



Mother's Day Out Preschool and Childcare Center
Parent Handbook

Faithbridge Church
212 11th Street
Racine, Wisconsin 53403
(262) 632-7311
www.mdoracine.com

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Mother's Day Out Preschool and Childcare Center

General Policies and Parent Handbook

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Philosophy/Mission Statement

As a Ministry of Faithbridge Church, our goal is to address and serve the changing needs of children ages 6wks old - age 13 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, culturally diverse, 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. 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.

Administration

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 6 weeks old to age 6 with the addition of our school age group ages 5-13 with a maximum capacity of 83 children per day. 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 available in a safe and secure environment.

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, and the center licensee. 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 of Faithbridge Church. The center is open year round and is divided into two sessions from September- June and a summer program from June-August.

Location

Mother's Day Out Preschool and Childcare Center is housed within the Faithbridge Church Downtown Campus, located just south of downtown Racine at the corners of 11th and Main Street at 212 11th Street.

Hours of Operation

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. MDO offers 2 sessions throughout the calendar year. Children will attend on a school calendar year basis with a summer program option and tuition will be assessed accordingly. Our hours of operation are M-F 7:00-5:00pm. Preschool program is from 9:00

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.

Non-Discrimination Information

Mother's Day Out Preschool and Childcare Center is an incorporated non-profit organization serving families with preschool and childcare needs. Our services are rendered to all eligible (as determined by the Wisconsin State Department of Welfare License) regardless of sex, race, or creed. We embrace all children even those with special needs and challenges.

Admission Policies

Children are eligible for enrollment if they are between the ages of 6 weeks and thirteen years old, provided programming and enrollment space exists. There is a two day minimum for all students. We are licensed for 83 children to be in our care at any one time.

Parents must submit all enrollment forms prior to the child's first day of attendance at Mother's Day Out Preschool and Childcare Center. We will not provide service to any child whose needs cannot be met or whose behavior endangers other children. Admission and Withdrawal to our center is at the school's sole discretion.

The Director will meet with all parents upon enrollment. At that time, the parent will have an opportunity to confer with the Director regarding the developmental and physical needs of their child. The Director will share with the classroom teacher any and all information pertinent to the needs of the child.

A child may be placed on a waiting list depending on availability. A completed enrollment form, a signed parent agreement form, an annual registration fee and first week's part time tuition will be required before the child starts at Mother's Day Out. Enrollment will take place as space exists in the following priority:

- Students with family members already enrolled in the program will have priority.
- Faithbridge church members

The staff of Mother's Day Out will be introduced to new families through Open House opportunities or one on one conferences. A welcome packet will be given to all families from the staff member that will be working with the child. This should aid in establishing the open lines of communication between the parent and the staff.

Requirements for Enrollment

Completion of the following is required for enrollment:

- Registration Form
- Registration Fee
- Child Enrollment and Health History form
- Child Health Report Form
- Emergency Information with 2nd 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.

There is a two day a week minimum for child enrollment

Parental Roles and Responsibilities

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. Talking with your child about school as a happy place helps aid in the transition of children at school. 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. As of June 2020 because of COVID-19 safety protocol, our center does not allow parents or visitors in the center while children are present at the present time. Teachers are still available for on-going communication with parents.

It is also the parents responsibility to make sure their children have the proper daily supplies such as:

- pack a healthy nutritional bag lunch with all of the food groups available
- Make sure your child has the required daily supplies that are needed for your child
- Please call us if your child is not going to be attending on a scheduled basis. We will call parents by 10:00AM if your child is absent and we have not heard from you regarding the absence.

Days Closed

Mother's Day Out is closed at different times throughout the year. A calendar will be given to your family with the specific dates of closing. Please note these are the time periods when the center is closed. Families are not charged for closures that are listed on the calendar.

- MLK Day
- Good Friday and the following week after Easter Sunday
- Memorial Day
- Week between School and Summer Session
- Week of 4th of July
- Week between Summer and School Session
- Wednesday through Friday during Thanksgiving
- Christmas through New Year's - Determined by RUSD school closing

Pet Policy

Mother's Day Out recognizes that children learn responsibility and love by having pets. However, we do not have any pets at the center. Parents will be notified before a pet is brought into our center.

