

CHRIST CHURCH MOTHER'S DAY OUT PARENT'S GUIDE AND HANDBOOK 2018-2019

A preschooler's life is just beginning, and we are honored that you have chosen us to teach and nurture your child in a loving, Christian environment. This guide has been prepared to describe our basic policies and procedures. We encourage you to visit us, ask any questions and make suggestions that you may have about the MDO program. We also want parents to be a part of our program. Your participation, cooperation and input into the various aspects of our program are encouraged. We feel privileged to be entrusted with the opportunity to take care of your child, and the best assurance of a successful experience for your child is the close cooperation and understanding between parents, staff and Christ Church.

OUR MISSION

Our mission is to provide a safe, happy and developmentally appropriate place for children to cultivate their own unique talents during their preschool years, to develop socialization skills that will assist them in interacting in a preschool environment and to encourage an appreciation and awareness of God's love.

Fun is an important part of our program. An atmosphere of fun allows a child the freedom to move about, to be at work or play without undue pressures. To a child, work and play are synonymous. Our goal is for your child to leave our program with a love of learning and a curiosity about the world.

EXCEPTIONAL STAFF

At Christ Church MDO, you will find certified teachers in education and /or who have experience in teaching preschool. They nurture and show God's love to your child. Our teachers receive on-going training in areas of early childhood health and safety.

CURRICULUM

Play is seen as children's "work" or the primary way that a child learns and has meaningful experiences. Our program is, therefore, built around children's play and is responsive to children's interests, needs, and levels of development.

Structured activities are coupled with free exploration at various "centers". The children have the opportunity to choose in which centers they will participate. The centers reinforce the theme/unit (Biblical and academic) and academic skills that are the main focus at the time.

Our classrooms have several different centers such as dramatic play, painting, reading corner, puzzles, play dough, block area, housekeeping area, cognitive (academic) area, art area, sensory area, and others which children are free to explore under the guidance and supervision of our

teachers. Several units of study are colors, community workers, holidays, letters, numbers, safety, shapes, and many others. Bible stories, songs, and Bible verses are incorporated into the units above.

CALENDAR

The calendar is **closely** based on the Christ Church calendar. Please remember to check your school year calendar given to you at the beginning of the year and our monthly newsletters to stay up to date with our openings and closings.

ENROLLMENT

Enrollment is open to all children, ages 3 months to 5 years of age, regardless of race, national origin, religion, sex or ancestry. To enroll your child, complete the necessary enrollment forms and return them with the required fees. The State of Florida requires every child who attends school to have a physical examination form completed by a licensed physician stating that the child is in good health and documentation that all immunizations are up-to-date. **Health forms MUST be received prior to your child's first day.** When a class has reached its maximum enrollment, a waiting list is established. As positions become available, individuals will be contacted on a first-come, first serve basis. Children are typically placed in classes based on their age as of September 1st of the current school year, but individual placement is at the Director's discretion in certain cases.

WITHDRAWALS

If you choose to withdraw your child from the program, you must give 30 days written notification. You are responsible for paying tuition in full for the 30 days after you give notification.

TUITION AND REGISTRATION

There is an annual registration fee of \$100, which is non-refundable unless your child's application cannot be accepted. All grades will have a \$100 supply fee. The material and supply fees will be billed in August at the beginning of school or when the child is enrolled mid-year.

2 day program: \$ 225.00 /month (an additional \$25 for infants under 12 months)

3 day program: \$ 275.00 /month

4 day program: \$ 325.00 /month (an additional \$50 for infants under 12 months)

5 day program: \$ 350.00 /month

Tuition is due on the first of the month and is considered delinquent by the 10th of the month. If tuition is not received by the 15th of the month, your child may be denied attendance from the program until payment is made. \$25 late fee will be added to a delinquent account on the 10th.

