



Mother's Day Out

Parent Handbook

Evangelical United Methodist Church

212 11th Street

Racine, Wisconsin 53403

(262) 632-7311



Purpose

As a Ministry of the Evangelical United Methodist Church, our goal is to address and serve the changing needs of Preschool age children and to meet the needs of the parent or caregiver, by offering time for his/herself. Our center will do this by providing quality learning and care in a safe and secure Christian environment, conducive to the development of the whole child. Particular emphasis is placed on staying in tune to each child's rate of development rather than forcing him or her to adapt to our program.

Further, our goal is also to keep our eyes open to the changing needs of our community, the caregiver, and the child and respond as necessary to keep our program strong.

Organization

The Mother's Day Out Program was established in September of 1980. The State of Wisconsin licenses MDO as a preschool and childcare center, serving children from the age of one to pre-kindergarten five years old. MDO is an incorporated, non-profit organization operating under a Board of Directors, otherwise known as the Mother's Day Out Representatives Committee. The Committee is composed of Evangelical United Methodist Church members, MDO teachers and parents. The Program Director holds a salaried position and is also a member of the Committee.

The school year is divided into two sixteen-week semesters. The fall semester begins in September and runs through mid January. The spring semester follows and ends in May. There is no requirement to re-register for the Spring Semester. The schedule for Mother's Day Out will coincide as much as possible with Racine Unified School District's schedule.

Facilities

Mother's Day Out is proud to be housed within the Evangelical United Methodist Church, located just south of downtown Racine at the corners of 11th and Main streets at 212 11th street.

Staff

The State of Wisconsin certifies the Program Director, teachers and assistant teachers in early childhood development. They are also required by the State to complete an additional fifteen to twenty-five hours of continuing education each year of employment.

Education Program and Goals

The educational program of Mother's Day Out is designed to encourage acceptable social behavior, self-development, self-esteem and learning readiness activities, which are both age and developmentally appropriate as well as fun for the various age levels cared for. Teachers are strongly encouraged to keep the children's developmental readiness in mind as well as follow the child's lead in planning classroom curriculum.

Our goals include:

- Self-esteem, to provide experiences that will enhance a child's personal sense of identity and promote a positive self-image.
- Social interaction, to provide opportunities for children to interact with peers and adults, both different and like themselves
- Stimulate language development, to provide opportunities for self-expression and build strong communication skills.
- Provide opportunities for development of large and small muscles
- Provide opportunities for children to express themselves creatively through the use of art materials, music and dramatic play.
- Encourage independence and basic experience preparation for intellectual growth and for formal school training

Chapel Time

Children are encouraged but not required to attend a short session once a week to share a Christian message with their class and teachers, presented by the MDO Director, Staff member or the EUM Church Children's Ministry Director. Parents are welcome to share this time with their children.

Intake Policy

Mother's Day Out is open Monday through Fridays, with a preschool/childcare program available for any family who is able to meet the enrollment requirements. The program operates on a 9:15am to 2:15pm schedule. Children will attend on a semester basis and tuition will be assessed accordingly. There is no discrimination because of race, color, or national origin. All children; Pre-K from one year to five years of age, who are physically and emotionally able to participate in the program, are welcome. *Class size follows state guidelines with regard to staff to child ratios. Children must be one year of age prior to Sept. 1st of the new school year.*

Enrollment Procedures

Registration is on a first come/first served basis for those currently enrolled in the program from the previous year and preference to church members. Only after registration has been completed for current students, will open registration be

offered for the general public. Preference is given to Existing students, members of Evangelical United Methodist Church, alumni and then new families on the waiting list and/or those that have attended open house.

Completion of the following is required:

- Registration Fee Form
- Child Enrollment/Health History Form
- Child Health Report Form
- Immunization Record Form
- Permission Field Trip Form
- * Parental Support & Involvement
- * Enrollment Agreement Form
- * Emergency card

**All forms are to be returned on or before the child's first day of attendance. Children not having all required forms on file may not attend until forms are on record.