Things to Bring and Not to Bring

Parents must provide daily a child's backpack with an entire change of clothing (pants, top, underwear and socks) for use in the event of spills or soiling. Please mark each item with the child's name and check daily for clothing in need of laundering. If your child needs a change of clothing and none is found in the child's cubby, you will be called and asked to bring a set.

Mother's Day Out is considered a Child Safe Zone, children should not bring any toys of destruction, which includes toy guns or weapons of any sort, dangerous materials of any sort, fireworks of any sort, or drugs of any sort. Electronic devices such as game systems of any kind, listening devices such as I-pods or MP3 players, should not be brought unless you have permission from your child's teacher. We will not be responsible for any lost or stolen items your child brings in with them.

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 at 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. Each classroom also communicates through Kid Reports. A daily report is sent via email to each child's family summarizing their daily activities.

Drop off/Pick up Procedures

During the pandemic of 2020 that we are faced with, MDO has implemented a strict no parent/visitors in the building policy. Families will enter the drive off of Main Street and continue to drive through the alley just North of our building to the Wisconsin Avenue entrance. Each family will be greeted by MDO staff who will pick up and drop off the children to their ride during our school hours. Parents are asked to please stay in the vehicle during drop off. Parents can assist with children during pick up time only. No unauthorized person will be allowed to pick up the child from our center. We ask that you do not drop your child off at the door unattended. 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. The authorized person will be required to show id before picking up the child. Any unauthorized person will not be allowed to take the child and an authorized person will be called to pick up the child.

Emergent Care Procedures

Teaching staff is trained in infant/pediatric CPR and first aid. Minor cuts and abrasions suffered while at Mother's Day Out will be washed with soap and warm water, and properly bandaged. Treatment will be logged in the medical log and parents will be notified of any injury. Please note that Mother's Day Out is required to log any injuries observed on your child when they arrive that may have occurred outside of the school. First aid kits are kept in each classroom and also go with classes that participate in field trips off site.

If a medical emergency arises parents will be contacted before any emergency treatment takes place, unless doing so endangers the child's life. Necessary steps will be taken, putting the child first (calling hospital, doctor, poison control, and so forth). If a parent is unable to be reached, any other adults listed on the child's Emergency Information Card will be contacted. If needed, the child will be taken to Ascension Hospital. If a medical emergency happens off-site, these same procedures will be followed.

Emergency Closing and Emergency Plan Policy

In the event of a State Emergency or closure, MDO will follow the guidelines set forth by the state of Wisconsin. This will be implemented under the discretion of the Director with the MDOR Board consent. Tuition charges will be negotiated at that time depending on the length of the closure.

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 reasons for the safety of the children, the day will not be made up and preschool charges for that day will not be reimbursed.

Snow Day Policy

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 WISN 12, our website www.mdoracine.com, and also our Mother's Day Out Facebook page for closings. **Snow days will not be rescheduled, nor will part time tuition rate be reimbursed.**

Emergency Evacuation Procedure

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 escape routes and the following procedures.

Teachers will bring their attendance forms and emergency cards with them at all times so that there is an accurate count of children. The Director is responsible for checking the rooms and giving the “all clear” signal.

An Emergency Contact List will be posted near the telephones located throughout the center. This contact list will have the telephone numbers for ambulance, local police, fire, poison control, health department, licensing, child protective services, as well as two acting personnel who reside within 5 minutes travel time of the center. There will be an emergency vehicle on premises during operation hours at all times.

Emergency Supplies are located in each of the three rooms where the flashlights, batteries, and blankets are stored. The Director is responsible for maintaining and checking these supplies on a regular basis.

Fire

Fire drills will be practiced/documented monthly so the children are familiar in the event of a fire. The fire department will be invited to monitor the monthly drills and advised on other fire safety procedures.

1. The Mother’s Day Out program conforms to all fire regulations as designated by the State Fire Marshal
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 the designated exit that is posted in the 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 sheets 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

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.

Tornado

Written Plan for responding to a tornado 251.04(2)(h)9

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 the emergency is over.
5. Staff are to take attendance sheet as well as emergency contact info for each class

Flood

In the event of a flood all children will be evacuated to the upper level of the building while all parents are contacted to come immediately to pick up their children.

