

**Central MDO
Summer 2018
Policies & Procedures**

It's a Bugs Life!



**Mary Cole, Director
1991 FM 158
College Station, TX 77845
mcole@centralbcs.org**

CENTRAL BAPTIST 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 paperwork to be turned in to the MDO office no later than June 3, 2018. All paperwork should be emailed to Mary Cole at mcole@centralbcs.org. If you are unable to email the documents, please contact the MDO office for further instructions.

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

- *Registration Forms & Fees*
- *Tuition & Policy Agreement*
- *General Information/Health Statement*
- *Dismissal & Permission Form*
- *Current Immunizations*
- *Family Photo*
- *You and all authorized guardians must have a KidCheck account*

COMMUNICATION

Communication from MDO will be primarily via E-mail. If you do not have access to e-mail, please let the MDO Director know so that we can make other arrangements to get you information. Information includes but is not limited to newsletters, schedule changes, and reminders.

KIDCHECK

Every parent and authorized guardian must have a KidCheck account in order to sign a child in/out. You may register for the free account at www.kidcheck.com. Please visit our website at www.centralbcs.org/kidcheck for more information and instructions.

SECURITY

For the safety of all our children, All entry doors will remain locked (from the outside only). All entrances and exits must be through the main foyer of Central Town Square.

OUR DAY

Your child's day will begin with a warm welcome and an opening activity. Each class, except for Babies, will rotate through age appropriate recess, art, music/games, and bible story time. Our art projects will be hands-on and age appropriate. The program will provide a morning snack. Lunch follows the rotations, then on to nap time. Each child is encouraged to rest quietly before preparing for pickup. Remember, each day is different and these schedules are meant to be flexible to meet the needs of the class.

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

PAYMENT

Registration fees are due at the time you request placement of your child. Summer tuition is due the first day of school. There are no refunds for withdrawal from our summer program. We strongly encourage you to use our online payment option which can be accessed from our website at www.centralbcs.org/preschool.

DROP OFF/PICK UP

Children may not be dropped off prior to 9:00 am. Please check in with KidCheck on the ipads in the foyer. At 9:00am the doors will be open and you can proceed to their room for drop off. Any questions or special instructions may be discussed with the teacher. In order to make drop off smoother, please establish a routine similar to greeting teacher, dropping off belongings, then goodbye with a rapid exit. Please do not linger around the doorways. This only upsets the children. Please feel free to stand out of sight or ask another staff member to check on your child. We are available at any time to check on your child. Please feel free to ask!

Children should be picked up between 2:00-2:30pm. Late charges begin at 2:31 pm and will be \$5 for every 5 minutes that you are late. Anyone picking up must be listed as an authorized guardian in KidCheck. Teachers will check the child out via ipads at the rooms. Please make every attempt to be on time. Children become anxious when Mom or Dad are late.

WHAT TO BRING:

All children will need to bring a **cold serve** lunch, drinks, diapers and wipes if needed, and a change of clothes for those messy times. Ages 12 months and up need a nap mat. Please label all items clearly! Due to our lack of storage space, parents will need to take nap mats home daily.

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.

MEDICATION POLICY

It is our policy that all medication be checked in at the front counter. We do not allow most medications to be in the classrooms. If your child needs medication during our MDO day, you must write a note with specific dosage instructions. The medication and note must be left at the front counter with the Director or Director Assistants.

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!

Following are a few of the situations that commonly occur at MDO:

Fever: Your child must be fever free without medication for 24 hours before attending any program at CBC. If your child exhibits signs of fever, we will take their temperature. If a fever is present, the parent will be contacted to pick up the child.

Runny Nose/ Allergies: If your child has a runny nose other than clear drainage, do not bring them to MDO. If your child has specific allergies, please make sure we have them documented.

Diarrhea: Your child must be diarrhea free without medication for 24 hours before attending any programs at CBC. If your child has more than 2 loose bowel movements in a single day, you will be contacted to pick your child up from the program. We realize that juice, antibiotics, and other situations may be the cause, but in order to keep a healthy environment, we still require the child to be picked up.

Vomiting: Your child must be symptom free for 24 hours before attending any programs at CBC. If your child is vomiting at MDO, the parent will be called for the child to be picked up.

Lice: Lice are tiny, white, wingless insects that may live on the skin, hair or clothing. If you suspect or know your child has lice, your child may not come to school unless your child is free of lice (adults) and nits (eggs). If lice or nits are discovered on your child's head while in MDO care, the parent will be contacted to pick the child up.

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.

ACCIDENT POLICY

When an accident occurs at MDO, the director will assess the situation and provide care as needed. Anouch 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 morning 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. 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.

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 or our staff. My door is always open and I look forward to getting to know each family.

Mary Cole
Mother's Day Out Director
979-776-9977 Ext. 320
mcole@centralbcs.org

Direct Nursery Line during school hours: 979-776-7744
Preschool Website: www.centralbcs.org/preschool

Central Baptist 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 Baptist 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 parents'. 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