

**WELCOME TO GOODLETTSVILLE CHURCH OF CHRIST
MOTHERS DAY OUT**

As a Christian parent, you face a difficult challenge of balancing the demands of life with the growing needs of your family. As a parent of a young child you also long for a good Christian environment that will love and nurture your child while you are able to tackle some of the demands of parenthood. Goodlettsville Church of Christ has created a Mother's Day Out program in order to support you in your efforts to meet the challenges of a growing family.

The purpose of this **Parent Handbook** is to familiarize you with the Mothers Day Out (MDO) policies regarding parent involvement, admission, operations, finances and programs. Please take time to read this **Handbook** and ask the Director any questions you may have. Your signature will be required as an acceptance and understanding of these policies before your child can be enrolled at Goodlettsville Church of Christ MDO.

PHILOSOPHY/MISSION STATEMENT

Our mission is to provide the highest quality childcare and early education program as possible in a loving, Christian environment that will prepare them mentally, socially, physically, and spiritually for the rest of their lives.

It is our goal to have a positive influence in the lives of the children and families with which we have a relationship, as well as in the community in which we live and work.

CURRICULUM

We use the curriculum "Soul-ly for Children". It is a custom two day a week curriculum that has been created based on various effective curriculum modules. The curriculum emphasizes discovery learning and purposeful play through a wide variety of experiences and activities. The curriculum includes opportunities for independent and collaborative play, circle time, small group activities, learning centers, indoor and outdoor play, creative art, and Bible story time. Teachers will guide and encourage learning through monthly themes, letters, numbers, shapes, colors, motor development, sensory awareness and basic life skills. **This will help prepare your child for Kindergarten with the bonus of a strong Biblical foundation.**

PROGRAM FOR TODDLERS

Children (2 and 3 years old) are encouraged to explore their world as teachers help them develop the skills needed to meet the challenges of learning to talk, share, follow simple directions and make friends. Centers designed to promote the advancement of these skills will be used.

Every school day, your child will participate in a short Bible session. We will sing songs and listen to a short Bible Story.

PROGRAM FOR PRESCHOOLERS

For children ages 4 to 5 we focus on developmental milestones designed for early learning and development by incorporating colors, shapes and numbers.

Every school day, your child will participate in a short Bible session. We will sing songs and listen to a short Bible Story.

Throughout the course of the year we will also have various local agencies come to talk with the children regarding a variety of topics such as fire safety, police protection and other similar programs. Information regarding those special visits will be sent home in advance.

OUR COMMITMENT TO COMMUNICATION WITH PARENTS

We believe that it is our responsibility to communicate with you regarding your child's experiences at the MDO. Our teachers are interested in working with you in meeting your child's individual needs. There are a variety of ways in which we will communicate with you, including daily reports, periodic notes and newsletters, and parent/teacher conferences if necessary.

Daily Communications

Communication between parents and staff is most important. A folder will be sent home with each child that will contain notes from the teacher as well as artwork or papers that your child has done that day. We encourage you to let us know what is going on with your child at home, particularly if there are situations or problems which will affect your child's behavior or needs while at the MDO. Likewise, your child's teacher will communicate with you daily concerning your child's experiences at the MDO.

Parent/Teacher Conferences

Please feel free to request a conference with the teacher or Director at anytime.

ADMISSION TO MDO

ELIGIBILITY FOR ADMISSION

Our program is designed for children between 6 months and five years of age (prior to entering Kindergarten). Eligibility shall be granted without discrimination in regard to sex, color, or political belief on a first come, first serve basis. Any child of this age range is eligible provided the program can meet the needs of the child and if there is space available as determined by the Director.

ENROLLMENT

In order to provide you and your child with the best possible start in our program, we follow these enrollment procedures:

Enrollment Orientation

During orientation, the Director will review the MDO's policies and enrollment forms with you. All forms must be completed and submitted to the Director before your child will be allowed admission to the MDO.

