

# Mother's Day Out

## Crossings Community Church

### Parent Information and Policies

14600 North Portland Avenue

Oklahoma City, OK 73134

405-302-1259

Tina Burnett, Director

[www.crossings.church](http://www.crossings.church)

Welcome to Crossings Community Church Mother's Day Out. It is our sincere desire that your association with our program will be a happy and rewarding experience for both you and your child. As your child grows and develops, it is our goal to provide loving care in a nurturing environment where the love of Jesus is experienced through the words, actions, and attitudes of dedicated teachers and caregivers.

We have prepared this handbook to help you understand the purpose of our program and to acquaint you with our guidelines. Your children are a blessing to us because we have been given the opportunity to contribute to their early development.

## Days and Time

### Tuesday and Thursday

September – May (Fall)

July (Summer - optional)

## Time

9:00 a.m. - 2:30 p.m.

## Ages

6 months – 4 years

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## Registration Fees

\$75 per child – Fall

\$40 per child – Summer

Registration fees are non-refundable.

## Supplies

All children need to please bring *1 box of Kleenex, 3 Clorox Wipes and 4 boxes of diaper wipes* for the year.

## Tuition

One child - \$1,620

Two children - \$3,095

Three children - \$4, 570

Tuition payment options:

- A: Payment in full to the MDO office by check or money order (due the first week of September).
- B: Nine (9) equal payments using FACTS online tuition service (September- May).

## Arrival

Please enter through the southeast doors by the gym or the east Atrium entrance. Parking is **not permitted** under the covered portico or in any red painted curb areas by order of the Fire Marshall. Ample parking space is provided on this side of the building for your convenience.

***Please do not use handicap parking spaces.***

## Calendar

Each month a calendar will be available on the website to keep you informed of our themes, special activities, and friendly parent reminders.

## Inclement Weather Closing

If CCC or the major school systems are closed due to bad weather, our program will be closed. We will post the closing on the church website and our MDO Facebook page.

## Absences

Please call the receptionist MDO office (405-302-1232) if your child will be absent for any reason. Credit will not be given for absences as our teachers are paid when children are absent and payment ensures your child's position in class.

## Drop-Ins

Drop-ins are welcome on a space available basis. Please call the MDO office to confirm space availability between 8:00 a.m. and 9:00 a.m. on Tuesday or Thursday.

Drop-in fee of \$25 per day per child is due upon arrival.

## Late Pick Up Fees

There is a \$5 late pick up fee for every 5 minutes you are late in picking up your child. We suggest that if you have multiple children to pick up, please begin early so the last child can be picked up by 2:30 p.m.

## Withdrawal

If you choose to withdraw your child from the program, a one-month notification is required. If your child drops from the program mid-month, no refund will be given for remaining days.

## Emergency Evacuation Procedures

We have very thorough and effective emergency situation procedures for the safety of your child or children. Printed copy available upon request.

## Health/Illness

CCC Mother's Day Out appreciates parents keeping their child home if he/she shows any sign of illness. If symptoms of illness are observed, the child will be sent home.

Do not send your child if they show any signs of the following:

- Fever (must be fever free without medication for 24 hours)
- Nausea, vomiting, diarrhea (must be free of vomiting and/or diarrhea for 24 hours)
- Common cold—from onset through 1 week
- Any symptoms of childhood diseases, such as scarlet fever, measles, chicken pox, strep, throat, flu, etc., or any infectious contagious disease
- Chickenpox—all sores must be completely scabbed over and dry underneath
- Heavy nasal discharge (green)
- Any unexplained rash
- Any skin infection—boils, ringworm, impetigo, thrush, hand-foot-mouth disease, fifth disease
- Sore throat or constant cough
- Inflammation or discharge from the eyes (all eye infections are contagious, must be on medication for 24 hours before returning)
- Head lice
- When in doubt, please apply the “Golden Rule.”

It is our policy that NO medications will be administered by the MDO staff. If your child has a unique medical condition requiring specialized medication (not antibiotics) arrangements may be made through the director to administer it yourself. If your child needs Tylenol or other analgesic medications, he/she should not be attending.

Please note on your child’s information sheet any allergies or food limitations they may have. \*Exception for administered medicine; if child has severe allergies, ex. (to peanut butter) we can administer a chewable or premeasured Benadryl, if given parental consent. (If a child carries an Epi-pen, it must be left with their classroom teachers.)

## Dropping Off/Picking Up

Children are not allowed in the classroom before 9:00 a.m. as teachers are preparing the rooms for the day and having prayer time as a group. Please place your issued ID card on your key ring as a means of identifications when picking up your child. This will help us as we become familiar with you and your child. Please

be patient with us if we ask you to return to your car to retrieve your ID or driver's license. This is for the protection of your child. Please notify the director if anyone other than a parent is picking up your child. Any person that you want to have pick up your child must be listed on your child's information form and a pick-up authorization card must be completed (available at the reception desk). They will need to bring their driver's license to verify their name. *We will not release a child to someone we cannot identify.*

Parents, it is best if you leave and pick up your child at their classroom door. Please, do not go into the room or peek in the door, as this can be a distraction to the class and make separation more difficult for your child (or perhaps another child going through separation anxiety). You may call our office and we will gladly check on your child.

Children are to arrive at 9:00 a.m. and be picked up by 2:30 p.m. It is to your child's advantage to be on time as class activities start at 9:15 a.m. Please be aware when you arrive late, this can disrupt the entire classroom. Please notify the director if you are going to arrive several hours after we have started.

## Visitation

Please be aware that visitation into a child's classroom is prohibited during program hours. The only exception is for designated 'party' dates, and your child's birthday if you choose to have a celebration for his/her class.

