

**Christ Church**  
**Mother's Day Out**  
**Parent Policy Book**  
2016- 2017

5301 Altamesa Blvd  
Fort Worth, Texas 76123

[Table of Contents](#)

## **1. INTRODUCTION**

- 1.1 Administration
- 1.2 Employee Code of Conduct, Qualifications and Development
- 1.4 Objective

## **2. ENROLLMENT AND FINANCIAL**

- 2.1 Enrollment Requirements
- 2.2 Financial Information

## **3. PROGRAM INFORMATION**

- 3.1 Curriculum Overview
- 3.2 School Curriculum
- 3.3 Weather Policies
- 3.4 Activities and Special Events

## **4. COMMUNICATION**

- 4.1 Child Abuse
- 4.2 Parent Involvement
- 4.3 Parent-Teacher Conferences and Interaction
- 4.4 Records

## **5. HEALTH**

- 5.1 Communicable Diseases and Illness
- 5.2 Emergency or Injury
- 5.3 Hygienic Procedures
- 5.4 Medication

## **6. PERSONAL POSSESSIONS**

- 6.1 Clothing
- 6.2 Diaper/Diaper Wipes
- 6.3 Nap Items
- 6.4 Personal Belongings

## **7. CLASSROOM POLICIES**

- 7.1 Birthday Parties
- 7.2 Daily Schedule
- 7.3 Discipline
- 7.4 Nap Time
- 7.5 Nutrition
- 7.6 Toilet Training

## **8. SCHOOL POLICIES**

- 8.1 Arrivals and Departures
- 8.2 Attendance
- 8.3 Authorized Pick-Up
- 8.4 Visiting
- 8.5 School Closings
- 8.6 Dismissal from the School
- 8.7 Emergency Evacuation
- 8.8 Contact Information
- 8.9 Legal Issues
- 8.10 Security

**“Provoke not your children to wrath, but bring them up in the nurture and admonition of the Lord.” Ephesians 6:4**

## **1. INTRODUCTION**

### **1.1 Administration**

The Director meets qualifications and assumes the responsibility for the safe, efficient, and financially sound operation of services provided by Christ Church Mother’s Day Out program in accordance with the policies of Christ Church. The Director also maintains and exceeds compliance with the Minimum Standards for Child Care Centers of the Texas Department of Protective and Regulatory Services.

### **1.2 Employee Code of Conduct, Qualifications and Development**

The employees at our program are expected to follow a code of conduct, which includes portraying an example of Christ, treating the children with respect, using positive means of discipline, practicing good hygiene, being confidential with sensitive information, and providing a safe and challenging environment for the children. Candidates that fulfill these prerequisites are considered as permanent staff members.

Also, Christ Church Mother’s Day Out program mandates the following supplementary educational requirements for all staff members:

- Current CPR, First Aid, SBS/SIDS Certification
- Mandatory staff training meetings
- Minimum of 20 hours of continuous education per year
- Orientation from the Director on knowledge of early childhood care
- Additional out-sourced training from Texas State recognized childhood care training centers

### **1.4 Objective**

Our motivation to provide quality Christian care comes partly from the scripture in which Jesus states, **“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these” (Matt 10:14/Luke 18:16)**. Through the enabling of the Lord Jesus Christ, we provide a Christian atmosphere where the children are able to develop respect and appreciation for each other, themselves, and the world around them. As we do all things through Christ, we make an effort to partner with family members within our community, and together become closer in fellowship with God. We are thankful for the families that God sends us to walk along side of, and realize that without being unified in prayer, effort, and the grace of God, our program would not exist.

Our goal is to aid each child in their individual development... mentally, physically, emotionally, and spiritually, as well as nurturing and training them in Godly principles. The children are challenged to progress at their own rate toward cognitive development, with enriched experiences promoting self-discipline and the ability to make choices.

