

First Christian Church Mother's Day Out Handbook

Mother's Day Out Preschool



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(1) PROGRAM OBJECTIVE

To bring honor and glory to Christ and His church.

(2) BASIC PROGRAM INFORMATION

The purpose of this program is to insure that early childhood be a time of fun, warmth, security, exploring, and discovery. We plan an atmosphere that encourages spiritual, social, emotional, physical, and intellectual growth and development of the child as a whole.

Ages - 6 months - Kindergarten

Hours - 9:30 AM to 2:30 PM

Fall/Spring Session - Tuesday, Wednesday, Thursday, and Friday

Summer Session – Tuesday and Thursday

Fall/Spring Session runs from September to May. Summer Session runs for 8 weeks between June and August. The hours are the same. Children are dropped off **no earlier** than 9:25 AM and picked up **no later** than 2:35 PM. Please comply with the program schedule. Late arrivals can also be difficult for some children. We have a busy schedule each day and do not want your child to miss out of any activity.

(3) TUITION RATES:

\$105.00 per month – one day per week

\$140.00 per month – two days per week

Effective Beginning June 2019 Tuition Rates:

\$120.00 per month – one day per week

\$160.00 per month – two days per week

Tuition is due the first of each month.

For the Fall/Spring Session, tuition is due each of these months:

September	December	March
October	January	April
November	February	May

For the Summer Session, tuition is due each of these months:

June	July
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Please note that the program depends solely upon prompt tuition payment from those enrolled. Failure to make payments on a timely basis will result in late fees as well as possible termination of care. **Late fee is \$25.00 if not paid by the 15th of each month.**

Checks are to be made out to *Mother's Day Out* or *MDO*. Tuition payment is paid by cash, check or money order. Please note for your income tax purposes, Mother's Day Out's tax ID # is 37-1042228.

If your child regularly attends one day per week, you may occasionally add a second day, as space permits, with a drop-in rate of \$25 per day. You must talk to the teacher and director **before** you bring your child to make sure there is space.

(4) MISCELLANEOUS FEES AND / OR CHARGES

Registration Fee, Per Family, Per Session (Fall/Spring AND Summer)

Returning families - \$ 40.00; New families \$ 60.00.

Supply Fee, Per Child, Fall/Spring Session ONLY

\$20-This fee will be used to cover the cost of daily supplies i.e. paper towels, baby wipes, trash bags, etc. This is due with the first month's tuition.

Late Pickup Fee

\$ 20.00 for each fifteen minutes, or portions thereof, past 2:35 PM. (This will be paid directly to the staff member on duty.)

Insufficient Funds

\$ 30.00 fee for the second check. The first one will be considered an error, but the second will be charged, with all tuition paid by cash or money order afterwards.

(5) TUITION REFUND POLICY

There will be **NO** refunds due to the following:

Illness, absences, holidays, or bad weather closings. In the event of an extended illness (more than two weeks) we will apply tuition already paid towards the following month's tuition.

(6) TWO WEEKS NOTICE

Please notify the director at least two weeks prior to removing your child from the program. Payment will be expected for the two week period regardless of when the child leaves.

(7) ARRIVAL AND DEPARTURE POLICY

ALL parents, grandparents, and/or guardians must accompany their child into the building and sign the child in for the day. They should then escort them to their classrooms, leaving their lunches and backpacks in their class. The child is to be picked up in their classroom and then signed out for the day. The child is to be escorted out by the person picking them up.

In the event that someone other than those who have been designated to pick-up on the registration form will be picking up a child, the person must present picture identification and the child's teacher and director must be aware of this change prior to pick-up. No child will be permitted to leave with an adult, other than those that have been designated. **This includes older brothers and sisters.** Sign in/out sheet is located outside the doors next to the director's office.

To help keep the building secure the gym doors will only be unlocked during a small window at drop-off and pick-up.

Drop-off: 9:15-9:45am

Pick-up: 2:15-2:45pm

If you come at a time other than those above and need to be let in, please come to the front of the church to be buzzed in. The front should be used when coming by midday and outside of normal drop-off and pick-up times. For regular drop-off and pick-up, only the nursery parents should use the front door.

(8) SCHOOL CLOSINGS

Mother's Day Out will close for bad weather according to Belleville School District #118's bad weather decision. Please watch Channels 4 and 5 for closings. Closings will also be posted on the MDO Facebook page and sent on the Remind text service.

(9) HOLIDAYS OBSERVED

Mother's Day Out will be closed the week of Thanksgiving, the week Christmas, and New Year's. We will also be closed on the Thursday and Friday before Easter.

(10) MEDICATION

Policy allows us to administer medication only if given written consent by the parent/guardian. The medicine must be in the original container and the medicine must be absolutely required during the child's program attendance. Consent forms must be filled out prior to any medication being dispersed.