Discharge Policy

The policy of Mother's Day Out is to provide quality care and instruction to the children entrusted to our care. However, in order to do this, it may become necessary for the center to release or discharge a child because of the following reasons:

1. The child has physical, social or emotional needs that prevent the staff from realistically serving his or her needs.
2. Parents are uncooperative in:
 - A. Filling out and returning state and center's required forms
 - B. Paying fees or making arrangements to do so
 - C. Observing the rules of the center relating to arrival/departure of child
 - D. Failing to make provisions for the child's personal needs

Fee Policy

1. A tuition schedule including current rates is available from the Director.
2. A \$50.00 per child **non-refundable** deposit is due with registration forms for children 3 and under and a \$100.00 deposit for those children registered for our 4-K class. It is applicable to the first semester's tuition.

3. There will be **no refund** of tuition for any reason, including inclement weather, illness, vacation, or change of residence.
4. Tuition checks are to be payable to **Mother's Day Out** and will be collected by the Director. Tuition statements will be made available and due dates for payments will be clearly stated on each.
5. Parents wishing to withdraw children at second semester should notify the director prior to December 15th.
6. Parents can enroll children during the semester if vacancies occur at a prorated fee.

General Policies

1. Parents are responsible for the transportation of their child.
2. If your child is going to be absent, call the office at 632-7311 before 10:00 a.m. and leave a message.
3. Any type of school problem that may arise during the course of the school session will be discussed with the parent the day it happens.
4. Snow days will be determined in concurrence with the Unified School District and at the discretion of the Director. Please listen to WRJN (1400 AM). Snow days will not be rescheduled.
5. Please label everything your child brings to school: coat, lunch box, diapers, sleeping bag, blankets, etc.

Health Policy

Wisconsin State law requires that each child entering Mother's Day Out have a physical examination no more than 90 days prior to the first date of enrollment or within thirty days after admission to school. Children must be immunized against diphtheria whooping cough, tetanus (DPT), poliomyelitis, measles (Rubella), mumps, German measles (Rubella), and Chicken Pox, or as listed on the Immunization record form.

Parents must follow State guidelines for follow-up examinations:

1. **A child that is two-years and older is to have subsequent physical examinations at least once every two years by a physician.**
2. **Children under the age of two are to be given an examination by a physician every six months.**

Health Regulations

- Both children and staff will be excluded from the center when determined to be ill.
- A daily health check will be performed on each child when entering the center.

- Emergency phone numbers of physicians and a person to notify if family is unavailable **MUST BE ON FILE** for both staff and children in the event of illness or accident.
- Parents will be informed of communicable diseases if they should be diagnosed within the center. The city health nurse will then be notified. Children will be readmitted without a physician statement if the period of time designated by the department is complete.
- Medications will be given only upon the direction of parents and with consent of the teacher. An "Authorization to Administer Medication" should be filled out and will be kept on file.
- Each classroom maintains a medical logbook and is available to parents regarding their child upon request.
- Staff will be instructed in emergency/ first aid measures. Written permission from parents to call the family physician or refer the child for medical care in case of injury shall be on file at MDO. Parents shall be contacted as soon as possible after an injury has occurred.

Health Policy on SIDS

SUDDEN INFANT DEATH SYNDROME (SIDS) RISK REDUCTION METHODS

It is the policy of Mother's Day Out to follow current SIDS risk reduction methods. We follow these methods as follows:

- Infants under 12 months of age shall be placed on their backs on a firm tight fitting mattress for sleep in a crib.
- Sofas, soft mattresses, pillows and other soft surfaces shall be prohibited as infant sleeping surfaces.
- All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products shall be removed from the crib.
- If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest.
- The infant's head shall remain uncovered during sleep.
- Unless the child has a note from the physician specifying otherwise, infants shall be placed on their backs for sleeping to lower the risk of Sudden Infant Death Syndrome (SIDS).
- When infants can easily turn over from the back position to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer to sleep.
- Unless a doctor specifies the need for a positioning device that restricts movement within the children's crib, such devices shall not be used.

These are excerpted from "Sudden Infant Death Syndrome and The Child Care Provider Setting Policy on Infant Sleep Position" of the National SIDS & Infant

Death Program Support Center (NSIDPSC). The NSIDPSC is a cooperative project of the SIDS Alliance, Inc. and the Health Resources and Services Administration's (HRSA) Maternal and Child Health Bureau (MCHB) Sudden Infant Death Syndrome/Infant Death Program.

