

Dear MDO Plus Parents,

Welcome to another year of outstanding childcare at Mother's Day Out Plus, a ministry of First United Methodist Church of Rogers, Arkansas! We will again offer flexible childcare, including our traditional Mother's Day Out, as well as Mother's Day Out Plus with extended hours and a Preschool program. We are excited to offer these programs to serve your family!

Our staff is committed to continuing the quality care to which our returning families have grown accustomed. To the new families, we pray that you will find this place a loving, safe, and nurturing environment for your child/ren. Our greatest hope is that we will help your child know Jesus.

This Parent's Handbook was written with you in mind. We hope you will become familiar with it. If you have any questions, feel free to call the Weekday Ministries with Children Director, Amy McCann, at (479) 531-0940, or e-mail her at [mdoplus@sbcglobal.net](mailto:mdoplus@sbcglobal.net). We look forward to working with you this year!

Joyfully Serving,

Amy McCann, Weekday Ministries with Children Director

Weekday Ministries with Children Board of Directors  
Gary Simpson, Chair

**FUMC DIRECTORY**

Church Office Phone: 479-631-7997

Senior Pastor:	David Bentley
Associate Pastor:	Sandra Wanasek
Children's Pastor:	Cathy Caudle
WMC Director:	Amy McCann

**Revised April 2009**

## **MISSION STATEMENT**

A program alive by the grace of God, FUMC's MDO Plus is a community of faith engaging everyone in ministry. Mother's Day Out Plus is committed to offering Christ by promoting the spiritual, physical, intellectual, emotional, and social development of each child, thereby enriching lives and changing our world by the power of the Holy Spirit.

## **TABLE OF CONTENTS**

1. Enrollment
2. Discrimination Statement
3. Hours of Operation and Daily Schedules
4. Calendar
5. Payment
6. Staff
7. Arrival and Departure
8. Separation from Parents
9. What to Bring
10. Toys, Pacifiers, and Blankets
11. Dress
12. Potty Training
13. Birthdays
14. Health Policy
15. Medication Policy
16. Immunizations
17. Discipline Policy
18. Child Abuse and/or Neglect
19. Accidents/Injuries
20. Lost and Found Box
21. Parent/Staff Communications
22. Grievance Procedure

**1. Enrollment – Prior to enrollment, please make sure that you have filled out and turned in your registration form, and that your materials fee has been paid.**

Enrollment forms must be completed and on-file with the Weekday Ministries with Children Director prior to leaving your child/ren on the first day. If enrolling more than one child, please turn in all items on this checklist for each child:

- ❖ Materials fee has been paid. \_\_\_\_\_ (check when complete)
- ❖ Enrollment form has been completely filled out (front and back). \_\_\_\_\_ (check when complete)
- ❖ A current copy of up-to-date immunizations has been provided. \_\_\_\_\_ (check when complete)
- ❖ Your child's information sheet has been completely filled out. \_\_\_\_\_ (check when complete)
- ❖ Parent acknowledgement stating that you have read and agree to the policies in this handbook has been signed and turned into the Weekday Ministries with Children Director. \_\_\_\_\_ (check when complete)

**Summer at FUMC:** The MDO and MDO Plus programs, as well as our summer school-aged program, Construction Zone, will begin when the school calendar ends and continue through the summer. These programs require a new enrollment form and materials fee for the days enrolled, just as we require for fall enrollment.

**Pre-registration for Summer and School-Year programs:**

- ❖ Pre-registration for the Summer programs will take place in February.
- ❖ Pre-registration for the Fall/Spring programs will take place in March.

At this time, you may complete a registration form and pay your materials fee to secure a place in the program for your child for the upcoming summer or fall. This is a pre-registration to secure your spot early. Placement of children in the program will be done on a first come first served basis. Dates for pre-registration will be announced in the MDO Plus newsletter.

**2. Nondiscrimination Statement**

First United Methodist Church's Weekday Ministries with Children programs welcome children of any race, color, and national or ethnic group. The programs grant them all rights, privileges, programs, and activities generally accorded or made available to any child at First United Methodist Church. The programs do not discriminate on the basis of race, color, and national or ethnic group in the administration of its admissions policies and other school-administered programs.

