

MOTHER'S DAY OUT PRESCHOOL Parent Handbook



**Mother's Day Out Preschool
Elm Grove, WI**

14700 Watertown Plank Road Elm Grove, Wisconsin 53122 262-782-4267
www.mdopreschool.com

Director: Tracey Magyar
Assistant Director: Amanda Glassman

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HISTORY

Mother's Day Out opened its doors in 1967 as an outreach of Community United Methodist Church. Starting small, kids of church members came one day a week. Throughout the years Mother's Day Out has evolved through multiple dedicated teachers and directors with the support of the church. Today, the preschool is licensed for 57 children per day. Although it is still an outreach of Community United Methodist Church, it is open to the public.

MISSION STATEMENT

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner. Our underlying philosophy is that children learn through play and our program is built around the concept that children are born ready to learn. We consistently strive to create a learning environment that is safe, stimulating and encouraging.

GENERAL CENTER INFORMATION

At Mother's Day Out, we believe in the value and uniqueness of each child we serve. Our preschool experience is designed to promote each child's own individual social, emotional, spiritual, physical, and cognitive development. MDO is overseen by The Advisory Board, which is made up of church members, the MDO Director and Assistant Director, MDO staff and MDO parents.

Mother's Day Out is a non-profit program licensed by the Wisconsin Department of Children and Families. A copy of the licensing rules is available for review in the office and on their website. <http://dcf.wisconsin.gov/childcare/licensed/Index.HTM>

Our program is for children 6 months through 5 years old in the following classes:

Raccoon Room	6 months – 15 months
Zebra Room	12 months – 24 months
Koala Room	2 years old – 3 years old
Kangaroo Room	2 years old – 3 years old
Penguin Room	2.5 years old – 4 years old
Lion Room	3 years old – 4 years old
Elephant Room	3.5 years old and up

Enrollment is dependent upon the child's age as of September 1st and all students typically stay in the same classroom for the entire school year. At Mother's Day Out we maintain state mandated staff-to-child ratios at all times in our classrooms.

Mother's Day Out is open Monday through Thursday from 8:30 am to 3:30 pm with classes starting and ending from 9:30 am to 2:30 pm, over a period of 9 months, approximately Labor Day to Memorial Day of each year. The center is closed for the following holidays:

Thanksgiving Break
Christmas Break

Martin Luther King, Jr. Day
Spring Break

ADMISSION POLICY

- Submit a completed application form and a Tuition Express authorization form. There is a \$25/student non-refundable application fee.
- If you are accepting a spot after being on the waitlist you will be charged the full registration deposit of \$100 per number of days attending to secure that spot. *Example: My child will attend Tuesday and Thursday, therefore my deposit will be \$200.*
- Deposits will be credited to your tuition account on your last payment of the year.

Registration for the following school year begins during the second semester. Current students have priority registration.

The following completed state forms must be submitted prior to your child's first day of attendance:

- Child Enrollment
- Health History and Emergency Plan
- Infant and Toddler Intake Form (only for children under 2 years old)

The following state forms must be submitted by the due date listed:

- Child Health Report: Due 90 days after the first day of school. Children under 2 years old must have this form updated every 6 months by their physician.
- Immunization Record: Due 6 weeks after the first day of school.

DISCHARGE

Mother's Day Out may discontinue enrollment for any of the following reasons:

- Failure to pay tuition
- Failure to submit required State of Wisconsin and Mother's Day Out forms
- Failure to follow Mother's Day Out policies and procedures, as outlined in our parent handbook
- When staff determines that the health and safety of other children is compromised
- When children are unable to adjust to the Mother's Day Out environment

TUITION AND FEES

Tuition amounts are determined by the child's age as of September 1st and number of days per week in attendance. Tuition payments are processed the first of the month September - May through Tuition Express.

There will be an additional program fee charged at the beginning of the school year for custodial supplies, field trips and in school events.

LATE PAYMENT CHARGES

There will be a fee of \$25.00 per week that the payment is late. Late fees will be assessed for two weeks and then the Director will notify family of intent to discontinue services. Late fees will continue to accrue, even after dismissal from the program, until an effort is made to make a payment plan, or account is brought up to date.

NON-SUFFICIENT FUNDS (NSF)

There will be a \$30.00 charge for NSF processed through Tuition Express. If payment does not process on the second attempt, there will be a \$40.00 charge and you will be required to pay with cash or money order only.

