

Lakeshore Mother's Day Out 2023-2024 Parent Handbook

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TUITION

- Tuition is \$200 a month. It is a flat fee and not prorated.
- Currently offering online payments. <https://onrealm.org/Lakeshore/give/mdo>. Payments can also be made with cash or check.
- \$60 Supply fee is due in September (fall) and January (spring).
- Tuition is due on or before the first Tuesday of the month.
- Deposits are taken to the bank the Monday after you make your payment.
- Returned checks will be charged a \$15 fee.
- We appreciate your prompt attention to tuition payments; late payments will be charged a \$15 fee.

COMMUNICATION

- Like us on Facebook. Lakeshore Mother's Day Out
- Our website is: <https://www.lakeshorebaptist.com/mdo/>
- We send out text reminders about tuition, school events, etc. These will come from each child's classroom teacher via Remind. This will be the most current and rapid way to receive updates.

SCHOOL HOURS & PICK UP GUIDELINES

- Parents will be able to drop off and pick up their child at the classroom. Please do not enter the classroom.
- We understand life happens, but please try to arrive by 9:20 so your child does not miss the instruction/teaching segments of the day. It can be challenging for a child to acclimate if he/she misses key parts of the day.
- Every child must be picked up by 2:30. Please begin pick up time at 2:20, especially if you have multiple children.
- We will charge families extended fees after the 3rd time picking up late (2:35p or later). It will be a \$10 fee for the first 10 minutes and an additional \$1 for every two minutes after 2:45p. This additional fee will need to be paid once an invoice for extended services has been received.
- Please let the teacher or director know if someone besides the parent will be picking the child up from school. Teachers will not release a child to someone who is not on the

pick-up list on the child's registration form. Please make sure all people on your child's pick-up list are prepared to show their government issued ID. Our job is to ensure your child's safety.

CLOTHING

- Make sure an extra full change of appropriately sized and weather appropriate clothes is in your child's bag each day (even if your child is fully potty trained, please include a change of clothes in a plastic Ziploc bag inside of their backpack).
- We recommend closed toe shoes due to the outdoor playground having pea gravel.
- 3s & Pre-K will have recess outside as long as weather permits. 2s & younger will start the year having recess in the gym and in the spring, as weather permits, the 2s class will also go outside.
- Keep in mind the children will be participating in a variety of arts and crafts, some that involve painting. Teachers do their best to cover clothing, but kids can be kids! So please send your child in clothes that will allow your child to explore their classroom.

LUNCH AND SNACKS

- Please send a lunch that does not need to be heated or chilled (besides an ice pack in the bag).
- Please include silverware if needed.
- Please cut up grapes and/or other potential choking hazards or food that is difficult for a young child to eat whole.
- Please send an appropriate amount of food that can be eaten within our lunch period (20-30 min).
- We ask those drinks with screw on lids (not sippy cups...i.e., plastic water bottles) be avoided since they spill more easily.
- Only water is allowed in the classroom. Please do not send a water bottle with flavored or colored drinks, as many of the rooms have new carpet.
- Please label the outside of the lunch box with the child's name, so it can be easily identified.
- If you would like to send a special treat for your child to celebrate their birthday, please send sealed, store-bought items that have a clear ingredient list. We need this information to ensure the safety of children with food allergies.

HEALTH GUIDELINES

Please understand that we have the responsibility to protect every child. Teachers will contact the director ASAP once a health concern is identified, and parent(s) will be contacted to take the child home.

- Children may not be brought to Mother's Day Out if any of the following conditions exist or have existed in the previous 24 hours.

- Temp of 100.4 degrees or higher --Even if fever is caused from teething. We are unable to know for sure exactly what is causing the fever, and we cannot take a parent's word for it.
 - MUST be fever free without fever reducer for 24 hours before returning to school.
 - Undiagnosed rash--If your child does have a rash, we need a doctor's note stating it is not contagious.
 - Pink eye
 - Chills or other flu-like symptoms
 - Loss of taste or smell
 - Open skin lesions
 - Vomiting or diarrhea
 - Severe/uncontrollable coughing (Even if caused by allergies. We are unable to know for sure if that is causing the cough. Children are not comfortable at school when they have this condition either)
 - Head lice
 - Any symptoms of infectious childhood disease
 - Green/yellow discharge from nose and/or eyes
 - If a teacher suspects that a child has any symptoms of a communicable disease, they may conduct a health check (ex. Checking under clothes for a rash, checking hair for lice, checking for breathing difficulties or discharge from the nose or eyes, etc.).
 - If a child shows any of these symptoms while at school, they will be in the office with the director and parents will be called to get the child. If a child is under a physician's care, it is up to the physician as to when the child can safely return to school.
- If your child contracts a SEVERE communicable disease (hand foot & mouth, lice, strep etc.) please call Lakeshore Baptist MDO immediately, so we can take the necessary precautions. A doctor's release is required for a child to return to school.
 - If your child has been in close contact to someone with COVID 19, they will be asked to stay home.
 - Children who have more than three loose stools within a day will need to be picked up.
 - Children who develop a fever of 100.4 degrees or higher will need to be picked up. They will be moved to a nap mat in the office, to allow teachers proper time to sanitize toys or equipment.
 - Cloth blankets, clothes, and cloth nap mats CANNOT be shared. Plastic mats will be sanitized after every use.
 - Staff will disinfect bathrooms, classrooms, playground, gym, library, and any areas that are used by MDO several times throughout the day
 - Staff and children will use good handwashing techniques with warm water and soap before and after lunch, bathroom breaks, and after recess time.