**3. Hours of Operation and Daily Schedules**

**MDO** - Program hours are 8:30 a.m. to 2:30 p.m. Monday through Friday.

**MDO Plus** – Program hours are 7:30 a.m. to 4:30 p.m. Monday through Friday.

**Preschool** – Program hours are 8:30 a.m. to 2:30 p.m. Monday through Friday.

If you see that you are going to be bringing your child(ren) more than 30 minutes later than the start of class, please call the Weekday Ministries with Children Director to

determine a specific time when the child(ren) can be dropped-off. This procedure is required in order to prevent unnecessary disruptions to classes in progress.

**Classes:**

Class placement is determined by the child's age on September 1<sup>st</sup> of the school year.

**Wee Care Infant Class – 3 to 15 months**

- ❖ Schedule will be based on each child's needs.

**Promiseland Toddler Class – 15 to 24 months**

- ❖ Schedule includes Bible story, snack, music, crafts, playtime, lunch, and rest time.

**Building Blocks Class – 2 to 3 years**

- ❖ Schedule includes Bible story, snack, music, crafts, finger plays, playtime, lunch, rest time, and Chapel once a week.

**Stepping Stones- 3 to 4 years (Children ages 3 1/2 and older should be potty trained upon entering this class!)**

- ❖ Schedule includes Bible-based curriculum with Bible story, snack, circle time, arts & crafts, free play, lunch, rest time, and Chapel once a week.

**Kingdom Kids Preschool Class – 4 to 5 years (All children entering this class *must* be potty trained!)**

Schedule follows a Kindergarten-readiness, Bible-based curriculum including learning areas, circle time, art, free play, snack, lunch, rest time, and Chapel once a week.

**4. Calendar - First United Methodist Church's Mother's Day Out Plus 2008-2009**

**Please Note:** We follow the Roger's Public Schools **Students'** Calendar.

Wednesday, August 12	Last Day of MDO Plus
Monday, August 17	MDO Plus Open House
Wednesday, August 19	First Day of MDO Plus Fall / Spring

\*\*\*PLEASE SEE ATTACHED LIST OF DATES OUT OF SCHOOL \*\*\*

**Inclement Weather Policy:** When Rogers Public Schools are closed for inclement weather, MDO Plus is closed.

**5. Payment**

**Mother's Day Out and Preschool: (Hours 8:30 a.m. - 2:30 p.m.)**

- ❖ Non-Refundable Materials Fee - \$20 per day of enrollment per child. \*see below
- ❖ Daily Fee: \$30/day for the Infant classroom  
\$27/day for children 15 months – 5 years

**Mother's Day Out Plus: (Extended Hours of 7:30 a.m. - 4:30 p.m.)**

- ❖ Non-Refundable Materials Fee - \$20 per day of enrollment per child. \*see below
- ❖ Daily Fee: \$35/day for the Infant classroom  
\$33/day for children 15 months – 5 years

**Discounts:**

**Revised April 2009**

- ❖ There will be a multi-child discount of \$5.00 off per day that the oldest child is registered for.
- ❖ Full-Time Care (Monday through Friday 7:30 a.m. – 4:30 p.m.) for the Infant classroom - \$150/week
- ❖ Full-Time Care (Monday through Friday 7:30 a.m. – 4:30 p.m.) for children 15 months – 5 years - \$140/week

**Materials Fee:** An additional materials fee will apply if more days are added to your child's schedule after the original materials fee was paid.

