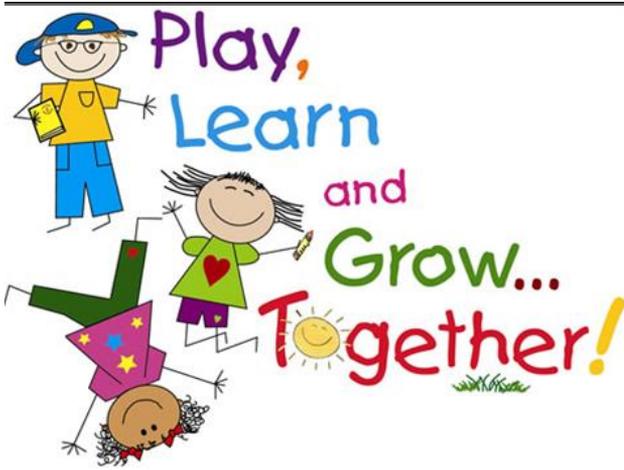


Mother's Morning Out Program for Preschoolers



Parent Handbook

Cashiers United Methodist Church
894 Highway 107, South
PO Box 162
Cashiers, NC 28717
828-743-5298
www.cashiersumc.org

Mission Statement

The mission of our Mother's Morning Out program is to provide children with a warm and loving Christian environment that strives to promote growth in all areas of development including intellectual, social, emotional, physical, and spiritual.

Philosophy and Goals

Provide a loving and Christian environment

Make learning fun

Foster a strong feeling of self-worth

Learn how to share, play, and work with others

Gain self-confidence

Encourage involvement in small and large group activities

To have opportunities to learn and practice good choices

Help children grow in their love of God

Help prepare children for kindergarten

The program does not discriminate either in enrollment of children or in the employment of staff on the basis of race, sex, color, national origin, age, handicap, or religious affiliation.

Program Description

The MMO program provides daily activities for preschool-aged children (ages **1 & walking** - 5) that are both age and developmentally appropriate for each child. The activities are designed to stimulate each child's social, emotional, intellectual, and physical needs. Activities will provide both cooperation and consideration of other children, as well as encouragement of the child to play alone.

Days of Operation

The program is offered Monday through Friday, from 9 AM to 1 PM during the regular school year.

We also offer a Summer Program from 9 AM to 1 PM.

We do observe the following holidays/breaks:

- New Year's Day (included with Christmas Break)
- Presidents Day
- Spring Break
- Easter (closing at 12pm Good Friday)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Christmas Break

Daily Schedule

8:30-9:15 Drop-off & Free Play Time

9:15-9:45 Morning Work Centers

9:45-10:00 Snack &

Story/Numbers/Shapes/Letters (rotating schedule)

10:00-10:45 Pledge, Calendar, Circle Time

10:45-11:00 Godly Play

11:00-11:30 Music

11:30-12:10 Lunch

12:10-12:20 Clean-up

12:20-1:00 Inside or Outside Play

Inclement Weather Policy

MMO generally follows the same academic and weather closing schedule as Summit Charter School, which is located in close proximity to Cashiers United Methodist Church. If MMO changes the opening/closing times due to weather, you will be notified by an automated message service. Each family will be added to the list and will receive a call from Cashiers United Methodist Church in the event of an opening/closing change.

Arrival and Departure

Children should be present at MMO by 9:15 AM. If your child is going to be late, it is the parents' responsibly to have notified MMO of the delay. Payment of the program is by the

month, if you happen to travel on vacation or your child is sick and is unable to attend, you are still responsible for full payment for the month.

The MMO program ends promptly at 1 PM. Please have plans to pick your child up at this time. There will be a fee for any late pickups - you will be charged \$10 for every 15 minutes you are late picking up your child. Children will only be released into the care of someone listed on your enrollment application, and that person may be asked to provide identification before we will release the child. In the event, that your child is going home with someone other than a parent, a note should be sent the morning of with the child.

Make-Up Days

In the event of program closure due to inclement weather, MMO will provide a make-up day for any children affected by the closure. Make-up days will not be provided for days missed for any reason other than program closure or early dismissal. Children may not attend on any day other than those designated on their enrollment application.

Application and Registration

Prior to enrollment in the MMO program, the following policies and forms must be read, completed and signed:

- Child's Application
- Discipline and Behavioral Management Policy
- Child's Medical Report
- Immunization History
- Emergency Medical Policy
- Parent Agreement Form
- Copy of the Parent Handbook
- Tuition Information
- Permission to Have Pictures Taken
- Permission for Sunscreen and Bug Spray

2017-2018 Tuition Schedule

One day/week - \$100

Two days/week - \$180

Three days/week - \$260

Four days/week - \$340

Five days/week - \$420

Tuition is due on the 1st of the month, however, if tuition is not paid by the 10th of the month, a late fee of \$10 will be added.

