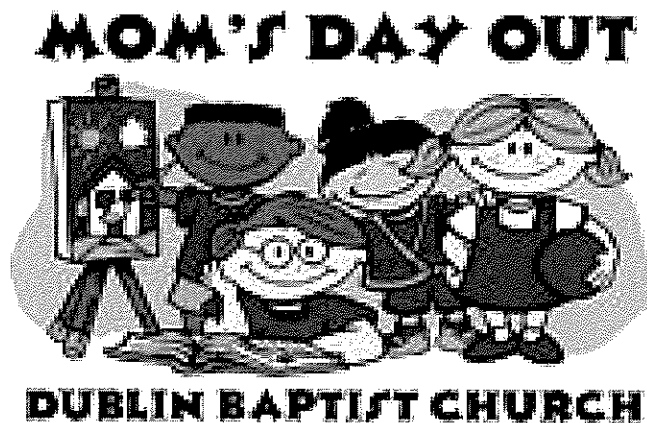


MOM'S DAY OUT  
PARENT HANDBOOK



**Dublin Baptist Church Mom's Day Out**

7195 Coffman Road  
Dublin, Ohio 43017

Mom's Day Out 614-718-0895  
Dublin Baptist Church 614-889-2307

Patty Giammarco- Administrator  
mdo@dublinbaptist.com

Welcome to Mom's Day Out at Dublin Baptist Church. We are glad you have chosen to be a part of our program. This handbook contains necessary information regarding our program. It is very important that you read this handbook and keep it handy for as long as your child is enrolled in the program. It will answer many of the questions you have about Mom's Day Out.

## **PURPOSE AND GOALS**

Our Mom's Day Out program has been designed as an outreach ministry of Dublin Baptist Church. Our purpose is to provide a happy, safe, caring, Christian environment in which preschoolers can learn and develop their skills while encouraging the families of these children to make spiritual growth and active church participation part of their daily lives.

Our goals are to:

1. Expose the children to the teachings of the Bible.
2. Provide these children with positive memories of being in a church setting.
3. Enable children to develop separation skills necessary for growth.
4. Provide an environment where social interaction is encouraged.
5. Offer skills and information preschoolers need for Kindergarten.
6. Establish a relationship between the families of these children and Dublin Baptist Church.

## **LICENSE**

Mom's Day Out (MDO) is licensed through the Department of Jobs and Family Services as a part time childcare facility. Licensing requirements are available, and records are posted at the Welcome Center. These are also available for review from the ODJFS website. At the end of this handbook, you will find an attachment about licensing and other valuable information. Please take the time to read this information also.

## **ENROLLMENT**

Mom's Day Out enrolls children who are 18 months old *before* the start of our school year (September 1<sup>st</sup>) through kindergarten. There are three sessions of Mom's Day Out each week, Tuesdays, Thursdays and Fridays, (9:30 a.m. to 1:00 p.m.) and each child may attend one day per week, two days per week, or all three days. All children must have an enrollment form with health information on file for admission. A current physician's clearance form with immunization records is also required. If your child is on an alternative immunization schedule, please include documentation from your doctor stating that he or she has informed you of the risks of having your child attend a childcare facility.

We do *not* require children to be potty trained.

The Mom's Day Out program does not discriminate in the enrollment of children upon basis of race, color, religion, sex, or national origin.

## **CHILD/STAFF RATIOS AND MAXIMUM CLASS SIZES**

A child's birthday is used in determining class placement. Once placed in a class a child will remain with the same children for the school year. If, for any reason, a child is moved into a different classroom a written plan for the transition will be made in cooperation with a parent.

Mom's Day Out will not exceed the following state required ratios:

- 1:7 Toddlers (18 months-30 months)
- 1:8 Toddlers (30 months to 36 months)
- 1:12 Preschoolers (3 years- 4 years)
- 1:14 Preschoolers (4 years until eligible for kindergarten)
- 1:18 School-agers (eligible for school)

Because we desire to provide a higher level of quality care we will strive to maintain:

	Staff/Child ratio	Group Size
Younger Toddlers (18 months to under 2 ½ years)	1:6	2:12
Older Toddlers (2 ½ to under 3 years)	1:7	2:14
Young Preschool (3 years)	1:8	2:16
Older Preschool (4 and 5 years)	1:9	2:18

Maximum group size is defined by the number of children in one group that may be cared for at any time.