**"Train up a child in the way he should go; and when he is old, he will not depart from it." Proverbs 22:**

## **2. ENROLLMENT AND FINANCIAL**

### **2.1 Enrollment Requirements**

Our program does not discriminate on the basis of race, creed, color, disability, religion, or national origin.

Upon your child's first day of attendance, the following documents are **required** for your child to begin at the school:

- Family Registration Form (completed and signed)
- Registration Fee, Supply Fee, and first month of tuition (paid in full)

Additional requirements for Christ Church Mother's Day Out program students include, but are not limited to:

- All students must have an updated Immunization Record before the start date.

### **2.2 Financial Information**

#### **Monthly Fees**

A current Tuition/Fee Schedule is enclosed in the enrollment packet. Tuition is due on the first (1<sup>st</sup>) of every month. Monthly tuition payments are required, regardless of absences.

#### **NSF Check Fee (per incident)**

Charge \$50.00

(After 2 checks have been returned, only money orders will be accepted).

#### **Late Pick-up Fee (per incident, per child)**

Charge after 2:15 p.m. \$1.00/minute -- This is paid directly to the teacher.

#### **Delinquent Account:**

Monthly tuition is due on the first (1<sup>st</sup>) of every month. A late fee will be billed on the sixth (6<sup>th</sup>) for unpaid tuition. If tuition is not paid by the tenth (10<sup>th</sup>), the child will lose placement. A full payment is required or a payment schedule must be worked out and approved before the child/children will be permitted to return to the school. In the event that a child is not permitted to return to class, the child may lose placement.

**I guide you in the way of wisdom  
and lead you along straight paths.  
When you walk, your steps will not be hampered;  
when you run, you will not stumble.  
Hold on to instruction, do not let it go;  
guard it well, for it is your life.  
Proverbs 4:11-13**

### **3. Program Information**

#### **3.1 Curriculum Overview**

Feel confident in knowing that what your child learns in the classroom encompasses many more "life skills" that are not indicated on their Progress Reports, such as enhancing your child's self-esteem, fostering self-help skills, encouraging individual problem solving skills, and developing positive social relationships.

Our staff member's role in our center-based learning environment is to:

- **Interact** with our children as they work and play
- **Model** supportive behavior for our children
- **Observe** and **Listen** to our children in learning centers
- **Utilize Observations** for planning and individualization for our children

#### **3.2 School Curriculum**

The "Hands on Homeschooling" approach to Christian education keeps learning lively, interesting, and memorable. We have readily available a complete selection of books, workbooks as well as other resources. This curriculum is designed to teach toddlers through pre-k: basic language arts, numbers, social, science and Bible lessons. The program introduced in each room is age appropriate for their class, and teachers are trained on meeting each child's individual needs.

#### **3.4 Weather Policy**

- **Cold Weather Policy:** Children may go outside if the temperature is over 40° degrees for the full scheduled outside time. When the temperature is under 40° degrees they may not go outside, but will have inside physical activities in the place of their playground time.
- **Inclement Weather Policy:** Anytime the weather is cold, damp, or windy, children need to wear coats, caps, hoods, and/or gloves. Also, children must leave their coats on while outside.

- **Hot Weather Policy:** Children may go outside if the temperature is less than 95° degrees for the full scheduled outside time. When the temperature exceeds 95° degrees they may only be on the playground for 5-10 minutes at any given time.

### **3.5 Parties, Activities and Special Events**

Traditionally, the school celebrates the following party dates during the year, including, but not limited to: January: New Year Celebration; February: Valentine's Day Party; March/April: Easter Egg Hunt, Resurrection of Christ Theme; May: End of the School Year Party; November: Thanksgiving Feast; December: Jesus' Birthday Party!