Enrollment Forms

The forms you will need to complete include:

1. Enrollment Application
2. Immunization Record (or exemption if applicable)
3. Release Authorization
4. Parent Consent Form
5. Parent Handbook Acceptance Page

Annual Fee

A non-refundable enrollment fee of \$50.00 is payable at the time of enrollment. These fees will be due again each year during enrollment. These fees will cover the administrative costs associated with enrollment.

Pre-admission Visit

We do strongly suggest that you and your child attend a pre-admission visit to help facilitate your child's adjustment to our program. During this visit, you and your child will tour the facility as well as meet his/her teacher.

WAITING LIST

Once our MDO has reached capacity enrollment for each age group, we will maintain a waiting list by DATE OF APPLICATION. Parents who have children currently enrolled at the MDO will, however, receive first priority. When space becomes available, the Director will notify parents on the waiting list. Once notified, parents will have three working days to enroll their child and pay the \$50.00 enrollment fee. If the parent does

not complete enrollment within three working days, the next parent on the waiting list will be notified. If parents, once notified, wish to enroll their child, but need more than the three days allotted, weekly tuition will be accepted to guarantee the space.

WITHDRAWAL

We respect a parent's right to withdraw a child from the MDO. We request that you provide a two-week **written** notice of intent to withdraw. Withdrawal forms are available from the Director's office. If you do not give a two-week written notice, two weeks fees will be payable at the time of withdrawal.

MDO OPERATIONAL POLICIES

HOURS OF OPERATION

The MDO is open from 9:00 am to 2:00 pm, Monday and Wednesday beginning in August and going through the middle of May. A complete list of holidays and breaks will be given out at the beginning of the "school year" in August. We will follow Davidson County's school year calendar.

HOLIDAYS

A calendar will be given at the beginning of the year indicating the days that the MDO will be closed. Since the MDO fees are calculated monthly based on the days we will be open, you will not pay for days we are closed, unless they are emergency closures due to weather.

EMERGENCY CLOSINGS

The MDO will close only under extremely hazardous weather conditions. In the case of inclement weather (snow or ice) we will follow the decision made by the Davidson County School System. **You may watch local news channels for closings, if Davidson County is closed, Goodlettsville Church of Christ MDO is closed.** If there are other non-weather related reasons for emergency closure you will be notified by phone and email as soon as possible.

ARRIVAL AND DEPARTURE

Coming to and leaving the MDO is an exciting time for the children. When arriving, they will be anxious to join their friends and share stories of the night before. When leaving, nothing will compare with the sight of Mom or Dad. We believe that these times deserve special attention.

Arrival- For your child's safety and in order to have the opportunity to talk with you, parents (or escorting adults) must enter the MDO (through the MDO entrance door, in the annex) and accompany their child to his/her room. Use extreme caution in

the parking lot as children and parents will be walking from their cars to the door. Your child must be signed in when arriving at the MDO! **Please do not arrive prior to 9:00 am**, as our teachers use the time between when they arrive at 8:30 until 9:00 to prepare the classroom and materials for the day.

Departure- For your child's protection, we permit only persons authorized by the parent to take a child from the MDO. Parents must list the names of anyone who might pick up their child on the Enrollment Application and the Child's Emergency File Card. Only those listed will be allowed to escort the child from the MDO. You may change the list at anytime, but you must do it in person! **We will not grant permission by telephone!** If the adult (must be at least 18 years of age) picking up the child is unfamiliar to our staff; we will require proof of identification by driver's license. The responsible adult picking up a child will need to sign them out. We do reserve the right to prohibit a child from riding in a vehicle driven by an adult we suspect of being under the influence of drugs or alcohol.

CHILD CUSTODY

We respect legal decisions regarding issues of child custody. In fairness of parents and children, we require documentation of the rights of each parent in order to restrict visitations.

EMERGENCIES

We take every precaution to prevent injury to your child. Please be sure to keep current emergency information listed in your child's file at all times. If your work or home telephone numbers change, please notify the center in writing **immediately.** In the event of an accident or medical emergency, we proceed as follows:

Emergency Bags – a bag with supplies for each child, will be kept at school in the case of any type emergency/disaster.

