



*the* Hill

Chapel Hill UMC  
mother's day out + preschool

# *Parent Handbook*

Chapel Hill United Methodist Church  
2717 West Hefner Road  
Oklahoma City, OK 73120  
(405) 751-1292  
[www.mychapelhill.org](http://www.mychapelhill.org)

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## **WELCOME**

Dear MDO & Preschool Families,

Welcome to The Chapel Hill Mother's Day Out and Preschool Program. We are honored and excited that you have chosen Chapel Hill as the place for your child. It is our sincere desire that your family's experience here be both rewarding and meaningful. We strive to offer quality care for your child through positive relationships and a developmentally appropriate environment.

We have prepared this Parent Handbook for you with the hope that it will be a useful tool in helping you become acquainted with our program. The handbook also contains guidelines we adhere to for the safety and well being of all the children in our care.

Thank you for this opportunity to be a part of your child's growth and development during such an important time in their life, the early years. We understand the responsibility and accept the challenge of creating lasting and meaningful experiences that will help to shape who they are and who they will become in the future.

If we can be of assistance to you, please do not hesitate to call the office at 751-1292.

Sincerely,

Vickie Lacy  
Director of Mother's Day Out & Preschool  
vickie@mychapelhill.org

Debbie Anderson  
Assistant Director of Mother's Day Out & Preschool  
debbie@mychapelhill.org

## GENERAL INFORMATION

### Ages

Our Mother's Day Out and Preschool program serves children ages 6 weeks through 5 years. Children enrolling in Preschool should be 3 years or 4 years by September 1<sup>st</sup>.

### Days

Days of operation for Mother's Day Out and Preschool are Monday, Wednesday, and Friday. **Our program follows local school calendars, with some exceptions, observing similar holiday breaks and weather closings.** Each family will receive a school calendar with all scheduled school closings.

We are a year-round program which continues through the summer. Families **do need to re-enroll** for our summer program

### Times

Hours of operation for Mother's Day Out are 9:30 a.m. to 3:00 p.m. We also offer Early Care Hour from 8:30 - 9:25 a.m. This care is used whenever needed and is formulated to invoice every time it is used. We encourage you to arrive on time and start the day with the rest of the class. Teachers have found children adjust more quickly when parents say their good-byes at the door and leave without delay. This allows for the teachers to start their day on schedule and stay on schedule.

### Arrival

When arriving with your child in the morning for Mother's Day Out, please enter through the west side sliding doors. Parking is not allowed under the covered portico for the safety and convenience of other families nor in the spots reserved for the disabled.

### Departure

Children will only be released to a parent/legal guardian or persons listed on the enrollment form. If someone other than these people will be picking up your child, please notify the office. They will be asked to show a photo ID. When picking up your child in the afternoon, please observe the same procedure for parking.

### ProCare Software

ProCare is a system that is designed for adults dropping off and picking up children. This system uses a biometric fingerprint reader followed by a personal identification code. All adults who will be picking up or dropping off your child must register in our software system. Individuals must be listed on your child's enrollment form and need to bring a photo identification card with them upon registering.

## TUITION AND FEES

### Registration Fees

- \$125.00/per child- Due upon enrollment (one time fee)
- \$25.00/per child - Summer Session

### Tuition Rates

- Infant room – 2 days                    \$225 / month
- Infant room – 3 days                    \$275 / month
  
- Mother’s Day Out 2 days:            \$220 / month
- Mother’s Day Out 3 days:            \$270 / month
  
- Preschool 3 days:                        \$325 / month  
This is a 3-day program. 2 days is not an option. Must be 3 or 4 before September 1<sup>st</sup>.

