



Mother's Day Out  
Parent Handbook

**Faithbridge Church**  
212 11<sup>th</sup> Street  
Racine, Wisconsin 53403  
(262) 632-7311  
[www.mdoracine.com](http://www.mdoracine.com)

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## **Purpose**

As a Ministry of Faithbridge Church, our goal is to address and serve the changing needs of children ages 1 year through -Pre-K age, and to meet the needs of the parent or caregiver, by offering time for his/herself. Our center will do this by providing quality learning and care in a safe and secure Christian environment, conducive to the development of the whole child. Particular emphasis is placed on staying in tune to each child's rate of development rather than forcing him or her to adapt to our program. Further, our goal is also to keep our eyes open to the changing needs of our community, the caregiver, and the child and respond as necessary to keep our program strong.

## **Organization**

The Mother's Day Out Program was established in September of 1980. The State of Wisconsin licenses MDO as a preschool and childcare center, serving children from the age of one to pre-kindergarten five years old with a maximum capacity of 62 children per day. Our hours of operation are M-F 7:00-5:00pm. MDO is an incorporated, non-profit organization operating under a Board of Directors, otherwise known as the Mother's Day Out Representatives Committee. The Committee is composed of Faithbridge Church members, MDO teachers and parents. The Program Director holds a salaried position and is also a member of the Committee. The Program Director reports to the Board of Directors. The Board of Directors reports to the Board President. The Board President reports to the Ministry Board. The Ministry Board reports to the SPRC.

The year is divided into two sessions from September-May and a summer program from June-August. The schedule for Mother's Day Out during the September-May session will coincide as much as possible with Racine Unified School District's schedule and will offer individual classrooms for each different age level. The summer session will be in "camp form" in a multi-age room setting. Classrooms will varie due to enrollment.

## **Facility**

Mother's Day Out is proud to be housed within the Faithbridge Church Downtown Campus, located just south of downtown Racine at the corners of 11<sup>th</sup> and Main Street at 212 11<sup>th</sup> Street. At our center we are fortunate to also have a large climate controlled gymnasium with large motor skill toys and equipment available for all ages of our students. We also have a fenced in outdoor playground area with large motor skill equipment avialable in a safe and secure environment.

## **Staff**

The State of Wisconsin certifies the Program Director, teachers and assistant teachers in early childhood development. They are also required by the State to complete an additional fifteen to twenty-five hours of continuing education each year of employment. Training includes CPR-first Aid, Shaken Baby Syndrome & Child Abuse and Neglect.

## **Posting of Rules and Regulations/Notices**

Mother's Day Out is licensed by the State of Wisconsin. This license can be found posted next to the information bulletin board located on the lower level of the center along with the center's non-compliance reports, Fire and Tornado procedures and monthly communications, i.e.; Board meeting minutes, notices, announcements, rules and policies of center, etc.

## **Posting of Parent Communications**

Located outside each classroom is a white board that will list the daily activities, schedules, snacks, visitors, or any other correspondence information given to parents on a general basis.

### **Drop off/Pick up Procedures**

We ask that you do not drop your child off at the door unattended, nor allow your children to pick up other siblings within the building. Only authorized adults may pick up children. In the event that a parent/guardian or other persons authorized to pick up your children appear to be impaired by drugs or alcohol, another authorized person will be called to pick up the child. Authorized person will be required to show id before picking up child.

### **Hours of Operation**

Our hours of operation are from 7:00am-5:00pm Monday through Friday. An adult must enter and depart with all children into and out of the building. We ask that you make sure your child uses the bathroom before class starts. Please take your child to their classroom once their bathroom needs have been met. The West Door (Wisconsin Ave entrance) will be used for all non-handicapped persons entering the building. If wheelchair/ handicap accessibility is needed please use the South church entrance located on 11th Street.

**7:00-9:15a.m. Before Care arrivals** (Door not attended by staff, please use buzzer to enter building)

**9:15 to 9:30 a.m. Regular preschool arrival** (Door is attended by staff during regular arrival time)

**2:00 p.m.-2:15 p.m. Regular preschool departure** (Door is attended by staff during regular arrival time) **Every parent should be in their child's room no later than 2:15pm for regular preschool pick up.** All children not attending After Care must be picked up between 2:00-2:15pm. Any children not picked up by 2:15 will be transferred to our After Care program. After Care charges will apply and the parent is notified of non pickup and asked to pick up their child as soon as possible.