HOURS OF OPERATION and EXTENDED DAY

Regular school hours are from 8:00 am until 12:00 pm. After care is available from 12:00 p.m. until 2:30 p.m., at a rate of \$15 per day. An extended care program is also available from 12:00pm until 4:00 if needed at a rate of \$25 per day. You may register your child for After care and Extended care programs at the beginning of the school year. Space is limited. After care and Extended care is billed as a part of your tuition each month. Days may not be switched without approval from the Director. Drop-In space may be available, but space is limited. When a slot is full, you may be placed on a waiting list. Please do not leave your child if you have not signed them up for Extended Day. Drop-In's must be approved by the Director in order to make sure space is available on a day. The cost is \$25 per day for Drop-In. Children staying in afternoon care **MUST** be picked up **PROMPTLY** by 2:30 p.m. Any child not picked up by 2:30 pm will be charged a late pick-up fee of \$10 and then \$1 per minute for each minute past 2:30 pm.

SCHOOL DAY DROP-INS

The program **will accept currently enrolled Mother's Day Out children as school day drop-ins only (8am-12pm)** on a space available basis. **Please call to see if space is available before bringing your child.** The fee for drop-ins is \$35 per day.

ARRIVAL & DEPARTURE TIMES

Our doors open at 7:50 am. Parents are welcome to wait in the sitting area located outside the classrooms. We ask that you do not enter the classrooms until 8:00 am. Please drop off and pick up your child according to the times set up by the MDO program. This makes daily planning an easier task for the staff, and more importantly, it makes it easier for your child's adjustment to preschool! **PLEASE REMEMBER TO SIGN IN YOUR CHILD IN THE MORNING AND TO SIGN YOUR CHILD OUT WHEN LEAVING. State law requires that each day the parent or guardian sign for the date and time of arrival and departure.**

AUTHORIZATION FOR PICK-UP

Students will be released only to adults who have been authorized by parents and listed on the student's information sheet. Picture identification will be required before release of your child to anyone other than a parent or guardian that a teacher is not familiar with listed on your pick-up form. Persons not on the list you give us **will not be permitted** to pick up your child. If you need to have someone pick-up your child during the day that is not on your list, you must call and then fax in writing, or scan and email to Carol Bridge who will be picking your child up and they must be prepared to show ID.

PERSONAL ITEMS/TOYS

Please mark all personal belongings with your child's name. This includes diaper bags, bottles, pacifiers, cups, thermoses, lunch boxes and utensils. All children need to bring an extra set of clothes to school each day in case of an accident. Since we play outside everyday (weather permitting), please be sure that your child wears appropriate seasonal clothing and shoes (preferably tennis shoes). We ask that you send your child to school in clothing that you feel comfortable knowing that it might come home dirty from art projects or play on the playground. In the Spring and Summer months, please apply sunscreen on your child **before** bringing him/her to school.

While we realize that all children have special toy treasures, we encourage these to be left at home. Each class has a scheduled time for sharing. Please check with the teacher for your child's share day.

SNACKS/MEALS

Mother's Day Out will provide a mid-morning snack with juice for each child each day. **Each child is to bring his/her own lunchbox with a drink for lunch time.**

PARTIES/BIRTHDAYS

We strive to maintain a Christian perspective in the celebration of various holidays. As a Christian Program, we focus on Christ's birth as the message of Christmas, God's love as we celebrate Valentine's Day, and Christ's resurrection as we discuss Easter.

Birthdays are very special occasions for children, and children are allowed to bring a special treat (no favors or gifts, please) to share with the whole class on his/her birthday. Please contact the teacher in advance of your child's birthday to make arrangements. Children who have summer birthdays may arrange a day in the Spring to celebrate their special day. If your child is having a birthday party, please send invitations to preschool only if the entire class is invited.

HAND WASHING POLICY

We want our kids to stay healthy, and an encouraging method for keeping the spreading of germs down is by good old-fashioned hand washing! We encourage the children to always wash their hands after playing on the playground, before snack and lunch times, and after using the bathroom.