Fire/Tornado drills – We routinely have drills and discuss procedures information with the children.

If necessary, a certified staff member administers emergency first aid or CPR.

We notify you by telephone and provide a written accident report.

If the situation warrants, a second staff member calls 911 and requests an emergency transport to the preferred hospital per child's registration form unless the emergency medical personnel deem another hospital necessary.

If you are not available, we will notify the person designated as your contact in case of an emergency.

If a parent or the emergency contact does not arrive before the transport, the person in charge at the MDO will accompany the child to the hospital.

ADMINISTERING MEDICATION

MDO staff CANNOT administer prescribed or non-prescribed, internal or external medication of any kind for any reason. However, if necessary with proper documentation, some medications may be administered by Director.

NOTIFICATION OF COMMUNICABLE DISEASES

We follow criteria developed by the National Center for Disease Control in dealing with ill children. A copy of this criterion is located at the entrance to the MDO.

Any child who is suspected of having a communicable disease will be removed from the classroom. These symptoms which include, but are not limited to, any of the following: fever, diarrhea, rash, pink eye, skin infection, hepatitis A, salmonella (food poisoning), shigella, measles, mumps, chicken pox, rubella, pertussis, polio, hemophilus, influenza type B, and meningococcal meningitis. We notify the parent and ask that they pick up the child as soon as possible (within one hour). The child will not be allowed to return to the MDO until he/she has been symptom free for at least 24 hours.

Parents of every child enrolled will be notified of communicable diseases. The health department will be notified within 48 hours of any suspected outbreak of a communicable disease.

ILLNESS POLICY

Our program WILL NOT keep actively sick children and it is the parent's responsibility to make alternate arrangements in the event of illness. A child MUST be picked up within an hour from the time a parent is called. A written statement of good health from a doctor will be required in order to return to the center when:

a. A child had a diagnosed communicable disease (**strep, chicken pox, head lice, pink eye, and impetigo**). If there is a question of possible **pink eye /conjunctivitis, head lice, strep, etc.**, we will call parents to pick up the child until we receive a written statement from the doctor of good health.

b. A child has undergone surgery or has been hospitalized. If your child becomes sick over the weekend, it is your responsibility to keep your child at home and please notify your child's teacher that the absence is due to illness.

FEVER OF 101+

Child cannot return until he or she has been **fever-free for 24 hours** (*without*

fever reducing medicine) or has seen his/her physician and been authorized to return to school. A note or phone call from the physician will be required.

VOMITING

Child cannot return until 24 hours after last episode, has normal appetite and is eating normally. We will call parents after two episodes of vomiting.

DIARRHEA

Child cannot return until 24 hours after last episode, is having normal bowel movements and free of other accompanying symptoms such as fever, irritability or lethargy. We will call parents after two episodes of diarrhea.

If the diarrhea is a result of medication, teething or allergies, a doctor must specify this either in writing or by phone before the child can return to school.

EAR INFECTION

Child can return to school the next day if fever is below 101 degrees, but needs to bring verification of doctor visit. If there is excessive or discolored drainage from the ear(s), parents will be called to pick up the child. We will ask for a doctor's note upon return.

COLDS

If a child has a constantly runny nose, persistent cough, and green mucus from nose, we may request a statement from a doctor. If the illness affects the child's disposition or child needs extra attention we will notify parents.

RASHES

If a child develops a rash with unknown cause, we will ask that a doctor check the rash and verify in writing or by phone that it is not contagious. We will request lotion or salve to treat chigger, flea or mosquito bites.

NUTRITIOUS MEALS

Nutritious meals are an important part of your child's day. Each child is responsible for bringing his/her own lunch from home complete with a drink. We do not have access to refrigeration in the classroom, so please make sure to pack your child's lunch properly. Please do not send microwavable meals as we will not have access to a microwave in the classroom. Uneaten food will be returned so parents are aware of eating patterns.

