



# **Southpointe MDO Policies and Procedures**

**2023-2024**

A Ministry of Southpointe Church

13300 Straka Farm Rd. Oklahoma City, OK 73173

405-265-8639

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Dear Parents and Families,

We are so excited that you are joining our MDO family! It is our desire as a Preschool and Mother's Day Out ministry for you to bring your children into an environment that will love and nurture them, care for their needs, teach them developmentally appropriate standards of learning, and guide them in the word of God and Christian living. We consider it a great privilege to partner with you in helping your child grow.

*"Start children off on the right path. And even when they are old, they will not turn away from it." Proverbs 22:6 NIRV.*

Whether you enroll your child because you have career-based childcare needs, want to expand your child's social environment, or want to prepare them for entering Kindergarten, each child in our program holds a special place in our hearts as well as our program. Our staff and leadership are committed to share God's love with your child as we meet their physical and academic needs.

Thank you,

Addy Bohon

MDO Director

Love God ○ Love People

## **Mission**

The Mother's Day Out ministry at Southpointe Church is driven by three fundamental truths for preschoolers, God Loves Me, God Made Me, and Jesus Wants to be my Friend Forever. Whether it is learning the ABCs or telling Bible stories, our focus will be to integrate these truths in every aspect of your child's learning.

## **Vision**

Our vision is to create a well-rounded learning environment conducive to providing young minds a solid foundation of faith through the teaching of biblical truths and academics.

Our learning environment is guided by the main values of Southpointe Church: Love God, Love People. We believe that every child is made in God's image. God designed each child according to his purpose. We believe in creating an environment that is safe, fun, exciting, full of love and learning, and is focused on providing children with a solid foundation of faith by the teaching of Biblical truths throughout our daily activities and academics. We believe that every child is created for a God-given purpose and we want to ensure that your child's gifts and talents are being used and developed from a young age to fulfill the purpose God has for them.

## **MONTHS OF OPERATION**

School Year: Fall-Spring

Begins: August 10th, 2022

Ends: May 16th, 2023

*We follow the Moore Public Schools Calendar for start and end dates, as well as holidays.*

## **DAYS OF OPERATION**

We offer classes on Tuesdays, Wednesdays, and Thursdays. When registering your child, you may choose the days you would like your child to attend. If the days are not available, the directors will call to offer other choices.

## **CLASSES OFFERED**

We want to ensure that your child is receiving the best experience possible. In order to do so, class placement is determined by the age and development of each child. Therefore, your child may be placed into a different classroom after observation. Below is a loose age range of the classrooms.

Walkers: 12 months - 2 years

Young 2s: 2s Transition (children turning 2 first semester)

Twos: 2 years of age

Young 3s: 3s Transition (must be potty training)

3s: 3 years of age before September 1st (must be potty trained)

Pre-K: 4 years old by September 1st (must be potty trained)

We do not move children up as they age up- the class they are in will be their class the full school year. If there are any issues within the classroom or with a teacher, please notify the director right away.

## **CLASS REQUIREMENTS**

### **Ones/Walkers-**

- Students must be 1 by September 1 of the current school year to enroll in the program at the beginning of the year.
  - Students will be accepted when they turn one if they meet the requirements.
- Students must be able to hand feed themselves independently
  - Teachers sit with students to help open lunches/items and keep areas clean, as well as insure students are safely buckled into high chairs and tables.
- Students nap in a pack-n-play
  - Teachers comfort and help students as needed, but we do not hold children for nap time

### **Twos-**

- Students must be able to feed themselves at a table
  - Teachers rotate the room to help open items and clean
- Students two and above sleep/rest quietly on a nap mat brought from home.
  - Pack n Plays are not used for children 2 and above

### **Young Threes-**

- Students must be potty trained(ing)
  - Pull ups are allowed in case of accidents, but there is not a diaper changing station in our threes classrooms.
- Students must be able to feed themselves at a table without making a mess
  - Teachers rotate around the room to help open items
- Students must be able to sleep or rest quietly and independently on a nap mat brought from home

### **Threes & PreK-**

- Students must be potty trained.
- Students must be able to communicate to a teacher when they need to use the restroom and if they've had an accident
- Students must be able to eat independently at a table
  - Teachers rotate around the lunchroom to help open items and clean any messes.

