

# Mother's Day Out Program

## Parent Policies & Procedures

Fall 2024 / Spring 2025



**"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**

We are requiring enrollment packets to be completed via computer. A link will be emailed to you. You must complete and submit no later than **July 16, 2024**. Immunizations and family photo must be uploaded on the Wufoo link.

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

- *Fall/Spring Enrollment Packet via Wufoo*
- *Current Immunizations*
- *Family Photo*
- *Payments*

### **MDO Parent Orientation**

In order to get off to a great new year, we are requiring one parent or guardian to **attend** our Parent Orientation meeting on Wednesday, September 4th at 9:15 a.m.

### **Meet the Teacher**

We will be scheduling sign ups for Meet the Teacher on August 28. A link to sign up will be emailed to you mid-August.

### **Communication**

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

Our program will have a private Facebook group set up that parents will join. Important reminders and other info will be passed on to you on this page. No individual concerns will be voiced on Facebook. Issues and concerns will still need to be communicated through email.

## **School Days/Hours**

We are a Monday/Wednesday program from 9am-2:30pm. Please see our school calendar which is posted on the website for scheduled holidays and events. School closings for inclement weather are determined by Bryan ISD and College Station ISD. Late starts for MDO will be determined as needed and communicated via email. Please note that there are no adjustments or refunds for school closings.

## **Fees & Tuition**

Registration Fee for the Fall/Spring Semesters is \$150.00. Monthly tuition is \$295.00.

## **Payments**

Registration fees are due at the time you request placement of your child. Tuition is due by the 1st day of each month. **Late payments after the due date must include the late fee which must be paid online at the same time as tuition.** You will use our online payment form for monthly payments (please see the Online Payment link on our website). There is a \$5 service fee for credit card payments. Withdrawal from our program requires a 2 week written notice and full payment of the current month's tuition. Full payment for each month's tuition is required even if your child does not attend. There are no refunds or adjustments for missed or cancelled days.

If you prefer to pay the semester in full, the payment will have a 5% discount and must be paid by check before the semester begins. Fall payment s are due by Meet the Teacher on August 28.

Fall Tuition Total \$1121  
\$1180 (\$295 x 4 months) - 5% (\$59)=\$1121

Spring Tuition Total \$1401.25  
\$1475 (\$295 x 5 months) - 5% (\$73.75)=\$1401.25

## **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 an approved Bible-based preschool 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. There is a Bible story and age appropriate activities with each unit for all of our ages beginning with the 1 year old class. In addition, we will provide opportunities for your child to work and play together as a group in a friendly Christian environment, to gain new skills, to form good habits, and to learn to be a responsible member of a group.

## **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**

- The Preschool wing doors will be opened from 2:10-2:30 p.m.
- You will proceed to your child's classroom to pick them and their belongings up.
- An ID will be required from anyone who is not the usual pick up person. Please have this ready for the teacher to see.
- Please make this a quick process so the next family can pick up.
- You must exit the wing by 2:30 p.m. so the rooms can be cleaned and sanitized.

## **Regular Early Pick-Up**

If you will be picking your child up early, or do not want them to nap, you must make arrangements to pick them up immediately after their lunch time; otherwise they will be put down for a nap. Please let the teacher know if you will be picking up early. Exact lunch time is subject to change in the first 2 weeks in order to get familiar with classroom needs.

## **Special Days**

MDO has special events planned through the year. Please see school calendar for specific dates. Most of our Special Day Activities are worked into our morning rotations and do not require your attendance.

Any special day snacks brought by parents need to be individually wrapped or bagged to send home. Due to allergies, we may not eat the snacks at MDO.

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 with drinks, disposable diapers if needed (no cloth diapers), and a change of clothes. Ages 12 months and up need a nap mat and blanket. Nap mats will be stored in classrooms but will be sent home if they require cleaning.

## **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 to get stained! Please do not send anything that is not essential!

## **Our Rooms**

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

**\*Your child will remain in the same class for the entire academic school year.**

## **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 Stations and Recess. Remember, each day is different and these schedules are meant to be flexible to meet the needs of the class.

### **Welcome/Snack/Teaching Time**

- \* Please send your child in play clothes that can get "messy". We are not be responsible for replacing expensive clothing or belongings.
- \* We will provide a snack.
- \* Please send one 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**

- \* Our classes will rotate to the Library or Blue Room for Bible/Music Time. Our 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**

- \* Creations Stations are in our breakroom class area. This will be sensory activities, painting, cooking, etc. Our breakroom is equipped with four preschool height sinks and a large
- \* teaching island. We are excited to use this space with our MDO kids!

### **Lunch**

- \* A cold serve lunch is required for the 1-3yr olds. 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.

### **Nap**

- \* 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 make sure 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 cannot be found, you may be asked to pick your child up before nap.
- \* Nap mats can be left in the classrooms and periodically will be sent home for cleaning. Please wash and return the next school day.

## **Security**

For the safety of all our children, doors will remain locked (from the outside only) during our school day. We will provide you with the MDO phone number. We are not able to accommodate any therapists or other people who need to observe or evaluate your child. These appointments will need to happen outside of our program.

## **Accident Policy**

If 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. For anything more severe than bumps and scrapes, parents and/or 911 will be called.

## **Medication Policy**

It is our policy that no medication is given during our program or allowed in our classrooms. Diaper rash cream is allowed and a form must be completed prior to usage.

If your child has an epi-pen or inhaler, those medications will be in the teachers 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.






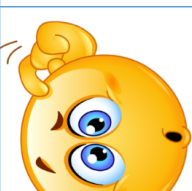
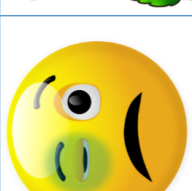

**If anyone in your family/home has fever or throwing up, you may not bring your child to MDO.**

Please help us keep this a healthy environment. We will continue our handwashing and cleaning procedures. If you or your child tests positive for COVID, everyone needs to be symptom free for five 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...

							
<b>COMMON COLD</b>	<b>FEVER</b>	<b>VOMITING</b>	<b>DIARRHEA</b>	<b>RASH</b>	<b>HEAD LICE</b>	<b>EYE INFECTION</b>	<b>HOSPITAL STAY OR ER VISIT</b>
Congestion, cough and “nasty” drainage from the nose	Temperature of 99.6 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and/or “crusty” drainage from eye	Hospital stay and/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.
---------------------------------------	---	--	---	---	---	---	---

## **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 morning with no accidents.

We understand accidents will happen, and we are happy to get those cleaned up. **If you send pull-ups, send the ones with velcro on the sides** so that when your child needs to be changed, pants and shoes won't have to be removed completely. If your child has an accident in underwear during the MDO day, we will put them in a pull-up. Soiled underwear that cannot be easily bagged to send home will be disposed of.

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

The best way to help your child be successful at potty-training is to communicate with the teachers and let them know where your child is in the process.

## **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 complaints or problems you might have with this program. You can email any questions to the Director at [mdodirector@centralbcs.org](mailto:mdodirector@centralbcs.org).

1991 FM 158  
College Station, TX 77845  
MDO Direct text/call 979-429-3779

[mdodirector@centralbcs.org](mailto:mdodirector@centralbcs.org)  
MDO Website: [www.centralbcs.org/mdo](http://www.centralbcs.org/mdo)  
Preschool Website: [www.centralbcs.org/preschool](http://www.centralbcs.org/preschool)



# 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