**2:15-5:00pm After Care departures** (Door not attended by staff, please use buzzer to enter building)

All students must be picked up by 5:30pm Monday-Friday

There is a \$5.00 late fee per each 5 minutes of overtime your child is at our center after 5:00pm If you experience a problem and know you will be late for pick up, please call. It will save the teacher and your child from any unnecessary anxiety.

### **Child Attendance**

Daily attendance is taken and the children's locations, names and emergency contacts are known to the childcare worker at all times.

### **Enrollment Procedures**

Registration starts the beginning of each calendar year for the upcoming school year. It is on a first come/first served basis for those currently enrolled in the program from the previous year and preference to church members. Only after registration has been completed for current students, will open registration be offered for the general public. Preference is given to existing students, members of Faithbridge Church, alumni and then new families on the waiting list and/or those that have attended open house. Private tours are available during the school year to observe our center. Ongoing registration is also available throughout the year per space availability. Enrollment applications are accepted in person, via email correspondence, or over phone.

### **Completion of the following is required:**

- Registration Form
- Registration Fee

- Child Enrollment
- Health History Form
- Child Health Report Form
- Emergency Information with 2<sup>nd</sup> emergency contact person.
- Immunization Record Form
- Enrollment Agreement Form
- Permission Walking Field Trip Form
- Photo Release Form
- Intake form for children under age two

All forms are to be returned on or before the child's first day of attendance. Children not having all required forms on file before the first day of school may be asked to not attend until forms are on record. All Forms are kept on file and information is kept confidential.

### **Intake Policy**

Mother's Day Out is open Monday- Friday with a preschool/child care program available for any family who is able to meet the enrollment requirements. The center operates on a 9:15am to 2:15pm schedule with optional extended before and after care starting at 7:00am and ending at 5:00pm. Children will attend on a school calendar year basis with a summer program option and tuition will be assessed accordingly. There is no discrimination because of race, color, or national origin. MDO is culturally diverse in the care of all children in attendance. All children from one year to Pre-K age, who are physically and emotionally able to participate in the program, are welcome. *Class size follows state guidelines with regard to staff to child ratios. Children must be one year of age to enter our program.*

### **Supply Policy for Child**

**Each child is expected to have the following items supplied to them from home:**

- extra change of clothes
- extra change of underwear & socks
- diapers
- lunchbox with a cold lunch
- sleeping bag and small pillow
- lovey or pacifier for comforting needs
- weather appropriate wear for going outside
- sunscreen/ bug spray (please apply at home)

**Each child will have the following items supplied to them from the center**

- cribs for infants
- paper products
- classroom supplies
- baby wipes
- 2% milk
- water
- snack for after care

### **Fee Policy**

1. A tuition schedule including current rates is available from the Director or available on our website [www.mdoracine.com](http://www.mdoracine.com)
2. A \$50.00 per child **non-refundable** registration fee is due with registration.
3. There will be **no refund** of tuition for any of the following reasons:
  - inclement weather
  - illness
  - vacation
  - circumstances beyond our control

4. The tuition billing cycle is on a weekly basis. Your tuition bill will be issued at the close of business every Friday via email. Payment will be due on the first day of child's attendance the following week. MDO preferred payment method is **Tuition Express Service**, a free service that will allow MDO to pull funds from your account every Monday.
  5. MDO will accept payment in the form of tuition express, credit card, check or money order. These payments will be due the first day of your child's week. However, there will be a \$3.00 handling charge for checks or money orders as a form of payment. MDO will not accept CASH payments.
  6. NSF fees assessed to MDO by the bank will be charged to the parent. Fees will vary depending on the bank fee. Estimated fee is currently \$15.00 per NSF.
  7. A \$10.00 Late fee will be charged for each tuition payment not received after the due date. Tuition express is highly recommended to avoid this late fee charge.
  8. If a hardship occurs with a family it is MDO policy that our center will work with each individual family in creating a reasonable payment plan that will not put a hardship on the family but allow MDO to recoup any tuition fees.
  9. In the event a family does not pay their tuition owed to MDO, the child will be immediately disenrolled and legal action will be taken against the parents/guardian of enrolled child at the expense of the parent or guardian.
  10. Parents wishing to withdraw children must give a two week notice for withdraw. All remaining fees MUST be paid prior to their withdrawal date.
  11. Tuition must be paid in full by the last day of the current session to attend the next session of school.
  12. If a parent disenrolled their child/children during a given semester, tuition will be refunded from the date of disenrollment through the end of their billing cycle.
  13. Parents can enroll children during the semester if vacancies occur. Regular rates are applied according to their start date.
  14. Certain fees will be charged to the parent in regards to field trips, special lunches, or special teaching aids.
  15. Faithbridge Church family members, certain MDOR board members, certain local businesses, and multi day families will receive discounts at MDO. Please see Director for discount offers.
- Mother's Day Out does not participate in WI share or Youngstar program. Tuition payment options are available- Discount options are available. Please contact the office for discounted rates.