**TUITION: 2023 - 2024 SCHOOL YEAR**

**You may choose to enroll your child in one, two, or three days.**

**Three days are required for Pre-K students.**

*\*There is a \$75.00 non-refundable registration fee for each child\**

**1 Day a Week:**

\$150 monthly

**2 Days a Week:**

\$200 monthly

**3 Days a Week:**

\$265 monthly

**Pre-K:**

3 days- \$295 monthly

## **PAYMENT POLICY**

- Monthly tuition payments are due by the 15th of each month.
- If tuition is not paid by the 15th, there will be a \$25 late fee added the morning of the 16th
- Monthly tuition must be paid whether your child attends each day in session or not.
  - Tuition is divided into equal monthly payments over the year.
  - No deductions are made for holidays, absences, or other vacation days.
  - Not all months have the same number of school days.
  - Tuition fees are set to cover salaries and materials & curriculum needed for our classrooms
- Payments can be made by:
  - credit card online
  - In person to the director via:
    - Check (*made payable to Southpointe Church*)
    - cash
- If tuition is not paid by the end of the current month, your child will be unenrolled the first of the following month.
- The Mother's Day Out and Preschool program reserves the right to terminate enrollment based on non-payment of tuition.
- Please sign the tuition agreement at back to school night for our files.



## **CURRICULUM**

- We use God's Little Explorers and Orange preschool curriculum by the Rethink Group.
- The program utilizes developmentally appropriate preschool academics with the foundation of Biblical truths.
- Through this curriculum we will be able to:
  - measure developmental and academic benchmarks
  - expand children's creative thinking
  - develop problem solving skills
  - reinforce numbers, colors, shapes, alphabet, counting and more
- The program uses interactive centers, music, and activities.
- Our teachers add to these curriculums as appropriate for the age group they teach.
- Our classes work on different projects and seasonal themes throughout the school year.

## **BEHAVIOR POLICY**

At Southpointe Church MDO, our goal is to guide children to live and learn as Christians. This means learning to follow classroom procedures and rules, treat others as they would want to be treated, and obey teachers and other adults within the program. Teachers will focus on positive behaviors by using incentives and positive reinforcement in the classroom. Teachers and MDO staff will model positive interactions throughout the school day, as well as speak and act with love at all times within the presence of their students.

In order to maintain a positive environment for all children, the following procedures will be used to help them grow as Christians:

- Positive reinforcement and redirection.
  - The child will be removed from the situation, redirected to a different activity, chat with them on their level, etc.
- After two attempts at positive reinforcement and redirection, the child will have thinking time, so the child may have time to reflect on their actions and be removed from any conflict.
- The director will be notified at this point and will come have a conversation with the child.
- If a conversation with the director does not help the situation, the director will contact the child's parents and come up with a plan.
- Students will be sent home for the day if their behavior has caused harm to other students or if a behavior has continued after every effort has been made to correct it.
- A behavior report will be filled out for repeated behaviors.
  - Any behavior involving an injury to another child will receive a behavior report that day.

- Behavior that causes harm to other students or staff may require that the student be sent home for the day. This decision is not made lightly, and is at the discretion of the MDO director.

**Discipline procedures for disruptive behavior:** In order to ensure all students receive the full benefit of the Mother's Day Out program, teachers and MDO staff will follow the following procedures when disruptive behaviors happen.

- The following behaviors are considered disruptive:
  - Requires constant attention from the staff
  - Inflicts physical or emotional harm on other children, adults or self
  - Disrespects people and materials provided in the program
  - Consistently disobeys the rules of the classroom
  - Verbally/Physically threatens other students and/or staff
  - Uses verbal or physical activity that diverts attention away from the group of children.
- Disruptive behavior will be addressed in a behavior report.
  - Reports will be discussed, signed by the teacher, director, and parent, and a copy kept in the student's file.
- If a child has difficulty managing his/her behavior on a recurring basis, their parents will be asked to meet with the child's teacher and program director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined by the student's educational team (parents, teacher, director, children's pastor)

**Biting Policy:**

- If a child bites another child or a teacher, a behavior report will be created for the offending student, and an incident report will be filled out for the victim of the biting. The child who bit will have time to think about their actions and be encouraged toward better choices.
- If a child bites a second time within a week, all of the prior procedures will be followed and his or her parents will be called to meet with the teacher and develop an action plan.
- If a child bites for a third time within a week, all prior procedures will be followed, and the child will be dismissed for the day.

