

Mother's Day Out Program

Parent Policies & Procedures

Summer 2024



*“Children are a gift from the Lord.
They are a reward from him.”
Psalm 127:3*



Central Church Mother's Day Out Mission Statement

To plant the seed of Jesus Christ in every child so that they, even as children, can begin to gain and understand the love of Christ.

To love these children unconditionally as Christ loves us.

To show them and teach them what God has laid on our hearts.

Paperwork

Enrollment packets must be completed online. A link will be emailed to you.

You must complete and submit no later than May 13, 2024. Immunizations must be uploaded on the Wufoo link.

The following information must be received in our office before your child may attend Mother's Day Out (MDO):

- *Summer Enrollment Packet via wufoo*
- *You and all authorized guardians must have a KidCheck account*
- *All fees must be current*
- *Current Immunizations*
- *June Tuition*

Communication

Communication from MDO will be primarily via email. Information includes, but is not limited to, schedule changes, and reminders.

School Days/Hours

Summer MDO are the 8 M/W June 3-June 26 and 6 M/W July 15-July 31. We are a Monday/Wednesday program from 9am-2:30pm. Please check your emails for current updates. Please note that there are no adjustments or refunds for school closings.

Payment

Registration fees were due at the time you were offered placement of your child. **Summer tuition is due no later than the first day of the month.** There are no refunds for withdrawal from our summer program. Summer tuition must be paid online.

KidCheck

A safe and loving environment is the top priority of the Preschool & Kid's Ministries at Central. That's why we have chosen KidCheck to bring you the best experience at check-in and to provide you as parents the ability to team with us to keep them safe.

Signing up for KidCheck is easy and free for parents. Once you've created your KidCheck account at www.kidcheck.com, you can add your children and other guardians to make it easy for Central to identify them.

Please contact the MDO office if you have any questions.

A few helpful things to know:

- The parent sets up the account in their name, then adds the kids under their profile.
- Kids are only listed under the primary parent or guardian.
- Central MDO guardians will check kids into KidCheck as they arrive for the day.
- We will NOT print name tags or guardian receipts for MDO. Guardians must be listed in KidCheck and on the Dismissal form in order to pick up a child. ID is required for anyone who is not the usual drop off or pick up person.
- A KidCheck account is mandatory for the MDO Program.
- Please visit our website at www.centralbcs.org/kidcheck for detailed information about setting up accounts.

Drop Off/Pick Up

Drop Off Procedures

- Doors to the Preschool wing will be open from 9:00-9:15 a.m.
- You will take your child to his or her classroom and use the iPad to sign your child in.
- Please quickly say goodbyes so the next family can drop off.
- You must exit the wing promptly. Doors close and lock at 9:15 a.m. for security.
- In the event you have to drop off late, you will need to contact the MDO number for assistance.

Pick Up Procedures

- Doors open for pick up at 2:10 pm.
- Pick up is from 2:10-2:30 pm.
- Parents will go to their child's classroom to pick up.
- If anyone other than usual drop off Parent/Guardian is picking up; please have id ready to show.
- Please move quickly so the next parent can get their child.
- **All kids must be picked up and out of the Preschool wing by 2:30 pm.**
- If longer discussion is needed, please wait until all of the kids in that class are picked up or schedule a time with the Director for a special meeting.
- **Late fees will be incurred after 2:30.** Our staff needs to clean and reset their classrooms, as well as pick up their own children, so the hallways must be cleared by 2:30pm.

Special Days

If your child has a birthday during the school year and you would like to send a birthday snack, please let us know ahead of time. We prefer birthday snacks such as donut holes, muffins, or mini cupcakes.

What to Bring

All children will need to bring a cold serve lunch, cups and drinks, diapers if needed, and a change of clothes. Ages 12 months and up need a nap mat and blanket. Please label all items clearly! Every child needs a large utility tote bag that can hold all of their belongings.

What NOT to Bring

Please do not send special toys, expensive clothing, or anything you don't want to be lost. We do our best to return and keep track of things, but it is possible for a toy to be misplaced, a sippy cup placed in the wrong bag, and clothes do get stained! Please do not send anything that is not essential!

Our Rooms

The classroom distribution is based on the age of the child as of September 1st of the current school year, not developmental skills.

Our Employees

Our employees must first be Christians and meet approval by the Central Church Staff before any interviewing can take place. The hiring process includes a criminal history background check and a Ministry Safe course. Our employees are required to have 15 hours of training and staff development per school year. This includes current Infant/Child CPR certifications.