Nutrition Policy

It will be the parent's responsibility to provide their child with a nutritious lunch, which should consist of 1/3 of a child's daily food needs. This should include bread, protein, vegetable and fruit. Please, no candy. Portions do not need to be large. MDO will provide milk, which is served at lunch. Parents will be notified if their lunch is inadequate and needs adjusting. Noncompliance could result in the dismissal of a child from the program.

Children under 2 will be fed on their own individual feeding schedule and no child shall go for more than three hours without nourishment. Parent volunteers are asked to bring a nutritious snack to share. We ask that you provide a nutritional snack consisting of at least one of the following: milk or a milk product, fruit, fruit juice, vegetable, peanut butter, or other protein, whole grain or enriched bread or cereal. When only fruit juice is served, it shall be 100% juice.

Meals and snack time will provide opportunities for consideration of cultural patterns and food practices, nutrition education, socialization and developmental needs of children. Parents should ask their child's teacher how many times per semester to bring a snack. Food supplied by the parents should be nutritional. Parents, please ask your child's teacher for snack suggestions. All food should be marked and refrigerated when necessary.

The staff will eat with children in their group. A prayer is offered before each meal. Allergies of children will be posted in their classrooms. Parents shall meet the needs of any allergy restrictions or medications.

Toilet Training Policy

It is the policy of MDO that children entering the Four & Five year-old Pre-K class be successfully toilet trained. The child must be out of diapers and pull-ups prior to the start of the school year in September. Although we currently do not have a policy in regards to children entering the three-year old classes, we strongly encourage and will support your efforts to introduce toilet training.

Please no pull-ups.

Hours

An adult must bring all children into the building. We ask that you please take your children directly to their class. The South door (main entrance on 11th Street) will be open for MDO at the following times:

9:15 to 9:30 a.m. Regular arrival

2:15 to 2:30 p.m. Regular departure

At any other time of the day (late arrivals, conference, sick child, forgotten lunches, etc.) please use the south (main) entrance of the church on 11th Street. This door has a buzzer on the right hand side of the door and an intercom so the church secretary is not unnecessarily inconvenienced. This will be the only door available to enter or depart for security purposes.

There is a \$5.00 late fee per each 10 minutes of overtime your child is in the classroom after 2:30pm. **Every parent should be in their child's room by 2:30pm.** If you experience a problem and know you will be late in the afternoon, please call. It will save the teacher and your child from any unnecessary anxiety.

Parking

Use the driveways for parking only if you will be in the building for less than five minutes. Please remember to pull as far forward as you can to allow for additional space. Please do not use the back driveway or park in reserved spaces. We ask that you please reserve the turn around driveway for quick drop off and pick-ups and not block the ends of the driveways near the sidewalks as this may potentially block an entrance or exit.

We understand that space is very limited and finding a place to park can be frustrating. The Police Department is well aware of our parking situation and will routinely ticket cars that are parked illegally. Mother's Day Out has a parking lot on the southwest corner of 11th Street and Wisconsin available, as well. That is the easiest and most convenient place to park.

Car pools may be helpful since parking is limited. With parents' consent, we can provide addresses and telephone numbers for you to make arrangements for carpooling.

Disciplinary Policy

The purpose of discipline is to allow the child to emerge from a negative experience with a better self-concept and identity, and with an understanding of respect for the rights of others. It is expected that all children will be given opportunities to vent anger through activities such as pounding toys, clay and dolls, and with maturity, encouraged to verbalize their anger.

Positive reinforcement and praise will be given as often as possible so the child receives immediate feedback when he expresses desirable behavior. However when a child becomes over stimulated and displays unacceptable behavior they will be physically removed from the offending activity and given re-direction, particularly in the toddler and two-year-old and under rooms. The child in the three and four-year rooms may need to be isolated within the room, for a brief period and allowed to return to the group when the child or the teacher feels the child is ready.

"Time-Outs" are not considered appropriate for children under the age of three.

Only a qualified teacher or aide may discipline a child. Children may not be punished for lapses in toilet training. Punishment that is humiliating or frightening to a child is prohibited.