## **ARRIVAL**

- When arriving please use the Southwest door on the building next to the playground.
- The MDO door will be unlocked for arrival/check in at 9:20 am.
- Every student must be signed in at the check-in desk and receive their name tag.
- While the staff enjoys being able to greet parents each day, arrival and pick up times are not the ideal times to have a conference with your child's teacher. If you wish to have a conference, we will be glad to make a special time just for you.
- We have found it best not to linger after telling your child goodbye. If he/she is upset, the quicker you are out of sight, the quicker he/she can be calmed.
- If your child is upset and his/her teacher cannot get him/her calmed after a reasonable amount of time, we will contact you. We will not allow a child to continually cry and be extremely upset for long periods of time.
- Parents, relatives, and friends are requested to avoid coming to MDO during the hours of operation to check on or admire the children. It disturbs the child to see someone he/she knows at the door.
- If you need to check on your child, please do so through the MDO Director by calling 405-265-8639 or emailing [addy@southpointeokc.com](mailto:addy@southpointeokc.com). You can also message our director or your child's teacher on GroupMe.
- If you arrive to drop off your child or something they forgot to bring to school after 10:00am, please use the church office door to enter and the director will walk you to the check-in area. There is a buzzer located at the office door, to the right of the main church doors to alert the staff that you are there.

## **DISMISSAL/RELEASE OF CHILDREN**

- Dismissal is from 2:00 to 2:15 pm
- Please check your child out at their classroom with your parent security tag.
- If someone else is picking up your child that day, please notify the teachers before 12:30 pm and ensure that person has the security tag.
  - A picture of the security tag is fine if they cannot get the physical tag
  - If the person picking up does not have the security tag, we will be unable to release the child until we have been notified by the parent to do so.
  - The person picking up the child must present a photo ID matching the name that was given by the parent.
- At 2:20 children who have not been picked up will be taken to the front office and a late fee of \$15.00 will be applied.
- If you are picking up your child before 2:00, you may use the office door and the director will walk you to your child's classroom.
  - Please notify the director & teacher beforehand if you will be picking your child up early.

## **INCLEMENT WEATHER**

- We follow the Moore Public School closures for most inclement weather events.
- In the event that the district goes virtual but travel is still possible, **MDO may still have class**. This includes snow days when roads have been cleared around the church area.
- Please keep up with your emails, social media, and teacher communications for situations like this.
- **We do not have a tornado shelter on site**. On an elevated severe weather day we may make the decision to close the church in order to keep children and staff safe.
- **Any changes of schedule due to weather will be communicated through our emails, social media, and classroom GroupMe messages.**

## **POTTY TRAINING AND DIAPER POLICY**

- Parents of children ages 2 years and under must provide enough diapers or pull ups to last throughout the day, usually 3-4 is sufficient daily.
- Please inform your child's teacher if they are potty training so we may help continue the training you are implementing at home.
- Students in the young 3s class must wear pull ups if they are not completely potty trained.
- Students ages 3 and up need to be completely potty trained before entering the Three-Year-Old classroom. If the child is not completely potty trained, they will be placed in a different classroom.

## **PERSONAL BELONGINGS**

- Children should arrive daily with a backpack, lunch box, and nap mat if they are two years or older.
  - Children two years and younger are required to bring a crib sheet for their pack-and-play for nap time
- Inside their backpacks should be their lunchbox/drink, an extra set of clothing (multiple pairs of underwear/pull-ups and pants if potty training), and wipes and diapers if applicable.
- A nap mat and/or pillows and blankets should be sent each day with your child if they are two or older.
  - Nap mats will need to be purchased and sent to school as soon as the child turns two.
- All items must be clearly labeled with their name.
  - Personal items such as stuffed animals or lovies will only be brought out at nap-time.
- **Personal toys will not be allowed in the classroom.** This causes conflict among the children and is a distraction for the child bringing them.