(11) EMERGENCY TREATMENT

In the event of any accident, immediate care will be given as needed to provide for the child's well-being, prior to parental contact. If you cannot be reached we will then contact one of the designated persons on your child's enrollment form. The child will remain under Mother's Day Out staff supervision until arrival of parents or designated persons.

(12) ILLNESS AND CONTAGIOUS DISEASE POLICY

Ill children should not be brought to the program. A child can not enjoy the daily activities if he/she is not well. Keep your child at home if he/she develops a fever, diarrhea, and/or vomiting, as these symptoms may endanger the health of the other children. If any symptoms of illness develop while the child is at the program he/she will be made as comfortable as possible, kept under adult supervision, and away from the other children. The parents will then be notified to come and pick the child up from the program. In the event that the parent cannot be notified we will proceed down the list of those designated to pick up the child. Please keep this list up to date, and let those who are on it be aware that they might be called on in the event of illness and/ or injury. Promptness when called for illness or injury is imperative. All communicable diseases should be reported to the director. Parents whose child display symptoms of a contagious disease or who have come into contact with such should report this information to the director also. A doctor's statement stating that your child is no longer contagious may be required before your child is readmitted to the program.

A physical form, including all immunizations, must be in every child's file. The form must be completed by a physician and must be updated every two years.

MEDICAL CONDITION	WHEN CHILD CAN SAFELY RETURN
Chicken Pox	One week after rash begins and pox are all scabbed over
Conjunctivitis (Pink Eye)	After antibiotic treatment and there is no longer a discharge
Diarrhea or Vomiting	After 24 hours of NO symptoms
Fever (100 degrees or higher)	24 hours FEVER FREE - without the use of fever reducing medicine
Hand, Foot, and Mouth	24 hours fever free and mouth sores have healed
Head Lice	Once treatment has begun and all sanitary precautions have been taken
Impetigo	48 - 72 hours after antibiotics treatment has begun
Measles	One week after rash appears
Mumps	Nine days after swelling begins or when swelling subsides
Pertussis (whooping cough)	Four weeks after intense coughing begins OR one week after antibiotic treatment
Pneumonia or Epiglottitis	When physician or health department indicates it is safe. (Dr.'s statement required)
Rubella (German Measles)	One week after rash appears
Scabies	One day after treatment has begun
Strep Throat	48 hours after antibiotic treatment has begun
Viral Infections	When physician or health department indicates it is safe (Dr.'s statement required)

(13) BEHAVIORAL GUIDANCE

Our goals for children are to help them develop skills for cooperation, to show understanding and respect for others, and to begin to resolve differences when and if conflicts arise. Praise and positive reinforcement of acceptable behavior will be used to help children build self - esteem, develop self- control, and assume responsibility for their own actions. We have developed simple rules to encourage safety and cooperation from everyone in the program. When inappropriate behavior occurs, the staff will:

- (a) Talk with the child and offer proper guidance in correcting the problem, and/or
- (b) Re-direct the child to acceptable behavior
- (c) In the event that the child is a danger to themselves or others - it may become necessary to separate the child briefly, using an age appropriate time – out period.

In situations where a child shows repeated occurrences of misbehavior, the staff will document said behavior and discuss it with the parent at the time of pickup. In the event that the problem persists after all reasonable attempts at correction have been made, the parent may be asked to make other arrangements.

PLEASE NOTE : If a child bites someone, it will be documented and the parent will be given a warning. For safety and health reasons, this behavior will not be tolerated.

(14) REST TIME

All children in the two-year old classes and under will be required to comply with rest time through napping or quiet activities depending upon their age. Rest time will be from 12:15pm-1:45pm Children that are older may or may not need to rest. Parents of older children need to inform their child's teacher if they want their child to have a rest period, otherwise they will not. The older children will be participating in quiet activities, as well as preschool activities at this time.

If you come to pick your child up during this time, you must **quietly** sign your child out and you encourage your child to be quiet and respect those who are still resting or napping. Please let us know if you are picking them up early, so we can have them ready for your arrival.

(15) SUPPLIES

A classroom supply list is included with your child's registration packet to let you know what he/she needs for the program. These supplies should be brought the first day of attendance. **Please mark them with your child's name.**

For program supplies (paper towels, cleaning supplies, baby wipes, etc.) there will be a \$20 supply fee, **per child**, due with the first month's tuition payment.

(16) MEALTIME POLICY

Mother's Day Out does not provide meals, therefore each child will need to bring his/her lunch from home. Please place an ice pack in a lunchbox with any food needing to stay cold as we do not have refrigerator space available for lunches. There is a microwave available if needed to heat food in the lunches. **Please label all lunch boxes and lunch bags with the child's name.**

We ask that you do NOT send soda as a lunchtime drink.

