

# CENTRAL BAPTIST CHURCH

## MOTHER'S DAY OUT

**Policies & Procedures  
Sept 2018-May 2019**



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

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# 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 July 31, 2018. All paperwork should be emailed to Mary Cole at [mcole@centralbcs.org](mailto: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*

## ***Parent Orientation***

In order to get off to a great new year, we are requiring one parent or guardian to attend our Parent Orientation meeting. With all the changes with our new building, we are requiring all families to attend. We will discuss our policy and procedures as well as answer any questions you might have. The date is **Monday, September 10, 2018 from 9:15am-10:00am.** *If for some reason you are unable to make the date, you must make arrangements to meet with the Director before Wednesday, September 26, 2018.* This is a requirement for your child to be in the MDO program.

## ***Meet the Teacher/First Day of MDO***

Meet the Teacher will be combined with the First Day of School. Please feel free to come in the classroom and meet your child's teacher on Wednesday, September 5, 2018 from 9:00-10:00 am. You may visit and share any pertinent information with the teachers. You will also be required to have your paperwork and tuition paid before you may leave your child in our care. If you are a Monday only parent, you can meet the teacher on your first day.

## ***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.

## ***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. If either school closes, CBC MDO will be closed. 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. **Supply fee** for each semester (Fall-Sept 5 & Spring-Jan 9) is \$60.00, for a total of \$120.00. Monthly tuition is \$225.00 for M/W enrollment, \$125 for Monday only, and \$140 for Wednesday only. There is a small discount for Monday only due to Monday holidays. Our Fall/Spring program has **60** school days. We offer a 5% discount on tuition paid for the semester, and a 10% discount for tuition paid for the school year. There is no discount for registration and supply fees. If you are interested in the discount, please see the Discount link on our website. We do not offer multiple child discounts.

\*You may not enroll in another CBC Preschool Program if you have an outstanding balance at Central.

## ***Payment***

Registration fees are due at the time you request placement of your child. Supply fees are due Sept 5, 2018 and January 9, 2019. Tuition is due the 1st school day of each month. ***We encourage you to use our online payment option*** (please see the *Online Payment link on our website*). Semester and Full year payments must be paid by check or cash, there is no online payment option for semester/yearly tuition. 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. Withdrawal from our program requires 2 weeks 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.

## ***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 until then you must check in on the ipads in the foyer.
- 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***

Children may not be dropped off prior to 9:00 am. Please sign children in at the **Central Town Square KidCheck stations**, then proceed to their room for drop off once doors have been opened. Any questions or special instructions may be discussed with the teacher. In order to make drop off smooth, please establish a routine similar to greeting teacher, dropping off belongings, then say goodbye with a rapid exit and a smile. Please do not linger around the doorways. Please feel free to stand out of sight or ask another staff member to check on your child. **For safety and security reasons, parents are not allowed in the classrooms during drop off/pick up.** If you have questions, please feel free to contact the Director. We are available at any time to check on your child. Please feel free to ask! ***The direct line to the Nursery counter is 979-776-7744.***

Go directly to the rooms to pick up. Children should be signed out no later than 2:30pm. There is a \$1.00 charge for every 1 minute you are late. Anyone other than the person who dropped the child off will need to be listed on the dismissal form as well as show the teacher current identification. You will need to sign your child out. Any late fees need to be paid in person by cash or check only and be paid no later than the next month's tuition. Children become anxious when Mom or Dad are late, so please make every attempt to be on time.

### ***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. Please see monthly newsletters for more information as dates approach.

Parents are invited to join us for "Happy Birthday Jesus" Party on Mon 12/17 from 2-2:30 pm and on our Easter Celebration Wed 4/17 from 2-2:30 pm . More details will follow in newsletters as dates approach.

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 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.

### ***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. Please label all items clearly! Due to our lack of storage space, parents will need to take nap mats home daily.

### ***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!

### ***Our Rooms***

The MDO is divided into 10 age groups. 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 Baptist 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 2018-2019 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. Each teacher will explain where to place the child's belongings. For example, lunch boxes go to teacher and nap mats are lined up outside. Each class may have a different routine. Please send your child in play clothes that can get "messy". We can not be responsible for expensive clothing.
- \* The MDO snack will be posted each morning at your child's classroom. If your child is not allowed to have the snack, please send a snack from home and let the teacher know. A snack calendar will be available on the first day of school.
- \* 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 choke 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 (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.

***\*The above references to age are based on age as of September 1, 2018.***

## ***Security***

For the safety of all our children, doors will remain locked (from the outside only) during our school day. All entrances and exits must be through the Central Times Square foyer. We will post a sign at the front desk with a number to call if no one is at the desk when you arrive.

## ***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](http://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