



# Calvary Hills Mother's Day Out

## **MDO PARENT HANDBOOK**

910 West Loop 1604 North  
San Antonio, Texas 78251

(210) 681-2446

Revised February 2010

## CHBC MOTHER'S DAY OUT HANDBOOK

### MDO HANDBOOK FOR PARENTS AND TEACHERS

#### PURPOSE

This handbook is for the use in partnership with the MDO POLICY MANUAL. The Handbook contains information that in some cases repeats policy for better understanding and in other cases provides additional information that does not involve policy directly. Additionally, the handbook includes information that may change from year-to-year, such as the Fees Schedule (attached).

The Handbook is intended primarily for parents, but teachers likewise need the same information to ensure common understanding among the team caring for our children.

Parents will be notified in writing of any changes made to the policies contained in this handbook. Any questions concerning these policies or any of the operational policies or procedures of MDO may be directed to the MDO Director.

Mother's Day Out is to provide parents with a regular block of time, away from their children, to meet personal and family needs; to provide opportunities for preschoolers to enjoy happy learning experiences at church and to express loving interest and friendliness to families in the community.

#### GOALS

Our goal at Mother's Day Out is to provide a loving environment for children six weeks to pre-kindergarten to grow in the understanding of themselves, their families and others in the world; to grow in awareness that God loves them and that Jesus is a special friend; to grow in their abilities of problem solving, language skills and creative expression through music, art, and play.

#### TIMES OF OPERATION

- A. MDO is in session September through May. For holidays, MDO follows the Northside Independent School District (NISD) calendar. MDO will observe all weather and national emergencies.
- B. MDO is held on Tuesday and Thursday from 9:00 a.m. until 2:00 p.m.
- C. Children may not enter the classroom before 9:00 a.m. Teachers need the pre-class time to prepare for the day. Teachers will not be available in the classroom to receive children before that time.
- D. Children must be picked up promptly by 2:00 p.m. A late fee will be charged per child beginning at 2:15 p.m. in increments of \$5.00 per 15 minutes. In addition at 2:15 p.m. MDO staff will begin calling alternate names on the registration form.

## TUITION AND REGISTRATION

- A. Tuition and activity fees may change from year to year, and so are not provided as specific amounts here. Please see the attached **Fees Schedule** for current year fees.
- B. Tuition is paid monthly and is due on the first teaching day of the month. There will be a late charge (see Fee Schedule) if payment is made after the 15<sup>th</sup> of the month. If tuition is not paid by the end of the month the child(ren) will not be allowed to return the following month(s) until tuition charges are current.
  - 1. Tuition is due for the entire month regardless of absences. If the child is absent, the parent may not bring him or her on an alternate day.
  - 2. Tuition will not be refunded for absences.
  - 3. There will be a charge for each non-sufficient funds (NSF) check. After two cases of NSF checks, tuition must be paid thereafter on a cash only basis
  - 4. When cash payment is made, amounts needs to be exact since the MDO staff does not maintain funds to make change.
- C. The following circumstance may result in loss of space in the class: tuition has not been paid for the month or a child has been absent for two weeks in a row without notification. MDO presumes the child has been withdrawn unless the parent contacts the office.
- D. Parents are asked to inform the MDO office as soon as possible when a child must be withdrawn. At least two weeks' notice recommended.
- E. Before July 1<sup>st</sup>,before next session begins, a full refund of the activity fee may be made upon written request by the parent. The refund will be mailed. After July 1<sup>st</sup> no refunds will be made for voluntary withdrawal, except in the event of relocation away from San Antonio due to military or job related transfer. MDO my request written verification of the transfer.

## ENROLLMENT REQUIREMENTS

- A. Children birth through four (4) years old are eligible. Children turning five (5) after September 1<sup>st</sup> are eligible to enroll.
- B. MDO reserves the right to determine if our program meets the needs of each child.
- C. The state requires that a child's immunization be current and that a photocopy be on file in the MDO office. All forms must be turned into the MDO office no later than two weeks after registration. Any child whose records are incomplete after then will be withdrawn from program. If a child receives immunizations during the school year, the record on file with MDO must be updated.

## ILLNESS

- A. An ill child must not be brought to MDO if one or more of the following conditions exist:
  - 1. **Fever of 100.4 +** Children are not allowed in the classroom if fever is 100.4 degree of above. Children cannot return to the classroom until he or she has been free of fever for 24 hours unless doctor's statement is provided stating the child is not contagious
  - 2. **Vomiting** Children cannot return until 24 hours after the last episode unless doctor's statement is provided stating the child is not contagious
  - 3. **Diarrhea** Children cannot return until 24 hours after last episode. If the diarrhea result of medication, teething or allergies, a doctor must specify this either in writing or by phone before child can return to the center.
  - 4. **Rashes** In case of 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 before returning to the center.
  - 5. **Communicable Diseases** If a child has been diagnosed with a communicable disease, until written verification from doctor has been received that the child is no longer communicable, he or she cannot participate in MDO.
- B. If a child becomes ill while at MDO, parents will be notified immediately and asked to pick up the child. If a parent cannot be reached, alternate names from the registration form will be called.
- C. If questions arise concerning illness; State Child Care Licensing standards will be followed
- D. If a child is exposed to a communicable disease while at MDO parents will be notified as soon as possible.