Our Curriculum

We will be using Kidmo's Lil'K Bible Video Curriculum and various Preschool Unit Books for our academic school year. The Bible curriculum will offer fun lessons that will provide your child with a foundation to develop a lasting relationship with God.

Our Day

Your child's day will begin with a warm welcome, morning snack, and opening activity. Depending on age, classes will rotate through Welcome/Teaching Time, Music/Bible, Library, Creation Station Time and Recess. Remember, each day is different and these schedules are meant to be flexible to meet the needs of the class. At the beginning of the year, a rotation schedule will be posted and available online. Special activities will be announced throughout the year.

Welcome/Snack/Teaching Time

- * Please send your child in play clothes that can get "messy". We cannot be responsible for replacement clothing.
- * We will provide a snack.
- * Please send a drink for snack and one for lunch. We will only serve water if no drink is provided.

Recess (Indoor and Outdoor)

- * Please send kids in closed-toe shoes for outside play. We have multiple indoor play areas that will be developmentally appropriate for each age group, but outside is an important part of our day!

Bible/Music

- * 1's- will rotate to the Library for Bible/Music Time. 2's & 3's will go to the Blue Room for Lil'K. Lil'K video curriculum offers music, a bible verse, a bible video, and so much more.

Centers

- * Depending on your child's class schedule, Centers may be in the rooms or a large group room.

Library

- * The Library will be used differently for each class. Some will use it for Music/Bible and other for Teaching/Circle Time.

Creation Stations

- * Creation stations is in the Breakroom Class area. This will be sensory activities, painting, cooking, etc. Our breakroom is equipped with 4 preschool height sinks and a large teaching island.

Lunch

- * A cold serve lunch is required for classes other than bottle-only babies. This means that the lunch does not need to be heated. Foods the child can feed himself are best. We will help as needed. Please cut food into bite size pieces appropriate for your child. Also be aware of choking hazards such as whole grapes and hot dogs. Your child will be expected to eat most of the main meal before we give them the sweets or treats. Regular desserts are discouraged so we can avoid sugar before naptime.

Nap

- * All children will nap on nap mats on the floor in their rooms except for Babies (PS6/PS4). Nap is an important part of our day, and we need your help to ensure all the of the kids can rest.
- * If nap becomes a consistent problem for your child, you will be contacted to help find solutions. If a solution can not be found, you may be asked to pick your child up before nap.
- * All nap mats will be sent home regularly for washing and will be stored here at the church otherwise.

Security

For the safety of all our children, doors will remain locked (from the outside only) during our school day. Please save the MDO phone number and use it to reach us if necessary. (979)429-3779

Medication Policy

It is our policy that we do not administer medications during our MDO day. This does not apply epi-pens and inhalers. We will administer diaper rash medication with a signed form that we have.









If your child has an epi-pen or inhaler, those medications will be in the teacher's care at all times in case of emergency. These items must be left with the teacher, NOT in the child's bag. Please give specific instructions regarding these medications. If this medication is used, you will be contacted immediately!

Sick Policies

The health and well-being of your child is of critical importance to us. Please do not bring a sick child to the program. If a child shows any signs of illness, the parent will be contacted. In order to maintain a well-child environment, it will take the cooperation and courtesy of all involved. **We ask that you not send your child to MDO if anyone in your home is sick!** If anyone in your home tests positive for COVID, please let us know and everyone needs to be symptom free for 5 days before returning to MDO.

If a parent disregards MDO's sick policies, your child may be removed from the program. While we apologize for any inconvenience this might cause, these policies are in effect for the protection of all our children! Your cooperation is greatly appreciated.

I NEED TO STAY HOME IF...

	COMMON COLD			FEVER						
Congestion, cough and “nasty” drainage from the nose		Temperature of 99.6 or higher	Within the past 24 hours	Within the past 24 hours	Free from diarrhea for at least 24 hours.	Free from rash itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and nit/egg free.	Evaluated by my doctor and have note to return to church.	Released by medical provider to return to church.	
	COMMON COLD		VOMITING	DIARRHEA	RASH	HEAD LICE	EYE INFECTION	HOSPITAL STAY OR ER VISIT		

I AM READY TO GO BACK TO CHURCH WHEN I AM...

