peanut products, this includes peanuts, peanut butter, candy, granola bars, etc. Watch out for lunchables as some come with peanut based treats.
2. Toddlers – Bridge do not have access to a microwave. Lunches need to be appropriate and ready for your child to open and eat.
3. Two drinks in labeled cups, for snack and lunch. Sodas are not to be brought to school. Water for babies should be brought in plastic bottles marked with the child's name in addition to formula. Formula should be pre-measured and sent in a labeled container.
4. An extra change of clothing is to be kept in back pack/diaper bag at all times. This will need to be changed out to be appropriate for seasons.
5. A nap mat should be brought for rest time and labeled with child's name.
6. Label diapers with child's name. Wipes are provided by Mom's Day Out.
7. Pull ups must be the repositioning type, not the ones that must be pulled up and down.
8. Toys are provided by Mom's Day Out. Please DO NOT allow children to bring toys from home. Exceptions: "security" item or items on calendar for special planned activities.
9. Children should dress comfortably and, in a manner, to facilitate physical activity.
10. Any special instructions should be in writing and food allergies should be noted on the school emergency plan.

SICK CHILD POLICY

1. For the comfort of the child and the protection of other children, children who appear ill or have any of the following symptoms **WILL NOT** be permitted to attend school.
 - fever (100 or higher) – Child may return after he/she has been fever-free without medication for 24 hours. (Ex. Tylenol or Motrin/Ibuprofen)
 - vomiting or diarrhea within the last 24 hours
 - severe cold
 - severe sore throat
 - severe runny nose
 - persistent cough
2. Covid-19: Due to the unknowns of this changing virus, our policy may change based on updates released by medical professionals, the Louisiana Department of Education, and government officials. A new policy will be sent out any time changes are made. Please see the attached Phase 2 policy and procedures for starting the 2020/21 school year.

3. A doctor's note is required with the date the child may return for the following illnesses:
 - Covid 19
 - Croup
 - Strep throat
 - any symptoms of the usual childhood diseases, i.e. scarlet fever, measles, mumps, chicken pox and whooping cough, etc.
 - any unexplained rash
 - any skin infection – boils, ringworm, impetigo
 - pink eye & other eye infections – child may return 24 hours after eye drops are started.
 - common cold
 - FLU and/or flu-like symptoms
 - Mono
 - RSV

4. Flu policy:

In cases of the flu and flu like viruses, we are asking that you keep your child at home until they are fever free for a minimum of 48 hours. This is typically 5-7 days after symptoms begin. A doctor's note with the date your child is able to return is required in order to return to school. ****Fever needs to be gone without the use of fever-reducing medicine.****

5. Children who become ill during the day will be isolated and the parents will be contacted to pick up the child immediately.

6. When in doubt, PLEASE apply the "Golden Rule". Your cooperation is essential to the well-being of all children in our program.

7. Our facility now has a machine that is used to sanitize rooms when we become aware that children have an illness.

8. At any time, we may ask that you keep a child home due to individual circumstances for the wellbeing of the other children.

FEEDING

1. A lunch must be provided for each child daily. Finger foods should be sent and not meals that must be heated. Toddlers – Bridge do not have access to a microwave.

2. Teachers in the baby rooms should be informed of babies' feeding schedules. You will need to provide formula and baby food. Only baby rooms have a microwave and refrigerator.

3. Snacks are provided for all children. **Please provide your own snacks if your child has any food allergies.**

4. We are a **peanut-free** facility. Please do not send peanut butter or peanut products lunches. Children will not be allowed to eat peanut products during the school day. Alternate spreads such as Nutella and Almond Butter are allowed.

CHILD DISCIPLINE & BEHAVIOR

At Cypress MDO & Preschool discipline consists of:

- Positive reinforcement
- Redirection
- Time away

**The use of physical punishment by staff is never permitted.*

We will keep you informed of any behavioral problems concerning your child while at Cypress MDO & Preschool. Every effort will be made quickly to resolve any problems that may occur. If problems cannot be resolved in class with the help of parents, the office staff will intervene. If at any point a child consistently exhibits aggressive or harmful behavior, he/she will be sent home.

NAPTIME

Sleep is important for young children. Your child does not have to sleep, but your child must lay on his/her nap mat quietly without disturbing others. If your child is disruptive during nap time, he/she will be sent home.

WORKERS/TEACHERS

1. The care of children will be provided by adult teachers. Before being selected, every employee will submit an application and pass an oral interview. Background checks are conducted on all teachers. All teachers have taken and passed a ministry safe course.
2. We provide a mandatory CPR training every two years.
3. There are at least two teachers in every classroom.
4. We strive to have at least one certified teacher in the Preschool and Bridge classes.

MISCELLANEOUS

1. If parents desire to check on their child after drop-off, please check with the office. Please do not let your child or the other children see you, because it may upset the class. The directors will be happy to check on your child for you.
2. Teachers will NOT give medication to any child. Exceptions: Epi pens for allergies, seizure medications for emergencies.
3. All children must be completely potty trained upon entering the Preschool Program. This includes both the Preschool and Bridge classes. Exceptions will be considered for medical reasons and special needs only.

4. All situations not expressly covered by these policies shall be referred to the Preschool Minister and/or the Mom's Day Out & Preschool Director. Please contact the director with any questions, suggestions, or issues.

