

Parent Handbook



A Ministry of
Main Street United Methodist Church

Established 1988
Licensed by the Commonwealth of
Virginia Department of Education

202 North Main Street
Suffolk, VA 23434
(757) 539-3431

Revised January 2024

Table of Contents

Mission Statement and Educational Philosophy	3
Educational Philosophy	3
Hours of Operation	4
Fees	4
Withdrawal Policy	5
Arrival and Departure	5
Curriculum	5
Your Child's Day at MSDC	5
Your Child's Summer at MSDC	7
Holiday Closings	7
Inclement Weather Days	7
Lines of Authority	8
Staff, Teachers, Assistants	8
Field Trips	8
Child's Belongings	9
Attire	9
Meals	9
Rest Time	10
Sickness	10
Medication Policy	10
Accident/Injury	11
911 Emergencies	11
Child Abuse Law	11
Guidance and Behavior Management	11
Unacceptable Behavior Policy	13
Biting Policy	14
Playground Safety Procedures	15
Physical Facility	16
Fire Drills	16
Natural Disaster Policy	16

Main Street Day Care and Preschool Mission Statement

Main Street Day Care & Preschool is a ministry of Main Street United Methodist Church and is designated to meet the day care needs of church and community families in a Christian atmosphere, living out the message of God's love expressed through Jesus Christ.

We believe that the Church can provide an environment in which each child may grow "in wisdom and in favor with God and humanity". Main Street Day Care & Preschool offers a program consistent with the highest standards of early childhood education. In an environment of love and respect, each child is given the opportunity to expand his/her concept of the world through a developmentally appropriate physical, intellectual, social, and spiritual program.

Educational Philosophy

The goal of the educational program at Main Street Day Care & Preschool is to develop students who are successful learners both now and in the future. The program focuses on helping the child to grow intellectually, socially, physically, and spiritually. We believe that active learning is the best way to accomplish these goals in young children. Children are encouraged to actively explore their environment, to solve real problems that are meaningful for them, and to work cooperatively with others to accomplish a task.

Children begin learning "academic subjects", such as reading, writing, science, social studies, and math, from the time that they are born. Their understanding of the world emerges as they work to make sense of the world by interacting with their surroundings, with the right materials and toys, and with other people. At our center, we match the appropriate activities to the age and stage of each child's development in order to ensure that they become successful learners.

When children play with blocks, they are learning size, shape, number, order, area, length, and weight concepts. When they participate in art, they are developing the coordination needed to write, as well as learning to recognize colors and shapes. When they engage in reading activities, they are learning left to right progression, to recognize letters and words, and to understand the connection between print and the spoken words.

When children participate in chapel, learn Bible stories, pray, and sing Christian songs, they are learning to love God and others. Active learning helps children to understand the "whys" of the concepts that they learn. Research has shown that children are more successful later in school when they develop these skills through active learning rather than through rote drills and worksheets.

Hours of Operation

The Day Care Center is open Monday through from 6:30 A.M. to 6:00 P.M. Under no circumstances will any children be left alone at the center after hours. Parents should be prompt in picking up their child (ren) at the end of the day! Parents' cooperation in this matter is greatly appreciated. Any parent may incur extra charges if their child is habitually collected after 6:00 P.M.; this is left up to the discretion of the Director.

Fees

The Day Care Center is supported by tuition fees to meet the basic costs of operation; therefore, it is imperative for all fees to be paid on time. In addition, no allowance is made for days missed due to personal choice, legal or religious holidays, early dismissals, or inclement days (up to a maximum of 5 days per year).

An initial registration fee is charged to each family, per child before they can begin enrollment and a re-registration fee is charged at the beginning of every calendar year (January). This fee is used throughout the year for maintenance and repairs to the building. If your child starts within 90 days of the New Year, the re-registration fee will be waived. A weekly discount is given for a second and third child enrolled.

All fees are due on Monday. There is a mailbox in the foyer, outside the office door, where payments may be placed. Cash, checks, or money orders are accepted in the mailbox; credit card and ACH payments can be made through the app. A \$35.00 service fee will be charged to the account for returned checks.

After one week of delinquency, a late fee of \$20.00 per week, per child will be added to the account. Continued non-payment may result in the account being sent to MSDC's attorney for collection. All cost incurred in attempts to collect the debt owed will be added to the past due balance. Once the account has reached 30 days past due, the child (ren) will regretfully be excluded from care until the account has been brought current. Families can avoid day care exclusion by communicating with the Director and developing a payment plan to get their account current.