### **Health Policy**

Wisconsin State law requires that each child entering Mother's Day Out have a physical examination by a physician no more than 6 months prior to the first date of enrollment or within 3 months after admission to school. Children must also complete the rules of the immunization record form. All vaccinations must be current. You will be notified if your child is not current on their immunizations and be expected to complete these in a timely matter. If you chose not to immunize your child due to personal or religious reasons, this must be noted on the immunization form. Failure to complete these forms may result in termination of your child's enrollment at Mother's Day Out.

### **Parents must follow State guidelines for follow-up examinations:**

1. A child that is two-years and older is to have subsequent physical examinations at least once every two years by a physician.
2. Children under the age of two are to be given an examination by a physician every six months.

### **General Policies**

1. Parents are responsible for the transportation of their child.

2. If your child is going to be absent, call the office at 632-7311 or email the office at [office@mdoracine.com](mailto:office@mdoracine.com) before 10:00 a.m. and leave a message.
3. Attendance is taken daily by 10:00a.m. If children arrive after 10:00 a.m. parents will notify teachers and MDO office of child's arrival and reason for late arrival.
4. Any type of school problem that may arise during the course of the school session will be discussed with the parent the day it happens or arrangements will be made to meet personally if needed.
5. Snow days will be determined in concurrence with the Unified School District and at the discretion of the Director. In the event of a late start through Unified School, Mother's Day Out will not be in session. Please listen to TMJ4, WISN 12 or WITI Fox 6 news. **Snow days will not be rescheduled, nor will tuition be reimbursed.**
6. Please label everything your child brings to school: coat, lunch box, diapers, sleeping bag, blankets, etc.
7. Pets are not allowed at Mother's Day Out. In the event of a special pet visiting the center for any reason, notification will be given in advance to parents notifying them of the presence of pets in the center on that given date.
8. MDO will contact 911 in the event of an emergency.

### **Emergencies**

In the event of a minor emergency, i.e.; building services including, but not limited to: no heat, no water, no electricity, plumbing problems, no telephone, Mother's Day Out would take necessary actions, including closing the center if needed. At which time these events would occur, the parents would be contacted via phone and email to make arrangements to pick up children. If the center should have to close for any of the above reason for the safety of the children, the day will not be made up and preschool charges for that day will not be reimbursed.

### **Discharge Policy**

The policy of Mother's Day Out is to provide quality care and instruction to all children entrusted to our care. However, in order to do this, it may become necessary for the center to release or discharge a child. Discharge will be done on an individual basis; and will be given with either or both written/verbal notice within a timely manner, because of the following reasons:

1. The child has physical, social or emotional needs that prevent the staff from realistically serving his or her needs in a group environment.
2. Parents are uncooperative in:
  - Filling out and returning state and center's required forms
  - Paying fees or making arrangements to do so in a timely manner
  - Observing the rules of the center, classroom, or those relating to arrival/departure of child.
  - Failing to make provision for the child's personal needs.

Any parent wishing to appeal a discharge may go to the MDOR committee for review.

### **Visitor Policy**

Mother's Day Out is a secure facility with secured access at the main MDO entrance of Wisconsin Ave or the handicap entrance on 11th St. Any parent/visitor/guardian wishing to enter the center during the school day must be buzzed in by the MDO office or the Faithbridge church office staff. Upon entering the building the parent/visitor/guardian must go directly to the MDO office located on the ground floor in room 112. MDO staff will escort the visitor to the child's classroom.

We at MDO have an open door policy, however, we can not have parents entering the building and walking around for security and safety reasons. Furthermore, the occasional drop in during the middle of the day may disrupt the classroom and cause undue stress on other children who may be having separation issues. Please keep these children and

families in mind as you make your decision to visit the center during the middle of the school day.

### **Health Regulations**

- Both children and staff will be excluded from the center when determined to be ill. Please see our **Well Child Policy** for determining what is ill.