PAYMENT METHOD

All payments are processed through Tuition Express with either a credit card or a checking account on file. Credit card payments will incur a 2.75% fee per transaction. ACH (checking accounts) will incur a \$1.00 fee per transaction.

WITHDRAWAL POLICY

Withdrawal from the Mother's Day Out school year program requires a written, 30-day notice. A withdrawal form can be found in the office or on our website. You will be responsible for one month's tuition cost following your withdrawal notice.

PAYMENTS DUE IN THE EVENT OF WITHDRAWAL

If withdrawal occurs after August 1st, 30 days tuition is due. If withdrawal occurs after school starts, 30 days' tuition is due from the time of notification to withdraw.

Deposits are non-refundable in the event of early withdrawal from the program.

CURRICULUM

We are a play based preschool and teachers will be actively participating with the children during free play activities. This promotes creative expression and development of important social skills. The children spend lots of time outdoors, in all weather. As a school, we celebrate Christian holidays and pray before meals. We use teacher driven lesson plans based off of the Wisconsin Model Early Learning Standards suggestions within our classrooms. Curriculum at Mother's Day Out includes both child-initiated and teacher-directed activities and experiences that support and enrich their development physically, spiritually, emotionally, socially, and cognitively.

NAP/REST TIME

A child under 5 years of age in care for more than 4 hours shall have a nap or rest period. Child care workers shall permit a child who does not sleep after 30 minutes and a child who awakens to get up and to have quiet time through the use of equipment or activities which will not disturb other children.

FIELD TRIPS

Mother's Day Out offers a variety of experiences both at and away from the school. Field trips are a creative way to enrich a theme and expand the learning environment. Field trips out of the building require a parent to complete a "Field Trip Permission Form." Parents will be notified in advance before any outside of school field trip. The cost of field trips will be included in the annual program fee charged at the beginning of each school year.

CHILD GUIDANCE

We understand that sometimes children cry, are fussy, and become distraught during their day. The teacher's first reaction will be to attempt to determine the cause of the distress. The distress may be due to hunger, comfort, or it might be the child just needs some extra time and attention. We understand that crying is normal, and that all children have times when they cannot stop crying. For times when this might occur, teachers are required to approach children in a positive, calm manner to offer comfort, assistance, or guidance to help the child transition to a happier, more content state or to assist them to work through the situation in a positive manner. At times, we may need your advice or assistance, and if necessary, we will call you for this advice or assistance.

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility, and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. Mother's Day Out staff will use **only** positive guidance techniques.

PREVENTING MISBEHAVIOR

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules. (*e.g., walking feet; gentle touches*)
- Make certain the environment is safe and worry-free.

- Show interest in the child's activities. (*e.g., participating in activities with the children so they stay interested for longer periods*)
- Encourage self-control and independence by providing meaningful choices. (*e.g., "You may pick up the blocks or art center."*)
- Focus on the desired behavior, rather than the one to be avoided. (*e.g., "Ashley, please use gentle touches with your friends."*)
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (*e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table."*)
- Encourage children often and generously.
- Set a good example. (*e.g., using a quiet voice when children should be quiet*)
- Help children see how their actions affect others.

RESPONDING TO MISBEHAVIOR

Below are strategies Mother's Day Out staff will use to respond to child misbehavior. Remember, however, that rules should be explained fully and clearly understood by children to minimize misbehavior. Whenever possible, involve children in making the rules for the classroom.

- **Redirection**
This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- **Logical consequences**
These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- **Participate in the solution**
If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."
- **Natural consequences**
Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- **"Take a break"**
In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break". This may entail sitting with a teacher and doing a quiet activity together or taking a walk with the teacher. This strategy gives the child a chance to calm down,

regain control, and reflect on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and come and take a walk with me. We can talk about this when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director and/or Assistant Director.
2. The Director and/or Assistant Director will observe the child and meet with the Teachers to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.
4. The Director and/or Assistant Director, teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

*** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time.*

BITING POLICY

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents, or their teachers. There are a variety of strategies we implement at Mother's Day Out to prevent and stop biting. This is the process followed when a child bites another child:

- The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation, or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
 - Was the space too crowded?

