

First United Methodist Church of Carrollton
2201 E. Hebron Pkwy.
Carrollton, Texas 75010
469-568-1250 or 1251
www.firstchurch.net

General Policy

First Place Summer Session 2010

CLASS DAYS/TIMES

This summer's MDO program will be held from June 8th through July 29th. We will not meet the week of June 28th. **Summer MDO days and times are Tues and Thurs from 9:00 to 2:30.** Children are not received before 9:00. The time just prior to receiving your children is the time that the teachers set-up and prepare for the day. Unless you have notified the office ahead of time, please do not bring your child in after 10:00 a.m. Most activities or events are underway by that time.

ABSENCE FOR ILLNESS OR VACATION

Although we do not accept substitutes for the summer program, we would appreciate it if you would let us know in the office or classroom if your child will not be attending on any given day. This will assist the teachers in their planning for daily activities and head counts for field trips etc.

SIGN-IN AND PICK-UP

When you bring your child in for the day, PLEASE SIGN THEM IN ON THE ATTENDANCE SHEET AT THEIR CLASSROOM. When you pick your child up at the end of the day PLEASE *INITIAL* THEM OUT ON THE ATTENDANCE SHEET.

Children will be released only to the person(s) listed on the registration form. If someone is picking up your child that is not listed on your form, please come to the office and add them to the list of designated people. It is important that you let the teachers know if someone other than a parent or normally designated person is picking them up at the end of the day. When necessary, we will verify the pick up person's identity by checking their I.D.

MEDICAL POLICY

Doctors advise that to avoid a relapse or spread of illness, that a child who has been sick should be free of the symptoms related to the illness for 24 hours prior to attending class. Please let your judgment be on the side of caution, as we know you would want other parents to be. If your child becomes ill during the MDO day, you will be notified and asked to take them home. If we are unable to get in touch with you your emergency contact person will be called.

Our teachers are not allowed to give medications to the children. If your child needs to have medication while here with us at the program you will need to let us know in the office the medication and dosage in writing, and we will administer the medicine and keep it there for the day. Please be sure to make us aware of any special health problems or allergies that your child might have, and make sure they are noted on your registration form.

Please do not bring your child to MDO with any of the following symptoms:

Fever	Colds	Matted eyes	Diarrhea
Vomiting	Cloudy or excessive nasal drainage	Unusual rashes	
Any other symptoms of an illness or virus			

SNACKS/MEALS

A morning snack will be served to all children, unless otherwise instructed by the child's parent. This is generally fish crackers, chex mix or trail mix. Classes may ask for individual items to create their own special trail mix to use for snacks.

You will need to provide a lunch and drink for the noon meal. Please keep lunches simple. Please be sure to label all containers that you include in your child's lunch box. Please **do not send food that would need to be heated.**

On selected days classes may opt for a picnic lunch or have a special snack to celebrate a theme or birthday. We will also have catered lunches available at a cost of \$3.00. Tuesdays will be Papa John's Pizza and Thursdays will be Chick-fil-A.

PLEASE LET US KNOW IF YOUR CHILD HAS ANY FOOD ALLERGIES

BEHAVIOR AND DISCIPLINE

We believe that discipline should be a learning experience. We start with re-direction which often helps to distract the child into another activity. At times, we may use short "time outs" to remove the child from the activity where the behavior occurred.

If behavior, which is disruptive to the class, continues, the child is taken to the office. If behavior is threatening the well being of other children, or continually disruptive to the class, the parent will be called to pick up the child.

When a child's negative behavior is severe, aggressive and threatening to the safety of the other children in the class and cannot be controlled, you may be asked to remove your child from the program until it has been corrected. Examples of such behavior are: biting, aggressive scratching, hitting, kicking or throwing of objects. Again, we are talking about aggressive behavior that is threatening the other children in the class, which we are not able to control.

Biting

Biting is a normal behavior that can occur at the toddler stage. We supervise the children closely hoping to notice the signs of a potential incident, and attempt to redirect a child when biting seems like it might occur. When a bite does occur, the child will be addressed and given a short "time-out". Parents are then contacted as well as the parents of the child who was bitten. If biting is a repeated behavior that can not be controlled, the parent may be asked to refrain from bringing their child to class until the behavior is under control.

TODDLERS - 3 YEAR OLDS - SPECIFIC INFORMATION

If your child is in a napping room (Toddler. - 3 years.) you need to supply a blanket or nap pad labeled with the child's name. You also need to provide a change of clothes for your child, to be included in their bag.

We ask that you provide an ample supply of DISPOSABLE DIAPERS for your baby or toddler, PULL-UPS for those children who are potty training and SWIM DIAPERS in those rooms who will be swimming during class time.

In all classes we allow children to bring a special "lovey" (blanket, doll, bear, cloth diaper, stuffed toy etc.), if it is something that will make them feel more secure. However, we discourage you from having your child bring other toys with them to class unless it is a "show and tell" type situation. Our experience has been that it is not only hard for them to share these toys with the other children, but it is also difficult for the teachers to keep up with them to insure that they are not damaged or lost.

SCHEDULES/DAILY NOTES

All of the classes have a daily schedule which is posted in the classroom. Notes will come home most every day with your child. We will communicate swim or water activities, picnic lunches etc on the daily notes so be sure to check them for that information so that you will know when to bring them prepared for water activities.

4's & Up AND UP SPECIFIC INFORMATION

SCHEDULES

All classes have daily schedules which include snack time, outside time (weather permitting), daily crafts, stories, songs, lunch and a rest or quiet time.

FIELD TRIPS (K's and Up)

Schedules are handed out to let you know what the daily activities and field trips will be. Please pay close attention to these schedules as there will be days when they need to bring swim suits, towels or other items pertaining to each day's activity.

It is very important that your child pay attention and obey their teacher's instructions. **If a child does not cooperate on any one of the field trips, they will be asked to skip the following field trip and stay on premise with one of the other classes.**

Swimming (Off premise 1st, 2nd & 3rd only)

If your child's class takes a swimming field trip we must have a swim survey and written permission for them to attend.

BECAUSE WE CARE . . .

If your child has any special needs or circumstances on any given day, please be sure to share that information with the teacher, so that we are better prepared to answer their needs for the day. It is extremely important to us that you find this a warm, caring place to bring your children. If at any time you have a problem of any kind, please be sure to come and talk to us. It is our hope that you and your children will feel that the love of Jesus is reflected here in our program.

We are looking forward to a great summer!