- A daily health check will be performed on each child when entering the center.

- MDO staff are mandated Child Abuse and Neglect Reporters. MDO staff will notify MDO Director in any case or suspicion of possible child abuse. Director and staff will document in the medical log book any visual suspicion of possible child abuse. Parents or appropriate authorities will be notified of found abuse. Please note, we do understand that children fall and get bumps and bruises, however it is our responsibility as mandated CAN reporters to keep the safety and well being of your child in our best interest.

- Emergency phone numbers of physicians **and** a person to notify if family is unavailable **MUST BE ON FILE** for both staff and children in the event of illness or accident.

- Parents will be informed of communicable diseases if they should be diagnosed within the center. The city health nurse will then be notified. Children will be readmitted without a physician's statement if the period of time designated by the department is complete. If re-admittance into the center before the time designated by the department has not been met then a physician's statement must be provided to allow the child to re-enter the center. If needed MDO will comply with county and state regulations in reporting to the city health nurse and or DFS.

- Medications will be given only upon the direction of parents and with consent of the director. An "Authorization to Administer Medication" should be filled out and will be kept on file in the director's office. All medication will be kept and administered in the office, not in the classroom.

- In the event the child is participating in a school sponsored event off MDO premises, the teachers will maintain a first aid kit, child and center emergency contact information, any medicine that may be appropriately needed for the child's well being (ie epipen, asthma inhaler), and a cell phone to call 911 in the event of an emergency.

- Each classroom maintains a medical log book and is available to parents regarding their child upon request. The medical log book is used to log in any incidences that may occur to a child while under our care. It is verified by the center director on a semester basis.

- Each class will display on tables as well as on Emergency information sheets any food allergies and or special dietary needs of a child.

- Staff will be instructed in emergency/ CPR-first aid measures as well as Shaken Baby Syndrome training and procedures for reporting Child Abuse and Neglect on a yearly basis.

- Written permission from parents to call the family physician or refer the child for medical care in case of injury shall be on file at MDO. Parents shall be contacted as soon as possible after an injury has occurred. In the event of an emergency we will contact emergency personnel through 911 and Wheaton Franciscan-All Saints Hospital.

- All children's records are held in the Mother's Day Out office. They are confidential and only authorized persons may view them. Information pertaining to the individual child will be shared with the child's teacher to better meet the needs of the individual child.

- Emergency supplies (flash light, blanket, radio, extra batteries are kept in the mdo office or storage room.

- In the event of an emergency 911 would be called

## **Health Policy on SIDS**

### **SUDDEN INFANT DEATH SYNDROME (SIDS) RISK REDUCTION METHODS**

It is the policy of Mother's Day Out to follow current SIDS risk reduction methods. We follow these methods as follows:

- Infants under 12 months of age shall be placed on their backs on a firm tight fitting mattress for sleep in a crib.
- Sofas, soft mattresses, pillows and other soft surfaces shall be prohibited as infant sleeping surfaces.
- All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products shall be removed from the crib.
- If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest.
- The infant's head shall remain uncovered during sleep.
- Unless the child has a note from the physician specifying otherwise, infants shall be placed on their backs for sleeping to lower the risk of Sudden Infant Death Syndrome (SIDS).
- When infants can easily turn over from the back position to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer to sleep.
- Unless a doctor specifies the need for a positioning device that restricts movement within the children's crib, such devices shall not be used.

*These are excerpted from "Sudden Infant Death Syndrome and The Child Care Provider Setting Policy on Infant Sleep Position" of the National SIDS & Infant Death Program Support Center (NSIDPSC). The NSIDPSC is a cooperative project of the SIDS Alliance, Inc. and the Health Resources and Services Administration's (HRSA) Maternal and Child Health Bureau (MCHB) Sudden Infant Death Syndrome/Infant Death Program.*

## **Nutrition Policy**

It will be the parent's responsibility to provide their child with a nutritious lunch, which should consist of 1/3 of a child's daily food needs. This should include bread, protein, vegetable and fruit. Please, no candy or excessive sweets. Portions do not need to be large. MDO will provide 2% milk, which is served at lunch. Parents will be notified if their lunch is inadequate and needs adjusting. Noncompliance could result in the dismissal of a child from the program.

Children under 2 years old will be fed on their own individual feeding schedule and no child shall go for more than three hours without nourishment.

