

# CENTRAL PRESCHOOL MINISTRY

## Mother's Day Out Program Parent Policies & Procedures Summer 2022



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

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College Station, TX 77845  
776-9977 ext. 320  
mcole@centralbcs.org



**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 May 11, 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. If we already have your child's most recent immunizations, please state that on the enrollment form.

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

- *Summer Enrollment Packet via wufoo*
- *You and all authorized guardians must have a KidCheck account*
- *Current Immunizations*
- *Family Photo*
- *June Tuition*

***Communication***

Communication from MDO will be primarily via email. If you do not have access to email, 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.

***COVID Policies***

See COVID Q&A at the end of this document.

### ***School Days/Hours***

Summer MDO are the 8 M/W June 6-June 29. We are a Monday/Wednesday program from 9am-2:30pm. Please check KBTX and your emails for current updates. Please note that there are no adjustments or refunds for school closings.

### ***Payment***

Registration fees were due at the time you requested placement of your child. **Summer tuition is due no later than the first day of school.** There are no refunds for withdrawal from our summer program. Summer tuition must be paid by check or online.

### ***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](http://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](http://www.centralbcs.org/kidcheck) for detailed information about setting up accounts.

## ***Drop Off/Pick Up***

### **Drop Off Procedures**

- 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
- **Drop off will begin at 8:50am!**
- Do NOT get out of your car!
- MDO staff will come to the driver window
  - We will ask you if anyone in your home or anyone who regularly cares for your child has been sick and/or exposed to COVID
  - 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.

## ***Special Days***

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 will prepare a permission form for the class. 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.

No parent involved Special Days. .

## ***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***

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

## ***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 2021-2022 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.

## ***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.
- \* We will provide a snack.
- \* 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 classes other than PS 6. 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***

- \* All children will nap on nap mats on the floor in their rooms except for Babies (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 with the 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 left with the Director or Director Assistants.






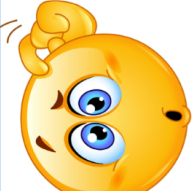


If your child has an epi-pen or inhaler, those medications will be in the teachers care at all times, in case of emergency. These items must be left with the teacher, NOT in the child's bag. Please give specific instructions regarding these medications. If this medication is used, you will be contacted immediately!

### ***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. We ask that you not send your child to MDO if anyone in your home is sick! If anyone in your home tests positive for COVID, please let us know and we will respond accordingly. Our hope is that the sick policy will cover COVID cases as well.

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

Cell: 936-870-8515

mcole@centralbcs.org

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

**Preschool Website: [www.centralbcs.org/mdo](http://www.centralbcs.org/mdo)**



# 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

# COVID-19 POLICIES, PROCEDURES AND CHANGES

- 1. Will I be reimbursed for any days that MDO has to close to meet local, state or federal government mandated shut downs?**
  - A. In the past, we have offered a discount to families paying for the entire year in advance. Due to the uncertainty of COVID-19, we will not be doing that. We will only take payments on a monthly basis. No refunds will be given for the month if we have to close.
  
- 2. Can I bring my child into the building?**
  - A. At this time, no, unless it is truly an emergency. We are trying to regulate our environment as much as possible.
  
- 3. How do I drop off my child if I can't come in?**
  - A. We will do curb side drop off and pick up only. Please be patient with us as we work all of that out the first few days of our school year.
  - B. We will take the temperature of everyone in the car. If everyone in the car is fever free, we will ask for your phone number to check-in your child on our KidCheck program.
  - C. We will help your child out of the car and escort them into the building where they will immediately wash their hands with soap and water before entering their classroom.
  - D. If you have a child to drop off at Weekday, please go through their line first.**
  
- 4. How do I communicate with my child's teacher?**
  - A. Each MDO class will have a private FB group that all parents/guardians need to join. This will be a way for the teachers to communicate with parents about how the class is doing, and also a way for you to communicate with the teacher.
  - B. NO individual concerns will be voiced on FB. Teachers can request a phone meeting if there are issues or you can use Messenger.
  - C. If you need to communicate something more private, you can request a phone meeting via email to the Director.
  - D. With social distancing, communication is more essential than ever. We feel this will provide a way for you to communicate with your child's teacher. We want and need to know what is happening in your child's world, so that we will best know how to love them and guide them to be successful.
  
- 5. What does my child need to bring to MDO?**
  - A. Your child needs to bring a lunch, change of clothes, diapers, bottles, cups, nap mat etc. No extra items that are not essential.
  - B. Please send all items in 1 bag, preferably a utility tote. If you do not have access to one, please let the Director know and we will provide one for you to use as long as your child is enrolled in MDO. This will keep things compact and help at drop off/pick up.