This includes:

- Spanking, hitting, pinching or other forms of corporal punishment
- Verbal abuse, threats or derogatory remarks about self or family
- Restricting movement or enclosing in a confined space
- Withholding or forcing meals, snacks or naps

Sample Daily Schedule

9:15-9:30	Arrival
9:30-10:00	Indoor Play (free play, story, and art project)
10:00-10:30	Snack
10:30-10:45	Large muscle development/ play in the gym or outdoors
11:15-11:45	Story, art, circle time
11:45-12:00	Preparation for lunch and toilet time etc.
12:00-12:30	Lunch
12:30-1:30	Naptime
1:30-2:15	Play and guided activity/clean-up
2:15-2:30	Departure

Age Grouping and Curriculum

TODDLER I

1 year old to 18 months

A personal schedule is required for each toddler. This is identified through the Intake Form. The teacher will follow this as closely as possible. There is a crib for each child. High chairs and developmental toys are available. Lots of attention and tender, loving care is given. Parents need to bring the child's food or formula (if used), disposable diapers, a change of clothing and any comfort items the child may need. Please label these items clearly. A blanket will also be needed for naptime.

TODDLER II

18-24 months/ Toddler

Children are given the opportunity to explore and play; using developmental toys and equipment designed to stimulate large and small muscle development and language development. They take part in such activities as finger plays and music, storytelling, rhythm instruments, finger painting with paint and pudding, sensory activities, beginning art activities, introductory pasting and coloring and simple group games.

Children have snack time and eat lunch together. Children are required to have time to rest. Parents will need to bring a sleeping bag, clearly labeled (the State regulations define this as a commercially purchased sleeping bag), pillow (if desired) a change of clothes (may be left at the Center, clearly marked in a bag) disposable diapers, a lunch, and any comfort items.

2-2 ½ Year olds

At this age children are given an opportunity for free play as well as having structured learning activities. Activities are geared to language development, creativity, self-identity and beginning cognitive skills. Children are introduced to shapes, colors, counting, and exercises. Art activities introduce painting, cutting with scissors, pasting and coloring. Lessons are often planned around "themed" units; i.e.: family, animals, plants, holidays, colors and more.

Children share snack and lunch together. Quiet time or naps are reserved for after lunch. Parents will need to bring a lunch, sleeping bag, change of clothing, which will remain at the center, disposable diapers (if needed for under three years), and any comfort items needed for sleeping. Please have everything clearly labeled.

Three's Preschool & Four, & Five-Year-old Pre-K Program

Within these Preschool classrooms the children pursue activities, which are considered to be in the realm of the traditional pre-school curriculum. There is ample opportunity for exploration and imaginative play with large blocks, dress up clothing, housekeeping and building equipment (among other toys), as well as structured learning activities. Concepts introduced in the previous classroom are expanded. For example, a child is pasting to complete a definite project, cutting on a line to make a square or circle, drawing between two lines to develop eye/hand coordination and beginning writing skills. Children continue work on numbers, counting and shapes and the alphabet are introduced. Specific classroom dynamics for Three's and the Four Year-old Classrooms are available upon request

*** Class groupings are determined by enrollment for each year.*

Parents Can Help!

Although Mother's Day Out is not a "cooperative" preschool, where parents are expected to contribute their time, parents *can* help to make their child's experience rewarding by providing a positive attitude. Talk about school as a happy place. Parents are encouraged to visit at any time and to talk to their child's teacher or the Program Director about any problems or concerns that may arise. We especially encourage parents, grandparents or adult friends with special skills, hobbies, or occupations to share these with the children.

Parents can also help by providing occasional snacks. Teacher's may assign snack days otherwise there will be a sign-up sheet posted in each room. We ask that they be nutritional snacks and the juice be 100 % juice.

The Board of Directors otherwise know as the Mother's Day Out Representative Committee includes several Parent/Classroom representatives. If interested in serving on this committee, contact the Director. Meetings are held once a month in the evening.

Mother's Day Out is always willing to accept toys in good condition that your child may have outgrown.

Evangelical United Methodist Church welcomes you to participate in other activities of the church. If you do not have a church home and are interested in learning more about EUM, we welcome you to contact the Director of MDO, the church pastors or the church directly at (262) 632-8381.