Parent volunteers are asked to bring a nutritious snack to share. We ask that you provide a nutritional snack consisting of at least one of the following: milk or a milk product, fruit, fruit juice, vegetable, or protein, whole grain or enriched bread or cereal. Water is given at snack time.

Snack menu will be posted on boards outside of classrooms on a daily basis. Snacks are also recorded in a snack journal that each teacher has in their classroom.

Meals and snack time will provide opportunities for consideration of cultural patterns and food practices, nutrition education, socialization and developmental needs of children. Families can choose to bring a snack to share in their classroom on their designated snack day or for your convenience MDO can charge your account a \$10.00 snack fee. If you forget your snack on your snack day MDO will charge your account a \$10.00 fee to cover the cost of providing snack that day. We will allow you the opportunity to bring in your snack the next day you attend and reverse the fee. Food supplied by the parents should be nutritional. Parents, please ask your child's teacher for snack suggestions

and for allergy alerts. All food should be marked and refrigerated when necessary. Extra food will be stored in a tightly sealed plastic food grade container, away from hazardous products.

The staff will eat with children in their group. A prayer is offered before each meal. Allergies of children will be posted in their classrooms. Parents shall meet the needs of any allergy restrictions or medications for their child.

If a child would like to bring in a treat to celebrate his/her birthday this is an acceptable practice. We do ask that you provide some form of a healthy snack included in the birthday treat ie. if you bring cupcakes.

### **Toilet Training Policy**

It is the policy of MDO that children entering the 4-K class be successfully toilet trained. The child must be successfully out of diapers and pull-ups prior to the start of the school year in September for the 4K class. Although we currently do not have a policy in regards to children entering the three-year old classes, we ask that you be intentionally going through the potty training stages with your child. Mother's Day Out staff strongly encourage and will support your efforts to introduce toilet training.

### **Biting Policy**

Children will bite. All children at one time or another mouth items to explore and learn about themselves and their surroundings areas. Some children who do not pass this developmental milestone will engage in mouthing activities for a period of time to follow as it continues to be an innate sensory experience. It does generally happens during the toddler years about 16-24 months. Some children never bite and some children may engage in heavy biting behavior for a short period of time. While every positive precaution is taken to monitor the active play of children, biting can still occur in an instant. We ask that parents/guardians fully understand that this may occur and also recognize that this is yet another opportunity to resolve conflict in a very simplistic manner while teaching children to redirect this energy into other activities.

#### **To extinguish biting behaviors, staff will:**

- First attend to the child who was bitten. Separate the child briefly to insure that they are safe.
- Let the children know calmly that this a hurtful act toward a friend and it is "not okay".
- Talk to the children at their level of understanding about the incident. When appropriate, ask the children to talk about it and apologize.
- Engage the two children who were involved in appropriate role playing to offer a better understanding of the incident that has transpired. Praise and encouragement, by staff, before, during, and after will help the children understand that there is a better way to work and play together.
- Observe the area in which the conflict occurred. Think about the amount of children and activities that were presented and the time of day etc. Staff must make the appropriate adjustments to discourage this act from reoccurring.

Sometimes children to exhibit strong behaviors that are especially challenging. All children deserve a fair opportunity and length of time to become adjusted to their surroundings. Each staff member will specialize in the care and development of children with varying needs and abilities. It is vital that all children be provided with the safest most reassuring environment in which to learn.

## **Disciplinary Policy**

The purpose of discipline is to allow the child to emerge from a negative experience with a better self-concept and identity, and with an understanding of respect for the rights of others. It is expected that all children will be given opportunities to vent anger through activities such as pounding toys, clay and dolls, and with maturity, encouraged to verbalize their anger.

Positive reinforcement and praise will be given as often as possible so the child receives immediate feedback when he expresses desirable behavior. However when a child becomes over stimulated and displays unacceptable behavior they will be physically removed from the offending activity and given re-direction, particularly in the toddler and two-year-old and under rooms. The child in the three and four-year rooms may need to be isolated within the room, for a brief period and allowed to return to the group when the child or the teacher feels the child is ready. "Time-Outs" are not considered appropriate for children under the age of three.

Only a qualified teacher or assistant may discipline a child. Children may not be punished for lapses in toilet training. Punishment that is humiliating or frightening to a child is prohibited.