- Were there too few toys?
 - Was there too little to do or too much waiting?
 - Was the child who bit getting the attention and care he/she deserved at other times?
2. The teacher will change the environment, routines or activities if necessary.
 3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways
 4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
 5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
 6. The teacher, parent and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.
 7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented in the medical log book located in each classroom and signed by the teacher. Parents of the biter and the children bitten will be notified and names will be kept confidential.

EMERGENCY PROCEDURES

EMERGENCY MEDICAL/DENTAL PROCEDURE

It is important that parents complete and update, as needed, a Child Care Enrollment form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. **It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

- If a child becomes ill or injured after arriving at the center, the Director or Assistant Director will attempt to reach parents at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Child Care Enrollment form will be called.
- Children who are ill or injured will be sent to the office and remain under the supervision of the Director and/or Assistant Director until a parent arrives.

IF THE CHILD REQUIRES IMMEDIATE MEDICAL ATTENTION

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- **CALL 911.**
- Provide the center's name and location **Mother's Day Out Preschool, 14700 Watertown Plank Rd.**

- Provide the child’s name and a description of the incident. Follow instructions as provided by the operator.
- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child’s records file.
- **Staff may not transport an ill and/or injured child in a personal vehicle.**

GENERAL EMERGENCY PROCEDURE GUIDELINES

- A First Aid kit is located in the office. **The Assistant Director will restock items monthly**; however, staff members are responsible for reporting when additional items are needed before that time.
- Blood borne pathogens kits are available in the office.
- All incidents or accidents (including biting) are reported to the parents and Director and/or Assistant Director and recorded in the medical log book.
- Parents are discouraged from trying to pick up their child during an emergency. However, if a parent arrives during such a situation, the child must be released to the parent. As soon as possible, we will contact parents via Procure to alert them in the event of an emergency situation.
- **In the event of an emergency, it is important to remain calm.**

As a staff member, your first responsibility is ensuring the safety of the children in your care.

EMERGENCY FIRE PROCEDURE

- If you detect a fire, pull the nearest fire alarm signal (small red box mounted on the wall near the exits).
- If it is a small fire, attempt to extinguish the fire using the nearest fire extinguisher. **(IF YOU ARE ON DUTY IN A CLASSROOM** at the time of a fire, follow the instructions below and evacuate the children first.)
- Exit the building and proceed to the designated meeting place.
- **Call 911 as soon as you have reached the meeting place.**
- Provide the center’s name and location **Mother’s Day Out Preschool, 14700 Watertown Plank Rd.**
- Describe the location of the fire.

If the alarm sounds while on duty in a classroom:

- Assist in the evacuation of the children from your classroom.
- Collect the **classroom bag and attendance list**.
 - Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place that is assigned to each classroom and located on the wall. *Every classroom must stay together as a group.*
 - Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- The last staff member to exit the classroom must turn off all lights and close all doors.

- The designated areas are as follows:
 - **Zebra, Penguin and Lion** : East side of the building near the playground.
 - **Elephant, Raccoon, Kangaroo and Koala**: West side of the building in the parking lot.
- Float will help assist infants in exiting the building to the designated area. Infants are to be placed in cribs and rolled out through the emergency exit located in the nursery and head to the designated area located in the parking lot on the West side of the building.
- Once assembled at the designated meeting place, teachers are responsible for using the classroom attendance list to ensure all children are accounted for.
- The Director and/or Assistant Director will verify, as soon as possible, that all children are accounted for.

****FIRE DRILLS WILL BE PRACTICED MONTHLY****

The Director or Assistant Director will initiate all drills and maintain records of all drills.

EMERGENCY TORNADO PROCEDURE

If the Elm Grove tornado warning sirens are sounded, assist in the evacuation of the children from your classroom.

- Collect the **classroom bag and attendance list**.
 - Staff member closest to the hallway exit is responsible for leading children out that exit and to the designated shelter area: **Harmony/music room in the basement using the stairs**. *Every classroom must stay together as a group.*
 - Staff member farthest from the interior exit is responsible for ensuring everyone has evacuated the classroom.
- The float/office staff will help infants and toddlers to designated area.
- Once assembled in the designated shelter area, the teachers are responsible for using the classroom attendance list to ensure all children are accounted for.
- The Director and/or Assistant Director will verify, as soon as possible, with teachers that all children are accounted for.
- All children and staff must remain on the floor in the designated shelter area and wait to receive an “all clear” from the Director and/or Assistant Director
- During a tornado warning, the Director and/or Assistant Director will be responsible for monitoring weather information by radio and will keep staff members informed of emergency weather changes.

