



MY DAY OUT

**Parent Handbook  
2022-2023**

## Tips for Success

1. LABEL EVERYTHING (wipes, backpack, lunch box, cups, hats, coats, extra articles of clothing, etc.) so that they can be easily identified and won't inadvertently get sent home with another child. (*Note: Please do NOT send toys from home.*)
2. The children will be taken outside as the weather permits. Please dress your child accordingly.
3. Take time to look over the Parent Handbook, as well as the monthly newsletters so you can stay informed as to what is happening at MDO.
4. Snack donations will be requested throughout the year. Your assistance in this area is greatly appreciated!

## What to Bring

1. Please send a water bottle and lunch consisting of finger foods that your child can easily manage. Please do not send breakable plastic spoons or forks as they can splinter and be a choking hazard. Grapes and hot dogs **must** be cut into quarters as they too are a choking hazard. (*Note: A mid-morning snack of milk and either pretzels, animal crackers, or goldfish will be provided.*)
2. Even if your child is potty trained and accident free, a complete change of clothes should be kept in your child's backpack. (There are times when a change of clothes may be required outside bathroom accidents.)
3. If applicable, send disposable diapers/training pants and wipes to be kept in your child's backpack. (*Note: Disposable training pants such as "pull-ups" with easy open sides are required while your child is being potty trained. This is out of consideration for the teachers and for sanitary concerns. Please dress children in clothes that they can easily pull on and off themselves.*)

## MDO Policies (Listed Alphabetically)

### **Allergy Policy**

Any child who has any allergies must submit written documentation from his/her physician. The documentation must state the specific allergy, what happens to the child during a reaction and what to do if the child is exposed. **This documentation must be submitted to the Director before the first day of school.**

### **Attendance Policy**

MDO operates Monday and Wednesday from 9:30am to 1:30pm. If your child will be late or absent, please send an email to [mdo@forcey.org](mailto:mdo@forcey.org) or call the office at 240-670-8000.

MDO begins at 9:30am. Teachers come early to prepare for class but **cannot watch children until 9:30am**. We will open the doors at 9:30am. If there are schedule conflicts, please make other arrangements for your child until then. Your child will enjoy his time more if the teacher and room are ready to welcome him/her.

Please be prompt in picking up your child no later than 1:30 pm. Any child who is not picked up by 1:30pm will stay with the teacher or director until the parent arrives. If a parent has a pattern of picking up late (as determined by the director), an extra fee of \$10 will be charged per incident and the child may be asked to leave the program.

### **Celebration Policy**

When sending in treats for birthday celebrations, we request a cookie or brownie type treat instead of a cupcake, as cupcakes with icing are really too difficult for most of our children to eat (and they make a big mess for the teachers to clean up). Birthday party celebrations are the responsibility of the parent and are optional.

No balloons are allowed at any MDO birthday or holiday celebration. They are a choking hazard if broken or popped.

Sending in items for our parties is optional. If you choose to do so, please do not send in items with “scary or evil” themes, such as ghosts or witches, for our fall parties. Also, we prefer that items for Christmas and Easter be centered around the true meaning of the holiday as it relates to Jesus Christ.

### **COVID-19 Policy (As of March 2022; To Be Updated August 2022)**

In order to help prevent the spread of COVID-19, MDO (along with Forcey Christian School) will be following these layered prevention strategies:

- Consistent and correct mask use for all adults and children in the building
- Cleaning and disinfecting classroom surfaces
- Proper ventilation inside the building and spending more time outside the building
- Daily (at-home) screening of symptoms and exposure to COVID-19 in order to promptly identify cases, clusters, and outbreaks
- Physical distancing of 3 feet (when possible) and 6 feet with those in other classes
- Consistent handwashing and respiratory etiquette
- Staying home when sick and getting tested if necessary
- Limiting those entering the building to essential adults only (MDO parents are considered “essential adults” during drop-off and pick-up)
- Promoting vaccinations for staff and children (per DHMH COMAR 10.06.04.03)
- Contact tracing, isolation, and quarantine, if exposed to COVID-19

### **Discipline Policy**

The children are encouraged to be kind and share with others. They are asked to be respectful of each other and the teachers. If a child is not kind or respectful to another child, an apology is asked of the child and a time out is given. Teachers are encouraged to let parents know if a child had to be put in time out.

## Financial Policy

In order to be good stewards of the ministry and keep tuition costs low, it is important to take a responsible approach to the collection of fees for MDO.

