



First Presbyterian Church
Mother's Day Out and Preschool

2015 – 2016
Parent Handbook

763 North Blvd, Baton Rouge, LA 70802

Phone: 225.620.0245

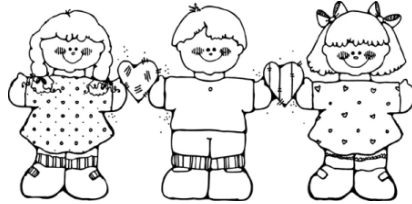
Fax: 225.338.1010

Table of Contents

Mission, Purpose & Philosophy.....	3
Parent Expectations & Staff Requirements.....	4
Program Policies and Procedures:	
Enrollment and Application for Enrollment.....	5
Children with Special Needs.....	5
Tuition, Withdraws, and Dismissals.....	6
Health (Illness and Medication).....	6-7
Arrival, Departure, Parking, and Cell Phones	8
Entrance into Building (Fobs).....	8
Lunch, Snack and Nut-Free policy.....	8
Clothing and Toilet Training.....	9
Napping and Nap Mats.....	9
Toys, Personal Items, and Birthdays	9
Parent Involvement.....	9
Newsletters – Emailed Monthly.....	10
Parent - Teacher Conferences.....	10
Discipline.....	10
Curriculum and Chapel	10
Enrichment Classes and Field Trips	11
Abuse/Neglect, Emergency Plans, School Closing (Weather).....	11
MDO and Preschool Committee & Complaint and Grievances.....	12
Program Calendar and Closures.....	13
Parent Agreement.....	14
Appendix 1 – Discipline and Guidance Policy.....	15
Appendix 2 – Biting Policy.....	16
Appendix 3 – Field Trip Policy.....	17
Appendix 4 – Toilet (Potty) Training Procedures.....	18-19
Appendix 5 -- Molluscum (Molluscum Contagiosum).....	20

MISSION STATEMENT

It is our desire and responsibility to provide a safe, nurturing Christ-centered environment where each child can develop physically, mentally, morally, spiritually, and socially just as Jesus did. “And Jesus increased in wisdom, and stature, and in favor with God and man.” Luke 2:52



PURPOSE AND PHILOSOPHY

Our Mother’s Day Out and Preschool Program at First Presbyterian Church is a ministry of the church to children and their parents. It is our desire that this ministry provides the highest quality, Christ-centered care for your child. We welcome you to our program and appreciate your confidence in us.

The MDO staff strives to provide an educational program of the highest quality in the tune with each child’s developmental age and needs. Our goal is to give each child an opportunity to grow according to God’s plan, as his own pace, with a feeling of “joy for life” and the knowledge that God loves him.

Each child will go through somewhat predictable cycle of development - physical, emotional, intellectual, social, and spiritual. In this respect, each child is like every other child. However, every child has a rate and pattern of growth unique to himself. Each child is different from every other child.

We cannot produce, speedup, or ignore readiness. When children are ready and only then, will they walk, talk, read and perform other academic and physical functions with ease.

In planning our program, we look at where the child is now, not where we think he/she should be.

Parents: Please carefully read this entire handout. It is very important that you understand and agree to follow all MDO and Preschool policies and procedures at First Presbyterian Church. Please sign the parent agreement form and return it to your child’s classroom this first week of school.

Parent Expectations:

- Please read all of the information contained in this handbook and make sure you understand all policies and procedures. If you have any questions regarding stated policies, please contact the director.
- Always speak to your child's teacher(s) when you drop off and pick up your child, acknowledging you have arrived and are leaving.
- Sign your child in and out daily on the attendance log provided in your child's classroom.
- Parents are expected to maintain accurate records regarding their address, phone numbers, emergency information, immunizations, etc. for the safety and well-being of their child. Parents should notify the office immediately of any changes that need to be made.
- Parents are to notify the director immediately of lost entrance fobs.
- Parents are expected to inform their child's teacher of any special circumstances that may contribute to child's behavior.
- Do not send your child to class with gum, money, personal items, toys or toy weapons.
- Parents are expected to inspect their child's cubby DAILY for important papers and information sent home by teachers and administration.