Additionally, in order to help cover the cost to maintain a curriculum that is in tune to the developmental needs of your children, a curriculum fee will be charged to each account per child at the start of each school year, at the beginning of September. If you start anytime within the school year, between September to May, the curriculum fee will be charged at the time of registration. The monetary amounts of each of the fees listed above can be found on the Financial Agreement that you receive in your Enrollment Packet.

Withdrawal Policy

A 30-day written notice is required for withdrawal from the Center. If a notice is given that is less than 30 days, or no notice is given, the account will still be billed for the full 30 days. We understand there may be some instances when immediate withdrawal may be necessary, and those will be evaluated on a case-by-case basis when communicated to the Director. When notice is given, the next child on the waiting list will be enrolled in that child's spot. If you would like your child to return, you will be placed on the waiting list until a spot becomes available. At that time, you may register them for the next available spot.

Arrival and Departure

The tablet for signing in and out is located in the foyer of the Center. Each child must be signed in and out daily. All parents/guardians must have access to the app in order to sign their child in and out. The parent/guardian must accompany the child to the classroom and leave him/her in the care of a teacher. Departure must follow the same procedure.

Only persons listed on the authorized pick-up list, provided by the parent/guardian, will be allowed to pick-up the child. If another person that is not already listed is going to pick-up the child, notice must be given, by the parent, to the office prior to pick-up. If there is a custody arrangement between both parents, it is the responsibility of the custodial parent to provide a copy of the custody agreement to the center. Picture identification is required for all persons that are not regularly present for pick-up; there will be NO EXCEPTIONS.

Curriculum

The Christian-based curriculum, "WEE Learn", is the core curriculum. It has a wide variety of topics and activities to enhance learning. Supplemental materials are incorporated on all levels, and the Pre-Kindergarten program also uses additional curriculums to ensure readiness for Kindergarten.

Your Child's Day at MSDC

Main Street Day Care and Preschool offers programs for Infants (beginning at 6 weeks old), Toddlers, Two Year Olds, Three Year Olds, Pre-Kindergarten (Four Year Olds), and a Summer Program for School Age Children 5 (who have already been through Kindergarten)-12 years old. Your child's teacher will provide you with a schedule and monthly lesson plan specific to his/her classroom.

During your child's arrival at Main Street Day Care and Preschool our staff will make your child's transition from parent to classroom as easy as possible. (Please refer to the arrival and departure procedures above.) Breakfast is served in the classroom for

all children in attendance. Infants are fed on demand, and Toddlers through Preschoolers are fed at 8:45 AM. All meals served at MSDC will begin in prayer, however food will not be withheld from your child should they choose not to participate.

Formal activities usually begin around 9:00 AM with group discussions and daily information included. In an effort to keep your child's day consistent and structured, we ask that you bring your child in by 9:30 AM; consistency within the classroom is very important and when children come in sporadically, it disrupts the rest of the children in our care and the flow of the lesson in progress. If you are going to be later than 9:30 AM because of a scheduled doctor's appointment or a similar appointment, please let the office and the teacher know so we can prepare.

The older children will be instructed in a large group for a short period of time followed by hands-on activities related to identifying objectives. Free play activities organized in learning centers stimulates intellectual, social, physical, and language growth. Teachers and Teachers' Aides can be seen working and playing with individuals and small groups of children.

Infants are also growing and developing on an individual timetable. Routine activities, such as diapering, are viewed as a one-on-one social and language stimulation time. Some may nap while others are on the floor for tummy time. Teachers and Aides plan play activities based on developmental needs. For our education philosophy refer to page 3, and for information on our curriculum please see page 6.

Outdoor play is an extension of the curriculum. Children are outside twice every day for at least 30 minutes each time. Please refer to page 18 for more playground information. A nutritious lunch is in the classroom for all children in attendance. As with breakfast, Infants are fed on demand, and Toddlers through Preschoolers eat at 11:45 AM. All children are encouraged to use good manners appropriate to their age. Conversations among children and among teachers are also encouraged. For more information on meal times please see page 12.