- **Meet Your Teacher:** Here at Christ Church Mother's Day Out program you are more than welcome to come and sit in on your child's class, to better familiarize yourself with their teacher's teaching style and what they are doing all day. You can also schedule a time to sit down with your child's teacher, outside of classroom time; to discuss anything or get to know them better through the administrative staff.
- **School Pictures:** Class group pictures and graduation pictures are taken in the spring. However, parents or guardians are under no obligation to purchase these pictures.
- **Thanksgiving Feast:** Our Thanksgiving Feast is held in the Fellowship Hall during the month of November. Our program provides the turkey and ham, our families bring side dishes. This is a wonderful time of fun and fellowship with our families.

**...Forgetting what lies behind and straining forward to what lies ahead. I press on toward the goal to win the supreme and heavenly prize to which God in Christ Jesus is calling us upward."  
Philippians 3:14.**

## **4. COMMUNICATION**

### **4.1 Child Abuse**

Christ Church Mother's Day Out program employees are trained on recognizing the symptoms of abuse and stress. Furthermore, it is required by law to report suspected abuse or neglect (sexual, physical, or emotional) to Child Protective Services. This information is kept in the strictest of confidence between the reporting staff member, the Director and the Child Protective Service representative.

## 4.2 Parent Involvement

One of the best ways for parents to be involved with their child's classroom is to be aware of events through classroom calendars, parent postings, and school informational notices given through your child's folder.

## 4.3 Parent-Teacher Conferences and Interaction

Open communication between parents and teachers is vital to the proper care of children. We encourage parents to talk informally with the child's teacher and feel free to ask questions. However, lengthy interactions must be done by scheduling a conference through the administration staff with your child's teacher. Therefore, we require that parents/guardians not distract teachers or caregivers from the children by initiating conversation during class time. Remember, it is important not to talk about the children in front of them, other children, or parents, except when it is to recognize an achievement.

Parent-teacher conferences can be scheduled through the office at any time. A note can also be effective in sharing information or concerns when parents are on a tight time schedule by utilizing our folder system. Staff-parent interaction is encouraged by our open-door policy.

Parents may contact the school office to set up an appointment with the Director to discuss their concerns or comments.

## 4.4 Records

- **Attendance:** Our program keeps attendance records of children and staff for 90 days. A parent/guardian is responsible for signing their child in and out each day on the Attendance Sheets.
- **Enrollment:** Enrollment records must be submitted to the school before admission and will be kept on file for as long as the child remains at the school. The school must be notified immediately of any changes in information given at enrollment. It is imperative that parents/guardians keep their child's enrollment records current.

It is very disconcerting when a child is ill or injured and the parent/guardian's work numbers are invalid, the home number has been changed and is now unlisted, and/or their emergency contact numbers are not current. We ask that parents/guardians be proactive and make all necessary updates to their respective child's records **immediately** upon the known change. Additionally, all enrollment records are updated annually to ensure that all information is updated and current.

- **Minor Mishap Forms:** All Minor Mishap forms are completed immediately and kept on record for 90 days. A signature from a parent or guardian is required at pick-up. All staff members are required to maintain current certification in CPR and First Aid training provided by our program.
- **Individual Development:** Teachers keep a record on the children within their classroom that contains information on the development of each child.

## 5. Health

### 5.1 Communicable Diseases and Illness

Christ Church Mother's Day Out program is not set up to care for sick children for any length of time, therefore it is important that children are picked up quickly. If children become ill at the school, care will be provided for a short time. Christ Church Mother's Day Out program reserves the right to exceed the standard of care regarding illness and/or communicable disease criteria.

It is imperative that parents have a pick-up and alternative care plan for their child in the case of illness. Parents will be given a maximum of 60 minutes from the time we call to pick up their sick child. We realize there may be circumstances that prevent this time frame from being honored.

Please do not give your child medication prior to school in attempt to "mask" symptoms of an illness unless already on medication prescribed by a doctor. Pain relievers are meant to prevent pain due to illness – it is not a cure. Masking symptoms will only place the children and care giver at risk for possible illness. (Note: the Flu is most contagious in the first 48 hours) **IF IT'S CONTAGIOUS THEN IT IS NOT ALLOWED AT OUR PROGRAM.**

Children who display the following symptoms in the past 24 hours will not be allowed at the school. If any of these symptoms occur while in our care, your child will be sent home immediately.

