

## **STAFF SCREENING FOR NEW HIRES AND VOLUNTEERS**

*In compliance with rule number R400.5102*

All staff involved in programs at First Baptist Church, are required to attend CAP training. This course is offered by the church at no cost.

1. All MDO staff are required to meet background check requirements of the State of Michigan.
2. All staff will sign and date the child abuse and neglect statement. This states that you have not been convicted of either:
  - A) Child abuse or child neglect.
  - B) A felony involving harm to an individual within the last 10 years immediately preceding the date of hire.

### **Volunteer Screening:**

At this time our center does not have volunteers in the program as our mission is to provide mothers with a child-free morning out.



Handbook  
First Baptist Church

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First Baptist Church  
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## **HANDLING CHILDREN'S BODY FLUIDS**

### **Handling Children's Bodily Fluids:**

Universal Precautions will be used in every incident in Mother's Day Out where blood and/or bodily fluids are involved. All blood and bodily fluids will be treated by staff as though an infection is present. Therefore, every staff member must wear disposable gloves every time they attend to an injured or ill child or where blood, urine, vomit, or stool is present. Staff will disinfect every surface that may have been contaminated by these fluids. When spills of blood or bodily fluids occur, the procedure to clean the area is as follows:

1. The staff person handling the situation must first put on disposable gloves.
2. Use disposable paper towels to wipe up as much of the visible material as possible, and then place the soiled towels and any other soiled materials in a plastic bag that has been securely tied. If the spill occurs on a hard surface, the entire area will be disinfected immediately with an approved solution.
3. If the spill occurs on the carpet, blot the area with paper towels immediately, and then spot clean the area with detergent-disinfectant rather than a bleach solution. When cleaning of the area is completed, put contaminated gloves in plastic bag, then securely tie the bag and discard. Staff must then wash their hands and the hands of any children involved in the incident.

### **Controlling Infectious Disease:**

To control infectious disease, we will treat all blood, bodily fluids and vomit as potentially infectious. Proper hand washing techniques will be encouraged with staff and students. Staff and students will be taught to use tissue or a bent elbow to cover their nose and mouth for coughing or sneezing. All staff and students will stay home until well.

### **Health Related Resources**

1. [www.aap.org](http://www.aap.org) American Academy of Pediatrics
2. [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)
3. [www.michigan.gov/immunize](http://www.michigan.gov/immunize)
4. [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)
5. Barry-Eaton County Health Department (517) 541-2600

## **PROPER HAND WASHING**

1. Wet hands with warm, running water.
2. Apply soap.
3. Rub hands for at least 20 seconds.
4. Clean under fingernails and between fingers.
5. Rinse hands thoroughly under running water.
6. Dry hands.

## **Assisting Children with Handwashing**

If a child is unable to stand and is too heavy to hold safely to wash the hands at the sink, caregivers shall use the following method:

1. Wipe the child's hands with a damp paper towel moistened with a drop of liquid soap. Then discard the towel.
2. Wipe the child's hands with a clean, wet, paper towel until the hands are free of soap. Then discard the towel.
3. Dry the child's hands with a clean paper towel.

## **MOTHER'S DAY OUT**

### **Table of Contents**

About Our Program .....	1
Absence Policy .....	3
Arrival and Dismissal .....	2
Children's Protection .....	3
Communication with Parents .....	3
Daily Schedule.....	2
Discipline Policy .....	3
Dress Policy .....	4
Emergencies	
Evacuation Plans .....	5
Medical .....	5
Fee Policy	
Late Payment Fee .....	2
Tuition and Fees .....	2
Withdrawal .....	3
Health Care Policies .....	6
Washing Hands.....	7
Handling Children's Bodily Fluids .....	8
Cleaning Toys.....	6
Hours of Operation .....	1
Immunizations .....	4
Mission Statement .....	1
Proper Hand Washing.....	7
Registration .....	1
Relocation Plan.....	6
Sick Child Policy/Medication .....	5
Snack Procedures .....	4
Staff Screening For New Hires/Volunteers.....	9
Toys from Home .....	4

## **MISSION STATEMENT**

Mother's Day Out (MDO) of First Baptist Church of Charlotte aims to provide parents child-free time by providing a safe, caring and Christ-like environment for the child. We want to allow the child to grow and develop as Jesus did "in wisdom and stature, and favor with God and men" Luke 2:52.