Terrorist Attack

In event of a terrorist attack the children will be kept safe by the means deemed necessary in coordination with the type of threat at hand. If the threat is to the building the children will be evacuated to the playground while authorities are contacted. If the threat pertains to circumstances outside of the building, the children will stay in the building and the building will be "locked down" while the authorities are contacted.

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.

Education

The primary objective is to help children acquire academic knowledge and prepare them for their future. Each child is gently guided into learning what he or she can do and is encouraged to take pride in and derive satisfaction from personal achievements. Our goal is to help build a creative foundation for a lifetime of learning. We help develop self-confidence, positive self-image, problem solving, social interaction, self-expression, good communication skills, creative expression, curiosity, initiative, and the ability to concentrate and organize.

Teachers typically meet with parents twice a year to review the student's progress and go through the child's progress throughout the year. Mother's Day Out will also provide individual assessments at least once per semester. The center currently uses the Doctor recommended ASQ-3 Questionnaires to complete these age appropriate assessments. Any parent may request a conference with their child's teacher to discuss their children's progress. Our program provides stimulation for large and small muscle development, as well as intellectual development. Children experience both active and quiet activities, both in groups and independently, indoors and out.

Routines such as toileting, eating and transitions between activities are planned to avoid keeping children waiting in lines or assembled in large groups. Our program provides enough structure so that the children are able to feel secure in their routines, with regularity in eating, napping, and organization of activities. This helps to prevent both excess fatigue and over-stimulation.

We are focused on promoting and developing positive social skills. Building trusting relationships with peers and adults is very important. Each child is given individual attention based on his or her own needs. Our Christian center-based program is designed to allow children to learn and grow at their own pace in a Christian environment. With the children's guidance, we are able to meet the needs of each child's developmental level.

Daily Schedule

7:00am-8:00am	Before Care Arrival/ Breakfast Time
8:00am-8:45am	Table top activities/ small motor activities
8:45am-9:00am	Clean-up Time & hands washed
9:00am-9:30am	Free play
9:30am-10:00am	Circle time
10:00am-10:30am	Bathroom and snack time

10:30am-11:15am	Outside/Gym Time
11:15am-11:45am	Teacher guided activities
11:45am-12:00pm	Clean-up Time & hands washed
12:00pm-12:30pm	Lunch Time
12:30pm-12:45pm	Clean-up and Wash Hands
12:45pm-1:45pm	Nap Time (2-5year olds)
1:45pm-2:00pm	Bathroom
2:00pm-2:30pm	Dismissal for Part Time students / Snack Time
2:30pm-3:15pm	Outside/ Gym Time
3:15-3:30 pm	Bathroom
3:30 pm-4:15pm	Teacher guided activities
4:45 pm-5:00 pm	Bathroom
5:00pm	Center Closes

Developmental Levels

INFANT

6wks - 12 months

A personal schedule is required for each infant. This is identified through the Intake Form. The teacher will follow this as closely as possible. There is a crib if available for each child. High chairs and developmental toys are available. Lots of attention and tender, loving care is given. Each infant will be encouraged to enhance each individual task that they are trying to achieve. When an infant is trying to grasp at an object, sit up, crawl, walk, or manipulate a toy, staff will work individually with each infant to help them achieve their goal. Infants will thrive and grow, as they will receive one-on-one physical contact with language, singing, rocking, snuggling, feeding and playtime. Infants that are non-mobile will have tummy time each day. Parents need to bring the child's food or pre-made formula or breast milk in bottles, disposable diapers, several change of clothing and any comfort items the child may need. Please label these items clearly.

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. Short group activities are planned daily. Attention spans are short at this age, we do not want to discourage children. We

prefer to build upon their interests and share the joy of uncovering the mechanics of everyday life. Children are surrounded with meaningful language to enhance the learning value of each new experience. 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 and also a sleeping bag for rest time. Please label these items clearly.

