

# First Christian Church Mother's Day Out Handbook

## Mother's Day Out Preschool



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# Mother's Day Out Preschool COVID-19 Policies

**These policies and procedures are being put in place for the Fall of 2020. Please note this is a fluid situation and we will adjust policies as necessary or relax them when we safely can. Our goal first and foremost in all of this is to keep our families and staff safe while maintaining a fun and nurturing school environment. We desire to give your children the best preschool experience possible in this current situation.**

## **Strict Guidelines as to illness:**

Any child or staff member suspected of having COVID-19 or diagnosed with COVID-19 shall be excluded from the facility pursuant to existing licensing standards regarding communicable disease.

Symptoms of COVID-19 are fever (temperature greater than 100.4F/37C), chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting and diarrhea.

If the child or staff member is diagnosed with COVID-19, he or she is not to return to the facility until **ALL** three of the following are met:

- Individual is free from fever without the use of fever-reducing medications for at least 72 hours.
- Individual's symptoms, including cough, have improved.
- It has been at least 10 days since the onset of the individual's illness.

If the child or staff member has symptoms of COVID-19 and it is subsequently determined by a medical provider that the individual likely does not have a COVID-19 infection, the child or staff member can return to day care if the following is met:

- No fever for 72 hours without the use of fever reducing medications (fever is temperature greater than 100.4F/37C)
- Negative test for COVID-19 or a note from a medical provider documenting no clinical suspicion of COVID-19 infection.

The CDC recommends that any child or staff with close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 be excluded from Mother's Day Out for 14 days and monitored for symptoms. If symptoms develop, they are encouraged to be evaluated and tested for COVID-19.

Families are expected to immediately notify Mother's Day Out if someone in their home tests positive or if the child has been in close contact (within 6 feet for greater than 15 minutes) with a positive case.

In the event a staff member or child in attendance tests positive for COVID-19 Mother's Day Out will inform families who were in contact with the individual who tested positive. Mother's Day Out will work with IDPH on determining the next steps in the event of a positive case at our facility.

Mother's Day Out will designate a separate space to isolate children or staff who become sick while at the facility. If a child becomes symptomatic, MDO will immediately isolate that child from other children and minimize exposure to staff until an adult listed on their registration form arrives to pick them up. Also, any staff members that become symptomatic while giving care will cease child care duties immediately and isolate until they can leave.

Please make sure there is always an adult available to come pick up your child in case of illness, injury or emergency situation.

We have changed all illness requirements so that children with any illness need to be symptom free for at least 72 hours before returning to school. Also, please remember that children are to be fever free without medication. Giving a feverish child fever reducing medicine so that they may attend Mother's Day Out is grounds for immediate discharge without refund from our program.

### **Check-in and Check-out:**

We will do check-in/check-out at the gym doors. Staff members and parents will wear masks during drop-off/pick-up. Please line up with each family 6ft apart. We will ask waiting families to stay distanced in line until it is their turn.

At check-in we will ask questions regarding symptoms such as cough and fever and if child or family has been exposed to COVID-19 or if family members have had an illness with fever or cough.

We will do a daily temp check of children and staff with a non-contact thermometer. Anyone with a temperature above 100.4 F will not be permitted entry.

At pick-up time we will also have staff wearing a mask releasing children one family at a time in order of the arrival of appropriate adult. Please no congregating at the door.

We will be keeping records, but they will be only for our personal use unless a positive or presumptive case associated with the facility makes it necessary for us to cooperate with local health authorities. This will include temperature checks, health questions and name of person dropping off and picking up child.

### **Class Sizes:**

There will be lower capacity limits in each classroom to help aid in distancing. Two classrooms will act as one group. Each class will have a limit of 6 children and each group will have a limit of 12 children. These groups are stable groups, meaning the children do not interact with the other groups.

### **Supplies:**

We will be storing all backpacks, lunchboxes, nap mats, etc. in the hallway instead of the classroom.

Each student will have their own box of common supplies such as crayons, markers, scissors, and glue to be used exclusively by each individual.

### **Daily Cleaning:**

We will be following the cleaning, sanitizing, and disinfecting guidelines as put forth by the CDC, DCFS, and IDPH

We will wash hands frequently such as when we use the restroom, come in from outside, and before we begin eat.

We will educate and reinforce practices of covering mouths when coughing or sneezing, using the inside of their elbows or a tissue. Used tissues will be thrown away immediately and hand sanitizer used.

Hand sanitizer will be distributed when transitioning between rooms, centers, as needed. Hand sanitizer use will be monitored by adults as improper use can be dangerous for young children.

Each classroom will have toys that will only be used by that classroom. Toys in general areas will be reduced to items that are easy to clean and disinfect. Any items that are put in mouths will be removed and cleaned separately before returning to play area.

### **Face Coverings:**

We are asking staff and parents to wear masks at check-in and check-out. If a parent requests for a child to wear a mask in the classroom we will do our best to enforce that, but the parent must provide the mask and we make no guarantees about its use. We desire to have an atmosphere that allows children to interact naturally and freely – learning how to do that is what preschool is all about- so we will not wear or require masks in the classroom. We hope that our other precautions give us a strong shield against any illness.

( 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:

**\$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

\$30-This fee will be used to cover the cost of daily supplies i.e. paper towels, baby wipes, trash bags, cleaning supplies etc. This is due with the first month's tuition and every September following initial enrollment.

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
COVID-19	See Separate COVID-19 Guidelines
Diarrhea or Vomiting	After 72 hours of NO symptoms
Fever (100 degrees or higher)	72 hours FEVER FREE - without the use of fever reducing medicine
Hand, Foot, and Mouth	72 hours fever free and mouth sores have healed
Head Lice	Once treatment has begun and all sanitary precautions have been taken
Impetigo	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	72 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 \$30 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), Christmas, 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.**