## **ABOUT OUR PROGRAM**

Our MDO is more than a baby-sitting service. It is a fun interactive three-hour program for children ages one (must be walking) to five. Each month focuses on a different theme. During the month the activities, crafts, music and playtime will focus around these themes. Our program will promote the following: Sharing, Manners, Cooperative play, Pre-academic skills (color, letter and number recognition, counting, and sorting), Fine Motor skills (writing, coloring, cutting) and Gross Motor skills (running, throwing, jumping). Our program also serves as a means of outreach by being open to the community. First Baptist Church of Charlotte welcomes you and your family to worship with us if you are not currently attending another church.

## **REGISTRATION**

Any child attending MDO must be registered properly before admittance. Registration and consent forms are completed at the time of enrollment. Please update this information as it changes. It is important that the staff be able to contact parents in the event of an emergency.

## **HOURS OF OPERATION**

MDO meets on Tuesdays and Thursdays from 8:30-11:30 a.m. MDO starts the first Tuesday of September and ends the last Thursday of May. Children may register for one or two days a week. MDO does not meet during the summer months. MDO follows the Charlotte Public School calendar for Spring, Thanksgiving, and Christmas breaks. When Charlotte Public Schools are closed due to bad weather, we will also be closed.

## **RELOCATION PLAN**

If children must be relocated to a different area due to an emergency, they will be relocated to the lobby area outside of the offices located on the second floor.

## **HEALTH CARE POLICIES**

*In compliance with rule number R400.5114*

### **Hand washing**

Children:

1. After using the bathroom
2. Before snack
3. After sneezing or coughing

Adults:

1. After assisting children in the bathroom
2. Before preparing snack
3. After helping child wipe their nose
4. After diapering
5. After removing rubber gloves

### **Handling Body Fluids**

1. Gloves must be worn at all times when dealing with diaper changes, blood, or body fluids.
2. Caregivers will wash hands after removing rubber gloves.

### **Cleaning of Toys**

1. All toys will be washed daily and sanitized.
2. Tables must be washed, rinsed and sanitized before and after snack and at the end of the day.

## SICK CHILD POLICY/MEDICATION

We accept only children who are well. It is important for you to be considerate of all children in our program. Some of the guidelines used to determine if the child should remain at home are: vomiting, diarrhea, excessive coughing, fever, continual runny nose which is green in color, unidentified rashes, ear or throat infection (may return after 24 hours of treatment), conjunctivitis (pink eye), or lice (until treatment has been administered and all nits and eggs are gone). We do not administer medications at MDO. Please do not ask us to do so. ***Please call if your child is unable to attend MDO due to illness.*** If your child should become ill while attending MDO, they will be removed from the group and supervised by a staff member until their parent/guardian arrives to pick them up.

## MEDICAL EMERGENCIES

In the event that a child becomes seriously ill or injured while at our facility, 911 will be utilized. Every effort will be made to contact the parents after the call to 911. If the EMS technician feels that the child requires a hospital visit, and the parents are unable to be reached, the MDO/Director or a staff member will accompany the child to the medical treatment facility.

## EMERGENCY EVACUATION PLANS

Fire - Workers will remain close to the floor and take all children out through the door in room 302 to the furthest fenced area of the property on the east side. If there is severe smoke blowing in this direction, the secondary meeting area is the open grass lot on the west side of the property.

Tornado - In case of a tornado, the children will be taken into rooms 304-305 because this area does not have any windows. If time is of the essence, the hallway outside the check-in counter is also safe.