****TORNADO DRILLS WILL BE PRACTICED MONTHLY APRIL-OCTOBER****

The Director or Assistant Director will initiate all drills and maintain records of all drills.

LIGHTNING

All children must immediately return indoors when lightning is observed.

POWER FAILURE

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

If power cannot be restored within a reasonable amount of time, the center will close and parents will be contacted.

- The office will contact parents to inform them of the situation.
- Activities will resume as much as possible until parents arrive.

WEATHER-RELATED CLOSINGS

Mother's Day Out will generally follow the Elmbrook school district's weather closings.

In the event that Mother's Day Out closes early or cancels for the day, parents will be contacted via Procure, Facebook, TV, and the website to be informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home.

There will be no tuition or extended care reimbursement for any closings due to weather.

INTRUDER OR DANGEROUS PERSON

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

If there is an intruder or dangerous adult in the center:

- Staff members will be notified by the Director and/or Assistant Director of the threat.
- Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
- ALL staff and children must return to their classrooms; lock all classroom doors; and sit on the floor away from doors and windows. Wait for an "All Clear" from the Director or Assistant Director before continuing with activities. If needed, and safer to do so, the staff will direct the children out of the building and, if necessary, to the church across the street. Auxano Church at 14625 Watertown Plank Rd. Parents will be notified of this through Procure, and will be given instruction on reconnecting with their child.
- The Director and/or Assistant Director, or a staff member designated by the Director and/or Assistant Director, will contact the **Elm Grove Police Department: 262-786-4141** to notify them of the situation.
- The Director and/or Assistant Director will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves.

IN THE EVENT OF AN INTOXICATED PARENT

- The Director and/or Assistant Director will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick up person is contacted.
- If another authorized pick up person cannot be reached, the child must be released to the intoxicated parent.
- The Director and/or Assistant Director will inform the parent that the police will be notified.
- Call the **Elm Grove Police Department: 262-786-4141** and inform them of the situation. Provide as much information as possible, including parent's name, make/model of the car, and license plate number.

MISSING OR ABDUCTED CHILD

- In the event of a *missing* child, teachers will search for the child in the immediate area, while another staff member calls the Director and/or Assistant Director to help with the search.
 - If the child cannot be located in a reasonable amount of time, the Director and/or Assistant Director will notify the **Elm Grove Police Department: 262-786-4141** and the child's parents.
- In the event of an *abducted* child, the teacher must **immediately** contact the Director and/or Assistant Director, who will then contact the Elm Grove Police Department and the child's parents.

HEALTH AND SAFETY PROCEDURES

ILLNESS

Our first priority at Mother's Day Out is providing a healthy, safe learning environment for all children. Children will be sent home as soon as possible if any of the following is experienced: an illness that prevents the child from participating comfortably in activities (as determined by the staff); an illness resulting in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the conditions listed below. Staff are also encouraged to stay home if they are experiencing any of the following in order for Mother's Day Out to continue providing a healthy and safe learning environment:

- **Fever** - Children must be fever free (without medication) for a minimum of 24 hours before returning to school.
- **Diarrhea** until diarrhea stops or the continued diarrhea is deemed not to be infectious by a licensed health care professional.
- **Vomiting** (in past 24 hours) until vomiting resolves or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration

A child who becomes ill while at Mother's Day Out must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive. Director and/or Assistant director will be the ones to notify parents. Parents are required to pick up their child within 30 minutes of notification.

Director and/or Assistant Director reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

MEDICATION AUTHORIZATIONS

Medication may not be administered to any child unless a parent has completed a Medication Authorization Form. Parents must indicate a start date and end date, a reason for the medication, and the dosage, or medication cannot be administered.

When a medication is given, the type of medication administered, the dosage, and the time it was given as well as any unusual reactions or circumstances will be documented. Medication Authorization Forms will be kept with the medication and in the child's file.

SIDS

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS. However, several sleeping practices have been linked to an increased risk for SIDS. Therefore, Mother's Day Out has a strict policy for infant sleep placement.

All infants less than one year will be placed on their back to sleep.

Infants shall not be allowed to sleep in a car seat or swing for a period of longer than 15 minutes.

Once a child has been placed in his or her crib for nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO heavy blankets, stuffed toys or pillows should ever be placed in a crib.