Staff Requirements:

Staff members at First Presbyterian Church MDO and Preschool are required to display the following personal and professional qualifications:

- Good physical and mental health
- Experience working with young children
- Demonstrate enthusiasm for working with young children
- Respect for adults and children
- Promote positive relationships with children and adults

*CPR Training is provided annually for all MDO and Preschool staff.

PROGRAM POLICIES AND PROCEDURES

Enrollment

Enrollment is open to children six months of age through pre-kindergarten age, provided our program can meet his/her needs. A child must be six months of age by September first of the current school year. Children are enrolled with standing reservations for the school year on first come, first serve basis.

Documents required for registration include:

- Completed Registration Form with Medical Release Form signed
- Current Immunization Records from your child's physician

Registration fees are due annually for children registering in our program. Fees are:

4 day week program - \$200.00 (non-refundable)

2 day week program - \$150.00 (non-refundable)

Pre-Kindergarten - \$300.00 (non-refundable) \$75 of Pre-K registration will be applied to your Pre-K child's December tuition

**\$25 discount is given for each additional child registering within a family during the same school year*

We are committed to maintaining low teacher to child ratios. Enrollment is limited so teachers can better meet the needs of individual children.

Application for Enrollment

Application for enrollment of children will be considered without regard to race, color, religion, sex, or national origin. However, priority will be given as follows:

1. Current families and their siblings
2. First Presbyterian Church members
3. FPC MDO and Preschool Alumni
4. New families

Children with Special Needs

Prior to enrollment, parents must inform the Director of any special needs their child may have in order that we may assess whether or not our staff, program and/or facilities can accommodate the special needs. While we are generally not equipped and trained to accommodate special needs children, applications may be considered on an individual basis. If our MDO administration determines that we are unable to meet the needs of a child seeking admission or if it is determined that an enrolled child has or develops a 'special need' that the MDO administration determines we are unable to meet, a notification will be provided to the Session of our church who will review and endorse or reverse the recommendation. In the event a child is asked to withdraw because of 'special needs,' registration fees will be refunded.

Monthly Tuition

2-day week program:	\$200.00 per month per child
4-day week program:	\$355.00 per month per child
Pre-Kindergarten:	\$370.00 per month per child (4-day week program)

Monthly tuition is due by the FIRST of the month and considered late after the 5th of the month. Monthly statements will be mailed to the home address on file. Payments may be placed in the tuition box located on the director's door or mailed to our office. ACH payments are encouraged and forms may be obtained from the director. Tuition plus late charges not paid by the 15th of the current month will result in the child's place being forfeited. Monthly tuition remains the same for each month, with no deductions for absences, vacations, illness, holidays, or program closure.

Late Fees:

- **Tuition** - Payment is considered late after the 5th day of the month, and a late charge of \$10.00 per child will apply.
- **Late Child Pick-Up:** A late fee will be charged if a child is picked up after 2:00 p.m. A fee of \$10 will be charged for any portion of first 10-minute period overtime, in addition to \$1.00 per minute thereafter.

Withdrawals or Schedule Changes

During the school year, a two week notice is required for withdrawals from the program or if there is a change in scheduled days of attendance (changing from 4 days to 2 days). Payment is required for the 2-week notice and your child may attend school during this time. Please inform the director if you plan to withdraw or would like to change your child's days attending.

