

CENTRAL PRESCHOOL MINISTRY

Mother's Day Out Program Parent Policies & Procedures Sept 2022-May 2023



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

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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 wufoo. A link will be emailed to you. You must complete no later than **August 1, 2022**. Immunizations and family photo must be uploaded on the wufoo link or 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):

- *Fall/Spring Enrollment Packet via wufoo*
- *You and all authorized guardians must have a KidCheck account*
- *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 **watch** our Parent Orientation meeting via FB group and acknowledge your completion via a wufoo form (link will be provided before Meet the Teacher). We will discuss our policies and procedures as well as answer any questions you might have.

Meet the Teacher

We will be scheduling Meet the Teacher times for **Wednesday, August 31st**. The link to sign up will be in the Parent Orientation video.

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.

Each class will have a private FB group set up that parents must join. This will be how you can communicate with the teacher directly. Teachers will also on occasion post pictures so you can see how our day is going. Issues and concerns will still go through my email or phone.

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 and announced on KBTX. Please check KBTX and your emails for current updates. Please note that there are no adjustments or refunds for school closings.

Fees & Tuition

Registration Fee for the Fall/Spring Semesters is \$125.00. Monthly tuition is \$265.00 for M/W enrollment, \$150 for Monday only, and \$165 for Wednesday only. There is a small discount for Monday only due to Monday holidays. Our Fall/Spring program has 58 school days.

Payment

Registration fees are due at the time you request placement of your child. Tuition is due no later than the 1st school day of each month. ***We encourage you to use our online payment option for monthly payments (please see the Online Payment link on our website).*** There is a \$5 service fee for online credit card payments. If payment is not received by the 15th, your child will not be allowed to attend MDO until arrangements have been made with the Director. **Payments after the due dates will be assessed a \$10 late charge which must be paid online.** Withdrawal from our program requires a 2 week written notice and full payment of the month's tuition. Full payment for each month's tuition is required even if your child does not attend. Again, there are no refunds or adjustments for missed or cancelled days.

We will NOT accept payments for the year, but we will take semester payments. Semester payments will have a 5% discount and must be paid by check only. See discount attachment.

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, I am happy to help you set it up correctly. 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. (For ex: My account is under Mary Cole and I have my children listed under me. My husband has an account but no children listed. Once I add him as a guardian to my account it links him to my kids. I then have to be listed as a guardian on his account. This allows for either of us to drop off or pick up any of my kids. This will apply to grandparents, babysitters, family/friends that may pick up).
- The primary parent /guardian should have the KidCheck app on their phone. This will allow you to add/delete easily.
- Once we have established everyone's accounts we will open Express check in which will allow you to check in from your mobile device. 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 still required for anyone picking up that did not drop off.
- 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

- At Meet the Teacher or first day of school, each MDO Parent /Guardian will receive a name tag to display in your car.
- Before entering the MDO line:
 - Have all your child's belongings labelled and in 1 bag easily assessable for MDO staff
 - Nap mat, backpack, lunch box, etc. MUST be in one bag
 - If you need a bag, please let me know and I will provide one if necessary
- Enter the drop off line SINGLE FILE with your name tag displayed where I can see it.
- **Drop off will begin at 8:50am!**
- Do NOT get out of your car!
- MDO staff will come to the driver window
 - You will use Kidcheck Express check-in, so please make sure you have the app on your phone and you know your username and password.
 - Do not drive off until you get the **Done!** screen in your kidcheck app.
 - We will take your child from their car seat, grab their bag and walk them to class.
- The line should move forward as kids are checked in.

Pick Up Procedures

- MDO Parent /Guardian will pull into the pick up line.
- MDO staff will prompt you when to get out of your car
- Once you get out of the car, we will bring your child to the sidewalk for you to buckle and put their bags away.
 - Please buckle them in safely and then pull away for the next family to pick up.

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 a "Special Day" planned each month. Please see school calendar for specific dates. Most of our Special Day Activities are worked into our morning rotations and do not require your assistance.