TWO'S

2-3 years old

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 time and lunch time 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

3-4 years old

Within these Preschool classrooms the children pursue activities, which are considered to be in the realm of the traditional pre-school curriculum. At this age children are beginning to develop special friendships. They learn to interact with their peers and develop friendships as well as the ability to share and work together. Group activities are longer and academic introduction begins. Activities are modified according to each child's individual creativity and self-expression. 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 to 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**4-5 years old**

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. Students will be charged for extra materials used in our 4K program that are used in the educational readiness of our program

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. A fee is charged for the workbook each child will need.

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.

School Age

Mother's Day Out will facilitate a classroom each day at our center during the COVID-19 Pandemic for school aged children to help with the virtual learning of the child. MDO will not become the child's home school, only the place where their online lessons will be facilitated. A qualified staff member will assist them with doing their lessons that are given to them by their actual school teachers from their home schools. There will be limited spaces available in this room as the class size will not be more than 12 students each day. Other activities such as gym time, art time, reading time, and recess will be implemented in this classroom setting.

For all ages we encourage socialization and exploration!

Developmental Focuses

Throughout the entire preschool program we work on the following age appropriate developmental focuses for all of the students

Reading Readiness—Oral language development; readiness for books; discrimination of sounds; repeating a pattern; discrimination of letters; ability to recognize their printed names.

Math Readiness—Concepts of big and small, few and many, more than and less than; basic numbers 1–20; telephone numbers; addresses; simple addition and subtraction; calendars; telling time.

Art—Primary and secondary colors; cutting, pasting, and gluing; painting with different kinds of media and textures; weaving; paper maché; mobiles; holiday projects; seasonal themes and personal creations.

Science—Lessons consist of a variety of simple experiments and hands-on experiences. It involves investigating, listening, and manipulating. It also means asking questions. The opportunities are endless.

Self-help Skills—The children are introduced to a variety of tasks often performed in everyday life. They include folding a blanket, setting a table, washing dishes, pouring water, and washing hands, buttoning, snapping, tying, and buckling.

Program of Activities

Mother's Day Out uses an educational and environmentally focused curriculum based off of the Wisconsin Early Childhood Association . Our center has been designed to structure the entire program throughout all of the levels of learning. Mother's Day Out is designed to stimulate creative learning while children play. Multiple uses and specific activities designed for each level of development are used. Our students get hands-on exposure to the sensory table, dramatic play areas, arts and crafts, and fine motor manipulative.

Short walking field trips are planned for fun and learning . In addition to short field trips, we occasionally take all-day field trips for our 3K and 4K classes during the year. Parents are notified in advance of any field trip, and the day before a reminder will be sent home. On such trips, we will ask for family chaperones. Most field trips incur an additional but reasonable surcharge. It is the parents responsibility to transport their child to these excursions.

Religious Practices

Chapel Time

Children are encouraged but not required to attend a short session once a month 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. Prayers during mealtime are also practiced at our center.

Teachers also organize class parties at their discretion. During Christmas, Valentines Day, Easter, 4th of July, Halloween, and Thanksgiving etc. If you do not wish to have your child participate in these, please let your child's teacher know, and an alternate activity will be available.

Substitute/Volunteer Policy

We maintain a roster of qualified teachers and teachers' assistants, who are available for temporary classroom duty. We encourage parents to accompany classes on field trips, help chaperone classroom activities whenever possible. We are also always looking for parents interested in substitute teaching. Please see the Director for more information.

Equipment Policy

Our indoor and outdoor play equipment is child safe. It is scaled to the developmental level, size, and ability of the children, and is well constructed with no sharp, rough, loose, protruding, nor any areas of entrapment. All equipment is in good operating condition, and is securely anchored when appropriate. Any equipment over four feet in height is placed over an energy-absorbing surface.

Child development is fostered by allowing children to select from a variety of equipment that provides large muscle development and construction activities for the development of manipulative skills. Quality equipment encourages social interaction and provides intellectual stimulation while encouraging creative expression.

Indoor Play

Mother's Day Out toys are cleaned and disinfected daily/regularly and are rotated throughout the year to create interest and to supplement units of study.

Outdoor Play

Please dress your child appropriately for the current weather and in play clothes and tennis shoes. According to state law children are encouraged to participate in outdoor activities each day except for inclement weather (if it is under 20° or above 90°). During the school year, outdoor activity time is usually 30-45 minutes. In the summer, much more outdoor play is encouraged.