COOPERATION WITH STATE AGENCIES

In accordance with Tennessee Code Annotated Section 14-10-130, Academy staff will report any suspected cases of child abuse or neglect to the Tennessee Department of Human Services.

MDO FINANCIAL POLICIES

TUITION

For the 2013-2014 school year, tuition cost is \$19 per day. Most months this will be an 8 school day month @\$152, but it could be up to \$190, if 10 Monday/Wednesday fall in the month's time frame. Make checks payable to Goodlettsville Church of Christ and place in the drop box a Director's Door.

LATE PICK UP

Please notify the center if, due to an emergency, you are unable to arrive by closing so that staff on duty can plan accordingly. Please remember that our staff members have children waiting to be picked up from their school, so make every effort to pick your child up by closing time. There will be a small fee of \$5 added to your next month's tuition for pick -ups after 2:15pm.

TUITION PAYMENT

Tuition is payable in advance of attendance. Tuition pay date is the first Monday or Wednesday of the month for that month of attendance. A reminder will be sent home notifying you of the amount that will be required for the month. No refunds or make-ups are made for absence due to illness, snow days, or vacation. If you are withdrawing your child from the MDO we need at least a two week notice.

There is a \$25 fee for payments rejected for insufficient funds.

There is a \$20 late fee if the account remains unpaid past the 15th of the month. If the account remains unpaid by the 1st of the following month your child will not be able to return to the center until the account is made current. If an account must be turned over for collections, all applicable attorney, collection and court fees will be added on to the outstanding balance and become the responsibility of the account holder.

PROGRAM POLICIES

GUIDANCE

It is the desire of Goodlettsville Church of Christ MDO to offer your child the best possible care and enjoyable experiences while at the center. In order to insure that your child/children has/have the opportunity to grow to their potential, there must be a positive atmosphere for learning. We use positive methods of developing good behaviors. We do not practice corporal punishment, nor any frightening or humiliating disciplinary techniques. Teachers use positive methods to redirect children's inappropriate behavior.

TOILET TEACHING

We will assist and support parent's toilet teaching efforts. We will not start toilet teaching until the parents and teacher feel the child is ready. Please discuss your techniques with your child's teacher so that your child will experience continuity in adult expectations in this important area.

CLOTHING

Dress your child in clothing that is comfortable for a variety of mobile and sometimes messy activities. Tennis shoes or closed-toed shoes with non-slip soles/heels are appropriate footwear for active situations. Please do not send your child in sandals unless we have directed you to do so for outdoor water play.

You will need to provide a change of clothing appropriate for the season. Please mark your child's name clearly on all articles of clothing to minimize confusion/loss and keep these in your child's tote/backpack. If child is in diapers, parents should provide a day's worth of diapers. Crib sheets will be sent home for washing when necessary.

The MDO staff will make every effort to keep track of your child's clothing. We can not, however, be held responsible for lost articles of clothing. We do provide a Lost and Found Box for your convenience.

CELEBRATING HOLIDAYS

We view holidays as special times to celebrate and as an opportunity to teach the children about different traditions and cultures.

If you do not celebrate holidays for religious reasons, you may wish to make different arrangements for childcare during these times.

BIRTHDAYS

We do celebrate children's birthdays at the center. Parents are encouraged to participate in this activity. You may wish to send a birthday cookies or cupcakes if you like, but we ask that you do not provide party favors, gifts, or balloons. This will insure that all children will celebrate their birthday in a similar manner. Please discuss your plans with your child's teacher prior to your child's birthday.

If you do not celebrate birthdays for religious reasons, please discuss your wishes with your child's teacher so that we can honor your preferences in an appropriate way for your child and his/her group.

