



NOTICE: Southwinds and its Mothers' Day Out Program is NOT a child-care facility or day-care center as defined under the Texas Human Resources Code Section 42.041 and is therefore NOT licensed by the state of Texas.



Parent Handbook 2020-2021



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MISSION STATEMENT

The mission of Mother's Day Out at Southwinds is to show the love of Jesus to children and their families through teaching them God's word, and equipping them to worship in a safe and loving environment.

MDO is a ministry of Southwinds Baptist Church and operates in accordance with its constitution, declaration of faith, and bylaws. Our declaration of faith can be found on our website.

MOTHERS DAY OUT & CHILDREN'S MINISTRY BASICS

Check In and Car Rider Line

MDO Southwinds desires to maintain the most secure environment possible for every child in our programs. In order to do so we have the following check in procedures:

Car Rider Line

We offer a car rider service to all students. The car line helps younger children have less separation anxiety and the older children to gain independence. For the safety of all children, unsafe driving through the parking lot during drop off/pick up times may result in loss of permission to use our car line service. We accept children from 9:00am-9:15am, after that time you will need to walk your child into the building for check in at the front desk.

- Do not speed, tailgate, or allow your child to hang out of open car windows, open slide doors of vans and sunroofs or ride in parent's lap through the car line.
- All doors must stay closed and secure until a staff member opens the door.
- The carline is a NO CELL PHONE area. Please give your full attention to keeping all of the children and staff safe during this time.

Drop Off

You may drop off your child after 9:00am. If you are dropping your child off, please enter through the front door of the Education building, closest to the chapel. Our staff cannot accept children before 9:00am. Please do not park in car rider line.

Other

Please do not send your child with breakfast to eat in the classroom. They must eat breakfast before arriving for Mother's Day Out.

Alternative Pick-up

If another person will be picking up your child, please let us know in advance and provide us with his/ her contact information on the alternate pick up form. We will then ask for their driver's license upon pick up to verify their identity. Your child will not be released to anyone who is not on the alternate pick up form, or who cannot prove their identity with a valid form of picture identification (driver's license, passport). Any updates or changes must be made in writing.

Personal Items

Labeling - All items must be labeled, including bottles, cups and diapers, with child's name.

Things to pack:

Ones and Twos

- Supply of disposable diapers
- Change of Clothes
- Plastic or stainless cup/ Water bottle

Threes through Fives

- Change of clothes including underwear
- Supply of pull ups (if necessary for nap only)
- Plastic or stainless cup/ Water bottle

Nap Supplies

- Nap mat, blanket, lovey, etc.

Dress Code

Dress your child in clothing that is comfortable and durable. Please keep in mind that while your children look adorable in fancy clothing, we are here to have fun and that often includes getting dirty. Please send them in clothes that can allow for these "learning stains" For girls in skirts or dresses please have them wear shorts or bloomers underneath. Shoes should be appropriate for running and playing outside, closed toe tennis shoes are recommended.

Snack and Meals

Food Allergies - Ingredients for any special snacks will be posted by the classroom door. For children with special food needs, please talk with your child's teacher to see what accommodations need to be made. For severe allergies, please see Epi Pen Policy.

Morning Snack

Saltines, Goldfish, Graham crackers, or Cheerios will be provided for your child.

Food Policies:

Please serve your child breakfast before arriving. We cannot heat, microwave, or refrigerate food for children.

Please provide a sack lunch, with eating utensils and a drink. ALL food containers/ pouches/ items must be labeled.

Lunch Packing Guide:

Please pack a healthy lunch for your child, including a water bottle or drink to be used at snack time and lunch time.

Please ensure that children can eat packed food independently (within their abilities) and that food does not require teacher preparation beyond opening container lids.

Parents need to pre-cut any foods that could be a choking hazard before packing it for the child's lunch.

Avoid foods that may be choking hazards, and please note the following foods may pose a risk of choking:

- Whole hot dogs
- Whole grapes
- Raisins
- Large pieces of raw vegetables
- Hard candy
- Popcorn
- Chunks of meat or cheese
- Chewing gum

For more information, please consult the American Academy of Pediatrics guidelines on choking prevention.

Schedule

A basic schedule for your child is described below. Schedules will vary based on age and classroom. Each room has a detailed schedule posted in the classroom.

- Bible Story group time
- Art activity
- Learning centers
- Imaginative play
- Snack
- Music/ stretch and grow
- Playground (indoor or outdoor)
- Lunch
- Nap/quiet time

HEALTH POLICIES

Allergies and Epi Pens

Parents/guardians are responsible for informing Southwinds MDO about their child's potential risk for anaphylaxis and for ensuring the provisions of ongoing health information and necessary medical supplies. The church will take reasonable measures to avoid allergens for affected children.