- Temperature greater than 100.4°, under the arm
- Yellow or green discharge from the eyes
- Swelling in any part of the body
- Vomiting
- Extremely lethargic behavior
- Diarrhea (the child will be sent home after three (3) diarrhea stools.)
- Any rash other than diaper rash or something diagnosed by a physician as non-contagious (a physician's note must accompany any child returning to the school that was sent home with an "undiagnosed rash".)

Childcare facilities are notorious for the spread of illness and diseases. In order to effectively control this problem, Christ Church Mother's Day Out program vigorously enforces the policy of exclusion regarding sick children. This is done not only for the protection of the other children, but also for the well-being of the child who is ill. It is very difficult, in a group setting,

for a sick child to receive the individual attention and nurturing that he or she needs to get well. Therefore it is imperative for parents to arrange alternate care for their child BEFORE it is needed.

If a child develops symptoms of any communicable disease that requires exclusion from the school while attending Christ Church Mother's Day Out program, the parent, guardian or emergency contacts will be notified to pick up the child. Also, if a child has been diagnosed with a reportable communicable disease, it is necessary for the parent or guardian to notify Christ Church Mother's Day Out program immediately. When a reportable communicable disease has been reported a notice will be posted outside the child's classroom.

The major criterion for exclusion from attendance is the probability of the spread from person to person. A child may have a non-excludable illness yet require home or hospital care. Children excluded from Christ Church Mother's Day Out program for a communicable disease may be readmitted with a written certificate from a physician or a permit issued by the local health authority stating that the child is not contagious.

Christ Church Mother's Day Out program reserves the right to require a physician's note of release for any student with an illness or communicable disease. Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

## **5.2 Emergency or Injury**

Minor injuries will be taken care of at Christ Church Mother's Day Out program. A Minor Mishap Form will be filled out by the staff in charge and will require a parent/guardian signature upon the parent's arrival. These reports will be maintained in the school office. When serious injuries or illness occur, parents will be notified immediately. Severe emergencies will be handled by calling 911 for an ambulance. Medical expenses are the parent's responsibility; Christ Church Mother's Day Out program is not responsible for medical coverage.

In case of injury and the parent and/or guardian cannot be reached, the school immediately notifies the child's physician and the emergency contact persons recorded on the Application for Admission form. It is imperative that the child's emergency information is current at all times. Additionally, all staff members are required to maintain certification in CPR and First Aid training in preparation for such emergencies.

## **5.3 Hygienic Procedures**

- **Environmental:** Spills are immediately cleaned up. Blood spills are wiped with a disinfectant solution. Staff members use Clorox wipes for cleaning the diaper table after each change. Excess is wiped off with a paper towel. In the older children's areas, where community restrooms are used, the toilets are cleaned routinely and when there is obvious soiling.

- **Equipment/Supplies:** There is complete cleaning of bathrooms, rugs, floors, classrooms, and equipment each day. Diaper changing tables are disinfected after each use.
- **Personnel:** All employees wash/sanitize their hands before and after direct childcare and when contaminated. Hands are washed/sanitized after removing gloves. Examples of when hand washing/sanitizing is required include: after using the bathroom, before serving food, after diaper change and after general cleaning. Personal protective equipment such as gloves are used during childcare procedures that involve blood, body fluids and/or body substances, and the usage of cleaning equipment. Careful handling of food with thorough hand washing before and after serving is practiced. Staff members view all body secretions as potentially infectious. All soiled articles of clothing are handled with gloves, carefully bagged in plastic and returned to the family to clean. Gloves are used with soiled diaper change, followed by hand washing/sanitizing procedures.