## **ANNOUNCEMENTS AND MDO NEWS**

- Our primary form of announcements and communication is via email.
  - Please make sure your current email information is on file with us so you do not miss anything.
- Weekly newsletters are sent out, as well as special announcements.
- A link will be posted on classroom doors as well as emailed to you for your child's class GroupMe message group.
  - GroupMe gives us a quick way to communicate with parents, and for parents to direct message the director if needed.
  - GroupMe also allows your child's teacher to send photos of their daily activities.
- Southpointe MDO and Pre-K has a Facebook page (Southpointe Church MDO) as well as an Instagram page (@southpointeokcmdo). We share announcements there as well as photos of our day and special events.
  - Your child's photo will not be posted on our social media without your written consent.

## **BIRTHDAYS/HOLIDAYS**

- We love birthdays!
  - If your child would like to bring a treat for their class, please let us know ahead of time so we can be prepared.
- We have several holiday parties and special events scheduled throughout the school year.
  - Individual classes may ask parents to sign up to bring treats.

## **SAFETY AND SECURITY**

- Our staff abides by Southpointe Church's policies and procedures for Ministry Leaders with Minors. If you would like a copy, please contact our director.
  - Each newly hired staff member is assessed by the directors and pastors of Southpointe Church.
  - Each new hire undergoes a background check as well as reference checks during the application process.
- **All external doors are kept locked during school hours.**
  - If you need to pick up your child early or drop them off late, you will be required to buzz in through the office door.
- We practice both tornado drills and fire drills each semester. If you have any questions about safety and security, please don't hesitate to ask.
- In the event of a minor injury, an incident report will be filled out documenting the details of the incident. You will be informed of what happened and you will receive a copy of the incident report and one will go in your child's file.
- If anything more than a minor injury occurs, the director will contact you right away.

## **WELLNESS POLICY**

- We want to maintain a healthy environment, so we ask you to please keep your children home if they have any of the following symptoms or illnesses:
  - Fever at or above 100 in the last 24 hours
  - Vomiting in the last 24 hours
  - Diarrhea in the last 24 hours
  - Consistent green or yellow runny nose
  - Discharge around the eyes
  - Questionable rash, blisters, or skin lesions
  - Excessive coughing
  - Pink eye
  - Chicken pox
  - Mumps
  - Measles
  - Impetigo
  - Lice
- If a teacher feels that the child is too ill to continue in the classroom that day or that the child has symptoms contagious to their classmates, the teacher will contact a director, the director will assess the child, and will decide if a parent should be called to pick up the child.
- The director will need an up to date copy of your child's vaccine record or a completed immunization exemption form before the first day of school.

## **ALLERGY POLICY**

- We need to know at the point of registration if your child has any allergies. Please notify the child's teacher as well.
- We do not have a "no nut rule" here; however you may speak to your child's teacher about steps that can be taken in the classroom to keep these items away from your child.
- Please include on the medical form what medications your child takes for allergies.

## **MEDICINES**

- If your child is prescribed medication that must be taken during school hours, a parent must come administer or paperwork must be on file allowing the MDO director to administer the medicine.
- All medicines will be kept locked in the main church office.
- No medication will be kept in MDO classrooms or in individual backpacks
  - Please be sure not to put any medicines (tylenol, motrin, benadryl, etc. in your child's backpack)

## **PHOTO RELEASE POLICY**

- During program hours, we love to document the activities, parties, programs, art, and interaction between the children for purposes of keepsake for the teachers, parents, and children.
- In addition, we may want to advertise the program by using photos taken throughout the year to show the community all the learning and fun that takes place during program hours.
- Please fill out the photo consent form provided by the director and return it by the first day of school.

## **SUPPLY LISTS AND SCHEDULES**

- Supply Lists will be posted on our website by July before school starts.
- Daily Schedules will be posted in our class GroupMe messages
  - Please know that it will take a few weeks for students to get used to the class schedule.
  - Dailey sheets will be filled out in our younger classes and given to parents informing you of your child's activities and restroom needs/naps throughout the day.
- Please bring your child's supplies to our meet the teacher event.
  - If you can not make it to the event, please bring your supplies on the first day of school.