A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

MEALS AND NUTRITION

Mother's Day Out follows the USDA food program guidelines.

- Prior to each meal, tables must be washed with sanitizing spray and wiped clean with a paper towel.
- All staff and children must wash hands before each meal.
- Staff shall sit with children at the tables and supervise all mealtimes. Staff should encourage conversation by asking questions or talking about the food; good table manners should be modeled.
- Children will never be forced or bribed to eat.

- If necessary, children’s face and hands should be washed off.
- Following every meal, tables and chairs must be cleaned with soap and water and then sprayed and wiped down with sanitizing spray.
- **Mother’s Day Out is a peanut/tree nut free school.**

SNACKS

Children will bring in their own snack and shall include options from two of the following categories:

Dairy/Meat
Vegetable

Fruit
Whole Grain

Please avoid snacks that contain peanuts, peanut flour, peanut oil, peanut butter, or any other nuts. This includes snacks with almonds, filberts, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts.

LUNCHESES

Each student will need to bring a lunch each day they come. Most of the classrooms do not have access to refrigerators so please pack lunches accordingly. If you have any questions or concerns about what your child is eating feel free to ask the teachers ahead of time to look for it. Also keep in mind teachers serve the food how it is sent, please cut up any food that your child needs. All lunches should contain choices from each of the food groups described in the CACFP Meal Pattern Requirements provided to all families.

PERSONNEL POLICIES

The following policies are intended to protect the rights of staff members and to ensure maximum understanding and cooperation. Mother’s Day Out staff members are expected to be:

- On-time and alert when scheduled to be at work.
- Careful and conscientious in performance of duties, including the use of positive words, and actions.
- Respectful, thoughtful, and considerate of other people.
- Courteous and helpful when dealing with children, parents, visitors, and other staff members

REQUIRED TRAINING AND CONTINUING EDUCATION

Before starting work, staff must complete a Background Check Request form and get a fingerprint scan.

The following information will need to be completed within the timeline stated below:

Prior to starting:

- Completed Staff Record Form
- Staff Health report (requires a doctors signature)
- Child Abuse and Neglect training, also known as mandated reporter. This is available online at <http://wewpds.wisc.edu/mandatedreporter/>
- *Abusive Head Trauma Training*. This can be done by watching a department approved training video. Within 6 months of employment the employee must complete an in-person training of *AHT*. This training is also included in the non-credit courses Fundamentals of Infant and Toddler and Introduction to the Child Care Profession.
- Complete staff orientation (Form DCF-CFS2026-E)

Within 3 months:

- Regular employees must register and obtain a certificate from the registry.

Within six months:

- All staff must complete a certified infant and child CPR class with AED.
- Regular employees need to have completed Fundamentals of Infant and Toddler or Introduction to the Child Care Profession, depending on which classroom you are assigned to.

Annual Training for Regular Employees:

- Each administrator, center director and child care worker must have 15 hours of continuing education each year.

WISCONSIN MANDATED REPORTER TRAINING

All Mother's Day Out staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to the Department of Human Services:

CHILD ABUSE HOTLINE, Waukesha County Department of Human Services
262-547-3388 (after office hours)
262-548-7212 (office hours)

CONFIDENTIALITY

It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working in the classroom and the Director and/or Assistant Director. Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure.

Staff should also be careful in discussing details of the center operation with others in public. Staff members may not distribute or post children's photos, names, address, phone numbers, etc. with the exception of distribution to Mother's Day Out employees. Personal information should never be used for personal purposes. Wisconsin law specifically prohibits the sharing of information about children or staff members within a child care setting without written consent from the parent, guardian, or individual. This applies to outside professionals as well. You must seek *written* parental consent before consulting with an outside agency about a child.

ARRIVAL AND DEPARTURE

Please keep in mind when dropping off and picking up that children thrive on consistency and thus it is important that they are on time for class and picked up promptly. It also helps with transitions for all the children in the class. If, for any reason, you are going to be late please call the office and let the Director or Assistant Director know so they can tell the teachers. Children cannot be outside before and/or after school without supervision and we ask that you follow the posted playground rules.

ARRIVAL

Children should arrive at the center between 8:30am and 9:30am for before care and at 9:30am for class. Children are not accepted into the school before 8:25am for before care and 9:25am for class. Teachers use time in the morning to set up and prepare the classroom for the day. Upon arrival, each child will be greeted by a staff member at the main door. Please use the ProCare app to sign your child in for the day. We will look for any previous injuries, signs of illness, or unusual behavior as a way to ensure the well-being of each child. Please use the ProCare parent engagement app to send your teacher a message regarding your children.