This includes:

- Spanking, hitting, pinching or other forms of corporal punishment
- Verbal abuse, threats or derogatory remarks about self or family
- Restricting movement or enclosing in a confined space
- Withholding or forcing meals, snacks or naps

## **Special Needs Policy for All Children:**

The following methods will be implemented to determine the special need of each child at Mother's Day Out:

- Watch the child's social and emotional behavior
- Determine if the child is becoming adjusted to his/her surroundings. Note the friendships that he/she is making
- See what patterns occur in his/her activities
- Note any specifically stressful events
- Confer with other pertinent staff members regarding their observations
- Discuss findings with the Director
- Work with the parents/guardians to develop and implement a plan to provide a more positive learning outcome
- Recommendations for outside resources may be provided to assist parents/guardians in helping their child
- Only in extreme cases, where it is necessary to ensure the safety and well being of other children and staff members will termination be considered. Attempts to improve any given situation will be made prior to a recommended termination.
- Following such attempts, if MDO administration and staff feel that the environment does not appear to be in the best interest of the child or other children within the classroom, a notice of termination will be given to the parent/guardian/ Length of notice will be determined by the severity of the behavior. Termination will be imposed in extreme circumstances when all other strategies have been exhausted or when parents/guardians are not responsive to given suggestions.
- Careful documentation of all discussed incidences will be kept and files for confidentiality purposes.
- Children will be socially and emotionally guided toward understanding the better choices to be made in the classrooms. Parents/guardians will be asked to support these beliefs at all times.

## **Parking**

Street parking is available on Wisconsin and also 11th Street. Use the circle driveway on 11th Street for parking only if you will be in the building for less than five minutes. Please remember to pull as far forward as you can to allow for additional space. We ask that you please reserve the turn around driveway for quick drop off and pick-ups and not block the ends of the driveways near the sidewalks as this may potentially block an entrance or exit. No parking is available by the building on the Wisconsin Street entrance. These spaces are reserved for MDO Director and Faithbridge Church staff.

**We understand that space is very limited and finding a place to park can be frustrating. The Police Department is well aware of our parking situation and will routinely ticket cars that are parked illegally. There is no parking 15 feet from each corner. This is a city law and is enforced by the Police Department.**

Drop off service: In the event of dangerously cold weather conditions any temperature or windchills of 0 degrees or below, Mother's Day Out will offer drop off service from 9:15-9:30. This service allows the parent to drop the child off at the MDO entrance using the side alley on the North side of the church building. Staff will assist them to the door and to their classroom safely.

## **Education Program and Goals**

The educational program of Mother's Day Out is designed to encourage acceptable social behavior, self-development, self-esteem and learning readiness activities, which are both age and developmentally appropriate as well as fun for the various age levels cared for at our center. Teachers are strongly encouraged to keep the children's developmental readiness in mind as well as follow the child's lead in planning classroom curriculum. Mother's Day Out follows the guidelines set for through the Wisconsin Early Childhood Association to provide the best curriculum and learning environment possible for our students. Mother's Day Out provides assessments for each child at least once per semester. These allow parents to see how their child is progressing in our program. Any parent may request a conference with their child's teacher to discuss their children's progress. Daily correspondence with parents is done through notes sent home, emails or information being given on each teacher's dry erase room board.

Our goals include:

- Self-esteem, to provide experiences that will enhance a child's personal sense of identity and promote a positive self-image.
- Social interaction, to provide opportunities for children to interact with peers and adults, both different and like themselves
- Stimulate language development, to provide opportunities for self-expression and build strong communication skills.
- Provide opportunities for development of large and small motor skills
- Provide opportunities for children to express themselves creatively through the use of art materials, music and dramatic play.
- Encourage independence and basic experience preparation for intellectual growth and for formal school training

## **Chapel Time**

Children are encouraged but not required to attend a short session one day a week to share a Christian message with their class and teachers, presented by the MDO Director. Parents are welcome to share this time with their children.

## **Age Grouping and Curriculum**

### **TODDLER**

#### ***12-24 months***

A personal schedule is required for each toddler. This is identified through the Intake Form. The teacher will follow this as closely as possible. There is a crib if needed available for each child not resting in a sleeping bag. High chairs and developmental toys are available. Lots of attention and tender, loving care is given. Parents need to bring the child's food or formula (if used), disposable diapers, a change of clothing and any comfort items the child may need. Please label these items clearly.

### **TWO'S**

At this age children are given an opportunity for free play as well as having structured learning activities. Activities are geared to language development, creativity, self-identity and beginning cognitive skills. Children are introduced to shapes, colors, counting, and exercises. Art activities introduce painting, cutting with scissors, pasting and coloring. Lessons are often planned around "themed" units; i.e.: family, animals, plants, holidays, colors and more.