Dismissals

A child may be dismissed from MDO and Preschool if:

1. A problem continues which negatively affects other children
2. Tuition and payments are delinquent
3. Failure to meet FPC MDO and Preschool policies and procedures

Health – Illness and Medication

One of our priorities is to provide a safe place for your child to learn, one that is free from danger and disease. To that end, we have established policies to minimize risks. We expect your full cooperation in compliance with the following:

If your child has shown signs of any of the following within the last 24 hours, they may NOT attend school:

- **Fever (99.4 or higher) - without fever reducing medication**
- **Cold**
- **Heavy Nasal Drainage (discolored)**
- **Vomiting**

- Diarrhea
- Sore Throat
- Skin Rash
- Earache
- Eye Discharge (white or yellow)
- Head Lice
- Unusual behavior or lethargic
- Symptoms of any communicable disease

Returning to School:

- The decision on when a child may return to school lies solely with the MDO administration and not with a family, a physician, or a pediatrician.
- Our illness policy requires a minimum of 24-hours symptom free; however, given the onset of sickness and/or the nature of the illness, more than 24-hours symptom free may be required before a child can return to school.
- If a child becomes sick on MDO campus and must go home, they may NOT attend MDO the following school day.
- For questions as to when your child may return to school following a specific illness, please contact our director.

If a child becomes ill at MDO or Preschool:

- Parents will be called to pick up their child promptly. Children must be picked up within 30 minutes of parents receiving notification. Parents are to have current phone numbers on file in the office. Parents are to also ensure that administration may reach you or a family member (listed on registration forms) at any time during the MDO school day.
- Sick children will NOT remain in their class. Children will wait with a staff member outside of the classroom (Director's office, MDO hallways or waiting areas, etc).

Please respect the staffs' judgment when they determine that a child should not attend school because of illness. These limits are designed to help sick children recover and to avoid the spread of disease. **Thank you for supporting us in our effort to provide a safe, healthy environment, free from illness for our children.**

Communicable Diseases: Parents are required to notify the director of any communicable disease your child has, such as the flu, Hand, Foot, and Mouth Disease (HFMD), chicken pox, measles, mumps, etc. You will be informed of any known cases of communicable disease experienced by any of the children or teachers in your child's class.

Medication: It is against our church policies to give medication. Please do NOT ask a teacher to administer any medication to your child. A parent may give a teacher standing authorization for up to 9 months to apply over-the-counter diapering creams to a child when needed. The authorization shall be in writing. See the director for more information.

Molluscum (Molluscum Contagiosum) – see Appendix 5.

Arrival, Departure, and Parking

Operating Hours: 9:00 a.m. – 2:00 p.m. Monday - Thursday

Arrival: Children are to arrive no earlier than 9:00 a.m. There are no provisions for early arrival. Families are welcome to play in the gym until class begins.

Departure: Children must be picked up by 2:00 p.m. A late fee will be charged if a child is picked up after 2:00 p.m. A fee of \$10 will be charged for any portion of first 10-minute period overtime, in addition to \$1.00 per minute thereafter.

Children will only be allowed to leave with persons authorized by parents.

Parking: Parents with infants or small children not enrolled in our program may park in the first row facing the Sanctuary building in the Convention Street parking lot for drop off and pick up. We have a teacher on duty from **9:00 to 9:10a.m.** to watch your vehicle while you drop off your older child. A teacher will be on duty for afternoon pick up from **1:50 to 2:00p.m.** We are only permitting those with infants and small children that are not enrolled in our program to park here. All other parents may park in the other areas of the Convention Street parking lot and walk their children to their class.

Cell Phones

Please refrain from using your cell phones in our MDO hallway and classrooms at pick up and drop off times. Teachers may need to visit with you briefly about your child at this time.

Entrance - Fobs

Doors to our church remained LOCKED at all times. Upon a family's initial entry (first child) into our program, a family will be given one fob which will allow you access to enter the building for MDO and Preschool. Additional fobs may be purchased at the price of \$12/fob. Please see the director. If your fob is lost, please notify the director immediately so that it may be deactivated. If your fob is damaged or no longer working, please return it to the director for replacement at no additional charge.

***PLEASE NEVER allow anyone in the building during your arrival or departure.** That person may use the intercom system to call the church office for appropriate admissions to the church building. There is a sign at each entrance reminding all individuals entering the building that admission is only one guest at a time.