Naps

All children under the age of five are required by state law to have a minimum 30 minute rest time. Each child 1 year old and older provides a sleeping bag and are also encouraged to bring a comfort item and pillow from home for rest time. Children who cannot sleep after 30 minutes will be invited to join in on activities that staff has prepared for non-nappers.

Toilet Training Policy

Children through age 3 are not required to be potty trained. Although we currently do not have a policy in regards to children entering the three's class, Mother's Day Out staff strongly encourage and will support your efforts to introduce toilet training. 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 unless a medical diagnosis is present and documented by your child's physician.

Transportation

Mother's Day Out does not provide any type of transportation of children. It is the parents responsibility to transport children to and from the center

Digital Resources

We believe that digital resources, when used properly, can be a highly effective educational tool. Mother's Day Out does have a television and computer/internet access for special programs used in conjunction with educational themes. At no time are children required to watch television.

Drop-In Policy

Mother's Day Out allows drop in care to children already in attendance at the center. This is only allowed as space is available and is in addition to the care already provided by the center throughout the course of each week. Drop in charges are at the same rate as the daily preschool rates. Extended care charges do also apply if needed.

Releasing Your Child

The center will only release the child to those authorized by the parent or primary person. This must be indicated on the enrollment form, and they must be over 18 years old. A written note or telephone call to the office is acceptable in emergency cases only. A verbal notice is fine on that day if this person is on the list of those authorized to pick up your child. If there are any custody matters, please supply us with a copy of the court papers. Please inform your emergency contacts that they will be asked for identification. This is not meant to offend anyone, but is simply a measure taken for the child's protection. If you are a new parent, please bring ID until we get to know you well. Anyone picking up or dropping off children cannot be under the influence of either drugs or alcohol.

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. Due to the current pandemic situation, MDO will only allow staff and students in the building. Any parent/visitor/guardian wishing to enter the center must do so after hours and with an appointment .

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

Child Guidance Policy

This statement from the Wisconsin Rules for Licensing Family Day Care sums up our policy: "Punishment that is humiliating or frightening to a child and other forms of physical punishment are prohibited. They will never be used even at the request of the parent."

Active and happy classrooms are a key to a good preschool center. Our teachers plan and implement stimulating learning programs designed to keep children challenged and constructively active. In such an environment, the need to discipline children is minimal, but it does arise. Our main goal is to stress the importance of respect: both for other people and for material possessions. Children are not allowed to hit/ shove other children or verbally abuse them. There is a difference between playing hard, and using a toy for a purpose for which it was not intended. When children must be disciplined at Mother's Day Out, the teachers choose the most appropriate method.

1. *Redirection of the Child's Behavior:* The teacher talks with the child, explains the problem, clarifies the "rule" or expectation, and redirects the child to an alternate activity. This is the only guidance you may use with children under the age of three.
2. *Time Out:* To remove the child from a situation in order to discontinue negative behavior, the teacher responds immediately with a brief explanation. The child is moved away from group activities for a period of two to five minutes, depending on the child's age. This may not be used for children under the age of three.
3. If the child's behavior is out-of-control to the extent that he/she can not stand or sit independently, the teacher will assist the child in calming down. Once the child has settled the teacher will then talk with the child about the situation.
4. In extreme cases when the child is out-of-control and is disruptive to the classroom activities, the teacher will remove the child from the room. The child will be taken to the Director's office. The child will remain in the office under the guidance of the office personnel until which time the child regains composure and the situation is resolved.

5. *Removal of Privilege:* In order to use a consequence as a learning experience for the child, the teacher may remove a privilege that is logical in response to an inappropriate or unacceptable behavior. An example would be to not allow participation on a field trip since the child has demonstrated failure to listen to and/or cooperate, skills that are necessary for the child's safety during a field trip.
6. *Graduated Assistance:* If a child becomes a "disciplinary problem" by repeatedly committing the same offense, the child will be referred by the teacher or teacher's assistant to the Director to work with the child to resolve the situation. If a resolution becomes too difficult, the student's parents will be notified. In extreme cases, the child's enrollment may be reassessed.