1. There is a non-refundable \$50 registration fee.
2. Tuition payments will be collected 1 month in advance.
3. The monthly tuition is \$110 per month/per day of the week/per child enrolled and is due on the first class-day of the month. If you would prefer to pay all at once, yearly tuition is \$900 to be paid by August 1. Tuition is based on enrollment, not on attendance.
4. September tuition is refundable only if your child is withdrawn before August 1st.
5. Early withdrawals during the school year forfeit both the current and following month's tuition. (i.e., If a child withdraws October 10<sup>th</sup>, the parent will not be refunded the child's October or November tuition).
6. Late payments are subject to a fee of \$15/week.
7. If a check is returned, the service fee (\$35) must be paid, and tuition must be paid in cash for that month and the following.
8. Children must be picked up by 1:30pm. If a parent has a pattern of picking up late (as determined by the director), an extra fee of \$10 will be charged per incident and the child may be asked to leave the program.

## Head Lice Policy

Please check your child regularly for head lice, found especially at the base of the hairline and behind the ears. Also, be alert to excessive scratching in these areas. There has not yet been a problem with lice in MDO, but cases are increasing each year in the Montgomery County area. If lice or nits (lice eggs) are found, please consult your doctor and notify the MDO director. Your child may not attend MDO unless they are lice and nit free.

## “Potty” Policy

All children in the three year old class must be potty trained. This includes being able to take on and off their pants and wipe themselves. (Please do not dress your child in overalls.) Children who are in the two year old class and are potty training need to bring disposable training pants (such as “Pull-Ups”), wipes, and a change of clothes in case they have an accident.

## Screen Time Policy

Children will only use screens in our classrooms infrequently. Teachers are encouraged to use a variety of activities to avoid the use of screen time. Age-appropriate, short films (no longer than 30 minutes) may be shown once a day during long stretches of poor weather (freezing rain, ice storms, etc.).

## Security Policy

Please enter only through the front doors of the building as all other doors will be locked for the safety of all the children. Exiting through classroom doors is acceptable.

For safety reasons a child may ONLY be picked up by a parent unless given written permission beforehand (by note or on emergency card) to allow the child to go home with someone else. If the parent is not picking up, proper identification will be needed by the person picking up your child. This is for your child's protection. If there is any change in your family situation, please notify us.

## Sickness Policy

Do NOT bring your child if he/she has a fever within the last 24 hours, has been sick the night before, or has any other symptoms of illness. MDO policy is that your child may not attend school unless they have been fever free and/or have not thrown-up for a **24 hour period without the assistance of medication**. If we determine that your child is sick, or if they throw-up for any reason, you will be requested to take him/her home. We need to be considerate of the other children and teachers in the room.

If a child becomes sick while at MDO, you will be phoned. If we are unable to reach you, we will call the emergency number on your registration form. It is extremely important that we are able to contact you or your emergency care person at all times. **Before you drop your child off in the morning, please leave numbers where you or someone reliable can be reached in case of an emergency.**

Even if a child does not appear to be feeling sick, excessive runny noses, clear or discolored, can be smeared on toys and other children and spread germs. Even if a parent is positive that a child just has allergies, but the nose is excessively runny, you still might not be permitted to leave your child at MDO.

If your child will be absent due to sickness, please send a quick email to the office ([mdo@forcey.org](mailto:mdo@forcey.org)) or call the office directly at 240-670-8000.

## 2022-2023 Calendar

September	12	M	Classes Begin
	14	W	Classes Begin
October	31	M	Fall Party
November	2	W	Fall Party
	21	M	<b>No MDO – Thanksgiving Break</b>
	23	W	<b>No MDO – Thanksgiving Break</b>
December	12	M	Christmas Parties
	14	W	Christmas Parties
	19	M	<b>No MDO – Christmas Break</b>
	21	W	<b>No MDO – Christmas Break</b>
	26	M	<b>No MDO – Christmas Break</b>
	28	F	<b>No MDO – Christmas Break</b>
January	16	M	<b>No MDO – Martin Luther King, Jr. Day</b>
February	20	M	<b>No MDO – President’s Day</b>
March	27	M	Easter Parties
	29	W	Easter Parties
April	3	M	<b>No MDO – Easter Break</b>
	5	W	<b>No MDO – Easter Break</b>
May	22	M	Last Day of Classes
	24	W	Last Day of Classes

### **Inclement Weather:**

- Please listen to WTOP radio or local TV news for announcements. Announcements regarding delayed openings will typically be made by 6:30 a.m. Announcements regarding early dismissals will normally be made by noon.
- MDO will follow Montgomery County (MC) for school closings and delays as follows:
  - If MC calls for a two-hour delay, MDO will open at 11am.
  - If MC closes early, MDO will close at 12:30pm unless you are otherwise notified.
- If MC has a previously scheduled day off, then MDO will follow Prince Georges County Schools for all weather-related delays, early departures, and closings.