Emergency Evacuation Plan and Relocation of Children and Teachers

- In case of an emergency evacuation of our facility, we have an agreement with First Baptist Church in Benton, LA to relocate to their facility. We will use any and all vehicles on this property to transport our children safely to First Baptist Church located at 201 Bellevue St. in downtown Benton.
- The church is easily accessible from Benton Rd. (Hwy. 3). Come north to Bellevue St. and turn right. Bellevue is about one mile past the first red light at Brookshire's and just before the second red light in Benton. The church will be on the right.
- First Baptist Benton is approximately 5 miles north of our Cypress facility going up Palmetto Rd.

DIRECTORS & TEACHERS – If an emergency should happen WE WILL:

- STAY CALM and focused on getting your child to safety.
- Bring your emergency binder with you.
- Load children and teachers in personal vehicles that are on campus and utilize church vans and buses to relocate people to First Baptist Church in Benton.
- STAY CALM and reassure your child that their parent is coming to get them.
- Call the other numbers on registration sheet if there is no answer to first number called. (Please make sure our records are up to date if you have any changes.)
- Try our best to keep children calm and occupied with toys and activities while we wait for parents to arrive.
- Have someone outside First Baptist Benton directing you to where your child is located.

PARENTS – If an emergency should happen YOU SHOULD:

- STAY CALM and drive carefully to come get your child.
- DO NOT COME TO CYPRESS BAPTIST CHURCH – we will be gone.
- Come directly to First Baptist Benton as soon as possible.
- Come up Benton Rd. /Hwy 3 because Airline/Palmetto will most probably be blocked off.
- Receive your child calmly and reassure him/her that they and you are safe.
- Give positive comments to child and teacher.
- Thank teachers for all they have done to assure your child's safety.
- Have a plan about where you will go if you cannot get to your home right away.

Dana Cooper, Director
Carla Austin, Assistant Director
Glenda Greer, Minister to Preschool
Cypress Baptist Church
Mom's Day Out & Preschool

PHASE 2 POLICY AND PROCEDURES

MASKS

Teachers: Depending on the Governor's mandates and phases we will be taking the mask mandate and applying it as best fits our facility. Teachers will be required to have a mask at school at all times, we expect all teachers to use caution and good judgement on when to wear a mask.

Students: Students will not be required to wear a mask, however a parent may request for their child to wear one during the day. The child needs to be familiar with the mask and know how to wear it properly before attempting to wear it in class. Masks will not be worn at naptime by any student.

Parents/Caregiver: We ask that you wear a mask during drop off and pick up. With so much traffic it will be hard to social distance.

TEMPERATURE CHECKS:

Temperatures will be checked for all children and adults at drop off before entering Penny Lane or Billie Pearce Education Building. A student may not attend school if the parent, sibling or enrolled child has a temperature of 100 degrees or higher. Temperatures over 99.5 degrees will be monitored and taken again in 5 minutes. If fever is present in any student, sibling or adult, enrolled child may not enter class.

DROP OFF & PICK UP

Babies through Preschool will enter through Penny Lane and exit back doors by laundry room. Bridge will enter & exit from north side doors of Billie Pearce Education Building. If you have students in both make sure to get your temperature taken prior to walking to Bridge.

SICKNESS

Due to the severity of Covid-19, FLU and other illnesses that go through the school during the year, we will be implementing a stricter sick policy. PLEASE understand that during this time we will not be lenient with sicknesses. We may require doctors excuse to return to school based on illness. PLEASE read the handbook as some of our sick policies have changed due to COVID. If your child or a family member are sick, keep your kids at home.

- We will be using 100 degrees as a temperature that will prevent attendance or send students home.
- Any child who has a persistent cough or has an excessive runny nose (whether clear or green) will be asked to stay home until symptoms have run their course.
- Students that are severely fatigued, have difficulty breathing, or exhibit signs of feeling ill will be sent home
- See handbook for our Sick Policy in its entirety.
- The use of handwashing, hand sanitizer and good hygiene will be taught and used during the day. Highly touched areas will be cleaned throughout the day.

RECESS & PLAYGROUND

We will use and encourage outside areas to be used for playtimes. Classes will not share outside supplies. We will supply each class with an outside kit. For now, indoor play areas will not be used.

Cypress Mom's Day Out & Preschool
COVID-19 Liability Release Form for Cypress Baptist Church
Cypress Baptist Church • 4701 Palmetto Road • Benton, LA 71006 • (818) 965-5900

Child's Name _____ Date of Birth _____

By signing this agreement, you consent to NOT hold Cypress Baptist Church liable if you contract the Coronavirus while knowing and willingly participating in Mom's Day Out and Preschool.

All parents, guardians, and other responsible persons should read the provisions of this contract, **initial each statement** and sign the contract BEFORE the first day of school.

_____ I acknowledge the contagious nature of COVID-19 and assume the risk that my family might be exposed or infected by COVID-19.

_____ I understand that the Covid-19 virus has a long incubation period during which carriers of the virus may not show symptoms and still be highly contagious.

_____ I confirm that I will not bring my child to school presenting any symptoms of COVID-19. Those include but are not limited to fever, shortness of breath, loss of taste or smell, dry cough and sore throat.

_____ I acknowledge that it is impossible to disinfect chairs, tables, toys, manipulatives, etc. every time a child touches or otherwise uses these items. I accept this risk.

_____ I understand Cypress MDO employees will sanitize frequently during the day, encourage handwashing and use of sanitizer during transitions. These actions may not prevent the spread of COVID-19.

PARENT /RESPONSIBLE PARTY- PRINT NAME

Date

Signature

Relationship to Child