Rest times among the classrooms will vary. Toddlers through preschools all have a required rest period. Please refer to page 13 for more information. Each classroom will have potty breaks at specified times, but also as needed. Proper hand washing will be expected from all staff and also taught to your child. The Two Year Old classrooms will help in potty training your child. Children must be potty trained before entering the Three Year Old classroom. After the rest time an afternoon snack will be provided for all children in attendance. Infants will be fed on demand, and toddlers through preschoolers will be fed at 2:45 PM.

During the afternoon activities similar to the morning activities will resume, including outside time and free play. Similarly to arrival, our staff will try to make departure as easy a transition as possible for parent and child. Please refer to page 5 for departure procedures. MSDC will provide multiple ways of parent and staff communication. Your child's teacher will communicate through daily reports on your

child that inform you of activities participated in, behavior, eating habits, and what they learned that day. MSDC will have one Parent Teacher Conferences every year during the Spring and will host one Open House in the Fall before the start of the new school year. Parents/guardians can always schedule personal conferences. Parents/Guardians can go online to www.mainstdaycare.org to view information on rates, hours, classrooms, schedules, and yearly events.

Your Child's Summer at MSDC

MSDC offers a Summer Camp for School Age children 5 through 12 years old. Main Street Day Care and Preschool has a different theme each week during summer. This theme is the basis for your child's activities and lessons that particular summer. Parents are asked to sign up for which weeks they require care (space is limited due to building and bus occupancy). Sign-ups are first offered to children currently enrolled at MSDC, and sign-ups for each week are first come first serve. If there is still space, enrollment will then be offered to siblings of currently enrolled children, then offered to alumni of MSDC, and finally the general public. Field trips are a large part of summer at MSDC. The Threes through School Age children all participate in field trips. Please see page 8 for field trip information. All parents/guardians will receive monthly lesson plans with all lessons, activities, and field trips noted.

School Closings

Below is a list of all school closings for MSDC. If a holiday falls on Saturday, the holiday will be observed on Friday. If a holiday falls on a Sunday, the holiday will be observed on Monday. The week of Winter Break is the only week that will be charged at a discount (50%). All other days off are not subject to a discounted weekly rate.

New Year's Day	Thurs. & Fri. before Labor Day- Teacher Work Days
Martin Luther King Day	2 nd Friday in October- Teacher Work Day
President's Day	2 nd Friday in March- Teacher Work Day
Easter Monday	Last day before Winter break - close at 12:30pm
Memorial Day	
Independence Day	
Juneteenth	
Labor Day	
Thanksgiving	
Day after Thanksgiving	
Christmas Eve	
Christmas	
Dec. 26-31(Winter Break)	

Inclement Weather Days

If the center must close due to inclement weather, each teacher will notify each child's family by phone. Closings will also be broadcast on WTKR TV (Channel 3), and posted to the Main Street Day Care and Preschool Facebook page, as well as www.mainstdaycare.org. Tuition is due (up to a maximum of 3 days per incident or 5 days per year).

Lines of Authority

All programs, changes, basic procedures, and purpose and philosophy statements are determined by the Board of Directors. The Board is made up of elected persons from the church community. The Board meets monthly and continually assesses the program to ensure that the activities, services, and facilities are conducive to the well-being of the children. Policies and procedures are administered by the Director of the Program.

Staff, Teachers, Assistants

All persons caring for children are hired and evaluated by the Director of Main Street Day Care and Preschool. The Director of Main Street Day Care and Preschool is hired and evaluated by the Board of Directors. The Day Care Board of the church, has specific job descriptions, and is expected to be familiar with the mission statement, philosophy, and procedures of the program. The center requires that they be persons with reputations above reproach in the community.

To ensure that goal is met, each prospective staff person is required to have the following:

1. Criminal History Record
2. CPS Central Registry Search
3. Two letters of Reference
4. TB Screening
5. Infant/Child First Aid and CPR training
6. Sworn Disclosure Statement
7. Valid picture identification

Main Street Day Care insists that Teachers/Assistants consider requirements of the Virginia Department of Education to be the minimum requirements. The expectation is that staff members exceed those requirements whenever possible.

Teachers/Assistants must also meet educational requirements of the State and the Center, as well as experience in the care of young children. Teachers/Assistants must be committed to carrying out the stated objectives of the program, becoming familiar with the goals for the children, and working toward those goals within the context of the general philosophy of the program.

Field Trips

The children in the Three's through Pre-Kindergarten classes will take field trips during the year. State guidelines for ratios are always followed, and parental involvement is welcomed. Permission slips must be signed, and additional emergency contact numbers will need to be provided.

