

**St. Mark the Evangelist
Catholic Church
Mother's Day Out
Handbook**

Fall Hours: 9:00 A.M.- 2:00 P.M.
Days of operation: Monday, Tuesday, Wednesday, and
Thursday.

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Saint Mark the Evangelist Catholic Church
3939 Tecumseh Road
Norman, Oklahoma 73072-1708

2018-2019

Mission Statement

St. Mark's Mother's Day Out exists in order to provide a safe, healthy, and educationally stimulating Catholic environment for children based on a part time schedule.

A part-time childcare program is defined as one that provides care for eight or more children and operates for more than 15 but less than 30 hours per week. Traditionally, these programs are open during regular public school hours.

Philosophy

Our Center focuses on important skills to help children reach educational, social, emotional, physical, and creative milestones. The children have a chance to form friendships that can continue throughout their school years. They experience self-directed play, outdoor play, teacher led activities, music, art, lunch, and rest time. We provide a secure environment where children feel safe, cared for, and able to express themselves freely.

Directions

St. Mark the Evangelist Catholic Church is located in northwest Norman, Oklahoma. To access the church from I-35, take the Tecumseh Rd. exit [#112]. Travel west on Tecumseh Rd. and cross N.W. 36th Ave. The church is 0.25 miles west of N.W. 36th Ave. on the north side of Tecumseh Rd. Enter the door on the southwest side of the building. The sign above the door says Founder's Hall. The doors are near the playground area. You will have to ring the bell to get in.

What to bring each day:

- Lunch (must be a balanced meal, complete with a fruit or vegetable)
- Extra clothing
- Disposable diapers (if needed)
- Nap Blanket
- Non spillable cup filled with water

If your child is in diapers, please provide a container of wipes at the beginning of the month.

Everything you bring should be labeled with your child's name.

Security procedures

Security is one of our highest concerns. After arrival and departure time, the outside doors are locked so we can monitor who enters. You must come to the southwest door and ring the bell so we can let you in. The doors are not locked from the inside so we will be able to exit in an emergency. Effective August 24, 2011, the doors will be locked at 9:00am. Classes have begun by 9:00, so there will be no exceptions to this. If you have a doctor's appointment, and can not arrive by 9:00, please schedule it for later in the day (preferably after 12:00) or we will just see you on your next scheduled day.

In case of custody issues, a parent cannot be denied the ability to pick up their child from school unless we have court documents stating otherwise.

If a parent or guardian uses foul language, threatens a staff member, or does not use safe practices while in our building, exclusion from the program will be immediate.

Background checks

Employees must pass a background check before they are hired to work with the children.

Drills and evacuation plans

Evacuation plans are posted in the rooms. Monthly tornado and fire drills will be conducted.

Annual drills will include:

- Locking-down by sheltering in pre-determined on-site location
- Relocating according to procedures to relocate
- Evacuating and meeting at pre-determined locations
- Sheltering-in-place, requiring children to stay inside the facility, such as tornadoes and other weather emergencies

First aid and CPR

All persons on staff will be trained in basic first aid and CPR.

Sessions and Prices

Children are in class from 9:00a.m. to 2:00p.m.

Teachers are in the room before and after class for planning time. Parents are asked to respect this important time by not sending children into the room

before 9:00 and by picking children up promptly. Late pick-ups will be charged \$1.00/minute.

The cost for a MDO session is \$24.00 per day per child. When you enroll you can choose how many days a week you would like to attend, depending on availability. You are then responsible for payment of those days even if you do not attend.

Enrollment and supply fee

Upon enrollment, there is a yearly, non-refundable fee of \$60.00 per child. For three or more children the fee is \$130.00 per family. This is will be added to the May tuition, otherwise, it is due at the time of enrollment.

Late pickup charge

Please pick up your child on time. If you leave your child at MDO after 2:00 an appropriate **late fee** will be charged. The late fee is \$1.00 per minute. This is due the day of your late arrival.

Payment

Based on your information we will figure out how many days you plan to attend for the month and give you a total. Payment is expected in advance during the first week of the month. A late fee of \$25.00 will be charged if payment is not received by the 5th of every month. If you change your days during the month your total will be adjusted on the next month's cycle. A two week notice is due if you plan to leave the program or reduce your days. Otherwise, you will be charged. Checks that have been returned by the bank will be charged a \$25.00 NSF fee.