Children share snack and lunch together. Quiet time or naps are reserved for after lunch. Parents will need to bring a lunch, sleeping bag, change of clothing, which will remain at the center, disposable diapers (if needed for under three years), and any comfort items needed for sleeping. Please have everything clearly labeled.

### **THREE'S**

Within these Preschool classrooms the children pursue activities, which are considered to be in the realm of the traditional pre-school curriculum. There is ample opportunity for exploration and imaginative play with large blocks, dress up clothing, housekeeping and building equipment (among other toys), as well as structured learning activities. Concepts introduced in the previous classroom are expanded. For example, a child is to complete a definite project, cutting on a line to make a square or circle, drawing between two lines to develop eye/hand coordination and beginning writing skills. Children continue work on numbers, counting and shapes and the alphabet are introduced. Children in the three year old program who are not potty trained prior to entering this age classroom should be actively in the process of potty training.

### **4K**

The curriculum that is designed and developed for this particular class reaches the whole child. We focus on providing cross-categorical learning and development that is "hands-on". The children learn about a particular subject and then have the opportunity to explore what has just been introduced through various means and learning styles.

Our curriculum richly provides Kindergarten Readiness and positive socialization through large group, small group, and individual learning opportunities.

Our program is specifically designed to include, but is not limited to, the following:

Math Readiness: Math games, number recognition, counting, patterning, shapes, and sizes.

Reading Readiness: letters and letter sounds, colors and name recognition, introducing children to different authors and illustrators.

Writing Readiness: Handwriting without Tears introduces an easy approach to properly learning writing skills.

Language: following directions, songs, music, stories and fingerplays.

Social Studies: address certain aspects of time, ("past and present"), places, cultures, families, sequence of events, and more.

Science : experimentation, measurement, observation, prediction, weather, nature

Fine Motor Skills: painting, cutting, gluing, puzzles, books, self-help skills like buttoning/zippering.

Large Motor Skills: games, gym and outdoor activities! These are activities that encourage hopping, jumping, running, throwing/catching and balance.

Problem Solving: identifying (what would happen if...?), classification (what does/does not belong...?) etc. Self-help skills: putting on shoes, boots jackets, coats etc. washing hands, opening and closing items, cleaning up after one's self.

All children in the 4K program must be completely potty trained to enter into this class.

### ***Sample Daily Preschool Schedule***

9:15-9:30	Arrival
9:30-10:00	Indoor Play (free play, story, and art project)
10:00-10:15	Bathroom
10:15-10:30	Snack
10:30-11:00	Large motor skill development/ play in the gym or outdoors
11:00-12:00	Story, art, circle time, fine motor skill development
12:00-12:15	Preparation for lunch and toilet time etc.
12:15-12:40	Lunch
12:40 – 2:00	Rest time
2:00- 2:15	Pick up

#### **Sample Before Care**

7:00am-8:00am free play in the classroom

8:00am-8:30am bathroom, snack or breakfast

8:30-9:00 Open Gym (gym or playground)

9:00-9:15 Bathroom and Transition to Classroom

#### **Sample After Care**

2:15pm-3:30pm Rest/Transition/ free play in classroom

3:30pm-4:00pm Clean up, Bathroom, Snack

4:00pm-4:30pm Open Gym (gym or playground or open room)

4:30pm-4:45pm Fine Motor Activities, Story Time

5:00pm - Final Pick-up. All students MUST be picked up by 5:00pm.

#### **Parents Can Help!**

Although Mother's Day Out is not a "cooperative" preschool, where parents are expected to contribute their time, parents *can* help to make their child's experience rewarding by providing a positive attitude. Talk about school as a happy place. Parents are encouraged to visit at any time and to talk to their child's teacher or the Program Director about any problems or concerns that may arise.

We encourage parents, grandparents or adult friends with special skills, hobbies, or occupations to share these with the children. We also invite parents to help with different special programming that we offer at MDO.

The Board of Directors otherwise known as the Mother's Day Out Representative Committee includes several Parent/Classroom representatives. If interested in serving on this committee, contact the Director. Meetings are held every other month in the evening.

Mother's Day Out is always willing to accept toys in good condition that your child may have outgrown.