Lunch and Snacks

Snacks, juice, and milk will be provided by MDO and Preschool. Parents are responsible for providing their child's lunch. Lunches should be packed in a lunch box or container with a "cold pack." All foods must be ready to serve, cut into bite size pieces for your child's age. We are not equipped to heat meals. NO NUTS will be served in any of our classes and NO Shellfish will be served in younger classes, Caterpillars, Ducks, and Butterflies.

****Please let the teachers and director know of any food allergies.****

Nut-Free Classrooms

Our program (all classes) are **NUT-FREE** (not just peanut free). Please keep this in mind when packing your child's lunch as we will not serve food items containing nuts. You may

send SoyNut Butter, Sun Butter, WOW Butter but please label so we know it is safe to serve. For more information on nut allergies and what may be sent to MDO, please see the director.

Clothing

Dress your child in clothing and shoes suitable for indoor and outdoor play. Closed-toed shoes that remain securely on your child's feet are recommended. Sandals worn must remain securely fastened on your child's feet. Crocs and flip-flops are prohibited. Select clothing that is washable, sturdy, free of complicated fastenings and warm for cold days. Please label all outer garments such as coats, hats, and gloves.

Label all diaper bags, blankets, bottles, etc. with your child's name. We use disposable diapers only in our program. Please bring a complete and labeled change of clothes and diapers to be left in the room at all times in case of an accident. Infants are to bring their daily needs in their diaper bags each day.

Toilet Training

Please see Appendix 4 for our Toilet (Potty) Training Procedures. Children are required to wear loose fitting clothes, easy to pull up and down during this process.

Napping and Nap Mats

Every effort is made to adjust to the needs of all children regarding the daily nap. Naps are encouraged in all of our classes. If a child is not napping, they may have a quiet rest time on their mat.

Parents of all children except those in our infant classroom are responsible for providing nap mats for their children. There are no size requirements on nap mats; however, please keep in mind that oversized mats are difficult to store in your child's cubbie. Please take home nap mats at least every 2 weeks to be washed and cleaned.

Toys and Personal Items

Please leave your child's toys at home or in your car. Each room is supplied with age-appropriate toys. A teacher may ask your child to bring items for show and tell, nature activities, and special days. Guns, knives, and other play weapons are not allowed. If your child has a special blanket or "comfort" item that he/she likes during rest time, please feel free to bring it.

Birthdays

Birthdays are special days for both the parents and their child. If you wish to provide refreshments on your child's birthday, please visit with your child's teacher ahead of time. Birthday invitations may be handed out at school when all classmates/friends are invited; otherwise, they need to be mailed.

Parent Involvement

We welcome parents to our program and encourage parents to become involved in our program by assisting with special activities. Please talk to your teacher on ways you may become involved. Please remember that children often have difficulty when parents are seen or nearby. For that reason, we ask that you please not visit classrooms during operational hours without visiting with your child's teachers and/or director first.

Newsletters - Emailed

Monthly newsletters inform parents of important information and activities at our MDO and Preschool. Newsletters are EMAILED from the director to parents, unless a parent requests a hard copy to be placed in their child's cubby. Please read newsletters thoroughly so that you may stay informed.

Parent-Teacher Conferences

Our responsibility is to communicate with parents regarding their child's progress. Our primary method of communication is daily information shared between the staff and parents. If you would like to discuss your child's development further with the teachers or the director, please let us know and a convenient time will be scheduled. Special problems or occurrences affecting your child will be brought to the attention of the parents as needed. Please note that drop-off and pick-up are NOT a convenient time to conference with your child's teacher. Our teachers are responsible for ALL children in their classroom at that time.

Parents in all classes, except for parents who have children in the Caterpillar and Duck classes, will have the opportunity to meet with their child's teacher for a scheduled parent-teacher conferences a minimum of once a year. Conferences are typically held in February. If additional conferences are needed, they may be scheduled per teachers, parents, or Director's requests. Developmental checklist completed by your child's teachers will be used to assist in tracking children's progress.

