



## Ascension of Christ Mom's Morning Out Information

### REQUIREMENTS:

Children must be 2 years of age by Sept. 1 (or by December 31 for second semester) and no older than 4 years of age to enter the program. Each child must be fully registered, with a white social services card filled out completely and signed by a parent or guardian. Children who are enrolled in preschool, with the exception of Monday's and Tuesday's, may attend Mom's Morning Out.

### ENROLLMENT:

Enrollment is on a semester basis and re-enrollment will take place at the end of the Fall semester for the Winter/Spring semester. Only children who are currently in the program can enroll by sending in the semester fees as a confirmation. Placement can be held with a **\$50.00 (non-refundable) enrollment fee** which is applicable to the semester tuition. Tuition is due upon enrollment. Written withdrawal, for tuition only minus enrollment fee, must be received 30 days prior to the start of the semester in order to receive a refund. Please be advised that there is **no refund for cancellations** made after this time. There are no refunds given once the semester begins. To maintain the quality of this program, enrollment will be limited on a semester basis therefore, no drop-ins will be permitted.

### PLACEMENT:

Children will be divided into age appropriate groups during breakout times such as free play and crafts and will collectively participate in morning circle, music, story and snack time as well as outdoor play. Our goal is to provide an optimum setting for your child.

**REPORTING ABSENCE:** When reporting an illness or absence, please call the church office at **248.644.8890** and leave a message with Cindy or on the answering machine if it is before church office hours. For planning purposes, please let us know in advance if your child will have a pre-arranged absence.

**INCLEMENT WEATHER:** If Birmingham Public School is closed due to inclement weather, we will be closed as well. Consult the radio or your local T.V. stations or call the Birmingham Board of Education. You can also call the church office at **248.644.8890**.

#### **HEALTH AND SANITATION:**

All serious injuries will be taken to William Beaumont Hospital on 13 Mile Rd. in Royal Oak, Michigan.

All staff will complete an infant/toddler/child CPR and Heimlich Maneuver course.

All staff will have a T.B. test.

All staff will be trained in sanitation techniques.

#### **HEALTH ISSUES:**

Please do not send sick children to our program. It is not fair to your child or to the other children or staff in Mom's Morning Out.

If a child becomes ill while in our care, we will call the parties listed on your Child Information Card. If possible, the child will be placed in a separate room, with a staff member, until someone can pick him/her up. **Again, please do not bring sick children to our program!**

In the event of minor injuries—scrapes, bumps or bruises—we will treat them on site with ice packs and band-aids. No medication will be used. Wounds will be washed with soap and water.

In the event of a serious injury, a parent or responsible party (as indicated on the child information card) will be contacted. In a critical injury, emergency medical services will be notified first and the responsible party immediately thereafter. A Staff person will accompany the child to the hospital.

**Do not send food in backpacks due to our food allergies on site.**

**All snacks will be provided by us.**

## **DIAPERING:**

Parents are responsible for providing a well-supplied diaper bag for their child if they are not toilet trained. Contents should include: disposable diapers, wipes, and diaper creams as needed. A change of clothing is also recommended in the event that it is needed.

Diapers will be changed when wet or soiled.

Diapers will be changed only in the designated diapering area.

Disposable rubber gloves will be used.

Diaper table will be cleaned with a bleach solution after each use.

Staff will wash their hands after each diaper changing.

Toddlers who are toilet training should also have a change of clothing in their bag/backpack.

Toddlers hands will be washed after toileting.

## **MEDICATIONS:**

All medications should be administered at home, unless there is some unusual circumstance which will have to be **discussed with the Program Director**. **Epi-pens must be registered with the Program Director and must be accompanied by a permission to use form.**

## **SNACKS:**

A snack of juice or water and crackers will be provided for all toddlers sometime mid-morning. Water is always available to the children. **Do not bring snacks from home due to the risk to allergic children in our program.**

## **REST PERIODS:**

Caregivers will give naps to toddlers, if necessary or if requested by the parents. We will otherwise go outdoors, weather permitting or have indoor play in our gross motor room.

## **CLOTHING:**

Children should wear comfortable clothing appropriate to weather conditions. We will be taking children outside in good weather. Children should also have a change of clothing in the diaper bag/backpack in the event of an unforeseen toileting accident.

**DISCIPLINE:**

The staff will use positive methods of discipline. No corporal punishment. No harsh words or yelling will be tolerated. Time out is the discipline of choice and redirection is used as a way to avoid conflict. We will encourage self-control, self-discipline and cooperation.

**INCORRIGIBLE BEHAVIOR:**

A child that does not respond to caregivers, behaves in a consistently negative way, refuses to obey caregivers or causes harm to other children will be asked to leave the program.

**FIRE EMERGENCY:**

Toddlers in Nursery: Caregivers will exit building through the south doors directly outside the nursery. Alternative route will be the west entrance doors.

Toddlers in classroom 1: Will exit out the west entrance doors. Alternative route will be the south entrance doors adjacent to the nursery.

**TORNADO DRILL:**

Staff will escort children to the church basement and follow protocol for tornado procedures.

Staff will be versed in fire safety and tornado drill procedures.