



my DAY OUT

Parent Handbook 2023-2024

mdo@forcey.org | 240-670-8000 | www.forcey.org/mdo

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 multiple times daily, 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. A mid-morning snack of milk, wheat crackers, and either pretzels, goldfish, or animal crackers will be served daily. Snack donations are 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. (When packing lunch, keep in mind that they will also have had snack.)
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, Wednesday, and Friday from 9:00am to 1:00pm. If your child will be late or absent, please send an email to mdo@forcey.org or call the office at 240-670-8000.

MDO begins at 9:00am. Teachers come early to prepare for class but **cannot watch children until 9:00am**. We will open the doors at 9:00am. 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 at 1:00 pm. Any child who is not picked up by 1:10pm will stay with the teacher or director until the parent arrives and will be charged \$1 per minute. If late pick-up becomes a habit (as determined by the director), the child may be asked to leave the program.

Bathroom 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.

Celebration Policy

When sending in treats for birthday celebrations (which is optional), 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).

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

While signing up to send in food for parties is expected, sending in extra items for the holiday 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.

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 was 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. Early withdrawals during the school year forfeit both the current and following month's tuition. September tuition is refundable only if your child is withdrawn before August 1st.
3. The monthly tuition is \$110 per month/per day of the week/per child enrolled and is due on the 7th of the month. If you would prefer to pay all at once, yearly tuition is \$900 per day of the week/per child enrolled to be paid by August 1. Tuition is based on enrollment, not on attendance.
4. Early withdrawals during the school year forfeit both the current and following month's tuition. (i.e., If a child withdraws October 10th, the parent will not be refunded the child's October or November tuition).
5. Late payments (paid after the 7th) are subject to a fee of \$25.

6. 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.
7. Children must be picked up by 1:00pm. Pick-up after 1:10pm will result in \$1/minute charge. If a parent has a pattern of picking up late (as determined by the director), the child may be asked to leave the program.

Health Policy

Do NOT bring your child if he/she is ill (including common cold, flu, COVID, RSV, GI infection, etc.), 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.

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.

MDO follows Maryland State Department of Education (MSDE) guidance in regards to COVID-19. Per the latest update from July 2023, please keep your child home if they test positive to or have been exposed to someone who tested positive and let the director know that your child is absent due to COVID. Additional information will be provided at that time as to when your child can return to MDO. Please note if there is exposure within our program masking will be required for 10 days. Masking will also be required if the community level for Montgomery County reaches “high”. (Therefore, it is recommended to have your child be comfortable wearing a mask even if it won’t be a daily occurrence for them.)

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.

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

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

For safety reasons, a child may ONLY be picked up by an authorized pick-up person as listed on the Emergency Card unless given written permission beforehand (sign-in sheet, email or note) to allow the child to go home with someone else. If the usual pick-up person 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.

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. You will be given a security badge that you will need to wear when in the building.

If you forget your parent badge, you will need to check in at the security desk upon entry and use the Raptor Visitor Management System. You will need to show a driver's license or other picture ID. The ID will be scanned and checked. The system will print a visitor sticker badge with picture. All visitors to the building will go through this same check.

2023-2024 Calendar

September	11	M	Classes Begin
	13	W	Classes Begin
	15	F	Classes Begin
October	13	F	MDO Open; FCS Closed
	23-27	MWF	Fall Parties
November	3	F	MDO Open; FCS Early Dismissal
	10	F	MDO Open; FCS Closed
	20-24	MWF	No MDO – Thanksgiving Break
December	11-15	MWF	Christmas Party
	18-31	MWF	No MDO – Christmas Break
January	1	M	No MDO – Christmas Break
	15	M	No MDO – Martin Luther King, Jr. Day
	19	F	MDO Open; FCS Early Dismissal
February	19	M	No MDO – President’s Day
March	8	F	MDO Open; FCS Closed
	18-22	MWF	Easter Party
	22	F	MDO Open; FCS Early Dismissal
	25-29	MWF	No MDO – Easter Break
April	1	M	No MDO – Easter Break
May	20	M	Last Day of Class
	22	W	Last Day of Class
	24	F	Last Day of Class

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.