Check in and out procedures

Children must be signed in and out everyday. The sign in sheet is located on the desk in the entryway.

Visitors and volunteers

We love to have volunteers come by to do a craft, sing a song, read a story or share other talents. Let us know ahead of time, if possible, so we can help the children prepare. If you plan to be a volunteer we will schedule training for you and do a background check.

Age groups

Children are placed according to chronological age and developmental stage. As an opening becomes available, children who are currently enrolled and developmentally ready will be considered first for moving up to an older age group. Most of the time we will move children to an older class at the beginning of a new school year or during the Christmas break.

The children are divided into groups as follows:

1's Room (15 months - 2nd birthday)

2's Room (2nd birthday - 3rd birthday)

3's Room (3rd birthday - start of preschool)

4's (preschool)

We will always add enough teachers to meet or exceed state requirements for staff to child ratios.

Paperwork

It is mandatory for you to fill out all paperwork before leaving your child with us. We need current contact information for you and anyone who may pick up your child in an emergency. Please let us know if your child has any medical conditions or allergies.

Immunizations

All children who attend MDO must have a copy of their immunization record on file with us and immunizations must be current. You can contact the Department of Human Services or your child's doctor for information on immunizations. Please keep us updated on any changes to your child's record.

School Schedule

We are open each Monday, Tuesday, Wednesday, and Thursday that Norman Public Schools are in session. We are not open when Norman Public Schools are closed. A schedule of important dates for the school year will be posted on the bulletin board.

Class Schedule

A daily activities schedule is posted in each class room. We are very flexible, so this is just an example of what we might do. The children are given choices during activities. We encourage them to participate but they can choose to do another activity.

Bad Weather/ School Closings

When Norman Public Schools closes for bad weather we will close as well. Please check the news for school closings on bad weather days. We will also post school closings on our facebook page.

Emergency Treatment

If your child becomes seriously ill or is injured while in our care, we will seek medical treatment for them. **We will NOT transport your child to an urgent care facility, or the hospital in a private vehicle.** We will call an ambulance for treatment if injury is severe enough and no one on your child's emergency call list can be reached. We will contact you immediately in an emergency. **Please be sure to leave updated contact numbers with us.**

Sick Children

Please keep your child at home if:

- They have a fever.
- They have vomited in the last 12 hours.
- They have diarrhea.
- They have heavy nasal discharge.
- They have a red or sore throat.
- They have lice, scabies, impetigo, or ringworm.
- They have chickenpox, measles, or mumps.
- They have an eye infection (pinkeye).
- They have an unexplained rash.
- They have unexplained pain.

Please do not bring a child who has any type of contagious illness to MDO. We want to prevent spreading illness to the other children and teachers.

Seek medical advice to make sure your child is well before returning to MDO.

The teachers will notify you (or an emergency contact) to pick up your child if they develop an illness after they are left in our care.

Participation

When you bring your child to MDO we hope they will participate in all of our activities. We will not force a child to do an activity they do not wish to do but we will encourage them. Your support in encouraging them is greatly appreciated.

Unhappy Children

If a child is having a bad day, not feeling well, or dealing with separation anxiety, it can be difficult to see his/her parent go. We will do all we can to help the child enjoy their day. If they are very unhappy and show no signs of improving we will contact you to come pick them up.

Tips for helping your child adjust

You are welcome to visit our class with your child for short periods of time before leaving them for their first full-day visit. This may help your child adjust to our environment.

Many children have difficulty with separating when they first come to MDO. Generally it is best for the parent to say goodbye and leave the child as quickly as possible. Children usually settle down once their parent is gone. You are welcome to call and check on your child later to make sure they are all right.

Sometimes a change in a child's home environment (for example a death, birth, or move to a new house) can affect them at school. Please let us know if we can do anything to help.

Special Instructions

If you have special instructions please have them written out and ready to give to the teacher when you drop off your child. This saves time and limits confusion at check in.

If you need to discuss something with your child's teacher, please make an appointment to see them before or after school so they are not taken away from class time with the children.

Remember to label everything you bring to school with your child's name.

Procedure for Releasing Children

Should it be necessary for someone different to pick up your child, please notify the teacher and Director. Please write down the name and description of the person and state that they have your permission to pick up your child. We will check identification before we release the child to someone we are not familiar with. You may list people who are approved to pick up your child on their enrollment paperwork.