## 5.4 Medication

We will not dispense medication of any kind.

## 6. Personal Possessions

### 6.1 Clothing

Children must be fully dressed in clean, appropriate clothing upon arrival. Children who are not toilet trained must be brought in a clean and dry diaper or pull-up. Additionally, children who are under age 3 and/or toilet training must have several changes of clothing. Children over age 3 must have one change of clothing at the school. **Parents will be called to bring clothing or diapers/pull-ups if there is a need with no provision.** Soiled clothes must be taken home immediately for laundering and clean clothes sent with the child the following morning. All personal items must be **LABELED**.

Comfortable, washable play clothes are the best kind to wear to the school. Easily removed clothing must be provided for diaper changing and toilet training. Belts, overalls, and other "hard to manage" clothing for all ages of children should be avoided. Dirty, wet or soiled clothes are placed in a plastic bag for parents to take home. Due to Health Department policies, we do not hand wash dirty clothes. Also, remember children often times get messy at school. Although we wear aprons during art and use "washable" products, paint inevitably gets on clothing and could stain. We suggest that parents leave your child's Sunday best clothing at home so your child can be free to experiment, hands-on.

### 6.2 Diaper/Diaper Wipes

Parents of diapered children must provide enough diapers to insure their children's comfort. Because of health risks, only disposable diapers are encouraged at the school. Parents will be responsible for cleaning and sanitizing all cloth diapers. All items should be labeled. It is essential for parents to check their child's folder for

notes regarding diapering item needs. If a child should run out of diapers and diaper wipes, parents will be contacted to bring the needed items to the school so that proper care may be given to each child.

**Toilet Training:** It is important to work closely with teachers on the decision to bring and wear underwear during toilet training. Parents must provide adequate clothing for accidents during this transition time and must follow through with toilet training while at home.

### **6.3 Nap Items**

We request that parents provide their child with a mat, small pillow, blanket, and soft sleeping toy. Mats will be stored at school; other nap items need to be kept in a backpack that fits neatly on the child's hook. Please do not send items too large to fit in your child's storage area. Nap items must be taken home monthly for laundering. Any nap items that are soiled must be taken home immediately for laundering. Remember...all nap items must be **LABELED**.

### **6.4 Personal Belongings**

Each child loves to bring possessions to school, and some find it difficult to leave the personal items at home. However, we must enforce our "Personal Belongings" policy that states:

Only personal items requested or authorized by the child's teacher should be sent from home for the care of the child. Items of value **MUST** be left at home. Play guns, knives, and other objects, which encourage violence or unruly behavior in play, are not permitted at any time. We request that needed items from home not exhibit violent play characters or be decorated with characters or objects promoting violent behavior. The school is not held responsible for any lost or stolen items.

**"Take my yoke upon you, and learn of me; for I am meek and lowly in heart: and ye shall find rest unto your souls. For my yoke is easy, and my burden is light." Matthews 11:29-30**

## **7. CLASSROOM POLICIES**

### **7.1 Birthday Parties**

Birthdays are milestones in a child's life and are truly a reason of celebration. A child may celebrate his or her birthday in class, with arrangements made in advance with the child's teacher. Parties are totally voluntary and should be simple. At this tender age, children feel left out and feelings are hurt easily. In light of this, we request party invitations not be dispersed in class, unless each child is invited. Parents may obtain a class list from the teacher or the school office.

### **7.2 Schedule**

Each class has a schedule posted inside the classroom along with the classroom's monthly calendar, class letter and special notices. These notices keep parents

informed of the activities in which their child is participating; especially for those children who are not yet able to verbalize what has happened during their day.

Teachers schedule activities for their classrooms geared towards the children's ages, interest, and abilities. The classroom environment is appropriate for the health, safety, and well-being of each child. Classroom activities are flexible and promote the child's physical, emotional, social, mental, and spiritual growth. Each classroom provides physical care routines appropriate to children's developmental needs. Additionally, toddlers and school children are provided with a rest period of two hours after lunch.

