



McFarlin Memorial United Methodist Church Children's Day Out Program

Welcome to McFarlin Memorial United Methodist Church's Children's Day Out. We appreciate the opportunity to care for your child. The following pages include the policies and procedures for our program. We appreciate your cooperation with these policies to ensure a safe and pleasant environment for the children and their families as well as our staff.

Michelle Barnard
Children's Day Out Director
361-6570

McFarlin Daycare Office
329-2170

Enrollment Procedures

The following is required at the time of enrollment:

1. Enrollment Form
2. Current immunization record
3. \$20.00 non-refundable, fall and/or spring enrollment fees. Summer enrollment fee is \$10.00.

Tuition & Payment Procedures

Daily Tuition \$20.00

Each Additional Sibling \$17.00

Upon enrolling, please select the days you would like your child to attend Children's Day Out. Enrolling in certain days will reserve a space for your child and we will staff accordingly. Therefore, you will be required to pay for each day that your child is enrolled, whether or not your child attends. Tuition dues will be sent home during the first week of each month for that month's charges. All tuition is due by the 10th of the month. A late fee of \$10.00 will apply on the 11th of each month and accounts not paid by the 15th will result in a consultation with the director. Failure to pay tuition may result in removal of your child from the program. If you enroll in the middle of the month, your account will be pro-rated accordingly and tuition will be due on the child's first day in attendance. A \$25.00 fee will apply to all returned checks. Please notify the director if your child is sick or will not be attending Children's Day Out. We allow for Drop-Ins when space is available. The Drop-In rate is \$23.00 per day. Please contact the Children's Day Out Coordinator for Drop-In requests. We require 14 days written notice if you wish to reduce the number of days your child is enrolled or withdraw from our program. Please contact the coordinator with any questions regarding tuition or payment procedures.

Hours of Operation Fall/Spring

Children's Day Out follows the Norman Public School calendar. We are open from 9:00 am until 2:00 pm Monday thru Friday that Norman Public School is in session. The Norman Public School calendar can be viewed at www.norman.k12.ok.us. The Children's Day Out Staff will arrive before the children to prepare for the day. We ask that you respect this planning time. **Therefore, children may not be dropped off before 9:00 am. Due to licensing requirements and other church activities, it is essential that your child be picked up on time.** A late fee of \$1.00 per minute will begin to incur at 2:05. Parents will receive a verbal warning on the 2nd occurrence and a 3rd occurrence may result in removal from our program. If someone other than a parent will be picking up your child, please notify the director in writing or by phone. No child will be released to a person not listed on the enrollment form unless permission is given by a parent. All new persons picking up

children will be required to present identification. Please inform the staff of specific custody arrangements.

Summer

Our summer program will be offered from 9:00 to 2:00 Monday, Wednesday and Friday. Hours of Operation policies will remain the same as spring/fall.

School Closings for Bad Weather

Children's Day Out will be closed when Norman Public Schools are closed for bad weather. Please check a local news station or the NPS website, <http://www.norman.k12.ok.us/>, to see if Norman Public Schools are closed. We will not list our program's closing separately. Consequently, if Norman Public Schools open a day that was previously closed, CDO will open also.

What to Bring each Day

Upon enrollment, you will be given a small supply list depending on your child's age. Please send these items with your child on their first day.

- Items to send daily:
1. Lunch: We ask that your child's lunch is ready for them to eat (ex: cut into bite sized pieces) in a compartmentalized container with lid. We have a refrigerator and microwave available. **Please do not send candy, pop or items containing peanuts.**
 2. A nap mat: Children will have quiet time following lunch.
 3. A complete change of clothes: Even if your child is potty trained.
 4. Diapers if your child is not potty trained.
 5. Bottles, sippy cup or water bottle....please label.

Everything you send with your child should be labeled.

Curriculum

Our primary purpose at Children's Day Out is to help you children grow socially, intellectually, and spiritually while providing the highest quality of care at a reasonable price. This goal will be met through curriculum that addresses gross and fine motor skills, literacy skills, math skills, sensory exploration, and creative exploration. Children will have opportunity for group activities, as well as individual free choice activities. Children will also participate in monthly service projects aimed at teaching young children about giving and helping others. Each month parents will receive a newsletter that highlights themes and activities. A schedule of daily activities will be posted in each room.