Child's Belongings

All of your child's belongings need to be labeled with their first and last name; this diminished the possibility of confusion when sending home items for laundering. Each teacher requires different items for your child's pencil box, so those items will be disclosed by each teacher individually. No toys are allowed from home except small comfort toys for nap.

Infants: Diapers, wipes, two changes of clothes, one crib sheet (daily), a light blanket (weekly), fresh bottles with formula or breast milk labeled with your child's name and date, 1 extra bottle with ready-to-feed formula, bibs, pacifiers or any comfort item.

Toddlers: Diapers, wipes, two changes of clothes, crib sheet (weekly), blanket (weekly), sleep mat, plastic bib, pacifier, or any comfort item.

Twos: Pull-ups, two changes of clothes, crib sheet (weekly), blanket (weekly), sleep mat, pacifier or comfort item for napping.

Threes & Pre-K: one extra outfit, crib sheet (weekly), blanket (weekly), sleep mat, and a comfort item for napping.

Attire

Children should wear washable play clothes. Parents must provide a change of clothes for each child to be kept in his/her cubby. All shoes must have backs. Shoes should be appropriate for outside play. No flip flops are allowed. Crocs must be worn with the strap across the back of the foot. If there are special occasions (i.e. Picture Day, Costume Parties), each parent may provide a change of clothes for their child to change into for the remainder of the day after the event is over.

Rest Time

All children will have a required rest time. Parents will need to provide a sheet and blanket each week. These items will be sent home on Friday of each week to be washed. A vinyl sleep mat will need to be provided for children 18 months & older and can be purchased from the office when available. Infants will be on individual sleep schedules; young toddlers and older will have a rest time from 12:00 p.m. (noon)-2:30 p.m.

Meals

The Center is on the Child and Adult Care Food Program (CACFP) and serves approved breakfast, lunch and snack. No outside food is allowed unless there is a documented allergy or religious belief that requires a substitution that the kitchen cannot accommodate. If a child has a food allergy it is the responsibility of the parent/guardian to provide an allergy action plan so that the office can inform the kitchen staff properly.

Serving Times:

Breakfast 8:45 A.M.

Lunch 11:45 A.M.

Snack 2:45 P.M.

Sickness

Do not bring your child to the center if they have any of the following:

- *Recurrent Diarrhea
- *Non-clear discharge from the nose
- *Non-clear discharge from the ears
- *A red eye with whitish discharge
- *A fever more than 101 degrees F
- *A rash
- *An earache
- *An upset stomach/ recurrent vomiting
- *Excessive and persistent cough

Should any of these conditions exist when the child arrives at the center, the parent may be instructed to take the child home. Should any of these conditions occur while the child is in the care of the center, the parent will be called to come and take the child home. The child may return 24 hours after antibiotic treatment or 24 hours symptom-free. Sicknesses not only transmit from child-to-child but also child-to-staff so this must be strictly enforced. The Center must be called when the child or family member has a communicable disease. Whenever a child is to be absent, the Center should be contacted so the teachers can be notified.

Medication Policy

A medication permission slip must be filled out by a parent or guardian before medication can be administered. Medication will be administered at the time specifically ordered by the doctor or as needed. "As needed" medication must have specific signs and symptoms to look for listed on the permission form in order to justify giving the child a dose of the medication. All prescribed medication must be brought in the original container, must not be expired, and have the child's name clearly listed on the container. Medications forms for over-the-counter medication expire after 10 days

unless a doctor's signature is provided. Insulin/glucagon injections for children with diabetes, rectal medications such as those for a seizure disorder, and nebulizer treatments will not be administered. Parents or professionals are welcome to come and administer the treatment here at the Center.

All sun screen, insect repellent, and diaper ointment permission forms will be filled out by the parent and kept by the teacher. All of these items are to be provided by the parent. All medications must be picked up at the end of the permission slip date, or the medication will be discarded. All medication must be kept up and out of reach of children and properly stored in a locked box or closet.

Accident/Injury

Any minor accident/ injury (e.g., a scrape on the knee, anything requiring Neosporin Ointment and a Band-Aid) will be reported to the parent(s) at the end of the day. In the event of a major accident/injury, the parents will be notified immediately. If a severe accident/injury should occur, the parent(s) will be notified immediately, and it will be decided who will take the child to the Emergency Room or what plan of action will be followed. In any case, all accidents/injuries will be reported on an accident form. The parent picking up the child during the day or at the end of the day will need to sign his or her name to the Injury Report addressing the child's injury information.