Any special day snacks brought by parents need to be individually wrapped or bagged to send home. Due to allergies, we will 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 email the Director what you would like to bring and the date. We have many children with severe food allergies and like to give parents enough time to provide an alternative choice. Parents will be asked before allowing children to have any outside snack. Snack time is 9:30am. 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, 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! Due to our lack of storage space, parents will need to take nap mats home daily. Every child needs a utility tote that can hold all of their belongings. If you do not have access to a utility tote, please see the Director and we will supply one for you to use while at MDO.

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

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. If there is a strong concern by the parent about his/her child's developmental maturity, exceptions can be made if there is classroom availability.

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

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 2022-2023 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. Curriculum calendars will be posted online at the beginning of the 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, Messy Room 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

- * Your child will be welcomed at the classroom door. Please send your child in play clothes that can get "messy". We can not be responsible for expensive clothing.
- * If your child is not allowed to have the snack, please send a snack from home and let the teacher know.
- * 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 now 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. A curriculum calendar will be available online at the beginning of the semester.

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. As the Library is stocked we will adapt to make good use of this space.

Messy Time

- * Messy time will now be in the Breakroom Class Area or Outside. This will be sensory activities, painting, cooking, etc. Our breakroom is equipped with 4 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 wieners. Your child will be expected to eat most of the main meal before we give them the sweets or treats. Please let the teacher know if you want leftovers thrown away or sent back home.
- * Children under the age of 1 year will give feeding instructions to the teachers each morning.

Nap

- * Children will nap on nap mats on the floor in their rooms except for Babies (PS6/PS4/PS2). 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 can not be found, you may be asked to pick your child up before nap.
- * All nap mats will be sent home daily due to lack of storage here at the church. Please wash often.
- * Nap mats can be purchased at many retail stores and specialty shops. The red and blue kinder mats work great with a blanket and pillow.

Security

For the safety of all our children, doors will remain locked (from the outside only) during our school day. We will post a sign on the doors plus provide you with the MDO phone number as well as my cell phone number.

Medication Policy

It is our policy that all medication be checked in to the MDO Director. 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 turned in to 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!






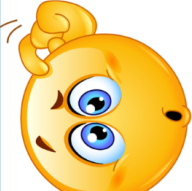


Sick Policies

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.

If there becomes a need to reinstate COVID policies, you will be contacted. At this time we will continue our handwashing and cleaning procedures, but we will not take temperatures or wear face shields. If you or your child test positive, 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	Congestion, cough and “nasty” drainage from the nose
	FEVER	Temperature of 99.6 or higher
	VOMITING	Within the past 24 hours
	DIARRHEA	Within the past 24 hours
	RASH	Body rash with itching or fever
	HEAD LICE	Itchy head, active head lice
	EYE INFECTION	Redness, itching and/or “crusty” drainage from eye
	HOSPITAL STAY OR ER VISIT	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.
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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 morning with no accidents.

We understand accidents will happen, and we are happy to get that cleaned up! **If you send pull-ups, 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

Cell: 936-870-8515

mcole@centralbcs.org

Direct Nursery Line during school hours: 979-776-7744

Preschool Website: 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

CBC Payment Discounts

Semester Payments must be paid by check or cash only.

Fall Semester Payment in Advance 5% Discount

M/W \$265/month tuition 4 months(Sept-Dec)

\$265.00 X 4 = \$1060.00 \$53.00 discount **Total Fall Tuition Due: \$1007.00**

Monday Only \$150/month tuition 4 months(Sept-Dec)

\$150 X 4 = \$600.00 \$30.00 discount **Total Fall Tuition Due: \$570.00**

Wednesday Only \$165/month tuition 4 months(Sept-Dec)

\$165 X 4 = \$660.00 \$33.00 discount **Total Fall Tuition Due: \$627.00**

Spring Semester Payment in Advance 5% Discount

M/W \$265/month tuition 5 months(Jan-May)

\$265.00 X 5 = \$1325.00 \$66.25 discount **Total Spring Tuition Due \$1258.75**

Monday Only \$150/month tuition 5 months(Jan-May)

\$150 X 5 = \$750.00 \$37.50 discount **Total Spring Tuition Due: \$712.50**

Wednesday Only \$165/month tuition 5 months(Jan-May)

\$165 X 5 = \$825.00 \$41.25 discount **Total Spring Tuition Due: \$783.75**