

Discovery Mother's Day Out Parent Handbook

Parent Policy & Procedures Handbook

Dear Parent:

Welcome to Discovery Mother's Day Out Program! We are so excited that you have chosen DMDO for your family child care needs. We look forward to working with you and your child personally to ensure a positive, loving, and educational atmosphere with Christian values.

Our philosophy is centered on Christian beliefs and values. At DMDO we welcome all children, all races, and all economic levels of income and will make every effort to ensure a non-discriminatory facility. We will not refuse a child based solely on race or creed.

Our curriculum is Bible based which includes strategies for individual growth that will promote cognitive, social, emotional, and spiritual growth. Programs are available for children of all ages and from all backgrounds.

Our philosophy and purpose is to provide a positive learning environment creating opportunities for children to grow cognitively, socially, emotionally, physically academically and spiritually. We are committed and dedicated to excellent care and enhancing family oriented relationships that will last a lifetime.

Rhonda Pitts
Discovery Mother's Day Out Program Director

OUR PROGRAMS

Here at **DMDO**, our Biblical programs provide opportunities for children from 12 months thru 4 years old/Pre K. Programs are designed to teach children the ability to grow academically, socially, emotionally, physically, and cognitively while providing Biblical values and principals.

Toddlers - 12-24 Months:

Toddlers are eager to learn about the world around them through discovery and play. The program for toddlers consists of structured and free independent play. Themes promote physical, cognitive, and creative developmental skills. They learn through a wide variety of opportunities by use of sensory perception, motor skills, music, and more. Teachers work closely with parents and provide daily communication. Toddlers also have the opportunity to interact and develop socially through many different types of interest play areas that promote all types of learning. Learning areas consist of ample space so that children have the opportunity to discover their surroundings freely. Furnishings are age-appropriate and are arranged so that safety is ensured through toddler discovery play at all times. Play items are kept clean and in excellent repair to ensure your child is safe. Special cozy areas are provided so children can have the opportunity for relaxation and comfort time when needed.

Pre-school - 2-4 years/ Pre K:

Preschool age children strive for more independence and are eager to learn about the world around them. They are aware of their surroundings and love to imitate and use their imagination. In addition to free play, preschoolers learn through the structured Curriculum, which is taught during the school year. Incorporated in the Curriculum Learning Plan are daily devotions, Bible lessons, crafts, and self-awareness. There are special activities to enhance the development of children academically, physically, emotionally, and spiritually. Parents and teachers work closely together to enable families to prepare their child for upcoming activities and topics of learning. Learning areas consist of ample space so that preschoolers have the opportunity to discover many different types of play freely such as dramatic play, block areas, art, media, and fine motor play. Furnishings are age appropriate and convenient for preschoolers and arranged so that safety is ensured through play at all times. All play items are kept clean and in excellent repair to ensure your child is safe. Special cozy areas are provided so children can have the opportunity for relaxation and comfort time when needed.

TEACHERS & STAFF

Teachers at DMDO are professionals who are encouraged to attend ongoing training in the early childhood development field. Some teachers may or will be working towards high

academic standards by obtaining a C.D.A. (Child Development Associate), related, or higher academic goals. Teachers present learning opportunities individually that promote developmental growth for children. Teachers are carefully selected to ensure that children receive the loving independent care they deserve. In addition, each staff member will undergo a complete background check that may include fingerprinting.

Teachers and staff understand the importance of communication between parents and teachers. Teachers will strive to develop a good relationship with parents that will provide security, which creates a positive learning experience for children and parents. Parents will receive daily reports that explain in detail the child's day. (Due to the child's age or schedule reports may vary.)

GETTING ENROLLED

Tour:

Parents /guardians are encouraged to take a tour of our Mother's Day Out facility prior to enrollment to give you and your child a chance to get to know their teacher, other children, and become familiar with their surroundings. Touring can also make a child's first day easier when they know what to expect. Talking with your child about their new environment can make transition times easier.

Enrollment forms:

Before DMDO can enroll your child, you must complete an Enrollment Application and other required documents through our facility or local and state agencies. All forms are important and provide us with the information we need to provide quality care and safety for your child. Forms needed before your child's first day include:

- Enrollment Application (Please make Director aware of **any** special needs).
- Current Shot Records (You may want to contact your child's doctor to confirm if shot records are current).
- Child Information Form from the Department of Human Services if needed.
- Signed Medical Authorization form to administer medication for that day, if needed.
- Signed sunscreen form.
- A signed transportation form if needed.
- Acknowledgement of Parent Policy & Procedure Handbook signed and dated.
- Signed photo sharing form.
- Deposit and Registration fee in form of cash or check.