Even with the church's best efforts, staff and parents/ guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, the church will take precautions to reduce the risk of a child having an anaphylactic reaction by developing strategies to minimize the presence of allergens in the Mother's Day Out area.

Epi-Pen Policy

When leaving a child in the care of a Mother's Day Out Program, parents of a child with severe allergies must bring two epi-pens in their original box with the prescription label. These pens will be kept at the Mother's Day Out Desk for emergency access. Epi-pens must be current and not with expired expiration dates.

Parents must also complete the Food Allergy Action Plan which will be kept in a notebook at the desk. The Food Allergy Action Plan must also include a picture of the child.



If your child has a medical condition or severe allergy, he/ she will be required to wear a medical alert bracelet to help teachers and staff react quickly to any medical emergency. A paper alert bracelet may be obtained from the Mother's Day Out Desk.

An epi pen will not be administered to a child with allergies without a written form of consent from the parent and doctor. If we do not have a doctor's prescription for your child's medication, we will ONLY be able to call 911 in the event of an emergency.

If a child in a classroom needs the epi-pen, the following procedure will be followed: Any teacher or volunteer will immediately call the front desk and bring the child to the front desk for a Coordinator to intervene.

The coordinator will immediately call & text the parents and ask for assistance from a nurse if there is one available. In the absence of a nurse, a coordinator will immediately call 911 and security if there is any swelling or rash presentation on the child.

If there is a nurse available to evaluate the child, then the nurse will monitor the child and determine if an epi-pen should be used or if an alternative step from the Food Allergy Action Plan should be implemented. If it is determined that the child should need an epi-pen injection, then the nurse or supervising coordinator should administer the epi-pen in the thigh muscle of the child.

Only a nurse, staff member, or coordinator may administer an epi-pen. A second pen should be ready to use in the event that the child is still experiencing problems and EMS has not arrived.

Illness Policy

Children who are ill are not to attend programming. We define illness as:

- Fever (within the last 24 hours) greater than 100
- Diarrhea (within the last 24 hours)
- Vomiting (within the last 24 hours)
- Rash
- Impetigo
- Persistent Runny Nose
- Persistent cough
- Eye infections (red or running eyes)
- Uncovered skin lesions or wound infections
- Yellow skin or eyes (Jaundice)
- Head lice/bed bugs
- Sore throat
- Childhood diseases (Scarlet Fever, German Measles, Mumps, Chicken Pox or Whooping Cough)
- Other communicable diseases such as Hand, Foot, and Mouth Disease.

Parents will be called to pick up their child if the child shows any sign of illness. The Mother's Day Out teachers and staff cannot diagnose any illness. Therefore, in protection of the other children in the program, a child showing signs of illness will be asked to be picked up immediately.

Child will be sent home for diarrhea that occurs two times during session. All open wounds, large scrapes or cuts must be properly covered with a bandage and remain covered while the child is in attendance.

If a child is diagnosed with Hand, Foot, and Mouth disease, strep throat, chickenpox, or mumps, a doctor's release will be required to return to the program. Parents will be contacted if a child appears ill during a session.

Medication

If your child requires medication, the parent or caregiver is responsible for administering the medication. The Mother's Day Out Staff cannot administer any medication, including (but not limited to): diaper cream, cortisone children's cream, antibiotic ointment, etc., with the exception of those with a Food Allergy Action Plan.

Weekday Programs:

Please report all illnesses or other absences by 9:30 that day. You may call the Mother's Day Out Director or Church Office.

Behavior Policies

Aggressive Behavior Policy

Managing behavior is challenging when a child is putting himself or others in danger or is not able to regulate his own feelings or actions. When a child is struggling to regulate in a class situation and causes a disturbance that is endangering himself or others, decisive action will be taken by the Coordinator. Aggressive behavior includes but is not limited to, throwing things, hitting, pushing, kicking and/or behaviors associated with these actions.

1st Time

1. Teacher will address aggressive behavior with positive management techniques and contact the Coordinator. The Coordinator can assess the situation and offer behavior support to the teacher, if applicable.
2. Teacher will complete the Aggressive Behavior Report and return the report to the Coordinator immediately.
3. The Coordinator will notify the parent to discuss the problem either on the phone or in person immediately after the incident occurs and discuss what has helped the child regulate in the past. We will do all we can to help the child regulate with suggestions provided by the parent.

- Coordinator observes and gives techniques to connect with child.
- A parent is required to sign the incident report when picking up child.
- The Report will be entered into the Aggressive Behavior Tracker.