### Other Charges

Early Drop Off:

- \$5.00 / EACH day you drop off early prior to 9:25 (added to your next month’s tuition)

### Late Pick-up Fees

Thank you for being considerate of our teachers’ time. We ask that families be on time to pick up children in the afternoon. A late pick-up fee of \$5.00 will automatically be added to your invoice by 3:05pm in addition to one dollar for every minute after 3:05pm

### Food Day Fees

Food Days generally take **place 3 times per month**. We order lunch from local restaurants for the children and teachers. The cost for this is \$4.00 per child/per meal. If you choose to participate in food days, you will be invoiced monthly.

*NOTE: You are welcome to pack your child’s cold lunch on Food Days. Food Days are offered as a choice, not an obligation.*

## **Tuition Payments**

Tuition is to be paid on the first day of the month that your child attends. Please be prompt with your payment, or let the Director know if special arrangements need to be made. Tuition is past due after the 10<sup>th</sup> of the month. A \$25.00 late fee will be automatically added your invoice to any payments made after the 10<sup>th</sup> of the month. Your child may not come back to our program until the balance is paid. If there is a balance greater than \$50 by the 20<sup>th</sup> day of the month, your child will not be allowed to return and enrollment will be terminated. **There are no refunds, credits or make-up days for absences due to illness, vacation or bad weather.**

Please make checks payable to Chapel Hill MDO *or* Preschool, and write your child's name on the memo line. If paying by cash, please be sure to get a receipt from the Director or Assistant Director.

## **Absences**

When possible, please contact the office if your child will not be attending on a specific day. This will allow us to accommodate drop-ins. However, please keep in mind that you are paying for the *space* reserved for your child, not for their *attendance*. For this reason, credits will not be given for absences.

## **Drop-Ins**

Drop-Ins are welcome as space permits. Please call the MDO/Preschool office after 9:45 a.m. on Monday, Wednesday, or Friday to inquire about openings for that day. Drop-Ins must pay on the day of attendance or add the amount to your monthly statement. **(\$30.00 per child).**

## **Withdrawal**

Please provide a one month notice if you wish to withdraw your child from the program. This will allow us time to fill the space and plan for the next month's transition. If you withdraw your child mid-month, a refund will NOT be given for remaining days.

## **Termination**

Termination: Chapel Hill MDO/Preschool reserves the right to terminate any child from our program for any of the following reasons:

- Failure to abide by the policies set forth in our Parent Policy & Procedures Handbook or any other policies or procedures that are noted in Chapel Hill paperwork
- Any differences that cannot be worked out between the parent, teachers or director
- Destructive or hurtful behavior of a child that persists, even after the parent, teachers and director have made every attempt in working with the family to stop the behavior
- Late payment of tuition or recurring tardiness in payment of tuition.

## **Donations and Fundraising**

Chapel Hill Mother's Day out and Preschool works to keep our fees and tuition as low as possible for our families while still providing superior programming. Because profits are limited, we depend upon donations (toys, paper & craft items, snacks, etc.) and fundraisers to raise cash for needed items and new toys. We appreciate any involvement you can provide.

## **Illness Policy**

Chapel Hill Mother's Day Out and Preschool appreciates families keeping their child home if he/she shows any sign of illness. This is not only for the protection of your child, but also for the protection of the other children and the teachers. We will make every attempt to contact you if your child should become ill during the day. If the parents and/or legal guardian cannot be reached, we will call the emergency contacts listed on your enrollment form. NOTE: *Please inform the Director or Assistant Director of phone number changes as soon as possible to ensure we can contact you in these cases.*

## **Guidelines for a Sick Child**

Please do not bring your child if he/she shows signs of the following:

- **Fever of 100.5 or more (must be fever free without medication for 24 hours)**
- Nausea, vomiting, diarrhea (must be free of vomiting and/or diarrhea for 24 hours)
- Any symptoms of childhood diseases, such as scarlet fever, measles, chicken pox, strep throat, flu, etc.
- Chicken Pox – all sores must be completely scabbed over and dry underneath
- Heavy nasal discharge (green)
- Any unexplained rash
- Any skin infection (boils, ringworm, impetigo, thrush, hand-foot-mouth disease, fifth disease)
- Sore throat or constant cough
- Inflammation or discharge from eyes (all eye infections are contagious, must be on medication for 24 hours before returning)
- Head lice (must be free for at least 24 hours before returning)

If your child contracts chicken pox, or another contagious illness, please notify the office so that other parents may be informed as well.