Discipline

Understanding that each child is loved by God, made in His image, and redeemed for His service, we view discipline as a process of developing appropriate behaviors. Discipline is not punishment, but a form of constructive guidance. It is our policy to discipline children in a loving and gentle way. We practice indirect guidance technique; and non-physical methods such as talking with child, redirection, and time out. If a discipline problem continues, a parent conference will be held. If the problem persists, the child may have to be removed from our program. Please refer to: Appendix 1 for Discipline and Guidance Policy and Appendix 2 for Biting Policy.

Curriculum

Our teachers use developmental based activities balanced between teacher directed and child-initiated for children to learn. Preschoolers learn through learning centers such as blocks, puzzles, nature, art books, and home living. Learning to work wooden puzzles from left to right develops pre-reading skills. The hand-eye coordination necessary for all manipulative art and puzzle activities develops pre-writing skills, and when children classify and sort items, they learn pre-math skills. Your child's teachers will provide you with more information on class unit and activities.

Chapel

Our children gather together weekly for Chapel Time which consists of a Bible story, worshiping God in song, and prayer time. Teachers retell the Bible story during the week and plan activities that correlate with that week's Bible story.

Enrichment

Music: Our 2 year old classes and older receive music once a week on Tuesdays. This is a fun time to learn, sing, and move to songs focused on theme's children are learning in class.

Creative Movement: Children in our Bees, Monkeys, and Tigers classes participate in a creative movement. The goal of this class is to offer children with a movement education that will build their self-confidence and nurture their creativity. This class is offered during school hours, and there is no additional fee for the class.

KinderTOTs: Children ages 2 ½ and older and potty trained may choose to participate in an after-school program. KinderTOTs is very unique ball handling, motor development, and academic readiness program. This class will meet once a week after school at First Presbyterian Church (roughly 2:00 p.m.- 2:45 p.m.). There is an additional fee for this class and payments must be directed to KinderTOTs Program Director.

Spanish: Spanish lessons are tailored for 3-5 year olds. Classes are held once a week for about 30 minutes and takes place as an enrichment/extracurricular class. There is an additional fee for this class and payments must be directed to the Spanish Instructor.

Field Trips

Children in the Monkey and Tiger Classes will have the opportunity to participate in field trips in which parent permission must be obtained for each trip. Children will be transported by a school bus (with seatbelts). These classes will also participate in walking field trips to the downtown library. See field trip policies and procedures in Appendix 3.

Abuse and Neglect

All staff will report any suspected cases of abuse or neglect to the attention of the Director. If necessary, the Director will report the suspected case to the local child protection agency.

Emergency Plans

Emergency plans for fire and tornado are in place. Evacuation routes are posted in each classroom. All children will be evacuated to Eighth Street in the event of a fire.

School Closing: Including Severe Weather

Our program "loosely" follows the East Baton Rouge Parish (EBRP) public school holiday and closure schedule. When EBRP is closed for severe weather, MDO and Preschool will be closed. However under certain severe conditions such as facility crisis (i.e. loss of water or power) or inclement weather, the director in conjunction with the MDO Board may close the program for the protection of the children and the staff.

MDO and Preschool Committee

A committee comprised of parents, church members, a staff teacher, and the director of our program governs First Presbyterian's Mother's Day Out and Preschool Program. The group meets throughout the year and acts as an advisory panel that sets guidelines and policies in support of the director. Neither the director nor the teachers have the authority to change program policies. Issues of policy should be brought before the committee. We welcome your input so please feel free to contact us at mdo@fpcbr.org.

Committee Members:

Whitney Weiner, *Director*

Barry Phillips, *Ministry Executive*

Lindsey Spiller, *Church Elder*

Derek McCollum, *Associate Pastor*

Stacy Gauthreaux, *MDO Teacher*

Audra Cato, *Children's Ministry Director*

Bonnie Adams, *MDO Parent*

Jaime Carnaggio, *MDO Parent*

Robyn Zartman, *MDO Parent*

Complaints and Grievances

In the event a problem or misunderstanding arises, the parent should attempt to resolve the issue through the discussions with the staff member involved. If the parent is unable to resolve the issue in this manner, he/she may contact the director. If there is still a concern, the problem will be brought before the MDO and Preschool Committee.