Confidentiality

Confidentiality of information about the child and family will be maintained. Enrollment forms and all other information concerning the child and family compiled by our program will be accessible only to the parent or legal guardians, the MMO Director, childcare provider, health/social service coordinator, health consultant, and person designated by the state licensing department to review records for licensing. Information concerning the child will not be made available to anyone without the expressed written consent of the parent or legal guardian.

Food

Parents are asked to pack a nutritious lunch for their child each day. Please take note that we do not have the capability to warm food or keep food in the refrigerator.

Due to concerns over food-allergies, please remind your children not to share any snacks or food items with other children. MMO DOES NOT permit food-sharing of any sort.

MMO will provide a snack for each child. Special dietary considerations should be discussed in advance with the MMO Director and must be authorized by a doctor (allergies, diabetes, etc.)

Birthdays - parents are welcome to provide cakes, cupcakes, cookies, or etc. to celebrate their child's birthday. Please discuss with MMO Director prior to the actual birthday, so that they may plan accordingly.

Clothing

Please dress your child comfortable in play clothes according to the weather. During the changing seasons, it may often be cool in the morning and warm in the afternoon. Bring extra clothes or dress your child in layers. Please label all clothing on the tag or collar. During the summer months, please apply sunscreen and bug spray prior to dropping your child off.

Extra Clothing (for all ages)

Parents should also bring a complete change of clothes for their child labeled with the child's name. Remember, active children will get their clothes dirty. During our daily activities, children will have the opportunity to be involved in sand, water, painting or other art activities. These "messy" creative activities allow children to participate in many valuable learning experiences. Be sure that children are dressed for involvement in these fun learning opportunities. Parents are required to provide diapers for their child. MMO will provide baby wipes.

Toys

Parents are requested not to allow children to bring personal toys in the MMO Center. Our rooms are equipped with plenty of age appropriate toys and material for all children.

Children's Photographs

We do take pictures of the children throughout the day for scrapbooks, posting pictures of the activities in the classroom for the church newsletter, and for the newspaper. We may also use pictures in our MMO brochures and CUMC website. If you do not wish for your child's picture to be posted, please let us know.

Discipline and Behavior Policy

Praise and positive reinforcement are effective methods for the behavioral management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this program will practice the following discipline and behavior management policy:

WE DO:

- Praise, reward, and encourage children.
- Reason with and set limits for the children.
- Model appropriate behavior for the children.
- Modify the environment to attempt to prevent problem before they arise.
- Listen to the children.
- Provide the children alternatives to inappropriate behavior.
- Provide the children with natural and logical consequences for their behaviors.
- Treat the children as people and respect their needs, desires, and feelings.
- Ignore minor misbehaviors.
- Explain things to children on their level.
- Use short supervised periods of time out.
- Stay consistent in our behavioral management program.

WE DO NOT:

- Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the child.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity,

or otherwise verbally abuse the children.

- Harm or punish the children when bathroom accidents occur.
- Deny food or rest as punishments.
- Relate discipline to eating, resting, or sleeping.
- Leave the children alone, unattended, or without supervision.
- Place the children in locked rooms, closets, or boxes as punishment.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children's parents, families or ethnic group.

If needed, the following methods of discipline will be used:

1. Redirect children's activity if it is unacceptable.
2. Remove children from the group if they become out of control, giving them time out to consider their behavior
3. If a child repeatedly, after multiple interventions, continues to bite, hit, throw objects, or engage in otherwise destructive behavior to either him/herself or others, a parent will be called to remove their child from the program for the remainder of the day.

Biting

One of the most stressful events parents may experience when their child is enrolled in a preschool-age program is to arrive and find their child has been bitten by another child. How could this possibly happen at a good reputable program? The fact is biting happens occasionally in programs where toddlers are enrolled. Why?

Reasons a young child naturally bites at times:

1. Young children explore just by placing objects in their mouths. Sometimes children almost “accidentally” explore just a little too vigorously.
2. Children do not have a well-developed sense of cause-effect relationships. They are just learning that if they bite someone, then it hurts that person.
3. Young children do not have verbal skills to express angry feelings. Biting is a very powerful way to get one’s way, fight back, or release frustration. Studies show that most all biting disappears by age three, the age at which most children begin to say the word “no” and acquire other more complex skills for dealing with anger or frustration.

4. Being a toddler has to be frustrating!
Think of how many times toddlers fall down or struggle to reach an attractive object only to have it snatched away by another child or adult. We know that biting and other forms of aggression result frequently from frustrating experiences.
5. Children are often teething, and it may just feel good to bite!

What do we do to prevent and treat biting incidents?

1. Plan activities and supervise our program carefully so that biting is less likely to occur.
2. Provide activities to release frustration (we have plenty of toys for all the children).
3. Maintain a good child to adult ratio so that we know all children are well supervised.
4. Respond firmly by telling children “no” and provide a simple explanation to help children understand why biting cannot be allowed.
5. May isolate a child for a few minutes to give them time to calm down.

The child will never be totally isolated from the group, an adult will always be in the presence of the child, and isolation time is very short for young children.