Outside Play

The CDO has the opportunity to enjoy a large, age appropriate playground. Children will have outdoor play time each day they are in our program, as long as weather permits. Time spent outdoors helps children to develop gross motor skills, learn about God's world, and benefit from fresh air. Please dress children accordingly.

Staff

All Children's Day Out employees must pass a background check before they are hired to work with the children. All staff members are trained in basic first aid and CPR.

Clothing

Please dress your child in play clothes when sending them to Children's Day Out. Our program includes activities which can be messy. Our program also includes outdoor play when the weather permits, so please send the appropriate coat or jacket labeled with your child's name.

Potty Training

If your child is potty training, please communicate with your child's teacher regarding your schedule at home so that we can work with your child in a consistent manner. Please send plenty of extra clothing during this training time. Because we know that potty training is very individualized, children are not required to be potty trained by a certain age to participate in our program. Accidents will be handled in a supportive manner.

Adjustment & Participation

We understand that this may be the first time your child has ever been away from you for an extended period of time. Although it is difficult to leave an upset child, most children will calm down after the parent leaves. If your child continues to be upset, we will contact you and explore some ideas together to help your child. If you have specific instructions for your child, please provide a hand written note to your child's teacher when you drop off your child. This will limit delayed departures and confusion during this part of your child's day. If you would like to check on your child during the day, feel free to contact the Children's Day Out Coordinator, Michelle at 361-6570. While at Children's Day Out, we hope that your child will participate in all of our activities. However, we realize some children are observers and we will not force your child to participate before they are ready.

Illness Policy

In an effort to keep children and our staff healthy, please keep your child home if they have had any of the following within the last 24 hours or if they have any type of contagious illness:

- Fever over 100 degrees
- Vomiting
- Diarrhea, defined as runny or watery stools with increased frequency of loose stools.
- Eye Infection (red, crusty eyes)
- Rash that is not allergy related

If your child becomes ill at Children's Day Out, you will be notified and your child will need to be picked up within the hour.

Medication Policy

All medicine must be in the original bottle with your child's name and dosage on the label. For safety reasons, please give all medications to the coordinator upon arrival. All medicine administered will be documented and approved with signature.

Phone Calls

You are welcome to call the school, 361-6570, to check on your child or with any questions or concerns. Please be advised that the coordinator is not always immediately available to answer the phone and you may leave a message. These messages will be returned as soon as possible. Messages received during non-school hours will not be returned until the next day.

Discipline

The Children's Day Out staff will encourage and model positive behavior with your children. When discipline is necessary, Children's Day Out staff use re-direction and time-out.

Biting/Physical Roughness

It is our belief that when children are busy with an appropriate program, negative behavior rarely occurs. In the event that your child bites or is unusually rough with another child or staff member, our staff will make every effort to develop a plan to correct this behavior. In cases where such a plan is not successful, the following procedure will be enforced:

1. Your child's teacher and/or the director will speak with him or her, communicating to them that this is inappropriate behavior. A note will be sent home with your child so that you are aware of the incident and can talk to them at home.

2. You will be notified by phone and asked to pick up your child immediately.
3. You will be notified by phone and asked to pick up your child immediately. Repeat offenses will be reviewed with the parents by the director and may result in the removal of your child from our program.

Finally, if your child is injured on equipment or by another child while at Children's Day Out, you will be provided an accident report, which will not include the other child's name. Any other injuries will also be recorded on an accident report and if necessary, according to the coordinator's discretion, you will be contacted by phone.

This information has been provided to assist in your having a pleasant experience with our Children's Day Out program. Please let me know of any issues you feel need to be addressed and I will work with the staff to help better any situation! Your children are very special to us. We want them to feel safe and secure while with us and for you as a parent to know they are receiving excellent care and education

Sincerely,
Michelle Barnard, Children's Day Out Director