PERSONAL BELONGINGS

On designated days throughout the year, we allow children to bring personal items or toys to share with their class for a special activity. Teachers will inform you about “Show and Share” days. On these days, please label all personal items and do not bring breakable items, money, toy guns, gum, candy, projectile toys and mouth toys to the MDO. **Please do not allow your child to bring personal items to the center except at these special times.**

NAP TIME

We want your child to feel comfortable at naptime. Your child may bring a sleep toy from home. Please label these items and keep them in their totes/backpacks until naptime.

OUTDOOR PLAY

Your child’s experiences outdoors on the playground are an important part their day. We view the playground as an extension of the classroom. It provides the opportunity for exploration, creativity and play. We allow the children to be outside each day as the weather permits. Due to staffing demands, however, we are unable to allow children to stay inside while their group is on the playground. Please dress your child appropriately for outdoor play at all times.

DISCIPLINARY ACTIONS

For the purpose of definition we will consider discipline to be the attempt to turn unacceptable behavior around so that it becomes acceptable behavior.

To specify acceptable discipline we will consider it to be discipline with a positive approach, always meted out in love and acceptance.

Remember we are striving for happy children. Let our approach to discipline be positive so that the end results will be children who love both the program and us.

The ultimate goal of discipline is to result in the child wanting his/her behavior to fall in line with behavior that is acceptable in your classroom.

Disciplinary action becomes necessary whenever behavior is so disruptive that you cannot continue your activity. A mildly disruptive child can often be ignored or redirected.

Teachers are to follow these procedures when disciplinary action becomes necessary:

1. Make an attempt to redirect the child’s attention.
2. If an injury to another child has occurred, comfort the injured child first and allow the natural consequences of the action to be fully felt by the offender. EX. If the child throws a block and hits a second child, comfort the injured child while

- ignoring the offender. The offender may start to cry – continue to allow the full effect of the offense to be felt. In a short while, let the offender know you are glad that he/she is sorry and explain, “We never throw blocks because someone will get hurt.”
3. If redirecting the child’s attention absolutely does not help, and the disruption continues to keep your class from their activity, you may clearly and firmly state your disapproval. First make eye contact with the child and then say something similar to “NO! You cannot do that” or “You must stop that now” In a loving but firm voice.
 4. If all else has failed and you feel it is necessary, you may isolate the child from the other children for a short time. A minute or two should be long enough depending on the child’s age.
 5. If all of the above techniques have failed to work, the child may be sent to the office. The Director will try to work with the child to help overcome the problem.
 6. A parent may be called in if the child is a repeat offender and all of the above techniques have failed to work. The decision to call a parent will be made by the Director ONLY.
 7. In extreme cases, the child may have to be removed from the center permanently

MISCELLANEOUS

SAFETY

Because we are a church facility, we sometimes feel that we are in a “safety zone” both inside and outside the building. Unfortunately, we are not immune to theft, vandalism, and similar crimes. Please make sure you take your purses inside the center with you each morning and afternoon, and please **never** leave a child unattended at the center. Parents are always welcome to visit and observe our program. However, all doors exiting the building will be locked throughout the day. An employee will be at the entrance at 9:00 to open it for arrivals and will remain at the door until 9:15. If you are tardy for arrival to school, or need to pick your child up early from school, please call Director, to meet you at the door to gain entry.
Dana Hargis 615260-8863.

We hope that the Parent Handbook is helpful to you in understanding the operational, financial and program policies at Goodlettsville Church of Christ Mother's Day Out. Please feel free to discuss these policies with our Director. We believe that in partnership with you, we can make Mother's Day Out a special place for your child.

This facility is not required to be licensed by the state as a child care agency. However, Goodlettsville Church of Christ Mother's Day Out follows each state & federal standard wherever possible and to the best of their ability.

I _____ have received a copy of the Goodlettsville Church of Christ Mother's Day Out Parent Handbook. By my signature I am agreeing to follow the policies and procedures as set forth by this handbook. I understand that my unwillingness to follow these policies and procedures will result in the dismissal of my child(ren) from Goodlettsville Church Mother's Day Out without prior notice.

(Parent Signature)

(Directors Signature)

(Date)

*Please detach this page and turn it into the MDO Office.