Please check off each item to ensure all forms have been completed before turning them in to the Director.

TUITION & OTHER FEES/CHARGES

DMDO is a professional business that operates on a budget. Fees and tuition must be received on time so that we can pay salaries and purchase items for the Discovery Mother's Day Out Program. It also provides security in running the program smoothly while meeting expectations of families.

Enrollment Fee:

A non-refundable enrollment fee is due at the time the enrollment paperwork is received. This fee is currently set at \$50.00 per child. The fee covers curriculum and supplies. If your child drops out of our program and re-enrolls at a later time, a new enrollment fee will be charged.

Deposit:

\$60.00 deposit will be due upon enrollment to ensure your child's admittance to our program at DMDO. The deposit will be held on account until the withdrawal of your child from the Center. At that time, the deposit will be applied to the last week of the child's tuition. This applies only if a one month notice of withdrawal is given. The deposit is non-refundable if you change your mind on needing DMDO services or if the child does not enter class on the day agreed upon in writing.

Tuition:

Tuition is \$2340.00 per school year. Tuition rates are divided into 10 month August-May and based on \$20.00 per day.

Tuition Options:

Full yearly tuition of \$2340.00 is paid on the first school day of the year.

Full monthly tuition of \$234.00 is paid on the first school day of the month.

Biweekly tuition of \$117.00 is paid on the first school day of the month and on the third Tuesday of the month.

Late Payment Fee:

If paying tuition using the yearly option or monthly option and payment is not received by close of business on the first school day of the month, a late fee of \$10.00 will be posted to the account for every day the tuition is late.

If paying tuition using the biweekly option and payment is not received by close of business on the first school day of the month a late fee of \$10.00 will be posted to the account for every day the tuition is late. If payment is not received by close of business on the third Tuesday of the month, a late fee of \$10.00 will be posted to the account for every day the tuition is late.

This “pay by date” policy applies when vacations, sickness, or any other circumstance occurs.

If DMDO is closed is due to weather or other emergency tuition will be due on the next open business day and the late fee does **not** apply.

If you or DMDO gives a “last day” notice date and you choose not to return, there will be no refund. There will be no refund if you terminate care without a one month notice and tuition has been paid.

Please do not leave your payment with your child in their lunchbox or in their backpack, because they tend to get misplaced. Please place the payment in the director’s payment box or give payment to the director. Upon request a monthly receipt will be given to you for your records.

Drop In Care Rates (Not always available)

Here at DMDO, we offer care for children on a drop in basis. We provide days for families who need or would like a free day while their children have a day of fun with other children their age. These days are offered as long as room is available at \$25.00 per day. We require emergency contact information and the following forms:

- Enrollment Application (Please make Director aware of **any** special needs).
- Current Shot Records (You may want to contact your child’s doctor to confirm if shot records are current).
- Child Information Form from the Department of Human Services if needed.
- Signed Medical Authorization form to administer medication for that day, if needed.
- Signed sunscreen form.
- A signed transportation form if needed.
- Acknowledgement of Parent Policy & Procedure Handbook signed and dated.
- Signed photo sharing form.
- Registration fee and payment in the form of cash or check.

Forms of Payment: Payment can be made in either cash or Check, payable to Discovery Church. As other forms of payment options become available parents will be notified.

Returned Checks:

A charge of \$25.00 will be posted for any returned check in addition to bank fees and any other fees that may occur due to the returned check. If a second check should occur, all payments will be required in cash only.

Late Pick-Up Charge:

The hours of operation at DMDO are 9:00am-2:00pm, Tuesday, Wednesday and Thursday. There will be a late pick-up charge in the amount of \$1.00 for each minute after 2:05pm per

child. This fee will be due by the close of business the next day and paid in cash. Please understand that teachers and staff have other obligations and responsibilities that require a schedule.

Special Circumstances:

Here at DMDO, we understand that situations arise and families may encounter a hardship. Please speak with your Director, as we will make every effort in being helpful if such a circumstance should arise. This will be dealt with on a case by case basis. We may ask that your child not attend DMDO until payments are made. Payments must be received in a fair and reasonable amount of time without being late repeatedly, or you could be subject to termination. Please understand that we have financial obligations and we must adhere to our responsibility.