First Presbyterian Church
2015-2016 MDO and Preschool Closure Calendar
(subject to change)

August 2015

Tuesday	August 18	Orientation (morning)
Wednesday	August 19	School Begins

September 2015

Monday	September 7	Labor Day Holiday
--------	-------------	-------------------

October 2015

Monday	October 12	Fall Holiday
--------	------------	--------------

November 2015

Thursday	November 19	Thanksgiving Feast
Monday -Thursday	November 23-26	Closed for Thanksgiving Break
Monday	November 30	School Resumes

December 2015

Thursday	December 17	Last day of school (before Christmas break)
Monday-Thursday	Dec. 21- 31	Closed for Christmas Break

January 2016

Monday	January 4	School Resumes
Monday	January 18	Martin Luther King Jr. Holiday

February 2016

Monday/Tuesday	February 8-9	Mardi Gras Holidays
Thursday	February 25	Parent/Teacher Conferences (children do NOT attend school)

March 2016

**Thursday	March 17 th	Early dismissal – 12:00 p.m.
Monday- Thursday	March 28-31	Easter Break

April 2016

Monday	April 4	School Resumes
--------	---------	----------------

May 2016

Tuesday	May 17	Last Day of School (End of Year Parties – ½ Day with school dismissing at 12:30 p.m.)
---------	--------	---

- *Revised July 12, 2015*

2015-2016 Parent Agreement

I have read First Presbyterian Church Mother's Day Out and Preschool handbook and will operate in agreement with all policies and procedures. If I have any questions, I will contact the director.

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

Walking Field Trip Permission

For Monkey and Tiger Classes: I give my child permission to attend walking field trips to the local library.

Child's Name: _____

Parent's Signature: _____

Appendix 1

Discipline and Guidance Policy

Understanding that each child is loved by God, made in His image, and redeemed for His service, we view discipline as a process of developing appropriate behaviors. Discipline is not punishment, but a form of constructive guidance. It is our policy to discipline children in a loving and gentle way.

Indirect Guidance techniques, we use are:

- * Room arrangements shall be inviting and classroom activities stimulating.
- * Regular routines and schedules are used throughout the day.
- * Provide warnings in advance, "You have five more minutes to play before it's time to cleanup."
- * Offer choices, when appropriate, "You may play in the block center or read a book."
- * Verbal Praise is used to encourage acceptable behavior. This reinforces the child's appropriate behavior and serves as an example for other children.

Discipline and Guidance must be:

- * Individualized and consistent for each child.
- * Appropriate to the child's level of understanding
- * Directed toward teaching the child acceptable behavior and self-control

In general, the following Discipline and Guidance policy is used at our program. Again each child and each behavior situation is unique and taken into consideration.

Discipline and Guidance:

- Talk with child, re-enforcing positive behavior and clearly stating the behavior expected
- Redirect child from the problem
- Removal from the group for a short period of time. Time-out is brief and (generally one minute per year of age) and appropriate to the circumstances.
- Visit to the Director's Office
- Call parent/conference

** No Physical discipline of any form is used in our program.

If a behavioral problem persists, parents are consulted to discuss what disciplinary measures have been effective in the home or how the parents and staff can work together to reach the desired goal.

If a child displays persistent uncontrollable behaviors and all above approaches are to no avail, the parent may be asked to remove their child from our program. This is an absolute last resort.

Appendix 2

Biting Policy

One of our primary goals is to provide a safe and loving learning environment for our children. When a biting incident occurs, there are many upset feelings. When it does occur, we take it very seriously and try to find the reason why the child bit and try to extinguish the behavior as quickly as possible and assist in developing positive social skills.

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. They are in the process of learning what is socially acceptable and what is not. Toddlers bite other toddlers for many different reasons including teething, overly tired and frustrated, and experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The program will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The program's biting policy addresses the actions the staff will take if a biting incident occurs. Confidentiality of all children involved will be maintained.