Each individual classroom schedule is posted on the "Parent Board" and provides:

- Alternating "active" and "quiet" activities
- Opportunity for individual and group activities
- Outdoor time, weather permitting

### **7.3 Discipline**

Christ Church Mother's Day Out Program Discipline Outline is distributed and verbally reviewed with each staff member during pre-employment orientation. The discipline procedure outlined below is implemented in all of our classrooms.

- **Discipline Outline:** Children act out for many different reasons. A child may display aggressive behavior, for example, because of social immaturity, distress at home, adjustments, or anxiety in the classroom. In any case, discipline must be taken seriously and handled with understanding. Positive redirection is the first measure of discipline to be taken. If a child shows signs of aggressive behavior while playing in the fine motor skills area, the child should be directed to an area where he or she can act out anxieties, such as pounding in the clay center. Water play can have a soothing effect. Painting in the art center can be another way for a child to release anxieties in a positive way. Each child is different and each situation is different. It is up to the teacher in charge to positively redirect children to activities that best suit their needs.

During the process of redirection, it is extremely important to treat the child with love and understanding. It is possible to be firm and loving at the same time. Anger towards the child at the time of redirection will add to the child's frustration and can cause behavior problems to increase, to the point of having a child out of control, which results in a totally disrupted classroom environment. It is imperative that a teacher is loving and firm during any discipline procedure. Consistency, not intimidation, is the key to training children to have self-control. After a child has been redirected to several areas and misbehavior continues, boundaries must be reestablished.

Behavior guidelines must be clear and posted in classrooms. When discipline procedures are standard and followed consistently the children learn to modify their behavior based on consequence.

An example of behavior boundaries is listed as follows:

1. Listen carefully.
2. Follow directions.
3. Work quietly and do not disturb other who are working (only for four and five year olds during seat work time).
4. Respect others and be kind with your words and actions.
5. Respect school and personal property.
6. Work and play safely.

1. Redirection.
2. Warning in the classroom.
3. Time out in the classroom.
4. Separation during an activity in the classroom.
5. Separation in the office.
6. Repeated separation in the office with a parent being notified by telephone.
7. Repeated separation in the office with a parent being notified to come to the School for corrective action.

- **Behavior Awareness Forms:** When it is necessary to establish boundaries, the teacher in charge will document each situation that the child has chosen not to obey and the discipline measure taken with the child onto a Behavior Awareness form. This documentation will require a parent/guardian signature. Following discipline, we pray to the Lord for peace and self-control with each child. With this important example, we display the unconditional love that Jesus gives to everyone who asks. God is a good God who loves us and is our comforter and peacemaker.
- **Biting:** Researchers estimate that about one child in 25 will be a problem biter at some point during the infant/toddler period. The reason for this behavior varies among children and age groups. In infants (under two years old), biting can often be attributed to natural development. Teething, exploration, gaining and understanding of cause and effect are often cited.

Problem biting – biting not associated with normal development is attributed to many factors including anxiety, a need for control, and frustration. Biting gets attention. For a child, negative attention is better than no attention at all. However, receiving more negative attention than positive attention will continue the cycle of unwanted behavior. Teachers are instructed to give the child lots of positive attention throughout the day, not just when biting occurs. A cool reaction to the biting incident will also take some of the appeal from the behavior.

Frustration is the most cited reason for biting. Children lack the language skills to express the frustrations they may feel due to an inability to operate toys, compete with other children, or interact with the staff. Teaching a child to verbally communicate is essential. In correcting biting behaviors, the staff will state in a calm and firm manner to the child, “no biting”, or “biting hurts,” while removing the child from the situation. An alternative to biting is then assessed and implemented for alleviating frustrations.

Parents will be contacted when continual biting occurs. After the third bite parents will be scheduled to meet with the Director. In regard to the overall safety and happiness of our students, if a child has a consistent problem with biting, parents will be required to find alternative care.

