

2010-11
New Start Mom's Day Out Operational Policies:
Operating Monday, Tuesday, Wednesday, Thursday and Friday
from 9 am to 3 pm.

In this manual you will find information concerning:

- Tuition payment
- Discipline
- Guidance
- Release of Children
- Location of fire extinguisher
- Location of first aid kits, medications, and medical emergency
- Emergency handling procedures for tornados
- Emergency handling procedures for handling volatile persons
- Procedures for handling illness
- Procedures for handling injury of a child
- An overview of child abuse, neglect, sexual abuse and reporting responsibility
- Teachers responsibilities and requirements

Tuition payment: Tuition is due on the first school day of the month and considered late on the 3rd school day of the month. Tuition may be paid in cash, check or money order. **Late fees of \$25.00 per school day apply to children's tuition not collected on or by the 3rd school day of each month.** Tuition is for operation of 9 am to 3 pm school day. Children picked up consistently after 3 pm will be given one warning then \$1.00 per minute will be assessed for subsequent late pick ups. Student tuition not paid in full by the 4th school day of the month, releases New Start MDO from the care of said child.

Discipline: see additional sheet

All discipline is to be handled by the teacher through redirection. Time out is an acceptable type of discipline. However, children may not be in time out for longer, in minutes, than their chronological age. Example: a two year old may only be in time out for up to 2 minutes.

Guidance: Children will be modeled appropriate behavior by the staff and teachers. Children should be talked to at eye level. Teachers will encourage children to "treat others as they like to be treated."

Release of Children:

Children will only be released to parents or others whom have copy of drivers license on file. Parents will be given a pick up tag to display in their car window for drive through pick up on a daily basis. Persons with tags but no license on file must park and come in to verify pick up information.

Location of fire extinguisher: Fire extinguishers are located on the wall in main hallway, in kitchen and in each lavatory on wall.

Location of first aid kits and medications: Each classroom is equipped with first aid kits on the wall above the light switch. When children go outside for playtime, portable first aid kit should accompany them to the playground. Portable first aid kit is located in large handicap bathroom. Portable kit should be taken on field trips and should be returned to shelf immediately upon returning to classroom. Medications will not be administered to children in our care. In case of medical emergency, parents will be notified after 911 is called.

Tornado procedure: In the event of a tornado all children will be sent to large bathroom on west side of house and instructed to cover head and neck with head between knees until the all clear is given by the emergency broadcast system.

Volatile persons: During the day, when children are present in the school all doors will remained locked from the outside but operational from the inside. All persons on campus will have prior background check and clearing in order to be present during the hours of 8am-4pm Monday, Tuesday, Wednesday, Thursday, and Friday. In the event a person trespasses onto our campus, police will be called without hesitation and classroom doors will be closed. Terminology used to alert teachers of an intruder will be “the cable man is here.” All teachers should close their doors and place a call to 911 reporting an intruder.

Food service practices: MDO will not prepare food. Children will bring a packed lunch from home. Children will bring a packed snack from home and a water bottle.

Illness: Children must be well and without fever for 24 hours before attending class. If a child is sick, please call director so the child can be removed from classroom and held in office until parent returns to pick up child.

Injury: If a child is injured, administer First Aid and fill out Form 7239. This form should then be copied and one sent home with child to parent while other is kept in child’s file. All first aid forms should be placed in directors in box, from there the director will file accordingly in child’s file.

Immunizations: Children must be current on all immunizations. Children must be able to hear and see as observed by the parent and physician.

Child Abuse, neglect, and sexual abuse: See additional information from Helpguide.org

Enrollment procedures: Children are enrolled on a first come first serve basis. Siblings of children previously enrolled are given opportunity to enroll one week prior to open enrollment. Parents will be notified by postings if policy or procedure changes. Parents must sign a notice of health, stating that child is in good health to participate in program. Children 4 years or older must obtain a vision and hearing test signed by a physician in order to be enrolled.

Teacher responsibilities and requirements:

Maintaining a current, growing relationship with God and good moral character
Signing children in and out
Decorating classroom and changing decorations monthly
Dressing professionally comfortable
Teaching the outlined curriculum with room for creativity
Supervising children during playtime
Interacting with children through age appropriate modeling, eye contact
Disciplining children in accordance with discipline policy
Interacting daily with parents through take home notes and car pool line
Cleaning classroom with disinfectant at the end of each day
Taking out trash from classroom at the end of each day
Returning toys to shelves at the end of each day
CPR and First Aid training
TB test
Continuing Education 9 hours per year
High School Diploma on file
Once a month planning and preparation meeting

General information

Parents may review and discuss with the child-care director any questions or concerns about the policies and procedures of the child-care center.

Parents may visit the child-care center anytime without prior approval.

Parents may volunteer to assist in the child-care center but must have a background check form on file.

Parents may review a copy of the minimum standards and the Licensing inspection report.

Parents may contact the Licensing office at 469-229-6900 or the Child Abuse Neglect Hotline at 800-252-5400. WWW.DFPS.STATE.TX.US