911 Emergencies

If the Center determines that a child's life is in jeopardy and requires immediate EMT assistance, an ambulance will be called for transport to Obici Hospital's Emergency Room. The parent will also be called, and the Director will meet the parent at the ER. If the parent cannot be reached prior to transport to the hospital, a Day Care Staff member will continue to try and contact a parent and/or call emergency numbers listed for the child.

The form that the parent fills out at admission will have a "power of attorney" clause for a situation such as this.

Child Abuse Law

Child Care workers are required by law to report suspected cases of child abuse or neglect. They are subject to fines of \$500 to \$1000 if suspicions are not reported. If a teacher suspects that a child is being abused/neglected, they will inform the Director, who will investigate further to determine if reporting to CPS is necessary.

Guidance and Behavior Management

The ultimate goal of discipline is self-discipline, self-control and self-direction. Our goals in caring for our daycare children include directing their behavior with words and by example, so that they will learn the skills necessary to control their own behavior and cooperate with others. In our daycare it is our intention to try and prevent many behavior problems by providing direct supervision and guidance, age appropriate activities, love and interaction, daily routines and clear boundaries. Children also learn best when they feel safe, loved, and calm.

Other Discipline Techniques

Our goal is to use as little discipline as possible and more guidance. However, occasionally the need for correction and discipline does arise. When a child must be disciplined at the daycare, caregivers will choose a method most fitting to the circumstance from the following methods:

- *Redirecting the child's behavior often will fix the problem. By just talking with the child, exploring the rule of expectation and showing him how to change his/her behavior, many problems can be corrected.

- *A short separation from the group may be used to remove the child from a situation in order to discontinue negative behavior. A child will be separated from the group, but still within sight and sound of the caregiver, for no longer than the child's age (ex. 3 years old, three minutes). The caregiver will respond immediately with a brief explanation. If the child's behavior is uncontrollable to the extent that he/she cannot stand or sit independently, the caregiver will assist the child in calming down.

- *In certain situations, involvement from the parent's may be required. Daycare staff will notify a parent if this is the case, or if there seems to be a consistent problem area that needs to be addressed. Our daycare believes that it is very important for parents to work closely together in any child-rearing goals, especially with discipline issues. Main Street Day Care wants to work together with parents to solve any problems that arise. The daycare staff will communicate any behavior issues with the parents by: face-to-face conversations during pick-up, a phone call to the parent's home or work, or by a note or email. If a serious problem needs to be discussed we may choose to schedule an appointment to explore solutions. The communication street works two ways- if a parents feels there is an issue to discuss regarding discipline or any other issue; we would expect they would also voice their concerns to their child's teacher and/ or to the Director.

Main Street Day Care also feels it's important to let parents know what we will NOT do when disciplining children. Children are precious, and will not be treated in a demeaning way or physically harmed in any way. Developmentally appropriate positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation shall be used. Caregiving staff shall not do any of the following:

- * Hit, spank, bite, pinch, or inflict other forms of corporal punishment

- * Restrict a child's movement by binding or tying him/her
- * Inflict mental or emotional stress, such as humiliating, shaming, threatening a child, or using derogatory remarks
- * Deprive a child of meals, snacks, rest, or necessary toilet use
- * Confine a child in an enclosed area such as a closet, locked room, box, or similar cubicle

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming himself/herself, to prevent a child from harming other persons or property, or to allow a child to gain control of himself/herself, excluding those forms of punishment prohibited in the previous paragraph.

Unacceptable Behavior Policy

Main Street Day Care and Preschool must ensure that the play and learning environment for all children is safe, respectful, and provides a model of proper behavior to all children within our care. MSDC also must ensure that inappropriate and unacceptable behavior is addressed in a timely, consistent, and fair manner for the well-being of each individual child as well as the group as a whole. This policy will address MSDC's plan for inappropriate and unacceptable behavior.