ILLNESS/INJURY POLICIES

Please do not send a sick child to school. In fairness to others, we ask that you watch for symptoms of illness and keep your child at home if there is a risk of exposing other children to illness.

If Your Child Should Become Sick at School, the child will be removed from the classroom and we will attempt to contact you and let you know your child is ill. We can then arrange with you regarding the best course of action. If, for some reason, we cannot contact you, we will then contact the people you have listed on the Emergency Contact Sheet. If the situation is an emergency, your child will get the quickest and best medical attention available.

If your child is home or has been sent home with fever, diarrhea, bad colds (green/yellow mucus in nose or eyes) or vomiting, please do not return your child to school until they are well. They must be fever free, diarrhea free, and vomiting free for 24 hours or a medical doctor has written a note stating they may return. The director or teacher has the discretion to have a child stay away from school if the child appears ill.

Medication: Medication will not be dispensed at preschool. This should be done before and after preschool hours. For smaller children needing Desitin or other diaper rash creams, baby powder, etc., a Medication Authorization Form will be needed to be filled out and signed each day that it is to be administered. This also applies to asthma inhalers on a medically needed basis, also. We will not dispense any oral medications.

BITING POLICY

A child biting another child for the first time will be taken aside and the behavior discussed with the child by the teacher. An incident report will be filled out for each child and the parents will be informed.

If a second bite occurs, the above will be reinforced and the parents will be asked to come and pick up their child.

If a third bite occurs, the above will be reinforced, and the child will be removed from the program for a one-week waiting period at home with a parent/guardian.

If a fourth bite occurs, the child may be asked to leave the program until the next pre-school year.

GUIDANCE and DISCIPLINE

We work hard to provide a caring environment that encourages growth in self-control and respect for others. We recognize that we are all special in God's sight as people fashioned by His own hands. We believe in positive reinforcement, praise and modeling as methods used to maintain a child's behavior. An important aspect of discipline is ensuring an environment which is carefully planned to prevent having low adult/child ratios, child-proofing every area,

channeling behavior in acceptable ways, and planning developmentally appropriate activities and routines.

In cases where a child needs to re-gain self-control or is in danger of hurting themselves or others, the child may be momentarily separated from the group for a “time out” not to exceed a length of one minute for each year of a child’s age. No child shall be shamed, humiliated or otherwise intimidated as a part of correction. Corporal punishment is not practiced in our program. Food, rest, and bathroom breaks will not be associated with any discipline. We accept the child’s feelings and choose words and tone of voice to help the child feel confident and assured. We desire to train the children in making good choices for their behavior. Our staff is pro-active in preventing problems by redirecting a child or helping a child resolve conflicts by using their words to communicate their feelings and thoughts.

We will help guide children to understand their choices and consequences and to respect others. No child will be permitted to hurt another child (physically or verbally) or prevent them from being allowed appropriate learning or play experiences; no child will be permitted to hurt themselves; and no child will be permitted to harm the school environment (property, possessions, or people).

Should a child repeatedly behave in a way that is detrimental to himself/herself, other children, or adults, the teacher will bring the problem to the attention of the Director. At this time, a parent conference will be requested to discuss the problem. We will ask the parents to help provide ways of motivating their child to behave in an acceptable manner.

If the behavior continues, then a second conference will be called. If there have been no changes, it could result in the child being dropped from enrollment.

CHILD ABUSE PREVENTION

Christ Church Mother’s Day Out program has the greatest intent to protect children from abuse and neglect and to support the children, parents, and staff. If you suspect any child abuse or neglect in the program, please report it immediately to the Director. Likewise, adults who work with children in this program are legally required to identify signs of suspected abuse and responsibly react to potentially abusive situations so that children may be protected. In order to protect the safety and wellbeing of all children, it is the policy of Christ Church Mother’s Day Out program to report any signs of suspected abuse to the appropriate authorities.

Thank you for your interest in our Program. If we can be of any assistance or if you have any questions, concerns or comments, please feel free to contact me.

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