SECURITY

Here at DMDO we strongly believe in providing security for you and your child as well as for staff. Proper procedures in dropping off and picking up your child will be established. It is your responsibility to notify the Director of any changes in paperwork such as emergency contacts, address changes, and phone numbers to ensure the safety and wellbeing of your child. A parent who has custody must provide a divorce decree or custody agreement, which will be kept confidential. No child will be released without proper notification or authorization. This policy is for the safety of your child.

Parking and entering:

Parking for DMDO is located on the east side of the parking lot. Please do not pull up to the building and block the entrance, and please do not park in handicap spaces (without proper parking permit) or in fire lanes.

The doors located on the east side of the building are to be used for DMDO. You will be unable to gain access to the building thru any other doors.

Drop-off Times:

Children are to arrive at 9:00am and be picked up by 2:00pm. It is to your child's advantage to be on time due to the start of classroom activities, but with that being said please do not drop your child off earlier than 8:55am. If your child needs to come in later, due to a doctor's appointment please if possible call and let the director know.

Check In:

When arriving at DMDO we ask that you be responsible for signing your child in each morning. You will sign your child in using the computer system. This will keep track of the times you enter the facility. Please make sure your child is signed in on the computer before he/she arrives in his/her classroom. Once at the classroom please inform the

teacher and sign in there as well. This will help your child with the transition and ensure the safety of your child and this allows us to keep track of children who are here. Please contact the Center by 9:00am if your child will not be attending DMDO that day. This will allow teachers to maintain their daily schedule and will let the Director know if space is available for that particular classroom.

Check Out:

When departing DMDO we ask that you be responsible for signing your child out each afternoon. You will sign your child out using the computer system. This will keep track of the times you leave the facility. Please make sure your child is signed out on the computer before he/she leaves the classroom. Once at the classroom please inform the teacher and sign out there as well. It is our policy that no child will be released to a person who is not authorized to pick up your child. Contact must be made with the Director if there is any change in who picks up your child if they are not the person who normally comes. Proper identification **will be checked** such as a valid driver's license. We reserve the right to hold a child if the person picking up your child is in question or verification cannot be made. No persons under the age of 16, unless they are a parent can pick up a child. Parents are responsible for their children when on DMDO property.

Emergencies:

If your child requires immediate medical attention, DMDO will make the sole discretion decision to have your child transported by ambulance to an appropriate medical facility. If the emergency allows, DMDO will contact you first, otherwise, we will call the ambulance and then notify you. All costs involved/incurred for whatsoever reason, will be your responsibility. For minor situations 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 DMDO.

Should a crisis occur such as a Tornado or other natural disaster of any kind, etc., out of our control, you the parent(s) understand that someone else may have to help with the care of your child to ensure their safety until the parent can arrive.

Safety and Drills:

In case of fire emergency, children will be evacuated in an orderly manner. Fire exit plans will be posted in each room .In case of tornado emergency, children will be housed in the inner most restroom area. We will have fire and tornado drills thru out the school year.

HOLIDAYS/SCHOOL CLOSINGS

During the year, DMDO will follow the Yukon Public School calendar. A school calendar can be located on the website yukonps.com for your convenience.

Emergency Closings:

If for some reason if DMDO is unable to operate due to heavy snow, severe ice, tornado damage, power outage, flooding or any other crisis, if possible we will post a message on our Discovery Church web site, Mother's Day Out Program Facebook page or post it on the local News channel on TV. Regular tuition is due regardless of any type of emergency closing.

HEALTH & SAFETY

Toilet Training:

If your child is under three and not currently toilet trained, DMDO requires the parent to supply diapers or pull ups, wipes, ointments, etc. for your child. Your child's teacher will notify you when supplies are low. Diapers are checked every 1 to 2 hours. If your child is 18 months of age or older and you feel your child is ready for toilet training, our teachers will work closely with you to accommodate your child to achieve toilet training needs. Please keep in mind that toilet training needs be consistent, not only at our center, but at home as well. Your child's teacher will work with you and talk with you about your child's progress. We will not force your child to be toilet trained if he/she is not ready. Please make sure you provide extra changes of clothing that are labeled with your child's name.

Weather:

Here at DMDO we understand how important outdoor play can be for the children. On days when weather can be harsh due to extreme cold, heat, rain, etc., children and their outdoor play will be limited or restricted and special playtime activities will be used instead. Our children will not go outside if the temperature is below 40 degrees or higher than 90 degrees. During the summer months, parents are required to bring sunscreen that is labeled with your child's name, and a parent must sign a Sunscreen Permission Form for DMDO to administer the product.