- **Severe Behavior:** When a child has behavioral needs that Christ Church Mother's Day Out program staff is not able to accommodate; the Director will meet with the parents to develop a plan of action. The plan may include outside consultation or reaffirmation at home. The staff will do everything possible to support the child's continued participation at the school. However, if the child's behavior shows no progress, parents will be required to find alternative childcare for the well-being of the child and his or her fellow students.

## 7.4 Nap Time

Our School children nap from 12 p.m. to 1:45 p.m. The children begin preparing for nap immediately following lunch. Nap preparation consists of thorough hand washing, bathroom or diaper changing, and gathering nap items.

Mats labeled with each child's name are provided by the parents. Additionally, parents provide a small blanket, small pillow, and one soft toy to make nap time a familiar and comfortable setting. The children are not forced to sleep; however, all children are expected to lie quietly on their mats.

## 7.5 Nutrition

- **CHRIST CHURCH MOTHER'S DAY OUT PROGRAM IS 100% PEANUT FREE..** All snacks, lunches, breakfast items, and party treats brought into the center must be free of any peanut product.

- **Location:** Snacks are served in the classrooms. During lunch the children will go to the designated lunch area.
- **Special Diets:** Any food allergies or special diet instructions will need to be submitted to the school administrative staff and noted on the child's registration form. A copy of these special instructions is posted inside every classroom, as well as in the kitchen, so that all staff members are aware of unique allergies or dietary restrictions.
- **Treats from Home:** We request that children not bring treats from home unless prearranged through the child's teacher. Parents are given the opportunity to bring treats during special classroom parties and fellowships and are encouraged to do so. **PEANUT FREE ONLY.**
- **Breakfast:** Breakfast should be given to your child before arriving at 9:00 A.M.

## 7.6 Toilet Training

We will begin toilet training with a child:

- When the child is accustomed to the classroom atmosphere and schedule
- When the child is not in diapers except at night and nap time
- When the child is no longer taking a bottle

- When the child is physically ready. This means that the child has long, daily periods of staying dry and can control the muscles of the bladder and bowels
- When the child is mentally ready. This means that the child understands what is expected and has acquired language and/or communication skills
- When the child is emotionally ready. This means that the child is willing to attempt to go on the toilet
- When the child has the desire to be toilet trained and shows an interest in toilet training

Parents are required to provide a few full sets of clothing, shirt, shorts/pants, underwear, socks, and extra shoes for accidents during toilet training. Parents must work closely with the teacher in deciding when underwear may be worn.

A gentle reminder...there will be accidents. This should be a positive time rather than a negative one. Parents and staff should work together to make this a pleasant experience for the child. Please remember that toilet training can be frustrating for both the child and the parents. Harsh discipline is to be avoided. A letter from the parents to the caregivers stating exactly what techniques and terminology are being used at home will make an easier transition for both your child and the caregivers. Parents and caregivers should keep in close communication about the progress being made.

**"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another."  
John 13:34-35**

## **8. SCHOOL POLICIES**

### **8.1 Arrivals and Departures**

Christ Church Mother's Day Out program opens at 9:00 a.m. Drop off will begin at 8:55 a.m. and the building will be locked by 9:15 a.m. Pick up is from 1:45 p.m. to 2:15 p.m. All children should be signed out by 2:15 p.m. or the late policy will go into effect. Parents must accompany children to their point of arrival. The child must be signed in and out by an adult (approved on the student's Application for Admission Pick-up List) arriving with the child and/or departing with the child. It is important for parents to check their folder, classroom work and daily reports going home each day.

Arrivals and departures can be difficult for children. Suggestions for making this transition smoother are listed below:

- Separation is easier for both parent and child if the parent says "good-bye" in a positive and happy manner and leaves quickly without hesitating or looking back. If

a child cries at the moment of separation, he or she will seldom continue for more than a few minutes. If a parent draws out the leaving process or communicates his or her anxiety, it can cause the child to continue to cry for a lengthier period of time.