Parents will always be notified when a child is spoken to or any other form of discipline has been used during the course of the day. To maintain consistency between the home and preschool environments, Mother's Day Out will work with each family to determine the most appropriate methods of discipline.

Managing Crying, Distraught or Fussing Children

When a baby cries, she may be trying to say something. Here are the most basic causes that should be considered first.

Is the baby wet? Is she hungry? Is she gassy? Is she tired? Is she over-stimulated?

Try New Positions, Try Rhythmic Motion, Try Warmth, Try Soothing Sounds or Try Touch

Managing Biting

Children will bite. All children at one time or another use their mouth 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 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.

Discharge of Preschool

If a parent decides to discontinue their child's relationship with Mother's Day Out, we require a two-week written notice. Payment is due for the two-week notice period whether or not the child is brought to school. Any outstanding fees must be paid before the child's last day. If legal action to collect fees becomes necessary, the parent(s) will be responsible for legal fees incurred.

If Mother's Day Out feels it can no longer enroll your child for any reason, the Director will notify you in person or phone. Examples of reasons for expulsion include (but are not be limited to):

Failure of parents to pay tuition.

Failure of a child to adjust after a reasonable amount of time.

Our inability to meet the child's needs without additional staff.

Failure to provide state and center required paperwork.

Behavior that endangers other children or staff

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.

Each infant and toddler will follow his or her own feeding schedule. All food and formula brought from home must be labeled with the child's name and dated. Children under the age of 12 months will be given breast milk (from their parents) or formula provided by their parents. Any leftover milk or formula will be discarded after each feeding so ensure you provide enough for the day.

Drinking water will be provided for all children throughout the day. Please provide a water bottle to allow refills throughout the day.

We ask that you provide a nutritional snack consisting of at least one of the following: dairy product, fruit, vegetable, or protein, whole grain or enriched bread or cereal. Water is given at snack time. Snack menu will be given in your child's daily kid report. 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 are asked to bring in a 2 part snack at the beginning of each month to cover that month's snack. If you forget your snack for the month MDO will charge your account a \$10.00 fee to cover the cost of providing the snack. 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.

gies of children will be conspicuously posted in their classrooms. Parents shall meet the needs of any allergy restrictions or medications for their child.

Snacks are recorded daily in a snack journal. Parents are also informed about what snack is served through Kid Report or any other daily communication.

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

Financial

Registration Fee

An annual, non-refundable fee of \$50.00 per student is due at time of registration. This payment should be submitted with completed admission forms.

Tuition Fees

Tuition is charged on a weekly basis, Statements are sent out every Friday and payment is due on Monday of each week.

Overdue Tuition

Any outstanding balance could result in the denial of childcare services until the account is caught up and once again in good standing. Please notify the Director of any problems with your ability to pay your bill

Payment Procedure

Tuition Express is our preferred method of payment. This includes automatic debit from your checking or saving account (ACH) or by credit card. Checks are accepted but will incur a service fee. If a check is returned, you will be notified, and assessed a \$20.00 returned check fee.

Discounts

We recognize that the expenses of raising a family can be overwhelming. To help alleviate some financial burden, Mother's Day Out offers a 10% discount for multi-child families; and a 10% military discount, and a 15% Faithbridge Church member. Only one discount can apply per family. The discount amount is deducted from the family's tuition charges only.

Sick Time Credit

Mother's Day Out offers 1 week of sick days per year based on the child's enrollment days.

Schedule Changes and Withdrawals

We require a two-week notice on all schedule changes and withdrawals from our program. If less than two weeks is received the change will not take effect until the following billing statement.

Health Policy

Each child two to five years of age must have an initial health examination not more than one year prior to nor later than three months after being admitted to Mother's Day Out Preschool and Childcare Center , and a follow-up health examination at least once every two years after admission.

The health examination report shall be on a form provided by the Department of Health and Family Service and shall be signed and dated by a physician, physician assistant, or Health Check provider.

The health examination requirement may be waived if the parent of a child requests in writing that the department grant an exemption based upon the parent's adherence to religious belief in exclusive use of prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect or denomination.

Each infant age 6 weeks to two years old must have a current statement from the parent or an intake for two years and under form completed about the toddler's habits of eating, sleeping, toileting and communication as well as an initial health exam not more than 6 months prior to nor later than 3 months after being admitted. Follow up exams at least once every six months after admission.