BEHAVIOR GUIDELINES

Lakeshore MDO does not permit:

- Corporal punishment, including but not limited to the following:
 - Striking a child directly or with physical objects
 - Shaking, shoving, spanking or any forms of aggressive physical contact
 - Requiring a child, or forcing a child to repeat physical movements
- Harsh, humiliating, belittling or degrading responses of any form including verbal, emotional or physical.
- Confinement of, or isolation of a child or children.
- Deprivation of a child's basic needs, including food, water, shelter, clothing or bedding.

Children at Lakeshore MDO are expected to:

- Be kind to yourself
- Be kind to your friends
- Be kind to our things

Unacceptable, consistent behaviors toward staff or students include:

- Spitting
- Hitting/shoving
- Kicking
- Biting
- Name calling/bullying

A child can be sent home ONLY after:

- Consistent redirection/reminding of proper behavior
- Talking to director/assistant director does not correct the action
- Repeated misbehavior within one day

Children are seen as individuals and behavior issues will be treated as such. All misbehaviors will be documented by the teacher and kept in the office. However, extensive misbehavior can result in permanent suspension from the program. Before a child can be permanently excused from the program, the director will organize a meeting with the assistant director, teacher, and parent to facilitate accommodations and appropriate expectations. Accommodations must be in place a MINIMUM of two weeks before a child will be permanently excused from the program.

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. As a Mother's Day Out, we understand that biting, unfortunately, is a part of a childcare setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

- First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
- Parents are notified.
- The "Injury Occurring at School" form is filled out documenting the incident.

For the child that bit:

- The teacher will firmly tell the child "NO! DO NOT BITE!"
- The child will be placed in time out for no longer than the child's age (one year old, one minute).
- The parents are notified.
- The "Parent Contact Form" is filled out documenting the incident.

When Biting Continues:

- The child will be shadowed to help prevent any biting incidents.
- The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
- The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

- First offense(s): If a child inflicts 3 bites in a one-week period (2 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
- Second offense(s): If the child again inflicts 3 bites in a one-week period (2 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 school days.

- Third offense(s): If a child once again inflicts 3 bites in a one-week period (2 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.
- If a child, who has been through steps 1 and/or 2, goes 3 weeks (6 school days) without biting, we will go back to step one if the child bites again.
- If a child bites twice in a 4-hour period, the child will be required to be picked up from school for the remainder of the day. This will not count towards the 2-day suspension.

2023-2024 Lakeshore Mother's Day Out Policies Addendum

1. Upon payment of the tuition fee, Lakeshore MDO will give regular care to the registered child(ren) from 9:00 AM-2:30 PM on Tues./Thurs. During the WISD school year, except for holidays and weather closings.
2. A staff member will examine children for contagious diseases or illness. The child will not be admitted until free from symptoms for 24 hours as explained in the Parent Handbook.
3. Lakeshore MDO will exercise reasonable care and judgment in all matters related to the safety and welfare of the child.
4. In case of a major accident or illness to the child, the teacher and/or director will take reasonable measures, as are in her judgment, in the best interest of the child and will notify parents as soon as possible.
5. Lakeshore MDO will not release the child to anyone other than the parent or guardian without prior authorization from the parent upon registration, verbal permission via phone, or written permission given to the classroom teacher and/or the director.
6. Tuition is due on or before the first Tuesday of the month unless other arrangements are made with the director.
7. Lakeshore MDO's operating hours are from 9:00 AM-2:30 PM. Parents who are late picking up the children after the 3rd time will be charged an extended fee (\$10 for every 10 minutes, and an additional \$1 for every 2 minutes thereafter).
8. Prescribed medication and over-the-counter medication will not be administered by the Lakeshore staff, except for an EpiPen if needed.
9. In the judgment of the director, if the child requires a physician, and the parent/guardian and/or emergency contact cannot be reached by Lakeshore MDO, the child's physician and/or hospital may be called at the expense of the parent.
10. Based on the judgment of the MDO staff, Lakeshore MDO has my permission to take reasonable measures in all emergencies, to provide for the safety and welfare of the child. MDO will not be held liable for the costs related to that medical care.
11. Lakeshore MDO reserves the right of dismissal of any child from our program.
12. Lakeshore MDO will not be held liable for any accidents or injuries to my child.
13. My child has permission to use all the equipment (inside and outside) and to participate in all activities of the program.
14. Unless you provide a written note (include child's name & date of birth), your child may appear in promotional images for our program. To maintain a sense of privacy, your child will never have their name or age appear in the images (to include but not limited to not tagging people on the images that appear on social media).

By signing this below, you agree to the policies of Lakeshore Mother's Day Out.

Child's Name _____

Parent's Name _____

Parent's Signature _____ Date _____