You MUST make sure food is cut up. We cannot serve uncut foods that may cause a choking hazard such as uncut grapes and hotdogs. Food needs to be cut before it comes to school.

(17) SNACK TIME

Snacks are provided by the parents on a voluntary basis. The sign-up sheets are located in your child's classroom. Just sign your name on whatever date you would like to provide something. Snacks should also be purchased commercially, either packaged or from a bakery. Exceptions will be made in the event of a birthday celebration.

PLEASE NOTIFY THE STAFF OF ANY FOOD ALLERGIES! This information should also be noted on the enrollment form, but please mention it to the child's teacher at the beginning of the session.

(18) PARTIES / BIRTHDAYS / CELEBRATIONS

These events are an important part of a child's life. We celebrate various events with parties at Mother's Day Out. We celebrate:

Fall Festival (costumes encouraged), Valentine's Day, Easter

Birthday treats are encouraged in your child's class. Advance notice must be given to the teacher in order to accommodate the schedule for that day. Parents may help or simply provide the special treat for that class.

(19) ITEMS FROM HOME

We ask that the children **not** bring toys or other items from home. We are not responsible for items that are lost or damaged. Exceptions will be made for a security item for nap time, a teacher led Show and Tell Day, or an earned special reward day. Please, mark your child's name on the item in some manner. Toy guns or toy weapons of any sort are **not** to be brought to the program at all. Please do not let your child bring candy, money or gum to the program, either.

(20) FIELD TRIPS

Trips are scheduled periodically throughout the program year. Advance notice is given of each trip and parents are welcome to attend. Permission slips must be signed and returned in order for your child to attend the trip. Children over three will be able to ride on the bus. Spots on the bus will be available on a first come, first served basis. To save a spot both the permission slip and the money must be submitted. Children in the three year old classes who have not had their third birthday are welcome to attend as long as a parent provides transportation.

(21) PARENT COMMUNICATION

Communication between the teacher and the child's family is **VERY** important. Please check their folder or backpack for information or crafts made daily. Your child is proud of their accomplishments each day, so take time to notice.

There is a monthly newsletter written by the director. Please read and post this newsletter in a prominent place for reference. This newsletter provides the parents with any important information, dates and times, and events that are upcoming and current.

Each day your child will bring home a "How Was My Day" report. This report will keep you informed about your child's day at Mother's Day Out.

Mother's Day Out will also post on the MDO Facebook page and send texts through Remind. If you need more information about getting connected to these, please see the director.

(22) APPROPRIATE CLOTHING

We ask that you dress your child comfortably for the indoor and outdoor play. Clothes that are casual and easily managed by children on their own are recommended. Tennis shoes are preferred, they provide traction and are much safer than dress shoes. We try to go outside, weather permitting, so please have adequate coats and such as needed. If the girls wear dresses during the colder weather, please see that they have a pair of pants to put on in the event we take a short walk outdoors. A **complete** change of clothing should be brought to the program. This should be in the child's backpack. The child's name must be put on the backpack, as well as the clothing in the bag. We will not be responsible for lost or damaged clothing. Please keep sizes up to date, as well as weather appropriate.

(23) DISPUTE POLICY

Please contact the director in the event that there is a problem concerning your child and the program. If the director cannot resolve the issue, it will be presented in writing to the elders of First Christian Church.

(24) PROGRAM RULES

Classroom Rules:

1. Keep hands and feet to yourself
2. Use inside voices - speak kindly
3. Raise your hand before speaking
4. Wash hands before eating snacks and lunch
5. Say prayers before snack or lunch
6. Use manners
7. Never leave the classroom without permission

Learning Center Rules:

1. Do not throw toys
2. Return toys to proper places after use.
3. Be kind and share with others.
4. Toys do not leave the learning center area.
5. Never leave the learning center.

Outdoor Rules:

1. Never go outside without the teacher
2. Remain inside the fenced area
3. Do not play in front of the swing area
4. Take turns, no shoving or pushing

(25) REGISTRATION PROCEDURES

ALL children attending the program must have the following forms filled out and returned:
Admission Application, Registration, Physical, and Emergency Medical Care Information
ALL INFORMATION MUST BE KEPT UP TO DATE

HISTORY OF MOTHER'S DAY OUT

Mother's Day Out began in October 1978. It began as a two day a week program, which would allow moms to have some time to run errands, meet friends for lunch, or just have grown up time. Moms could feel secure in the fact that their child was left with Christian teachers in a Christian atmosphere. By May 1979 there were 50 children enrolled in the program. Through the years, MDO has gone from two days a week offered, to four days.

Mother's Day Out is, and always has been, a ministry of First Christian Church. We will continue to focus on Jesus and His love for little children.