A child's health history completed by the child's parent shall be on file at Mother's Day Out by the first day of attendance. Mother's Day Out maintains a record of immunizations for each child to document compliance with s. 252.04, Stats., and ch. HSS 144 which is completed by the parent. In all cases the child's confidentiality is protected.

SIDS Reduction Prevention

Health Care 251.04(2)(h)5

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 Progra

Child Illness Policy

To ensure the health of children and staff, we ask that ill children not attend the Mother's Day Out Program. We are not equipped with a separate room to care for mildly ill children. Upon the recommendation of the CDC, DHS, and DCF a child should not be taken from the home for the following reasons:

- Fever 100.4 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, whooping cough, hand foot and mouth, COVID-19
 - Any other communicable disease that is in a contiguous 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 had a fever of over 100.4 he/she will not be able to return to school until the child is fever free without fever reducing medicine for **72 hours** or a doctor has released the child back to school with a signed doctor's note.

If your child has been ill but has not exhibited a fever, please refrain from returning to MDO until your child has been well for at least 24 hours. It is very important if your child is sick please keep them home

If your child should become ill or exhibit signs of any of the above symptoms, we will contact you to pick up your child. Your child will not be able to return for 24 hours if sent home with illness. Again please remember, if your child has had a fever of 100 or more he/she will not be able to return to school until the child is fever free for 72 hours. We also ask that you please communicate your child's illness to MDO and your child's teacher in the event of an illness

Medications can be administered with written permission and on file with the teacher using the Authorization to Administer Medication form. Medications are only allowed to be administered for the recommended usage time frame. If usage should need to be extended an updated authorization will need to be filled out.

Center 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.
- Upon entering the classroom each staff member and child should wash their hands with soap and water or use hand sanitizer if no water is readily available.
- A daily health check will be performed on each child before 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.
- If a child has a communicable illness they will not be allowed to return to the center until they are symptom free and have a note from their primary doctor stating they are cleared to return. Tuition reduction for extended illnesses will be at the discretion of the Center Director
- 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.
- Emergency phone numbers of physicians **and** a person to notify if a family is unavailable **MUST BE ON FILE** for both staff and children in the event of illness or accident.
- 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. Any missed medicine dosages or errors will be logged on file.
- All medication will be kept and administered in the office, not in the classroom. Medication will only be allowed to stay at the center through the recommended usage period. If this needs to be renewed

then an updated Authorization will need to be completed. This mainly pertains to OTC medicine like Tylenol.

- 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 in their classroom. A list of children with allergies will be posted in the classroom with a covered top sheet to protect HIPA laws of children.
- 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.
- 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.
- Daily attendance is taken by staff members in charge of the care of children. They are logged in through Kid Reports. Staff has all the children's emergency contact information with them at all times children are in their care.
- Mother's Day Out does carry liability insurance policy which is obtained through Faithbridge Church insurance company.
- Emergency supplies (flash light, blanket, radio, extra batteries) are kept in the mdo office or storage room and also in the classroom.
- In the event of an emergency 911 would be called

Isolation Policy

If the child shows any of the previously discussed symptoms while at daycare, he or she will be removed from the group and held in the designated "isolation" area in the main office. The child will be provided with his cot or crib, sheet and blanket. The parent or authorized adult will be notified to pick up the child. If a parent cannot be contacted within thirty minutes, Mother's Day Out will contact an alternate from the child's Emergency Card.

Cleanliness Policy

We take all the universal precautions to ensure the safety of the children and staff. Gloves are worn at all times when handling bodily secretions. Soiled gloves and diapers will be properly disposed of in covered garbage cans. Soiled clothes or bedding will be removed and placed in plastic bags and sent home to be washed, or laundered by the center's laundry facilities.

Children and staff wash their hands with soap and running water before and after all food preparation, meals, water table play, and toileting or diapering. Toys are cleaned as needed and sanitized daily with a bleach and water solution.

Parents Can Help!

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. Certain board positions do allow for a tuition discount. All families are welcome to attend the monthly board meetings. These scheduled meetings are held every other month in the evening.

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