Limitations do not include outdoor play or special activities.

## **SCHEDULES**

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

During the school day our teachers will lead the children through a lesson plan that is packed with activities. Each day the children will be able to make a craft, have circle time, enjoy a snack, participate in at least three activities that emphasize the Bible focus, eat lunch, and still have time for free play. In addition, children will see our Language Arts/Music teacher, and visit our Art, and STEM rooms as well. We will either go outside (in suitable weather) or to the large motor skills room (during rain, snow, or extreme hot or cold temperatures). They may occasionally see a short, theme related video.

Below is an example of a daily program schedule. Your child's exact schedule will be posted on the wall just outside the classroom door.

### **Sample Schedule for Toddlers/Preschoolers/School-agers**

9:30-9:40	Activities in room/Supervised Free Play
9:40-10:00	Bible Story/Snack
10:00-10:20	Outside Play/Indoor Large Motor Room
10:20-10:40	Music
10:40-11:00	Lesson Plan Activities/Supervised Free Play/Diaper Check/Toileting
11:00-11:20	Language Arts
11:20-11:40	STEM
11:40-12:10	Lunch
12:10-12:30	Art
12:30-1:00	Lesson Plan Activities/Supervised Free Play/Diaper Check/Toileting

You are welcome to visit anytime during our school day. There will be special opportunities for you to participate with your child on our exploration days and times throughout the year for your child to bring in or wear special items. Please let us know if you have a special talent or interest that you would be willing to share with the classes.

During the school year we will be taking pictures of the children for various art projects and other school related activities. If you would prefer that your child not take part in this please let the Administrator know in writing.

If you would like to contact another parent in the program you may stop at the front desk for that information.

## **TEACHERS**

Our teachers are employees of Dublin Baptist Church. Each one has been through the Dublin Baptist Church Childhood Protection Plan which includes a thorough background check. Fingerprinting is part of this check. Each teacher is trained, observed and evaluated by the Administrator.

We always have staff members on sight that is trained in CPR, First Aid, Communicable Disease Management, and Child Abuse Recognition.

Your child will be supervised at all times. There will always be enough teachers in your child's classroom to ensure staff/child ratios are maintained. Several of the classes begin the year with extra teachers to accommodate the children during their adjustment time.

If a teacher needs assistance with resolving any problem they will seek help from the program administrator.

If for any reason a teacher is absent, a qualified substitute will step in.

## **SUPERVISION POLICY**

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures. Staff will supervise children at all times. At no time will a child be left unattended.

Arrival: The hallway leading into the preschool wing of the church will be opened for you at 9:25 a.m. Please walk your child to their classroom. Outside the door you will find a security card with your child's name on it. Make sure the staff is aware that your child has arrived and is entering the classroom so supervision can begin immediately. Your child's security card is to be kept with you during the day. You may use the MDO phone numbers listed on the back to call if needed. You are welcome to call us at any time to check on your child.

If there is something specific you would like your child's teacher to know it will be best to write it in a note to hand to her.

Some children will be upset or even very upset when their parents leave. This is normal, we expect it and the teachers are trained to help those who are having a hard time. Most children are able to adjust to the classroom setting in just a week or two. Others may take as long as six weeks. If after six weeks a child shows no improvement, we may ask that this child be withdrawn from the program and try again at a later time.

If you arrive after 10:00 a.m. or before 12:55 p.m., please check in at the Welcome Center before proceeding to your child's classroom.

Departure: Our Mom's Day Out day ends at 1:00 p.m. When you return at the end of the day please give your child's security card to the teacher at the classroom door. Your security card is your "claim check". If yours is forgotten or lost, please notify the Administrator as you pass the Welcome Center and they will walk you to your child's class. New cards will be issued for a \$5 fee. No child will be released without a security card or verbal permission from the administrator. If someone else will be picking up your child, please make sure you have given that person your child's security card.

If someone else needs to pick up your child but you were unable to give the security card to him or her, you **must** call us. You will need to verify your identity, tell us the pick up person's name and basic description. This person must stop at the desk and show picture identification. We will walk this person to your child's class and let the teacher know this pick up arrangement has been approved. The teachers will not release a child to anyone without either the security card or verbal permission from the Administrator. If you have a custody situation that forbids certain individuals from picking up your child, we must have a clearly written copy of the restriction on file. We will release children according to documented custody agreements.