For the child who is Bitten:

1. The bitten child will be separated from the child who bit and comforted.
2. Appropriate first aid will be administered.
3. An incident report will be completed (in writing).

For the child who Bites:

1. Staff will remove the child who bit from the situation, telling the child firmly words such as these: "No biting, that hurts!" "We don't bite people."
2. Staff will stay calm and will not overreact.
3. The child will be talked to on a level that the child may understand. "I see you want the truck. You may not bite. Let's find another toy."
4. The child will be redirected to another object or play area.
5. Parents will be notified via phone call that their child has bitten at school.
6. If a child bites 2 times on any one day then your child will be sent home for the remainder of that day.
7. If a child is sent home due to biting or biting is occurring frequently, a conference with the teacher, parents, and director will be called to further assess the concern and work together jointly in developing a strategy for change.

To minimize biting, our staff will:

1. Shadow the child who is biting so that he is she is near the providers, attempting to head off biting before it occurs.
2. Provide lots of language such as "Biting hurts" and "We use our teeth for food."
3. Provide supportive information to parents who are worried about their child biting and offer information on how to stop the biting habit.

If the persistent biting continues, further steps to ensure the safety of the children in our care may be necessary, including removal of the child from our program during the stage of biting. This measure will only be used as a last resort and after working collaboratively with the parents to resolve the matter.

Appendix 3

Field Trip Policies and Procedures

Our older preschool classes will typically take two field trips a year, one in the fall and one in the spring. Please read carefully the following policies and procedures that have been set forth by our program to ensure the safety of our children while on field trips.

Permission Slips: For each field trip, permissions slips will be sent home in advance. Parents must sign and return permission slips in order for a child to attend the field trip.

Cost: The cost of field trips will vary depending on our destination and admission costs. Field trips must be paid in full to the office prior to the field trip. (Please do not include field trip costs in tuition.) In addition to admission, there will be a \$7 charge per child per field trip to help cover the cost of the bus. Children are required to ride the bus to the field trip location.

Bus: A bus with seatbelts will be secured for field trips (other than walking field trips). Children may choose to ride with a parent, but often the bus ride is one of our children's favorite parts of the trip.

Lunch: Children will need a bag lunch with drink(s) for the trip. We ask that you pack in DISPOSABLE bags as it is very difficult to keep up with containers while off campus.

Attire: Field trip t-shirts will be provided to our children. Please send your child to school in comfortable, weather appropriate clothes, and children will change shirts at school prior to departing. Field trip t-shirts will remain at school. Please put your child in tennis shoes comfortable for walking.

Chaperones: Parents are welcome to attend field trips. Parents will need to provide their own transportation. You are welcome to meet at the school and carpool with other parents or meet us at our destination. Your child is required to stay with their class while on field trips. Parents must check with their child's teacher before taking a child to the restroom or away from the group for any reason. We have frequent head counts and need to know where our children are at all times.

Siblings: Younger or older siblings may NOT attend school related field trips. If parents are attending, we need their full attention on our children. If a parent does bring a sibling on the field trip, they will be required to check their child out (sign their child out of school for the day) and the child may not participate as part of the school field trip.

Checking Out Early: Children are welcome to ride home with his or her parent. Parents must sign their child out with their teacher prior to leaving the field trip.

I have received a copy of the policies and procedures for field trips.

(Parent Signature)

Appendix 4

Toilet (Potty) Training Procedures

Learning to use the toilet is a big event in both a young child's life and their parents. Because toilet training is a complex process, there are many issues parents and teachers must consider before and during the process of toilet training for it to be a successful experience for everyone. When you feel your child is ready for toilet training, we ask that you begin this process at home. Not all children are ready at the same age, and they often respond differently to the various training methods.