## **When in doubt about any of these things, please apply the Golden Rule!**

**NOTE: If your child is brought to school displaying any of these symptoms, you will be contacted immediately and asked to pick up your child. Should this happen repeatedly based on the discretion of the director; your child will be terminated from the program. We must remember that our first priority is the health and safety of all the children in our care.**

## **Medication**

Medication will only be administered by Chapel Hill Mother's Day Out/Preschool when prescribed by a doctor and only with written consent from a parent or legal guardian. Medication forms are available at the front desk. Medication must be stored appropriately sealed and out of the reach of children.

## **ADDITIONAL INFORMATION**

### **Guidelines for Enrollment**

Enrollment is offered first to children of MDO/Preschool staff and children already enrolled in the program. Enrollment begins the first week in February for the following school year and our summer program.

During this time, parents of enrolled children are also able to reserve their *upcoming arrival's* space in the program.

After the first enrollment period has passed (usually about 2 weeks), enrollment is opened to the community. Spaces are filled on a first come, first served basis. Enrollment periods and available spaces will be publicized in the Chapel Hill newsletter and on the Chapel Hill website.

Throughout the year, we accept enrollment forms and fill spaces as they become available according to these guidelines.

Anyone is welcome to turn in an enrollment form at any time. We will hold it until a space becomes available.

### **Holidays and Celebrations**

Please speak to your child's teacher to coordinate celebrations in the classroom. If possible, please give a week's notice if you plan to bring snacks to the classroom. This will give the teacher plenty of time to inform other families (in case of allergies, etc).

### **PLEASE DO NOT BRING ITEMS WITH PEANUT BUTTER IN THEM!**

Also, please bring **only CLEAR drinks for the children**. This will help us keep our carpet looking clean and stain-free!

### **Outdoor Play**

When the weather permits, children will be playing outside during the day. If the temperature is under 100 degrees or over 40 degrees children will play outside. Please dress your child in appropriate attire for outdoor play (tennis shoes, jacket, etc). On the days when we do not go outside, children will be playing in the gym, which also requires appropriate clothing and comfortable shoes.

### **Play Appropriate Clothing**

Please do not send your child in clothing that is special to you. We will be painting and making messes. Please send your child in play appropriate clothes and shoes.

### **Personal Items**

Please label **everything** you send with your child. This includes bottles, pacifiers, lunch boxes, blankets, jackets, sleep mat, and anything else that might come out of your child's bag. Chapel Hill Mother's Day Out and Preschool cannot be responsible for items lost that are not properly labeled.

### **Toys**

Children should not bring any toys to school unless it is something that they need to rest with or that their teacher has requested something be brought.

### **Lunch**

Please send your child with a lunch and drink each day. **Due to the number of children with peanut allergies, please do not send your child a lunch with peanut butter in it (peanut butter sandwiches, peanut butter crackers, peanuts, etc.).** Please pack an ice or cold pack in your child's lunch in order for it to remain cold until lunch time. Due to the number of children teachers must care for during lunch, we ask that you do not send your child with items that must be heated. If your child has special dietary needs that require food to be heated, please see the director to make accommodations.

### **Rest Time**

Toddlers through 3-year-olds participate in a quiet/rest time of about an hour in the afternoons. Cots or mats are provided, but feel free to send a blanket and/or personal item that may help your child feel more comfortable. Remember to label anything you send with your child.

### **Toilet Training Policy**

We ask that parents meet with your classroom teachers prior to beginning toilet training. This helps maintain consistency in your child's life and allows our program a chance to share our experience and offer guidance in this stage of your child's development. Together we hope to help assist and help make this time a non-stressful event.