Illness:

Please check periodically with your child's doctor or the Health Department to ensure your child's shot records are current. This will benefit your child and other children in knowing that all children are current on their shots.

Please do not bring your child if he/she is sick. If your child becomes ill while at DMDO we will contact you to come pick up your child. We will hold your child in a special room until you arrive. Some common symptoms of illness include:

- Rash
- Fever (100F. or higher) **your child must be fever free without the help of medication for 24 hours before returning to the Center.**
- Diarrhea

- Discharge from the eyes or ears
- Vomiting
- Lice
- Communicable diseases (chicken pox, roseola, mumps, measles, etc.)
- Behavior that is out of the ordinary and your child seems to be not feeling well.
- RSV, Croup or any other communicable disease must have a doctor's release to return.

Please understand that sick policies must be enforced for the well being of your child and other children, staff, and parents. Your cooperation is very much appreciated and will be repaid to you with the assurance that all ill children will be kept home. Thank you for your understanding and compliance.

Medication:

DMDO will only administer the following medications: diaper ointment, teething gel, inhalers, and EpiPens. A medication form must accompany any of these with the child's name, date, the name of medicine and the length of time the medicine needs to be administered. If we feel that additional medications are needed we will notify the parents. In the event of a reaction to medication, DMDO will contact parents and or seek medical help immediately if necessary.

Special Needs:

If your child has any special needs, please make your child's teacher and the director aware. This will ensure the safety of your child.

Nap Time:

Toddlers will nap in playpens or on Kinder-mats. Preschool children will nap on Kinder-mats .Please provide a kinder-mat (tri fold mat) and blanket (no sleeping bags or pillows). Mats and blankets will be sent home each day. Soft music will be played while the children are resting.

NUTRITION

Meals & Snacks:

Here at DMDO we understand the importance of a well-balanced meal. All children should have eaten breakfast prior to arriving at DMDO. Classroom activities begin promptly after drop off and we are unable to feed children their breakfast for you. A lunch should be brought from home for your child made up of finger foods cut into bite size pieces that can be served with little assistance along with a drink in a cup with a lid. Water will be made available for children who do not bring a drink with them. Please be sure your child's name is on his or her lunchbox, cup and all containers. We are unable to heat or refrigerate

lunches. Send lunches in a thermal lunch box or bag and with an ice pack if necessary. PLEASE DO NOT SEND CUPCAKES, CAKES, CANDY, GUM, OR SODA WITH YOUR CHILD.

DUE TO THE INCREASED AMOUNT OF CHILDREN WITH SEVERE PEANUT ALLERGIES, WE PLEASE ASK THAT YOU DO NOT SEND ANYTHING IN YOUR CHILD'S LUNCH OR SNACK THAT MAY CONTAIN PEANUTS, PEANUT PRODUCTS OR NUTS OF ANY KIND.

Special Occasions:

There will be special times when we will have pizza day or special treat time, and a note will be send home with your child in regards to the date and cost for this event.

Please speak with the center Director in advance about holidays or special occasions in which you may want to bring treats or other items for your child and their classmates.

Snack Sign Up:

A snack sign- up sheet may be posted in your child's classroom thru out the year.

For the safety of all children, all food items must be store bought, and must have the ingredients listed on the container it comes in. Please do not send cake, or cupcakes. **No homemade items** are allowed in the program.

SUPPLIES

Clothing:

Playing can be fun and cause wear and tear on clothing. Please make sure your child is dressed appropriately for all different play activities and weather. Make sure your child has a complete labeled change of clothing suitable for all types of weather. The children may wear tennis shoes with socks, sandals with back straps on them, or slip on shoes that have backs of them. In addition, please make sure your child is dressed and ready to start his or her day upon arrival.

Personal Items:

We understand that children become attached to items from home and want to share these items with classmates. However, for the safety and well being of all children, we cannot allow items from home unless the teacher requests items for other purposes such as themes, "Show and Tell" or other reasons. DMDO is not responsible for lost or damaged personal belongings of any kind.

Non-Furnished Items:

Some common non-furnished items are: disposable diapers, pacifiers, lunch boxes, nap mats, blankets, disposable wipes, sippy cups, ointments, sunscreens, and a change of clothing.