## MEDICAL EMERGENCIES AND OR ACCIDENTS

Parents will be notified of any accidents or incidents involving their child as follows:

- A. Emergency Medical Services will be called, if necessary, and Parents will be notified immediately, if their child becomes seriously ill or is involved in a major accident. If the Parents cannot be reached the *Person To Call in an Emergency* (listed on the Enrollment Form) will be notified.
- B. Less serious accidents or incidents will be reported by telephone as soon as the situation is resolved and the child has been properly cared for. The Parent must decide if they want to pick up the child or leave them at school.
- C. Parents will be notified at the end of the day of any minor scrapes, scratches, or incidents involving their child, which did not put them in any danger.

## MEDICATION

MDO staff agrees to administer medications only when absolutely necessary. All medications shall be administered as follows:

- A. Prescription medications must be in the original container labeled with the child's name, date, directions, and the physician's name. All medications will be administered in accordance with the directions on the label. No medication will be administered after expiration date.
- B. Nonprescription medication must be in the original container, labeled with the child's name and the date. Nonprescription medication will be administered according to label directions only if approved in writing by a parent or health professional.
- C. Medications must be in the original containers with all markings and labels intact. No Medication will be administered from other than original containers.
- D. MDO shall document each dose of medication given. The child's name, the name of the medicine, date, time, amount given and the name of the staff member giving the medicine shall be included. The record shall be kept for at least 3 months.
- E. All medications must be kept out of children's reach. **NO medication may remain in the child's backpack.** Parents must bring medications to the MDO office and take it home each day. MDO will not be responsible for keeping medications for extended periods of time. One exception: inhalers (but discuss with the director).
- F. Medications requiring refrigeration shall be kept separate from food.
- G. Lotions, ointment, creams, and powders will be used only by MDO staff if the parent supplies them in the diaper bag or backpack. They must be labeled with the child's first and last name. Keeping these items in the child's bag implies consent for the MDO staff to use them when needed.

## PARENT VISITS

Parents may visit their child's class at any time during the day to observe and participate in the activities without prior approval. Parents should check in at the MDO office to let the director know that they are in the building.

## DISCIPLINE

MDO strives to promote self-control and appropriate social behavior in the children. Corporal Punishment, the withholding of food, withholding of nap or other frightening or humiliating disciplinary techniques are not allowed at anytime. MDO staff will use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-redirection.

Children whose behavior repeatedly raises disciplinary concerns will be referred to the MDO director. Parent-Teacher conferences will be scheduled to determine the appropriate course to be taken. If a discipline problem continues, the parent may be asked to remove child from center.

Behaviors that are deemed unacceptable and could result in removal from MDO are: hurting self, hurting others, hurting staff and damaging equipment in the program.

## LUNCHEES AND SNACKS

- A. TDPRS requires that the children be fed balanced and nutritious meals each day at school. **Since the children bring their lunch from home each parent/guardian is responsible for the nutritious content of the food.** In addition, Parents are responsible for providing safe and proper storage of the lunch, including a cold pack, which must be enclosed with any perishable items such as meat, and/or dairy products.
- B. Due to possible food allergies, lunches cannot be shared between children at MDO. An exception will be made on special occasions such as birthdays, Happy Birthday Jesus parties, etc. Parents will be notified of these special events and given the opportunity to provide an alternate food item if necessary.

## RESTTIME

The children at MDO take a rest time each day. **Children need to bring a rest mat, blanket and a pillow.** Children rest for 45 minutes each day. If they do not fall to sleep during this time, they are allowed to get up and do a quiet activity while the other children are sleeping.

## **OUTSIDE TIME**

When weather permits, (summer temperature below 100 degrees winter above 32 degrees) children at MDO spend 45 minutes a day outside. It is strongly recommended that children wear tennis shoes to school for that reason

## **SIGNING A CHILD IN OR OUT**

- A. Each child must be signed in and signed out each day. Sign-in sheets will be at the door of each classroom. Parents who will be at a place other than their home or work must list that number on the sign-in sheet.
- B. Children must be signed out only by the persons authorized by the parents to pick up the child, unless the parent gives written permission for someone else to do this. A written authorization list will be required from each parent. In case of an emergency where the parent is unable to give written permission, parents may give telephone authorization. Anyone picking up a child may be required to show identification.
- C. Teachers will receive the children and their belongings at the classroom door. Parents should make “good-byes” as brief as possible and allow the teacher to move the child into the class activity quickly.