## **Discipline**

This program adheres to the Department of Human Services Licensing Requirements as mentioned in Section 49.2 (DHS Licensing Requirements).

### Behavior and guidance

(a) Appropriate discipline. Discipline shall be constructive and educational in nature and appropriate to the child's age and circumstances.

(b) Staff requirements. All staff members shall:

- (1) Recognize and encourage acceptable behavior;
- (2) Teach by example and use fair and consistent rules in a relaxed atmosphere with discipline that is relevant to the behavior exhibited;
- (3) Give clear directions and provide **positive** guidance on the child's level of understanding;
- (4) Redirect children by stating alternatives when behavior is unacceptable;
- (5) Provide a calm and quiet place in the classroom where child who is upset can calm themselves.

(c) Acts prohibited. No staff member shall:

- (1) Subject children to punishment of a physical nature, e.g., shaking, striking, spanking, swatting, thumping, pinching, popping, shoving, biting, hair pulling, yanking, slamming, excessive exercise or any cruel treatment that may cause pain;
- (2) Put anything in or on a child's mouth as punishment;
- (3) Restrain a child by any means other than holding for no longer than necessary for the child to regain control;
- (4) Subject children to punishment of a psychological nature, e.g., humiliation by derogatory or sarcastic remarks about them, their families, race, gender, religion or cultural background;
- (5) Subject children to harsh or profane language or actual or implied threats of physical punishment;
- (6) Punish and/or threaten children in association with food, rest or toilet training;
- (7) Isolate a child without supervision or place him or her in a dark area; or

(8) Seek or accept parental permission to use any punishment or acts prohibited by the requirements contained in this subsection.

These guidelines are the minimum requirements involving discipline and young children. Chapel Hill Preschool and Mother's Day Out is a ministry of Chapel Hill United Methodist Church, and it is our sincere desire that each child feel valued and appreciated for the unique individual that they are. We will strive to demonstrate the love of Christ in each and every situation, especially when it involves the guidance and discipline of your child.

### **REPORTING CHILD ABUSE**

Section 42 (DHS Licensing Requirements). Requirements for part-day program employees

(1) Any staff that has reason to believe that a child has been abused is required to promptly contact the county office of the Department of Human Services or the statewide toll-free Child Abuse Hot Line at:

**1-800-522-3511.**

(2) Staff is required to cooperate fully in the investigation of any allegation.

### **CLOSINGS**

Please observe the calendar handed out at the beginning of the semester with the closings for the school year. You will also receive a monthly calendar that will list any closings for the month.

NOTE: *Credit is not given for dates when Mother's Day Out / Preschool are closed. The monthly rate is the same each month throughout the school year, unless otherwise reported.*

#### **Inclement Weather Closing**

If OKC Public Schools and Edmond Public schools are closed due to the weather, Chapel Hill Preschool and MDO will also be closed. If the surrounding public schools are closed just for artic temperatures, Chapel Hill MDO and Preschool will remain open.

In case of extreme or unusual circumstances, the Mother's Day Out Advisory Committee will determine if we will be open that day. **Please be sure to check the Chapel Hill website ([www.mychapelhill.org](http://www.mychapelhill.org)), and our Facebook page.** You may also call the MDO office to check updates on voicemail at 751-1292 or the front office of the church at 751-0755.

**PARENT/GUARDIAN ACKNOWLEDGEMENT  
2018-2019**

Please sign and return this form for us to keep on file. We must have one copy per family enrolled in the program. If you have any questions, please feel free to call the office.

I, \_\_\_\_\_, parent and/or legal guardian of

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understand that the policies and procedures explained in this handbook are for the safety and well being of my child and the other children in the Chapel Hill Preschool and Mother's Day Out program. I will adhere to these guidelines to ensure that my child maintains his/her place in the program.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_