6. Console the child who has been bitten and move quickly to clean the bite.
7. We put ice on the bite to minimize swelling and bruising. We do have first aid supplies on hand.
8. Contact both children's parents as soon as possible about the incident.
9. "Shadow" the child who has done the biting so that we can decrease the likelihood of any follow up incidents.

There are some things we do NOT permit, related to biting:

1. We will NOT bite children back, nor will we encourage children to bite each other back. These practices only further the aggressive behavior.
2. Under normal circumstances, we will not expel a child with a biting problem. If a child reaches the age where biting is uncommon (past three) and the child is still biting persistently, a careful examination of the situation will be given.

Medical Emergency Policy

Each MMO Staff person has been certified in the proper first aid practices as well as CPR. MMO has first aid kits readily available for use quickly. Any time we go out to the playground, we take first aid kits with us.

Emergency care information shall be on file for each child from the first day a child attends MMO. The information will include the name, address, phone number of the parents or other emergency contact person, the child's physician, the preferred hospital, any chronic illness the child has, and any other information that has a direct bearing on assuring safe medical treatment for a child.

Each child's parent or legal guardian will sign a statement authorizing the MMO program to obtain medical attention for the child in an emergency. That signed authorization will be kept on file from the first day a child attends so that it can be accessed easily and taken with the child in an emergency situation.

Emergency Medications

If your child has a severe allergy or other medical condition which could warrant use of emergency medication such as epinephrine (an EpiPen) or Buccal (for severe seizures), **it is the parent's responsibility** to ensure MMO has any

medications your child may need while attending our program. If your child has an EpiPen, you must leave one with us to keep on site or send one with them each day they attend. Medications will be stored in a secured container and labeled with your child's name, medication name, dosage information, and frequency given. NOTE: We **cannot** permit any child who requires these sorts of medications to participate in our program without having these medications.

Accidental Injury or Emergency Health Problem

1. In case of accidental injury or emergency health problems, the staff will call 911, then contact the parent. If the staff cannot reach the parent, staff will call emergency numbers listed on the child's application. The MMO Director will make all decisions about care of the child. The MMO program will maintain a parent's signed consent form agreeing to medical care.
2. A first aid kit is available in the MMO room at Cashiers United Methodist Church. Staff are trained in first aid and infant/child CPR.

Health and Safety Procedures

Symptoms of illness: If a child has any of the following symptoms, he/she will be isolated from the other children and a parent will be called to pick up the child.

1. Lice
2. Suspected signs of communicable disease
3. Continues nausea or diarrhea
4. Constant cough or difficulty breathing
5. Discharge from ear or eyes or inflamed tissues around eyes or ears
6. Visible Rash or Skin irritation
7. Continuing headache
8. Fever- 99 auxiliary
9. During flu season, we will ask for a doctor's note stating that the child is well and able to attend MMO again.

Re-admission Following Illness

A child will be permitted to return to the MMO program when all symptoms of the illness have not been present for 24 hours or he/she has been free of fever for 24 hours without use of fever reducing medication.

Procedures for Reporting Suspected Child Abuse or Neglect

In NC, all childcare staff are required by law to report suspected cases of child abuse or neglect

to the Department of Social Services in the appropriate county.

Staff

We only employ qualified childcare workers who participate in an orientation program and on-going training related to child development, early childhood education, and other related fields.

All staff will have a criminal history background check prior to hiring and every three years thereafter. As with any function of The United Methodist Church, strict adherence to *Safe Sanctuary* policy will be upheld at all times.

Parent Participation

All parents are expected to

1. Visit MMO to help the child become familiar with the program prior to the child's first day.
2. Obtain a medical examination and immunization record for the child and have all completed medical information.
3. Complete the medical emergency forms.
4. Read, sign, and return the attached letter, stating that you understand all points in the handbook.

5. Check your child's cubby daily for any new information.

MMO staff will meet with parents on a regular basis to discuss any special needs or situations with each child.

Parents are given the opportunity to participate in MMO activities and to observe their child in MMO programs.

It is important that you, as the parent, have the opportunity to express any grievance you may have towards the operation of the MMO program and that there be a way for this grievance to be resolved. If it cannot be resolved with the MMO Director, you may take it to the chairperson of the MMO Advisory Board, who may refer it to the full committee. We believe that most problems can be resolved through open communication between parents and MMO Staff.

No Smoking Policy

A smoke-free environment is provided for our children. No MMO or CUMC staff will use tobacco products on church property, and we request that all parents and visitors refrain from smoking in our MMO area.

Cleaning Duties

A thorough cleaning of each MMO room is completed each day after the children leave.

(Please Sign and return the LAST page within one week of receipt.)

MMO Policy Consent Form

Parent's Name (please print): _____

Child's Name (please print): _____

**I have read the above policies and procedures
and agree to be bound by them for the
duration of my child's participation in
Mother's Morning Out:**

Signature _____ **Date** _____