Faithbridge Church welcomes you to participate in other activities of the church. If you do not have a church home and are interested in learning more about Faithbridge we welcome you to contact the Director of MDO, the church pastors or the church directly at (262) 632-8381.

## **Emergency Policy And Procedure**

### **Fire, Tornado, Missing Child, and Other Emergency**

In order to insure the safety of children and staff it is the policy of The Mother's Day Out Center to take immediate action in the case of a natural or man-made disaster. An evacuation plan for fire, tornado is drawn and posted in each classroom. It is your responsibility to be familiar with these escapes routes and the following procedures.

#### **Fire**

1. The Mother's Day Out program conforms to all fire regulations as designated by the State Fire Marshall
2. Monthly fire drills are held. Fire extinguishers are checked annually for proper function. All employees know how to use the fire extinguisher
3. In the event of a fire, Mother's Day Out is to be evacuated immediately Staff members are to remain calm and escort the children outdoors, following designated exit that is posted in classroom. Line each class up at a safe distance away from the building and take attendance of each class. If inclement weather, meet inside the closest available building at Gateway Community College
4. Staff are to take attendance sheet as well as emergency contact information for each class.
5. DO NOT USE ELEVATOR
6. Daily attendance and child locations, number and names of children to be known by childcare worker

#### **Tornado**

1. Tornado drills are held throughout the year.
2. In the event of a tornado warning, the staff shall tune to the local radio station for emergency information. NOAA radio in MDO office.
3. Children are escorted calmly by the staff to the lower level floor interior hallways and sit along the wall.
4. Children are to sit, with heads covered by arms until emergency is over.
5. Staff are to take attendance sheet as well as emergency contact info for each class

#### **Missing Person**

In the event that a child is missing, all staff not responsible for the supervision of other children will search the Mother's Day Out Center and the Faithbridge Church, and the areas immediately surrounding the center and church grounds.

If the child is not found, the Police Dept. and parent/guardian will be notified while available staff begins to search the surrounding area.

### **Threatening Person or Persons**

Should a person or persons pose a threat to the physical or emotional well-being of the children or staff, that person will be asked to leave the Center and/or surrounding area. If the person or persons continue to create a threatening environment, the children will be removed from the area and taken to a secured location, the Police will be notified and the person or persons will be escorted off the premises. Further action may occur if the Police deem it necessary.

## **Well Child Policy**

**Parents: It's our desire to see that the only thing children "catch" here is the joy of Christ! Please take a minute to familiarize yourself with MDO's policy on wellness.**

To ensure the health of children and staff, we ask that ill children not attend the Mother's Day Out Program.

Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exist:

- Fever 100 or above within previous 24 hours
- Cold or flu symptoms including: runny nose, watery eyes, sneezing
- Vomiting
- Diarrhea
- Sore throat or cough
- Any unexplained rash
- Any skin infections such as boils, ringworm, impetigo, fifth disease, pink eye or other eye infection.
- Any symptoms of disease such as scarlet fever, German measles, mumps, chicken pox or whooping cough
- Any other communicable disease that is in a contagious state.

If your child is on antibiotics, he/she should be on the medicine for at least 24 hours before coming to school.

If your child has been ill, please refrain from returning to MDO until your child has been well for at least 24 hours.

Medications can be administered with written permission and on file with teacher using the Authorization to Administer Medication form.

If your child should become ill or exhibit signs of any of the above symptoms, we will contact you in to pick up your child.

We also ask that you please communicate your child's illness to MDO and your child's teacher in the event of an illness.

**Thank you for your consideration of all the children & Staff at MDO!**

# Faithbridge Church/Mother's Day Out

## Photo Release Form

I grant permission to the Faithbridge Church and Mother's Day Out of Racine, Wisconsin, to use photographs of my child/children named below or their likeness, for use on their website or other church/MDO publications without notifying me.

I hereby waive any right to inspect or approve the photographs, publications, or electronic matter that may be used in conjunction with them, now or in the future, whether that use is known to me or unknown.

I hereby agree to release and hold harmless Faithbridge Church and Mother's Day Out from and against any claims, damages or liability arising from or related to the use of the photographs of my child/children named below.

I proclaim to be the legal parent and/or guardian of the child/children named in this contract. I am 18 years of age or older and I am competent to contract in my own name.

I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that signing this release is entirely an act of my own free will as the parent/guardian of the child/children named below.

(Please Print)

Child's/Children's Full Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Legal Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Please exclude my child's picture from being on the MDO Facebook page or the MDO website