Clothing

Please dress children in play clothes as some of our activities are messy. We have craft time and outside play when the weather permits. Please dress your child so they will be comfortable if we go outside. Flip Flops are discouraged. Closed toe shoes are the best choice for outside play. Label coats and sweaters.

Our environment

It is important to have a safe and friendly environment. For the younger children, our space is made up of one very large room that has been divided into classroom areas with room dividers. This allows each age group to have their own age appropriate space, but also encourages interaction between all of the children and teachers throughout the day. We can always see each other and communicate quickly so if someone needs assistance. Because we do not have inside walls it is easy to arrange our space in different ways when our needs change. The 3 and 4 year olds are in separate classrooms.

Food

You will need to send a lunch for your child in a labeled lunchbox. Teachers are not free to prepare food for your child's lunch. Please make sure all food is ready to eat and cut up if needed. We do have a microwave in our room if needed but it is generally easier to send food that does not need to be heated. We will not heat bottles. Do not send glass containers.

Bringing a lunch from home helps ensure each child will have food that they like. This also cuts down on the risk of an allergic reaction from foods a child is not accustomed to. Remember to inform us of any allergies or food restrictions. No sodas, please.

Please bring snack items once a month. Ask your child's teacher for the monthly snack calendar.

Medication

We prefer not to give medication to the children during MDO. Please give any needed medication to your child before or after school. If your child must have medication during school, please discuss it with the director and bring your doctor's orders. A medication form must be filled out.

Personal Toys and Belongings

Children should leave their personal toys at home or in the car. This prevents toys from getting lost or broken and keeps younger children from playing with toys that are not safe for them.

We understand that some children may have a security item that they need to keep with them. If your child has difficulty without a security item, you may send it to MDO labeled with the child's name.

We do not allow weapons of any kind (toy guns, slingshots, etc.)

Discipline Policy

MDO teachers use discipline to protect a child from injury to themselves or others. Distraction, redirection, and time out are used. We model proper behavior so the children know what is expected of them. Verbal and/or physical abuse is not used.

Reporting Suspected Abuse

We are required by law to report any suspected abuse to the authorities.

No Smoking Policy

Smoking is not allowed in our building or in our playground area.

Frequently Asked Questions

What if I forget my child's lunch?

We have some food in the center. If you forget to send a lunch, don't panic. You can drop it off later or we will prepare something for them to eat. Lunchtime is at 11:00.

Where will my child sleep?

We have rest mats assigned to each child in the 2 year old and 3 year old classes. Each child will need to bring a blanket. Sheets are washed on a daily basis. Personal blankets should be taken home for laundering.

The younger children sleep in playpens.

What if my child won't nap?

We will have a quiet time for all the children so that any who want to sleep can. Not all of the children will nap. Those children who do not nap will be engaged in another activity once all the "nappers" have fallen asleep. If a non napper is a distraction during the quiet time, we will call you to come pick up your child.

How long has St. Mark's had a mother's day out program?

Our program started August 18, 2003. Each year we celebrate with a birthday party.

Is it open to anyone in the community?

Yes. However, parishioners of St. Mark's receive priority.

What should I do if my child is upset when I leave?

You can call and check on them on our direct line at 366-8102. Usually children calm down quickly. If your child is upset for a long time we will contact you.

Are the classes structured?

Yes. We have an activity schedule for each room. We also remain flexible as needed. You will receive a daily report from the 1 and 2 year old classes that outlines your child's day. A newsletter will be sent for the 3 and 4 year old classes. The teachers are available by appointment for a conference outside of school hours. An assessment will be done all children in the 3 and 4 year old rooms at the end of the school year. A copy will be sent home.

Please sign the handbook acknowledgement form before your child's first day of school.

Acknowledgement of MDO Handbook

I have read the St. Mark MDO handbook and understand the policies and services being offered.

I am enrolling _____ for _____ days per week, and agree to pay \$24/day.

I understand that I will not be required to pay tuition for the days and weeks the school is closed per the 2018-2019 calendar.

However, I understand I will be required to pay the regular charges for any week my child is enrolled. Also, if vacation time is taken other than the above mentioned weeks, I am required to pay the full charges.

I understand that having two weeks of unpaid tuition fees is grounds for my child's dismissal from the school.

Parent or Guardian _____

Signature of Parent or Guardian _____

Date _____