Definition

Inappropriate and unacceptable behavior may include (but not limited to):

- Aggressive, physical, verbally threatening actions directed at another individual
- Profane or abusive language (does not have to be directed at another individual)
- Refusal to comply with a teacher's instruction or request
- Treating MSDC's (or another individual's) property with a lack of respect
- Disrespecting another child or MSDC employee
- Self-destructive behavior
- Other destructive behaviors as determined by a MSDC staff member

While in the care of our center, we teach children to respect themselves, their friends and teachers, their environment and materials. Most of the time, small behavior issues and concerns are communicated to the parents through routine interactions at drop-off and pick-up times. In some instances, children who are disruptive or continuously aggressive may need a behavioral plan put in place. If a behavioral plan needs to be put in place, a parent meeting may be requested.

While understanding that children of different ages will have varied expectations regarding what is developmentally appropriate, MSDC will not be able to tolerate

continuous disruptive, aggressive, or violent behavior by children of any age. If a child's behavior continuously takes away from the care and safety of others' enrollment termination might be required. However, in most cases, the following procedure will be followed:

Teachers will log behavior issues on MSDC's Incident Report forms. Incident reports will be discussed and signed by the parent. Parents are expected to further address the issues with the child at home.

If a child exhibits violent or aggressive behavior, the child will be excluded from group activities for a period of time and will be sent to the Director's office. Depending on the age of the child and the severity of the incident, the child may be allowed to return to the group after the situation is diffused. (This will be allowed no more than two times in one day.)

If the child's aggressive behavior continues the same day, the child will be sent to the Director's office again, and the parent will be called to pick the child up immediately. The child will be excluded from group activities for the rest of the day until the parent picks the child up. If a child is sent home more than three times due to aggressive or violent behavior, the following options are available:

1. A parent meeting to discuss and implement a behavioral action plan, which may include additional professional services and assessments
2. The center can hire another staff member to shadow their child, at the expense of the parent
3. The family can seek alternate care arrangement for their child. In most cases, we can accommodate up to a 2 week period while a family is looking for another arrangement. Please see the Director to see if this is possible for your family.

Biting Policy

(for children up to 36 months)

Unfortunately, biting isn't an unexpected behavior in toddlers. Some children, and many toddlers, communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a daycare, we understand that biting, unfortunately, is a part of a daycare setting. Our goal is to help identify what is causing the biting, and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parent of the child biting and the parent of the child who was bitten are contacted. Names of the children are not shared with either parent.

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites to learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

- First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
- Parents are notified
- An Incident Form is filled out documenting the incident

For the child that bit:

- The teacher will firmly tell the child “No, do not bite. Not nice.”
- The child will be separated from the group for no longer than the child’s age
- The parents are notified

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be give positive attention and approval for positive behavior.

When Biting Becomes Excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken, bruised, or the bite leaves a significant mark, an immediate conference, either in person or over the phone, may be held with the parents to discuss the child’s behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in one week period (5 weekdays) in which the skin of another child or staff member is broken, bruised, or the bite leaves a significant mark, the child will be excluded from daycare for 2 business days.
3. If a child once again inflicts 3 bites in one week (5 weekdays) in which the skin of another child or staff member is broken, bruised, or the bite leaves a significant mark, the parents will be asked to make other childcare arrangements.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, MSDC will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from MSDC for the remainder of the day. This will not count towards the 2 day exclusion.

Playground Safety Procedures

The staff watches for the safety of the children while on the playground. While there is protective surfacing under the playground equipment to help break any falls children may encounter, accidents still can happen. To help prevent accidents, however, staff members will space themselves out around the playground yard and

equipment pieces to keep a close eye on all the children. The same child-to-staff ratios are in effect on the playground as they are in the classroom.

Children are required to go outside twice a day, given the appropriate weather conditions. If children are well enough to be at school, then they are well enough to play outside. There are two playgrounds available: the Infant/ Toddler Playground (8 months-2 years) is located on the side of the sanctuary, the large playground is for 3 years and up and is located in front of the Education Building.

Physical Facility

The building is inspected regularly by the Fire Marshall, the Department of Education and the Health Department. In addition, the Church Property Committee routinely inspects the building.

Fire Drills

Monthly fire drills are conducted by the Director, under the request of State Licensing.

Natural Disaster Policy

In the event of an emergency that requires the evacuation of the building, the children will be taken through fire exits and evacuated to the First Baptist Church Family Life Center, located on Main Street. In the event of a blizzard or flooding, parents will be notified that the Day Care is closing, and the children will need to be picked up as soon as possible. In the event of a tornado, the children will be taken to the central hallway of the building or the basement of the Fellowship Hall, where all children will be accounted for, checked for injuries, and treated, if needed.