Toilet Training Readiness:

- * Follows simple directions
- * Can communicate the need to use the toilet
- * Seems uncomfortable with soiled or wet diapers
- * Seems interested in the toilet.
- * Is in a willing and receptive mood
- * Remains dry for a longer period of time (i.e. 2 hours) during the day.
- * Dry after nap time.
- * Regular and predictable bowel movements (on an individual basis)
- * Walks to and from the bathroom, pulls down own pants and pulls them up again.
- * Has asked to wear underwear.

If the child has most of these skills, then they are probably ready to start toilet training. If they do not have most of these skills or have a negative reaction to toilet training, we will wait a few weeks or month until most of the skills are checked off. Starting too soon may actually delay the process and cause tears and frustration. Toilet training is much easier when the child is ready.

A child **MUST** be showing signs of readiness for toilet training to be carried over into the school environment. *Please keep in mind that the activity level here at school can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will use diapers until your child can and will announce that he or she needs to use the restroom (not just at home, but also at school) and can control his or her bladder and bowels for a few minutes beyond that announcement.*

Our Policy Requires the Following:

- Parents must inform teachers of toilet training progress at home and which techniques they are using at home.
- For boys, determine if the child will sit or stand.
- Child will wear loose fitting clothing (which is easy to pull down and pull up).
- Child will not wear overalls, onesies, or one piece outfits.
- Pants may not have belts.
- A minimum of 2 changes of clothes, including socks to remain at school.
- Pull-ups must have side tabs (to refasten) for easy changing.

Toilet Training Techniques:

- Teachers will use a calm easygoing approach and try to be as consistent as possible with what the child is doing in the home environment.
- Children have access to bathrooms located in the classroom and will also be taken to the bathroom regularly throughout the day.
- Toilet training involves many steps (discussing, undressing, going, wiping, dressing, flushing, hand washing), reinforcing the child's success at each step.
- Children will not be forced to sit on the toilet against their will or for long periods of time.

- Children will not be punished for accidents. Occasional accidents are normal. The child will be clean and changed immediately. Teachers will be positive and reassuring that they will be successful.
- Supervision of children during toilet training.
- We encourage children to wipe from front to back
- We understand accidents may happen. This is why it important that your child has extra clothing at school.
- If a child has 2 accidents in a given day, they will be put back in a diaper or pull-up (with side tabs), and we will try again at a later date.
- If a child has multiple accidents within a period of a week, potty training will be stopped and resumed once the child is showing signs he or she is ready to toilet train.

Sanitation and Safety:

- Child size toilets may be found in each of our classrooms (with the exception of our pre-k room). Modified toilet seats and potty chairs are not used in our program due to sanitary handling of these seats.
- Wet or dirty clothes should be placed in a plastic bag that can be sealed tightly. Soiled underwear will be disposed of in a plastic bag in the trash. We do not rinse due to an increased opportunity to contaminate hands and other surfaces.
- Caregivers and children will properly wash hands after toileting, helping with toileting, any necessary cleaning and when handling contaminated items.

Appendix 5

Molluscum (Molluscum Contagiosum)

What is molluscum?

Molluscum is caused by a virus and usually causes a mild skin disease. The virus affects only the outer layer of the skin and does not circulate throughout the body. The virus causes small white, pink or flesh-colored raised bumps or growths. Molluscum infections occur worldwide but are more common in warm, humid climates.

How would I know if my child has molluscum?

Only a healthcare provider can diagnose molluscum because there are many other causes of growths on the skin, both infectious and non-infectious.

Can my child attend MDO and Preschool with molluscum?

A child may attend school with molluscum, given the following precautions and guidelines are followed:

1. All bumps or growths must be COVERED. No exceptions.
2. Bumps not covered by clothing must be covered by a bandage.
3. If a child is scratching or touching bumps or growths that are only covered by clothing, a bandage must be placed on that area to prevent the child from touching it.

When can my child NOT attend MDO and Preschool?

If a child has EXPOSED (uncovered areas) of molluscum (diagnosed or suspected case of molluscum), your child may not attend school.

If a child is scratching or touching molluscum bumps or growths while at school, you will be called to pick your child up from school. Please make sure to properly cover all areas to avoid your child touching them.