**All visitors MUST stop at the Nursery Reception desk to gain access to the MDO hallways. This is for the protection of all of the children.**

## Lunches/Snacks

All children should have eaten breakfast prior to arriving at MDO. Classroom activities begin promptly after drop off and we are unable to feed children their breakfast for you. Infant rooms will have refrigeration available for bottles. If your child eats baby food, please send spoons, bibs, and foods your child enjoys. Please send plastic baby bottles with your child's name written on them. To avoid

mistakes, you should pre-mix formulas.

A lunch should be brought from home for toddlers and older children made up of finger foods cut into bite size pieces that can be served with little assistance. Water will be made available for the children who do not bring a drink with them. Please be sure your child's name is on his/her lunchbox, cup, and all containers. We are unable to heat or refrigerate lunches. Send lunches in a thermal lunch bag with ice pack. Please do not send candy, gum, or soft drinks with your child.

Every few weeks we have Pizza or Sonic Day. The cost is \$3.25 cash, payable to your child's teacher if you wish for your child to participate. This includes pizza, drink, applesauce and cookie, or chicken strips, fries, cookie, and drink. Watch the monthly calendar or MDO Facebook page for scheduled Pizza or Sonic Days.

**Due to the increased amount of children with severe peanut allergies, we kindly ask that you do not send anything in your child's lunch that may contain peanuts, peanut products, or nuts of any kind.**

## Label, Label, Label

**Every single item** must be labeled with child's name. Label bottles, pacifier, lunch box, thermos, Tupperware, blankets, jacket, change of clothes, sleep mat, diaper bags, diapers or anything that we might get out of your child's bag to help ensure it goes back where it belongs. We cannot be responsible for items lost that are not properly labeled.

## Clothing

We are going to play, play, play! Please dress your child in comfortable shoes – rubber sole shoes are preferred for climbing and running. Washable play clothes are recommended for school days. Save nice clothes for another place; we will be getting dirty! **Please pack a complete change of clothing (labeled with your child's name) in their bag everyday.** Always send a jacket, sweatshirt, or sweater in cool weather, as we will be going outside, weather permitting.

## Potty Training

Please inform your child's teacher when you begin potty training your child. Restrooms are located in most toddler rooms (three's restroom located in hallway). Teachers will help assist in training when they are aware that you have begun this process. Remember, accidents will happen and a complete change of clothing as well as diapers and/or pull-ups will need to be packed in your child's bag everyday.

## Nap Time

Babies 6 – 14 months will nap in cribs or swings. For 16 months and older, please provide a Kinder-mat for rest time to be left at MDO in your child's classroom. PLEASE LABEL. If your child has a fabric covered nap mat, it will be sent home with your child each day due to lack of storage space and health issue. We ask that you do not send sleeping bags for naptime. There will be quiet time for all ages with a recording of quiet music being played. The older 3's and 4's will be allowed to choose a book or other quiet activity, but rest will be required for at least 30 minutes.

## Toys and Personal Items

We recommend that you leave your child's toys at home or in the car with the exception of a naptime security item. The other children find it too difficult to understand why the child who brought the toy does not have to share his/her toy. Play guns and weapons of any kind are not allowed at MDO. Due to conflicts that arise, toys brought from home are placed in the child's cubby for the day. Valuable items such as jewelry or collectibles are inappropriate for MDO children to wear/bring. We cannot be responsible for lost or broken toys, jewelry or other items brought from home.

## Accidents

An "Ouch Report" will be completed and you will be notified of any bumps or bites

we are aware of that occurred while your child was at MDO. If a serious injury occurs, we will take appropriate measures to seek medical attention and contact you or those listed on Child Information Form.

## Children's Birthdays

Birthdays are special and are celebrated at the end of the day usually around 2:00 p.m. Please make arrangements with your child's classroom teachers if you plan to bring treats to share in order to get an accurate count of classmates. If you do not wish your child to have sugary snacks on birthday celebrations, please inform your child's teacher.

## Behavior/Discipline

*Separation anxiety* – some children will experience sadness and crying with separation from parents but most will calm down after a few weeks. If the anxiety continues, we will ask you to ease your child into the program by bringing the child for short periods of time. We will do this until the teachers and director feel the child is ready for a full day.

*Limits* – will be set and rules established for the benefit of each child and classroom. Our policy, when deemed necessary, is redirecting the child to another activity and then a brief "time out" from the activity if necessary (for children 2 years and older).

*Biting, scratching, hitting* – if this occurs the child is told 'no' and placed in a brief time out setting to keep other children from injury. If the behavior continues, the child will be released from MDO. This is for the safety of the other children in the program. We will never release the name of the child who is biting, scratching or hitting.

*Disciplinary problems* - are handled on an individual basis. We will attempt to work with the child and parent, but safety is always our first concern. Dismissal from the MDO is at the discretion of the director and the Nursery Director.

We always try to work with every child and parent when a problem arises, but we must also consider what is best for the classroom as a whole. Please remember we do not have a 1 on 1 ratio in any classroom. Each child deserves the same amount of attention from a teacher.

## Regular Schedule

### *Infants - 12 months old*

Playtime, morning nap, 11:00 lunch, afternoon nap, playtime.

### *13 months - 4 years*

Playtime, 9:15 schedule morning activities, 11:00 lunch, 12:00 naptime/quiet time, free play.

## Activities Schedule

Beginning at 2 years old, your child will have the opportunity to experience the following activities depending on their age, during the course of the day:

- Art Exploration
- Library
- Music
- Indoor Playground
- Outdoor Playground
- PE/Tumbling (2 years and up)
- Storytime Adventures
- Cooking/Math Center (3 years and up)
- Language Art/Science Center (3 years and up)
- Tumbling (3 years and up)
- Center/Sensory room (3 years and up)