## DAILY SCHEDULE

MDO will provide a loving and caring learning environment that will nurture your child's physical, emotional, social, and intellectual development. We will introduce them to the world of stories, music, exploration, and creativity. Sample schedule follows:

8:30 - 9:00	Arrival and Free Play
9:00 - 9:20	Circle Time
9:20 - 9:40	Centers
9:40 -10:00	Snack
10:00-10:30	Music/Finger Plays
10:30-10:45	Bible Story
10:45-11:05	Centers
11:05-11:30	Outdoor Play
11:30	Dismissal

## ARRIVAL AND DISMISSAL

Please be considerate of our teachers and do not ask to drop your child off before 8:25 a.m. The teachers are here early preparing for the morning with your child. Please notify the Director by a written note if someone other than yourself will be picking up your child. This is for your child's safety. We have the right to and will request identification for anyone picking up your child. The person picking up your child should also be on the registration information card filled out at enrollment. You must bring your child into the building and sign them in and also must come in and sign them out upon leaving. Teachers or aides cannot bring your child out to you. Please be on time for pickup at 11:30 a.m. If you are late, we will add a \$5 per 15-minute late fee.

## TUITION AND FEES

There is a \$50 one-time per year, non-refundable registration fee per child. Monthly tuition is \$60 for 1 child/per day. If a child is enrolled for two days, the tuition is doubled.

Tuition is due on the first session of each month. Payments are required to be made on-line.

## LATE PAYMENT FEE

If payment is not received on the first session of the month, there will be a \$10 per family late fee added to your tuition cost. If payment in full (including late fee) is not received by the second session of the month, your child/children will not be allowed to attend until the balance is paid.

### WITHDRAWAL

All tuition and fees are nonrefundable if you withdraw early.

### ABSENCE POLICY

To ensure adequate staff are on hand, it is important that we know how many children will be in attendance. If your child is unable to attend, please notify the church office at 543-6900 before the next scheduled class. Should your child have four consecutive absences without prior notification, it could result in an automatic withdrawal from the program.

### CHILDREN'S PROTECTION

If we have any specific concerns about a child's health and well-being, our approach is to contact the family to discuss the concerns. If there is a suspicion from our staff of abuse and/or neglect, we must report our suspicions to Protective Services.

### COMMUNICATION WITH PARENTS

At the time of enrollment, you will receive a handbook. Please become familiar with the handbook. If you have any questions, do not hesitate to contact a staff member. Our daily activities will be posted on the whiteboard located outside of the classroom. Please be sure to check your child's mailbox at the end of each day. If we have a communication intended for you regarding your child, it will be placed in the mailbox.

### DISCIPLINE POLICY

We will follow the 1-2-3 technique for discipline. If the unwanted behavior does not stop after three "chances", the child will have a time out. We will not put any child in time out who is under the age of three. Prohibitive forms of discipline such as corporal punishment are not used. If a child shows total disregard for the safety and respect of others, the parent will be asked to intervene and/or withdraw the child from the program. Time outs will be age appropriate, no more than one minute per year of age.

### DRESS

Children are encouraged to wear play clothes and gym athletic shoes. The daily activities include active and sometimes messy play. The children should be comfortable enough to enjoy themselves without worrying about their clothes. Weather permitting, we will go outside. Please dress accordingly for that day's weather.

### IMMUNIZATIONS

Immunizations are one of the most effective measures to protect children from harmful diseases and even death. All children who attend preschool programs or licensed childcare centers in Michigan are required by state law to be fully immunized. Reporting of immunization data to the local health department is required under the Michigan Public Health Code and requires all children in a program to have an up-to-date immunization history or a valid waiver at their childcare center or preschool. **A child who fails to meet immunization requirements shall not be admitted into the program.** It is the responsibility of the parent/guardian for ensuring that their child has received all required vaccine doses.

### SNACK TIME PROCEDURES

Each session a different parent will bring in the snack for the day. Your child's name will be on the snack calendar (this will be sent home at the beginning of each month) letting you know when it is your day to bring in snacks. If your child has allergies, please let the teacher know. Send a few snacks that are nonperishable that can be set aside in case a snack being served is not appropriate for your child.

### TOYS FROM HOME

PLEASE DO NOT BRING TOYS FROM HOME