

CHRIST CHURCH MOTHER'S DAY OUT  
PARENT'S GUIDE AND HANDBOOK  
2022-2023



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. Christ Church MDO is accredited under **ACSI** (Association of Christian Schools International). This means we are held to a high standard of quality both in our mission and in our program.

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 our teachers are certified in education and / or 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 can choose which centers they would like to explore. The centers reinforce the theme/unit (Biblical and academic) and academic skills that are the 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 as well as Escambia School District. Please keep your yearly MDO calendar handy for scheduled school closings. You will also receive a monthly newsletter at the beginning of each month.

COVID-19 school closings- Please know that as we continue to monitor COVID-19 in our area and school, MDO may need to close our center down as per CDC guidelines and recommendations.

## ENROLLMENT:

Enrollment is open to all children, ages 6 weeks to 4 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 (form 3040) completed by a licensed physician stating that the child is in good health and documentation that all immunizations (form 680) are up to date. All children must have a copy of their birth certificate, enrollment form, media release signed, family history, influenza guide pamphlet and distracted adult flyer signed. **All forms must be received in the first week of school.** It is state mandated that all documents must be current for a child to attend a childcare center. A child will be unable to attend school until required documents are received. **NO EXCEPTIONS**

Please update MDO with new forms each time your child visits his/her pediatrician. You can have the doctor's office fax over documents. Fax # (850-434-8700)

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 a class based on their age as of September 1<sup>st</sup> of the current school year.

## Withdrawals

If you choose to withdraw your child from the program, please 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 \$125, 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 \$300 - 3day \$350- 4 day \$400 - 5 day \$425

There is a \$25 discount for 5-day enrollments.

2:30 pick up / additional \$15 per day

4:00 pick up / additional \$25 per day

**Tuition is due on the first of the month and is considered delinquent by the 10<sup>th</sup>. If tuition is not received by the 15<sup>th</sup> of the month, your child may be denied attendance from the program until payment is made. A \$50 late fee will be added to a delinquent account after the 10<sup>th</sup> unless a plan has been worked out with the director.**

## 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. Extended care is also available from 12:00pm until 4:00 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. After care and Extended care costs will be included in your tuition each month. Schedules 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. The cost is \$35 per day until noon, aftercare fee will be added if your pickup time is 2:30 or 4:00. Children staying in afternoon care **MUST** be picked up **PROMPTLY**. Any child not picked up by their scheduled time may be charged a late fee of \$10 and then \$1 for each minute thereafter.

## SCHOOL DAY DROP-INS:

MDO will accept currently enrolled students for school day drop-ins, pending space availability (8am-12pm) The fee is \$35.00 per day and will be added to your next invoice.

## ARRIVAL & DEPARTURE TIMES:

Our doors open at 8:00 a.m. 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!

*State law requires each day the parent or guardian sign and date the child's arrival and departure.*

**(Covid-19) has changed the way we enter and leave the school. During this time parents of infants and one year old children will enter through the lobby where one of our MDO teachers will check each child's temperature and escort them to their classroom. Dismissal will be in the same manner, please ring the bell and we will bring your child out to you. If your child is in the two, three or four-year old group, please use the carline on Belmont street for arrival until 8:30. After that time please bring your child through the lobby. All dismissals are conducted through the lobby.**

## AUTHORIZATION FOR PICK-UP:

Students will be released only to those 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. Persons not listed **will not be permitted** to pick up your child without director authorization.

## 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.

**Diapers/Disposable only please.** We understand your choice for using cloth diapers at home and that they are good for the environment, however in the daycare/preschool setting the concerns of waste leaking out can be a serious issue. In this setting the teachers are on a diaper changing schedule unless there is an indication to do so before. The instructions for using cloth diapers is that a child should be changed immediately after urinating or risk leaking. In each classroom we have minimized the diaper odor by using a diaper genie. Cloth diapers are kept in a wet bag which can cause the children's classroom to have an unpleasant odor. For these reasons we have decided to use only disposable diapers at our facility. Thank you in advance for your understanding.

While we realize that all children have special toy treasures, we encourage these to be left at home. Your teacher will let you know about share day.

### SNACKS/MEALS:

*Please include in your child's school sized backpack:*

*2 separate snacks and one lunch clearly labeled with your child's name*

*A filled water bottle (labeled with your child's name)*

### 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 can bring a special treat (no favors or gifts, please) to share with the whole class. Please contact your child's teacher in advance to make these arrangements. If your child is having a birthday party, please send invitations to preschool only if the entire class is invited.

### HAND WASHING and Personal Protection POLICY:

We want our kids to stay healthy, we have found an encouraging method for keeping the spread of germs down is good old-fashioned hand washing! We encourage the children to always wash their hands after playing on the playground, before snack, lunch times, and after using the bathroom. **Laundry is washed daily for clean mat sheets, crib sheets and blankets.**

## ILLNESS/INJURY POLICIES:

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

### **COVID -19 Procedures:**

If your child or any member of your household has tested positive for COVID-19, your child is not allowed to attend school for 14 days from receiving a positive test result. Please notify the school immediately of a positive diagnosis. We follow CDC guidelines and procedures for sanitizing the school and notifying school families.

**If Your Child Should Become Sick at School,** the child will be removed from the classroom and we will contact you and let you know your child is ill. We can then arrange with you the best course of action. If, for some reason, we cannot reach 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 medical attention available.

**If your child is home or has been sent home with fever, diarrhea, bad cold (green/yellow mucus in nose or eyes) 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. In some cases, we may ask for a doctor's note to return to school. 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, a note from you each day stating that it is okay for the teacher to apply will be kept in your child's folder. Please date and sign.

## 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 problems by 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. 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 us.

Christ Church Mother's Day Out Program  
18 W. Wright Street Pensacola Florida, 32501

850-436-4631 MDO Program Phone  
850-432-5115 Church Phone