2nd time (within a 3 month time frame)

Repeat steps 1-3 above according to the 1st time guidelines.

Coordinator will communicate to the parents of involved classroom to provide awareness that there are struggles in managing regulation in that class and we are doing everything possible to help the child come to a point of regulation during class time.

3rd time (within a 3 month time frame)

Repeat steps 1-3 above according to the 1st time guidelines

Parents of child will be called to come to the church to create a plan with Coordinator for helping their child better regulate in the classroom. Plan will include reflection on child's history and what has worked well for him in the past.

4th time (within a 3 month time frame)

Repeat steps 1-3 above according to the 1st time guidelines

Take a break from the program for 2 weeks or longer and guide parents to resources to help child self-regulate.

Biting Policy

Biting is a uniquely challenging behavior for both Mother's Day Outers and their parents. For information about why children bite, and strategies to deal effectively with the behavior, please consult with your child's pediatrician, the American Academy of Pediatrics, or the National Association for the Education of Young Children. Per policy, we are unable to release information about the other child(ren) involved.

1. When biting occurs the teacher will wash the area with soap and water, and apply ice to the affected area.
2. The teacher notifies the Coordinator on duty and writes up the incident using the Aggressive Behavior Report.
3. The parents of both children (the one who bit and the one who was bitten) will be notified by the Coordinator, and will sign the Report.

2nd Time (within a 3 month time frame)

Repeat steps 1-3 above according to the 1st time guidelines.

Parents of child who is biting will need to complete a background check in the event that they are required to shadow their child.

3rd Time (within a 3 month time frame)

Repeat steps 1-3 above according to the 1st time guidelines.

Parents of child who is biting will meet with Coordinator to plan effective strategies for "shadowing" their child in the classroom: quick intervention before biting can occur, parent-administered discipline after biting attempt, leaving early if needed.

The parent will be required to monitor and assist the biting child for six consecutive program sessions. After three sessions, the parent will meet with the Coordinator to evaluate the progress of the child's behavior. In the event that the behavior continues after six sessions of parental assistance, the child may be asked to take a three-week break from the program

Mother's Day Out PROCEDURES

Weather-Related Closures

In the event of a weather-related closure, notification will be made in the following ways:

- Check the church website. If the office is closed, we will post a notice by 6:30 am.
- Check the church's social media Facebook @southwindschurch
- Call the main church number.
- Please don't assume that the church office is closed because your child's school is closed.
- It is your responsibility to check.

Evacuation Policy

To prepare for an evacuation in advance, your child's teacher will do the following:

- Put the classroom rope close to the door at the beginning of class.
- Locate the evacuation map in the room and study it.
- Be familiar with the primary AND secondary evacuation routes.
- Help the children practice walking on the rope with fast walking feet.

During an evacuation:

- Alarm sounds
- Walkers: get in line holding onto the rope
- Teachers will lead the children along the evacuation route to their assigned area parking lot.
- Classes will remain in their assigned area until an all-clear signal has been given by Coordinator.
- Children will not be released during an evacuation. Children must return to class before they are checked out, with security card and signature on sign-in sheet.
- If the situation is unsafe for children to return to class, a Coordinator must approve the release of children to authorized adults with security tags.

Shelter in Place Policy

To prepare for a Shelter in Place situation in advance, your child's teacher will do the following:

- Put the classroom rope close to the door at the beginning of class.
- Locate the approved Shelter in Place locations on the evacuation map in the room and study it.
- Be familiar with the primary AND secondary Shelter in Place routes and locations.
- Help children practice walking on the rope with fast walking feet.

Severe Weather Procedure

In the case of severe weather, the classes will seek safety using the following procedures:

- Coordinator will notify the classrooms to "Shelter in Place"
- The teachers will lead the children into a classroom or other approved area without outside windows.
- The children and teachers will "Shelter in Place" in the restroom or against the inmost wall of the classroom.
- If the class is on the outside playground, they will come back in the building ASAP and go to the closest room and join that class in the restroom.
- If the class is on a walk or playground outside they will be notified over the radio and will "Shelter in Place" in the nearest bathroom away from outside windows.
- Coordinators will make sure the classrooms are in a safe area and all children are accounted for. Then Coordinators will "Shelter in Place" as well.
- Classes will remain in "Shelter in Place" position until "ALL CLEAR" is given. A Coordinator will come by to individually check on each room.

We will practice the building evacuation, lockdown, and severe weather procedures each semester in order to familiarize staff, volunteers, and students with the safest routines during emergencies. These drills are essential to providing an effective and safe environment for all program participants.