Feeling better and drainage is clear.	Fever free for 24 hours without the use of fever reducing medication. i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals.	Free from diarrhea for at least 24 hours.	Free from rash itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and nit/egg free.	Evaluated by my doctor and have note to return to church.	Released by medical provider to return to church.
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Accident Policy

When an accident occurs at MDO, the director will assess the situation and provide care as needed. An ouch report will be completed and given to you at pick-up. The Director will notify parents as necessary. Anything more severe than bumps and scrapes, parents and/or 911 will be called.

Potty Training Policy

We are excited to help your child during the potty training process! It is our policy that you do not send your child in underwear until they can complete a successful day with no accidents.

We understand accidents will happen, and we are happy to get that cleaned up! If you send pull-ups, please send the ones with velcro on the sides so they can be repositioned. In the event that your child needs to change, they will not need to undress completely. If your child has two accidents in underwear (in one MDO day) we will put them in a pull-up. Soiled underwear that can not be easily bagged to send home will be disposed of instead.

If your child just needs a pull-up at naptime, please let the teacher know; we are happy to accommodate.

Discipline & Behavior Management

Redirection is the most common form of discipline used at MDO. **MDO reserves the right to remove any child from our program who consistently causes harm to himself or others.**

Behavior Documentation:

If your child has a behavior issue that can't be resolved in the classroom with redirection, they will be sent to the Director. If necessary, the Director will document the behavior and send home an incident form. If several incidents occur, the Director will request to meet with the parent to come up with a behavior plan.

Biting & Aggressive Behavior:

Please see the attached Policies and Incident Forms for Biting and Aggressive Behavior.

Contact Information

We welcome any comments and/or suggestions. Our program is designed to meet the many needs of parents and children. The MDO Director is available to address any concerns or problems you might have with the program or our staff. My door is always open, and I look forward to getting to know each family!

Central MDO
1991 FM 158
College Station, TX 77845

979-429-3779
mdodirector@centralbcs.org
Preschool Website: www.centralbcs.org/mdo

Central Mother's Day Out Biting Policy and Incident Form

Student: _____

Teacher: _____

Date: _____ Time: _____

During the course of the day, _____ bit another student or staff member. This is his/her:

- ◇ First Time – Our policy is that after a child bites for the first time, he/she will be sent home for the remainder of the day and will be suspended for the next school day.
- ◇ Second Time – Our policy is that if another biting incident occurs during the same semester, the student will be removed from the program for the remainder of the semester. If the event occurs in the fall semester, parents would need to pay tuition each month to guarantee their child's spot in the spring semester. Otherwise, the spot will be filled.
- ◇ Third Time – Our policy is that if a child bites a third time, they will be dismissed from the program.

If this is a first or second time, your child is able to return to Mother's Day Out on the following date:

_____.

Please sign below that you have received a copy of this information.

Parent Signature

Date

Director's Signature

Date

Central Mother's Day Out Aggressive Behavior Policy and Incident Form

Student: _____

Teacher: _____

Date: _____ Time: _____

During the course of the day, _____ displayed aggressive behavior toward another student or staff member. Aggressive behavior is defined as hitting with or throwing a hard object, shoving down, scratching, kicking, pinching, choking, slapping, etc. This is his/her:

- ◇ First Time – Our policy is that each time aggressive behavior is displayed, written notice will be given to the child's parent. This is your child's first written notification of aggressive behavior.
- ◇ Second Time – Our policy is that if another aggressive behavior happens, the parents will be notified and the child will be suspended from attending MDO for the rest of that day and the following day we meet. This is the second time similar behavior has occurred. Your child may return to MDO on the following date: _____
- ◇ Third Time – Our policy is that if a child has a third aggressive behavior display, the child will be suspended from attending MDO for a full week (2 class days since we only meet 2 days a week). This is your child's third display of aggressive behavior. Your child may return to MDO on the following date: _____
- ◇ Fourth Time – Our policy states that if there is a fourth display of aggressive behavior, the child will be suspended for a month from MDO. Tuition will still need to be paid to hold your child's spot. When the child returns to school, written permission from a health-care provider must be presented before the child is allowed to return to the classroom. Any further occurrences of aggressive behavior will result in expulsion from MDO. This is the child's fourth display of aggressive behavior. Your child may return to MDO on the following date if a health-care permission slip is provided:

Please sign below that you have received a copy of this information.

Parent Signature

Date

Director's Signature

Date