DEPARTURE

Pick up will take place in the child's classroom. Please use the ProCare app to sign your child out for the day. If you need to pick up your child early please let the Director and/or Assistant Director know.

During the enrollment process, each family completes a Child Care Enrollment form. This form provides authorization for select individuals to pick-up children from the center. If staff is not familiar with the person attempting to pick up your child, they will ask for photo identification. If anyone other than you will be picking up your child please let MDO staff know.

BEFORE/AFTERCARE

Before and After care are offered Monday through Thursday from 8:30 am to 9:30 am and 2:30 pm to 3:30 pm for an extra charge. For after care, please review the late pick up policies for after 3:30 pm. Days and payments are non-transferable. Semester refunds are given only with a 30-day notice in writing. Same day registration is allowed, provided there is space. There will be an additional charge along with the daily fee for the same day registration. Please note that same day registration also includes any request made after the office has closed the previous day. Please contact the Director and/or the Assistant Director for questions or additional information.

LATE PICK-UP

Mother's Day Out will place any child that is not picked up by 2:40 pm in the aftercare program and parents will be charged the aftercare fee as well as the same day fee. According to the stipulations of our license, MDO is open from 8:30 am to 3:30 pm. Therefore, a charge of \$5 per minute will be assessed if children are signed out after 3:30pm. The Director or Assistant Director will attempt to contact parents at all available phone numbers. If the parents cannot be reached, an attempt will be made to contact the authorized pick-up persons.

VISITORS

All individuals who are visiting the center (i.e., someone who is not a parent or authorized pick-up person; or staff member) are required to check in and out with office staff. Staff members should notify the Director and/or Assistant Director if expecting a visitor.

PARENT AND TEACHER RELATIONSHIPS

One of the strengths of Mothers' Day Out is our continued relationships with families over the years. It allows us to best care for and teach your child. It is the goal of the staff at Mother's Day Out to build relationships with not only your child but the whole family. In helping us to continue having this as a strength in our program please keep an open dialogue with your child's teachers about any concerns or questions. This way it can be addressed right away. Please also respect the teacher's boundaries about what they can and cannot talk about in regards to other children. Feel free to contact the Director about any concerns that you do not feel comfortable addressing the teacher about. Our program also offers multiple opportunities throughout the year for parents to participate at the school and we hope that as a way to build relationships you are able to attend.

SOCIAL MEDIA

Mother's Day out has an active Facebook, preschool, and church webpage in which we can connect with current and potential families. We only post pictures of children we have received consent for and never attach names or allow tagging for security purposes. A photo release form will need to be turned in before your child starts the school year. It will last through your child's enrollment at Mother's Day Out. If there are any changes you would like to make, please let either the Director and/or the Assistant Director know so you can sign a new consent.

PHOTO RELEASE

Mother's Day Out Preschool uses photographs of children taken during class time, playground time, school functions and fieldtrips. These photos are used internally and will be posted on ProCare, inside the classroom, in the hallways, for teacher education and for historical record. MDO also uses photographs of children for publicity purposes on the school/church website, Facebook, or other means of publicity. Children will not be identified by name when photos are used. Photos may be used beyond a child's enrollment in Mother's Day Out. Please check any that apply:

- Please exclude my child's picture from being used on the MDO/CUMC Facebook page and website**

SUNSCREEN POLICY

Mother's Day Out uses Babyganics SPF 50 on the children prior to going outside if the UV index is 3 or higher. You are encouraged to apply sunscreen to your child before drop off on these days, as well. If your child has a sensitivity to Babyganics 50 and is unable to use it, please contact the office.

SCHOOL DIRECTORY AUTHORIZATION

Please include my family's information in the school directory. YES or NO (CIRCLE ONE)

ACKNOWLEDGEMENT

I have read, understand, and agree to follow the policy and procedures in the Mother's Day Out Parent Handbook. MDO reserves the right to review, update and amend this handbook throughout the year. Written notice will be given if amendments are made. Any changes will be promptly uploaded to the online parent handbook. Parent signature on this form indicates agreement with and to all handbook policies.

Parent Printed Name

Date

Parent Signature

Name(s) of student