Please be prompt when picking up your child. If a parent arrives after 1:10 p.m. to pick up a child they will be asked to pay a \$15 (per child) late fee. If a child has not been picked up by 1:10 we will call the emergency contact people listed on the medical form and ask them to come for your child.

You are welcome to visit anytime your child is in attendance. Upon arrival for a visit, please check in with the Mom's Day Out Administrator at the Preschool Welcome Center

Parents are responsible for the supervision of their child before and after school hours. Please keep them in sight and please do not allow them to run in the halls. On occasion we will leave the ROCK open for families to enjoy after school. Each child must be supervised by a parent at all times.

All staff members are available to meet with parents. Please see the Administrator to set up a time.

## ITEMS TO SEND EACH WEEK

Please send the following items with your child, **labeled with your child's name:**

- Diaper bag or backpack
- Diapers or pull ups and wipes, if needed
- A full change of clothes
- Toddlers and Preschoolers will need a lunch and **two (2)** drinks that do not require special refrigeration or storage, and that your child can manage on his or her own. The teachers will assist with opening baggies and other food and drink containers but will not be able to feed a child.

\*\*\*It is especially important that **all lunches and cups are clearly labeled** with names. \*\*\*

Please consider the nutritional guidelines (attached) when preparing lunches.

A "Lunchable" will be provided if a lunch is forgotten.

Please cut food considered choking hazards into bite-sized pieces. See the appendix at the end of the handbook.

We ask that you not send in any containers with metal pull top lids, squeezable yogurt or pudding, red juice, or gum. Candy and popcorn are not recommended.

The children will be given a snack each day that has come from the children as one of their school supplies. If you would like to bring in a birthday treat to share with the class, please let your teacher know the week before. **Children with allergies will eat only an approved snack that has come from their home.**

We ask that you do not allow your child to bring toys from home. A pacifier, blanket, or stuffed animal for comfort purposes is always welcome.

Please dress your child in play clothes and outer wear appropriate for the season. Closed toe shoes are recommended.

## **HEALTH AND SAFETY**

The Mom's Day Out teachers and staff will do all we can to ensure a safe and sanitary environment for your child. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to school.

Please do not send your child to Mom's Day Out if they exhibit any of the following symptoms:

- Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness
- Diarrhea (three or more abnormally loose stools within a 24-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or white or gray stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestations
- Sore throat or difficulty in swallowing
- Vomiting more than once or when accompanies by other signs or symptoms of illness

Children who display any of the above symptoms will be removed from the classroom, provided with a cot in an isolated, supervised area, and sent home. A notice will be posted on the classroom doors for the next 24 hours if a room has been exposed to a communicable disease.

Our toys and tables are regularly cleaned with antibacterial solution. The teachers must wear gloves when changing diapers or cleaning up bodily fluids. The children and teachers will wash their hands upon arrival, before and after lunch, after they use the bathroom, upon coming in from the playground, and before departure.

Mom's Day Out has staff trained in CPR, basic first aid, recognition of child abuse, and communicable disease management. In some circumstances, the staff may, in the presence of witnesses, examine a child for signs of illness, abuse or neglect. Our program is required by law to notify the local public social service if abuse or neglect is suspected.

In the event of:

- an illness, accident or injury which require first aid treatment,
  - bump or blow to the head,
  - emergency transportation,
  - unusual or unexpected event that jeopardizes the safety of children or staff,
- your child's teacher will complete an accident/injury report.

In an emergency an immediate attempt will be made to locate parents and listed emergency contacts. An emergency squad will be called to transport an injured child to an emergency medical facility. The Administrator or staff member will accompany the child in the squad if needed. A copy of the report will be given to the parents as soon as possible.

If you tell us your child has a **food allergy**, your child will not be given any food that does not come directly from his or her lunch box without your approval. Because this includes daily snacks and birthday treats we ask that each week you send in an extra snack that can be enjoyed by your child during these special times.

The Mom's Day Out Administrator and staff will administer **no** medication. This does include diaper cream and sunscreen. We will not be able to accommodate the request to administer food supplements (vitamins) or modify diets (to include medication). We ask that you administer any medication before your child arrives.