**Please Note The Following:**

- ❖ Payment is to be made on the **1<sup>st</sup> of the month for the enrolled days that month.** Please deposit payment in the lock box in front of the Weekday Ministries with Children Director's office.
- ❖ Your child/ren's tuition statement will be placed in your child's folder, located in front of the Director's office, each month. These statements serve as your **tuition receipts**, so please save them.
- ❖ If payment has not been received by the **15<sup>th</sup> of the month**, a **\$15 late fee** will be charged to your account. If payment is not received by the **1<sup>st</sup> of the following month**, your child will not be able to continue in the program until your account balance is paid in full.
- ❖ If your child will be absent from the program for an extended amount of time (up to eight (8) weeks maximum), and you would like to reserve your child's place, **½ tuition** will be charged to reserve the place in the program. If you would like to reserve your place beyond the eight (8) weeks allowed, please see the Weekday Ministries with Children **Director**.
- ❖ Please speak to the Weekday Ministries with Children Director regarding special payment arrangements.
- ❖ If your child does not attend a scheduled day, you **will not** receive a credit for that day. Overpayments and inclement weather cancellations are credited to your next month's bill.
- ❖ If you cancel your registration **90 days or more** prior to the start date of the session, \*we will refund your materials fee.
- ❖ Scholarships are available if paying full tuition is a hardship. Please see the Weekday Ministries with Children Director for more information.
- ❖ Please provide the Director written notice **two weeks in advance** upon taking your child out of the program. If **two weeks written notice** is not provided, an additional **two (2) weeks' tuition will be charged to your account.**
- ❖ Upon enrollment in FUMC's Mother's Day Out Plus program, you are committing to paying any balance applied to your account based on the schedule in which you have enrolled. If there is a balance after your child leaves the program, the Director will be in contact with you for arrangement of payment.
- ❖ If payment is not made within 30 days of leaving the program, your account will be sent to a collection agency.

**6. Staff**

All our staff members are experienced in providing love and nurturing care. They have had background checks by the Arkansas State Police and the Child Abuse Registry. All staff members must acquire a health card upon employment and keep it updated. All teachers are certified in CPR, First Aid, and United Methodist Church required Safe Sanctuaries training. All staff members receive fifteen (15) additional hours of training, yearly, in the areas of health and safety, curriculum, and discipline.

### **7. Arrival and Departure**

Please check in/check out your child/ren by inputting your assigned code in the code box located in front of the Weekday Ministries with Children Director's office. Codes will be assigned to you and any person on your child's authorized pick-up list prior to your child's first day. Children should be accompanied to the classroom door each day. In the interest of safety, children are never to enter or exit the building without adult supervision. **Please observe the opening and closing times of our program. A fee of \$5 will be charged for each 5-minute interval you are late (past 2:30 p.m. for MDO and Preschool, and past 4:30 p.m. for MDO Plus). Late charges will be added to your next bill.** Only adults on your child's authorized pick-up list may pick up your child unless we receive a written note from you. Positive identification and their code will be required.

### **8. Separation From Parents**

Whenever a child begins school or a new program, it can be an exciting but difficult period for them. The child may appear eager in the beginning, but may suddenly realize that you will not be there and balk at your desire to leave. This is entirely normal! Most children have little difficulty adjusting if a few suggestions are followed:

- ❖ Encourage your child to play upon arrival. Sometimes it is helpful if the parent arrives early enough to play with the child.
- ❖ Before leaving, let your child know you are leaving and will be back to pick him/her up.
- ❖ It is desirable that parents not stand at the door or window with an expectation that the child will cry. The child will feel this apprehension and respond as the parent fears.
- ❖ Parents need to be aware that the child may need extra time or more physical contact in the form of hugs and kisses or rocking during the first days of a new routine.

### **9. What to Bring**

- ❖ Bottles or sippy cups with formula or milk, and one serving of 100% juice for MDO and Preschool, and two (2) servings of 100% juice for MDO Plus.
- ❖ Nutritious lunch that meets the USDA guidelines. Please note the attached APPENDIX B, and APPENDIX C, appropriate for your child, when preparing your child's lunch. Please pack all items with an ICE PACK to keep them cold.
- ❖ Pacifier with pacifier clip, if needed for younger classes.
- ❖ Bibs and burp cloths for younger classes.
- ❖ Extra diapers or pull-ups, if needed.
- ❖ Extra set of weather appropriate clothes, socks, and shoes (accidents happen!).

- ❖ Coat or jacket in cooler weather for outside playtime.
- ❖ Crib-sized sheet and blanket for naptime (2-inch thick mats will be provided).

All of these items should be contained in a backpack or tote bag with handles. Teachers will let you know of other needed items. Nutritious snacks will be provided daily.

**PLEASE PUT YOUR CHILD'S FIRST & LAST NAME ON EVERYTHING!**

#### **10. Toys, Pacifiers, and Blankets**

- ❖ Please do not bring toys from home. An exception: your child may bring a soft toy for naptime.
- ❖ Any child who needs one may use a pacifier.
- ❖ "Blankies" carried by toddlers who may trip and fall on them, or cause others to do so, will be put away until naptime.