- Bribing a child with candy or treats if he promises not to cry is not advised. Adjustment periods are normal but they can be made fairly smooth with the positive support of the parent.
- Departures as well as arrivals are easier for children if they are made quickly. If parents have lengthy questions for their child's teacher or the Director, a conference can be set up in the school office. Any progress reports or evaluations are handled at times other than arriving or departing, such as a Parent/Teacher conference or a scheduled Open House.

## **8.2 Attendance**

The time children are in attendance will be recorded on Attendance Sheets. Parents are required to sign their child in and out each day.

## **8.3 Authorized Pick-Up**

When a child is enrolled at the school, parents must specify in writing on the Application for Admissions who will be permitted to pick up the child. Proper identification, state issued picture ID or Driver's License, of unfamiliar persons will be checked at the school office before children are allowed to leave the school. Children will not be permitted to leave with anyone who is not properly identified as an authorized pick-up.

## **8.4 Visiting**

Parents or grandparents are invited to visit their children or grandchildren at the school, if their schedule permits it. We only ask that parents not be a distraction to daily events and routine. Adult communication must be positive and appropriate while in the presence of children.

## **8.5 School Closings**

- **Inclement Weather:** Christ Church Mother's Day Out program will follow Fort Worth Independent School District for weather closings and delays. Fort Worth Independent School District closings and delays will be broadcasted on major television and radio stations.
- **Holidays:** Christ Church Mother's Day Out program will be closed on the following holidays. Monthly tuition is not affected by holidays. Please note the holidays listed as follows:
  - Thanksgiving Break – Full week, same as FWISD
  - Christmas Break – Full week, same as FWISD
  - Spring Break – Full week, same as FWISD

## **8.6 Dismissal from the School**

Any child will be dismissed from the school:

- When the school is not able to meet the physical, intellectual, or emotional needs of the child.
- When dismissal is advised by a physician.
- When enrollment is under fraudulent circumstances.
- When monthly tuition is not paid by the 10<sup>th</sup> and a payment schedule has not been approved.
- When parents consistently do not leave proper emergency numbers and cannot be contacted when needed.

All policies are intended to insure the well-being of every child at Christ Church Mother's Day Out program. Your cooperation in observing them will help us give your child the best possible care.

## **8.7 Emergency Evacuation**

Emergency evacuation plans are posted in each room. Two methods of escape are designated on each plan.

## **8.8 Contact Information**

### **Christ Church**

Main number: (817) 292-9292

Email: [mreed@christchurchfw.com](mailto:mreed@christchurchfw.com)

## **8.9 Legal Issues**

State guidelines, as well as Christ Church Mother's Day Out program policy, require that the school be a smoke free, alcohol free, and drug free environment. Because of the risks to children, discretion will be used when releasing children to anyone who shows signs of being under the influence of alcohol or drugs.

Parents must provide legal documentation to the school on pertinent information regarding children such as restraining orders, custodial documentation, change in persons who are allowed to pick up children, and any other sensitive information that could affect the children. Please understand that we work within legal guidelines. Children's records are kept confidential, and are the property of Christ Church Mother's Day Out program.

## **8.10 Security**

All staff members are thoroughly investigated before the interview process. Staff members must submit a church reference, three personal references (with personal knowledge of the perspective staff person within the past year), as well as business and educational references. Upon the successful completion of this thorough inquiry, the Director will personally interview the perspective staff member.

The Christ Church Mother's Day Out Program Director carefully chooses those who join our staff. Our parents and children have grown to expect the quality, Christian environment we offer. We know that only through the grace of God we are capable of providing quality care to our families.

# Christ Church Mother's Day Out

I have received, read, and will abide to the outlined Christ Church Mother's Day Out parent policy handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_