A fire drill will take place each month. In the event of a fire, teachers will follow the posted evacuation plan to lead the children out of the building to the designated spot assigned to the class. Weather emergency drills will take place monthly March through September. In the event of a tornado the teachers will follow the posted route and lead the children to a designated safe spot. If the Preschool wing needs to be evacuated because of a threat to the safety of the children due to environmental situations or threats of violence, authorities will be called, and the children will be moved to Fellowship Hall at the opposite end of the building. If the church needs to be evacuated the children will be moved directly across Coffman Road to our A.R.C. building. Needing to go farther we would evacuate to the Community Room at the Asherton Apartments. The staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. Quarterly lock down drills will be conducted once a year. In the event of the loss of heat, water, or power the utility company would be contacted to determine the length of the outage. If deemed necessary, the parents would be called to pick up their children.

## **CHILD GUIDANCE AND MANAGEMENT**

Our guidance and management policies apply to all employees of the Mom's Day Out Ministry. All of our MDO teachers and staff have been trained in the use of positive reinforcement as the primary means of achieving good behavior in their classroom. When this does not work all employees have been instructed to use only the following discipline procedure (in order) with a misbehaving child:

1. The child will be directed to another activity.
2. The child will be sat in time-out (one minute for every year of their age) up to two times. At this point a notice will be filled out to send home with the child.
3. The child will be removed from class, sent to spend some time with the Administrator, and returned to class. Parents will be notified.
4. The child's parents will be called to remove the child from class for the day. The Administrator will talk with the parent at this time and may discuss the need for a behavior management plan.
5. The Administrator may dismiss a child with ongoing behavior problems from the program.

NOTE: A child who bites another child or a teacher will skip steps 1. and 2. and will be sent immediately to the Administrator.

Please notify your child's teacher if anything is going on outside of Mom's Day Out that might affect your child's behavior or mood.

Our teachers have been instructed not to discuss any problems involving your child at the door in front of other parents. They will contact you by placing a note in your child's backpack, asking you to stay a few minutes after class, or calling you to discuss any concerns. All staff members are available to meet with parents. Please see the Administrator to set up a time.

Parents and employees may contact our teachers, Coordinators or Administrator anytime there is a question or concern about a child, the facility, or any policy or procedure. A conference can be arranged if necessary.

## **SCHOOL CLOSING POLICY**

The MDO school year is based on the Dublin Public School calendar. A majority of our school closings match for holidays and vacations.

We will also use local public schools in determining the need to close Mom's Day Out due to inclement weather or poor traveling conditions. On questionable mornings please listen to the television or radio for school related closings that affect Dublin Public Schools. If Dublin or Hilliard Public Schools are closed or even delayed due to weather conditions, there will be no Mom's Day Out classes. We will do our best to send an e-mail before 8:00 am.

If we close MDO more than two times on the same day of the week for weather related reasons we will make up additional days after the end of the school year.

## **PAYMENT**

### **REGISTRATION**

A supply fee is due at the time of registration. **This is non-refundable.**

### **TUITION AND OTHER FEES**

- A one-time registration fee of \$50, \$75, or \$100 per child is collected upon registration. Fees are based on the number of days a child will be attending.
- A monthly tuition of \$130, \$230, or \$330 per child is collected the first week of every month. In some cases, tuition is adjusted for families with multiple children attending.
- We prefer that tuition payments be made by check payable to "DBC/MDO". We are not able to take credit cards.
- Please be prompt in paying. No child will be allowed to attend class with unpaid tuition.
- If your child is absent on the day tuition is due you may turn it in the before you child attends his or her next class or you may mail your check to the church to the attention of DBC/MDO 7195 Coffman Rd. Dublin, OH 43017.
- To preserve your position in the program, full payments must be made each month even if your child was unable to attend all their days. We do not offer make-up days if your child is absent.
- For international families with scheduled trips out of the US for more than two weeks, please pick up an absence form at the desk that will list a prorated tuition.
- A late fee of \$15 (per child) is to be paid for children picked up after 1:10 p.m.
- There is a \$5 fee to replace lost security cards.
- You will need to cover any fee assessed by the bank on returned checks.
- **All tuition paid is non-refundable.**
- A written 30-day advanced notice is required prior to the removal of a child from the program.
- Disenrollment may be necessary for nonpayment of fees or failure to follow policies of this center.

Our tax I.D. number is available upon request. Licensing requirements are available and records are posted at the Welcome Center.

For more information, please contact the Administrator at 614-718-0895.

As licensing rules are changed and updated, addendums may be added to this handbook.