#### **11. Dress**

Please send your child in comfortable clothing. Dress appropriately for the weather and for going outside. Please dress your child with shoes that cover their feet, i.e. no open-toed shoes or flip-flops, so they can move without fear of falling.

#### **12. Potty Training**

Kingdom Kids Preschool Class – ALL CHILDREN MUST BE POTTY TRAINED!

We believe in a developmental approach to potty training. Since the goal of this aspect is to help the child learn self-control, no pressure is used to convince the child to cooperate. We use only gentle encouragement to help the child master this task. Punishment is never to be associated with potty training.

When you feel your child is ready, begin a dialogue with your child's teacher about your wishes (specific words, etc.) and the child's progress at home. We will cooperate with you and keep you informed of progress made at Mother's Day Out Plus.

#### **13. Birthdays**

Birthdays are very special to children and we would love to celebrate with you. You may provide a snack that day if you choose. Please NO cupcakes or iced cakes, as these are very messy. Cookies, fruit, cheese, pudding, rice krispie treats or party mix are acceptable treats. We will celebrate summer birthdays during the summer program. Please check with your child's teacher regarding any specific food allergies in the classroom.

#### **14. Health Policy**

Please call the Weekday Ministries with Children Director if your child needs to miss MDO Plus. This lets us know not to plan on your child for that day.

Your child may not attend MDO Plus if:

- ❖ Diarrhea of more than one loose stool exists. Your child must be diarrhea free for twenty-four (24) hours to return to MDO Plus.
- ❖ He/she has unexplained rashes or welts.
- ❖ He/she vomits more than once (spitting up is not considered a symptom of illness).

- ❖ He/she has excessive coughing
- ❖ He/she has discharge in/around the eyes
- ❖ He/she has a communicable disease
- ❖ Our measures of comfort cannot help them after considerable effort.

**Please Note:**

- ❖ A child with an elevated temperature, (fever) of 101 degrees or higher, is considered contagious and may not attend Mother’s Day Out Plus. In order to return to class, a child must be **free from fever for twenty-four (24) hours without the use of fever-reducing products (Tylenol, etc.). If a child is prescribed an antibiotic, they must have taken it for twenty-four (24) hours before returning to MDO Plus. The child must also be symptom-free or bring a doctor’s note stating what the illness is and that the child is not contagious.**
- ❖ If a child is not well enough to play outdoors, he or she should be cared for at home, as we are required to allow for outdoor play each day, weather permitting. You may be required to bring a doctor’s note to readmit your child.
- ❖ You will be notified if your child becomes ill in class, and we will expect your child to be picked up promptly.
- ❖ You will also be notified if a communicable disease is developing in the classroom. If a child develops a contagious disease at home, notify the Weekday Ministries with Children Director as soon as possible in order that parents may be notified.

**15. Medication Policy**

We ask that you give any necessary medication to your child at home. If needed, any prescription medication will be administered, as prescribed, by the Weekday Ministries with Children Director. This will be done **only** after parents have completed the proper form provided by Social Services. Over the counter medications will **NOT** be given.

**16. Immunizations**

- ❖ All children must have proper immunizations, according to age. You will be asked to demonstrate proof of immunization at the time of enrollment. We can provide you with the most current schedule recommended by the Arkansas Department of Health. It is the parent’s responsibility to provide verification of up-to-date immunizations in a timely manner as their child receives them.
- ❖ **According to our licensing requirements, you have ten (10) days to fully immunize your child upon enrollment. After the 10<sup>th</sup> day, your child may not attend class until they have had all of their immunizations.**

**17. Discipline Policy**

Young children are in the process of learning and understanding how the world works and sometimes they don’t have any idea of the consequences of their actions. The process of discipline is to help teach children appropriate ways to meet their needs and to stop inappropriate behavior. The word *discipline* means “teaching”, and that is exactly what Jesus did with his disciples. Our teachers are responsible for the following guidelines:

- ❖ to encourage children to love the Lord (demonstrated by obedience) and to love their neighbor (treat others as they want to be treated).
- ❖ to redirect behavior.
- ❖ to offer a choice.
- ❖ to talk through problems.
- ❖ to set clear limits (use the word *no* as little as possible).
- ❖ to provide an opportunity for time out (for children 2 years and older, must not exceed one minute per year of child's age).
- ❖ to contact the Weekday Ministries with Children Director if the above options have been taken without any change in the child's behavior.
- ❖ to contact the parent if these measures have not been effective.
- ❖ to understand that effective discipline does NOT include ridicule, sarcasm, threats, or withholding any sort of care from a child.
- ❖ to know that effective discipline should NEVER include any sort of negative physical touching on their part (spanking, slapping, swatting, tapping, shaking, pulling, biting back, or grabbing face or limbs).
- ❖ **Biting:** BITING IS A VERY SERIOUS AND DANGEROUS OCCURRENCE WITH LITTLE CHILDREN. The staff will at all times try to work with the child and the family to stop the biting. If biting continues, the child may be subject to dismissal from the program.

It is our desire to demonstrate to children that our caregivers are loving and considerate people who want to help them achieve their highest potential.

### **18. Child Abuse and/or Neglect**

Under Arkansas law (Arkansas Statute Ann. 42-807 - 42-818), ALL childcare workers are mandated to report suspected child abuse and/or neglect. Parents need to be aware that while their child is at Mother's Day Out Plus, he or she is subject to being interviewed by personnel from:

- ❖ The Division of Child Care and Early Childhood Education (Licensing)
- ❖ Division of Children and Family Services (DCFS) Special Investigations
- ❖ Law Enforcement Agencies

This is for investigative purposes (for example, when suspected child abuse or neglect has been reported) and/or for determining the program's compliance with the Division's licensing requirements. If you have any questions or concerns about this, please ask the Weekday Ministries with Children Director for more information.

**The Child Abuse Hotline number is 1-800-482-5964**

### **19. Accidents/Injuries**

- ❖ The staff at FUMC MDO Plus make every effort to ensure the safety of your child. However, once babies become mobile and have more contact with each other, falls and bumps may occur as little ones begin to master crawling, walking, and climbing. Every injury is treated with appropriate first aid and TLC.
- ❖ You will receive a written report for each minor injury the day it occurs.

**Revised April 2009**

- ❖ We will contact you for more serious injuries, which are stable but may require a doctor's care.
- ❖ For serious emergencies, we will call 911 to transport your child to Mercy Medical Center's Emergency room. We will make every effort to contact you immediately. The Weekday Ministries with Children Director or program representative will remain with your child until you arrive at the place of treatment.

## **20. Lost and Found Box**

A lost and found box is by the Weekday Ministries with Children Director's office. Parents are encouraged to look there and retrieve lost items.

## **21. Parent/Staff Communications**

Parents and teachers are encouraged to make communication a regular part of their daily routine.

- ❖ A daily information sheet for Wee Care, Promiseland, and Building Blocks is provided to let you know about your child's day. Please take this home each day.
- ❖ We will send home a monthly calendar and newsletter in your child's folder, located in front of the Director's office, to inform you of news and upcoming events. Your tuition statement, as well as your child's work will also be found in this folder.
- ❖ Scholastic book orders will be sent home monthly during the year. This is an excellent opportunity to build your home library with quality books at very reasonable rates. MDO Plus gets points for your participation, which helps us get books and other educational materials for our program.

We want to be your partner, so if you have any questions, please feel free to talk with the Weekday Ministries with Children Director or your child's teacher at any time. The Director's phone number is [\(479\) 531-0940](tel:4795310940). The MDO Plus program e-mail is [mdoplus@sbcglobal.net](mailto:mdoplus@sbcglobal.net).

## **22. Grievance Procedure**

Any concerns you have should first be addressed directly with your child's teacher. Please speak to the Weekday Ministries with Children Director if you cannot meet with the teacher, or if a problem has not been resolved to your satisfaction. If, after speaking to the Director, you feel your problem still has not been resolved satisfactorily, you may make an appeal to the Weekday Ministries with Children Board.

We encourage an open door policy.  
This means that you are free to come and observe at any time.

**Let's make this year a tremendous year for all of us!**

**Parent Handbook Acknowledgement**

I, \_\_\_\_\_, have read or been oriented to the Mother's Day  
(Parent's Name)

Out Plus Handbook of First United Methodist Church, Rogers, Arkansas. I agree to  
comply with all of the policies and procedures therein.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date