**6. Does my child have to wear a mask? Will employees wear a mask?**

- A. Your child does not have to wear a mask.
- B. If you would like your child to wear a mask, you are welcome to send it with them, however, if your child is misusing the mask (keeps taking it off, hitting friends with it, slinging it across the room, covering their eyes with it, using it as a sling shot, etc.), the mask will be taken up and kept until the end of the day.
- C. Staff will be screened and temperature checked each morning before entering the facility. Staff will not be required to wear a mask, unless they knowingly have been around someone who tested positive for COVID-19. So much communication, speech development, and social/emotional learning happens by looking at someone's face. If someone living with a MDO/Weekday staff member tests positive for COVID-19, the staff member will not be allowed into the facility until they have isolated for 14 days and have been 72 hours symptom and fever free without medication.
- D. We have also ordered clear face shields to use if the state requires staff to use face coverings of some kind.

**7. One of the people who live with my child has tested positive for COVID-19. What do we need to do?**

- A. Notify the MDO director immediately at 936-870-8515.
- B. If an immediate family member (one who lives with or provides care for the MDO child) has tested positive for COVID-19, we require your MDO student to stay away from the facility for 10 days.**
- C. If during those 10 days, your child starts showing COVID-19 symptoms, we require you to continue to keep your child away from the facility until your child is 48 hours symptom free with no medication.

**8. What happens when a Weekday/MDO student or staff member tests positive for COVID-19?**

- A. The Director must be notified immediately.
- B. We know that a positive test for COVID-19 for one of our students or staff members will happen. It is not a matter of if, but when.
- C. It is SUPER important that your family and our staff communicate with the director to help keep us all as safe as possible and as informed as possible.
- D. When a child or a staff member tests positive for COVID-19, we are required to notify the state and to notify our parents.**

**9. My MDO child is not running fever, but his sister or his parent is running fever, tested positive for the flu, etc. Can I drop off my student?**

A. No. If someone who is living with your child runs fever or tests positive for the flu, please keep your student at home. Your student has already been exposed.

**B. Your student may return when the entire family has been symptom free for 48 hours without medication.**

C. It may not be COVID-19, but we are not willing to take that chance with our other students and staff.

**10. What kinds of symptoms will automatically exclude my child from care?**

A. In order to maintain the healthiest environment at our program, it is vital that children and staff who display symptoms of illness remain at home. A health screening will take place daily before anyone is allowed into the facility. The following symptoms will exclude your child from care or staff from working:

B. Temperature of 100 degrees or higher, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, new muscle pain, new headaches, sore throat, loss of taste or smell, new diarrhea, known close contact with a person who is lab-confirmed to have COVID-19 or awaiting test results.

**11. What about other health concerns? What if my student has fever, snotty nose, constant sneezing, vomiting etc.**

A. If your child or if a staff member has fever of 100 degrees or higher, they cannot return to the facility until they are **48 hours** fever and symptom free with no fever reducing medication. The guidelines put out by the governor's office strongly suggest this three day exclusion as a best practice.

B. We know many children suffer from allergies. If your child's runny nose is clear, they are able to come, but if the nasal discharge is thick and colored, your child needs to stay at home. At this point in the pandemic, we cannot take chances with an entire group of people's health. If your child has nasal discharge that is colored and thick, constant sneezing, or vomiting, we ask you to keep them home until they are 48 hours symptom free. If they come to school with any of those symptoms, we will isolate the child and call you to pick them up.

C. We will do regular touchless temperature checks every hour the children are here. If at any time a child or staff member has fever, they will be isolated and sent home.

**12. Will staff members have their temperature checked?**

A. Yes. All staff members will have their temperature checked before they enter the preschool wing. It will be checked throughout the day as well.

**13. Will there be any new hand washing procedures?**

A. The state already has requirements for the children and staff to wash their hands with soap and water many times throughout the day. We will continue with those practices.

B. We will also be going over hand washing practices with the children regularly. If you can help with that at home, that would be great. We will squirt the foaming soap on their hands and have them scrub with the foaming soap while singing little songs **BEFORE** they put their hands under the water. Then we will have them put their hands under the water and scrub the soap off while singing again. This will ensure the recommended 20 seconds of scrubbing, and it will help them practice counting.

**14. What items will be shared in the classroom?**

- A. We will continue our regular schedule with many hands on activities that we can. Our MDO kids are 2 months-3yrs old, so we will disinfect and prevent cross contamination as much as possible. Realistically, the germ issue is one we have dealt with all along.
- B. Cleaning procedures have always been written and posted.
- C. Our custodial staff cleans and disinfects after each program as well as our daily teacher cleaning procedures.

**15. Good News?**

Your child will be held and physically loved on while at MDO! Nurturing is a big part of our day and vital to your little ones growth and development. There are so many COVID restrictions, but we will be safely loving on your little ones. You will be asked to sign a statement that you understand the risks of sending your child to MDO. The waiver will be sent to you before the first day of school.

**As with everything COVID-19, we cannot anticipate everything, and these above COVID-19 policies could change at any time to stay in compliance with government regulations. If any of the above policies change, we will send a written update to the policies. These are currently best practices in keeping us all as healthy as we can for as long as we can until we know more. We appreciate your grace and mercy as we strive to make decisions that are best with what we know at this time and guided by the state.**