COMMUNICATION

Teacher Conferences:

Parent teacher conferences will be held on an as needed basis.

Director Conferences:

If at any time you need to discuss a matter with the Director, please feel free to contact her to make an appointment. This may be done either by phone or by coming into the center at a scheduled time. Your input is **VERY** important to us and we want to accommodate families as best as we can.

Parental visits:

Parents are encouraged to visit on designated party dates or special events. All visitors must enter thru the far east doors and **MUST** check in **PRIOR** to gaining access to your child's classroom. This is for the safety and protection of all the children.

Daily Schedule:

Each classroom will have a daily schedule so that parents can have an idea of what their child's day consists of. The schedule may include special events, activities, and themes.

Activities Scheduled:

Chapel	Art Exploration
Library	Music
PE/Tumbling	Indoor Play Area
Outdoor Playground	Story Time Adventures
Math/Language/Science/Sensory	Special guests and activities thru out the year

Facebook:

DMDO has a Facebook page that we ask everyone to "like". This page lets our parents know what activities are coming up, closings, medical alerts, etc. Parents will be notified when this is set up.

Discipline:

Discipline at DMDO is taught with love and respect in mind. Discipline is constructive and educational to the child according to his/her age and circumstances. Some of our discipline methods are taught in positive ways such as:

- At eye level, talking about the misuse of behavior and why it's unacceptable;
- Help the child understand the effects of better choices;
- Redirection or providing alternative choices whenever possible;

- Time-out is used with no more than one minute for each year of a child's age;
- Children are recognized when appropriate behavior is practiced, so they can understand the benefits of positive behavior.

Problem Behaviors:

If 2 or more of the following incidents occur on the same day at DMDO we will contact parents:

- Biting
- Fighting
- Hitting or kicking another child
- Hitting or kicking a staff member
- Not listening after being told numerous times
- Spitting
- Throwing items and/or fits
- Being disruptive

Physical and verbal punishment will **NEVER** be used when providing discipline for your child, even upon parental request. Please notify your child's teacher or the Director if your child is experiencing a change at home that may affect your child's normal routine behavior. This will allow teacher and the Director to understand the situation and will allow us to help your child with any changes.

Termination:

DMDO reserves the right to terminate any child from our program for any of the following reasons:

- Failure to abide by the policies set forth in our Parent Policy & Procedures Handbook or any other policies or procedures that are noted in DMDO paperwork;
- Any differences that cannot be worked out between the parent, teachers or director;
- Destructive or hurtful behavior of a child that persists, even after the parent, teachers and director have made every attempt in working with the family to stop the behavior;
- Late payment of tuition or recurring tardiness in payment of tuition.

FINAL NOTES

Discovery Mother's Day Out Program has designed this Parent Policy & Procedures Handbook to help the working relationship between the parent, teachers and children. Our Parent Policy & Procedures Handbook will help to ensure things will run smoothly while developing a good working relationship with parents. Our policies and procedures are enforced for the same reasons that most job policies are enforced, for fairness and respect

for all workers and families. We look forward to providing an atmosphere that is inviting, professional, and loving. If you at any time need clarification of any policy, please contact the director for a clear understanding.

We are committed to providing excellent care for all children and will strive to accomplish a positive experience for you and your family. We are confident in knowing that we can work together to make Discovery Mother's Day Out Program a rewarding, loving, and a spiritual experience for you and your children.

Contracted Acknowledgement Parent Policy & Procedure Handbook

I have received and I acknowledge that I have read and understand the **Parent Policy & Procedures Handbook** obtained by Discovery Mother's Day Out Program. I understand that all of the information obtained by Discovery Mother's Day Out Program may not cover every situation in its policies or procedures, but is attempted through our policies and procedures as a general guide. Discovery Mother's Day Out Program has the right to change any policy, procedure, paperwork or any document with or without notice. I understand that this handbook replaces any and all prior handbooks or materials previously distributed. I understand that I am contracted through the days, hours, and tuition as stated below.

I also understand that if only one parent/guardian is able to sign, I am signing the Contracted Acknowledgement of the Parent Policy & Procedure Handbook on behalf of both parties.

Days: Tuesday Wednesday Thursday

Hours: 9:00am-2:00pm

Tuition will be paid: _____ yearly _____ Monthly _____ Bi-Weekly

Deposit Amount: _____ Enrollment Fee: _____ Start Date: _____

Enrollee's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Copy

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