



# **McFarlin Children's Day Out**

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**[www.mcfarlinumc.org](http://www.mcfarlinumc.org)**

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## **Who We Are**

McFarlin Children's Day Out is an inclusive community where all are welcome, valued, and appreciated. CDO provides a safe and nurturing environment, led by Christ-like principles, that promotes the social and emotional, physical, and intellectual growth, and well-being of each child as an individual.

## **Expectations**

### **Child**

Each child enrolled in Children's Day Out is expected to:

- Observe all rules in the classroom and facility
- Respect staff and other children in words and actions
- Respect facilities and equipment
- Participate in scheduled activities

### **Parents/Guardians**

Each parent/guardian of a child enrolled in Children's Day Out is expected to adhere and cooperate with the following:

- Respect and abide by class schedules (drop off and pick up times, rest time)
- Bring all necessary supplies labeled with child's name each day
- Observe rules and policies of the program
- Communicate with staff
  - Child's needs
  - Changes at home
  - Be receptive to communication from staff
- Notify director/staff of child's illness and/or absence; running late/picking up early (see illness policy on p.10)
- Pay tuition on time (see tuition on p.5)
- Read communications including daily sheet, newsletter, emails, website
- Perform a health check (mood, fever, etc.) prior to drop off each day (see illness policy on p.10)
- Provide all paperwork including updated immunization records (see enrollment p.5)
- Work with staff to help children reach developmental goals
- Respect staff in words and actions

## Teachers/Staff

Each teacher/staff will cooperate and adhere to the following:

- Be educated in developmentally appropriate expectations and practices
- Provide positive guidance and discipline
- Be certified in first aid and CPR
- Complete a background check with fingerprinting
- Keep the classroom safe
- Engage in learning and play
- Encourage each child's individuality and creativity
- Provide appropriate care including diapers, food, rest, etc.
- Create a warm and inviting classroom
- Model Christ-like behaviors
  - Age appropriate actions
  - Kind and fair treatment of others
  - Honesty
  - Respect
- Communicate daily with families
- Share observations with parent/guardian and director
- Provide structured activities
- Respect child and family in words and actions
- Learn from the children

## Director

The director will cooperate and adhere to the following:

- Involved in daily operations
- Provide a welcoming environment
- Know children and families
- Mediate and resolve conflicts
- Listen and incorporate family feedback
- Respect children, families, and staff in words and actions
- Equip staff to know their roles and responsibilities through providing resources and trainings
- Notify parents/guardians of emergencies and changes in policies
- Report suspected abuse to proper authorities

## Enrollment Procedures

Children's Day Out serves children six months old through Pre-K. The following is required at the time of enrollment:

- Enrollment Form
- Parent Agreement Form per session
- Current immunization record; you can fax it to the attention of CDO at 405-321-3498
- DHS Compliance Form
- Non-refundable enrollment and supply fee (\$75 summer session and \$125 school-year session)

If a spot is not currently available, a \$25.00 non-refundable wait list fee is required along with an enrollment form and current shot record.

## Tuition & Payment Procedures

Tuition: \$115/Month (per day)\*

This price is for 1 day per week. 2 days per week would be \$230/Month, etc

Tuition is based on a 9-month schedule, during the school year, and a 2-month schedule, during summer session. The monthly fee is required even for those months when school is dismissed for holidays, weather, etc. There is no price reduction for days absent from school or for more than one child enrolled in the program.

Upon enrolling, please select the days you would like your child to attend Children's Day Out. Once your child is placed, they will have a reserved space and we will staff accordingly. Therefore, you will be required to pay for each day that your child is enrolled whether or not your child attends.

All future tuition invoices will be emailed before the 1st of each month. All tuition is due by the 1st of the month. Tuition is late after the 10th of each month. A late fee of \$10.00 will apply on the 11th of each month and accounts not paid by the 15th will result in a consultation with the director. Failure to pay tuition may result in removal of your child from the program.

If you enroll in the middle of the month, your account will be pro-rated accordingly and the first month's tuition will be due upon enrollment. ACH bank drafts are preferred for automatic tuition payment. Checks and credit cards are also accepted. A 3% convenience fee will be added to all accounts paying by credit card. A \$15.00 fee will apply to all returned payments.

We require 14 days written notice if you wish to reduce the number of days your child is enrolled or withdraw from our program. If 14 days written notice is not received, you will be billed a two-week cancellation fee. Please contact the director with any questions regarding tuition or payment procedures.

## **Hours of Operation**

### **Summer Session**

We will have an individual summer session, separate from our school year enrollment. Our summer session will be offered from 9:00 to 2:00 Monday through Friday for eight weeks. A calendar will be provided at the time of enrollment as there are holiday closures included during this time.

### **School Year Session**

During the school year, Children's Day Out follows the Norman Public School calendar. We are open Monday through Friday from 9:00 am until 2:00 pm. The Norman Public School calendar can be viewed at [www.norman.k12.ok.us](http://www.norman.k12.ok.us). The Children's Day Out staff will arrive before the children to prepare for the day. We ask that you respect this planning time. Therefore, children may not be dropped off before 9:00 am. Due to licensing requirements, it is essential that your child be picked up on time. A late fee of \$1.00 per minute will begin to incur at 2:05. Parents/guardians will have a consultation with the director on the 2nd occurrence and a 3rd occurrence may result in removal from our program.

## **Pick Up Procedures**

If someone other than a parent/guardian will be picking up your child, please notify the director. No child will be released to a person not listed on the enrollment form. All new persons picking up children will be required to present photo identification. All persons picking up children must be adults. Minors/children are not permitted to pick up children from the program. Please inform the director of specific custody arrangements. Parents/guardians are responsible for their child once they have picked up from the classroom and must keep their children with them at all times.

## **Curriculum**

Our curriculum themes are established to promote growth, curiosity, active engagement, cultural awareness, empathy, and respect. Children will have the opportunity for large group activities, small group activities, and independent play and exploration. Each classroom will follow a daily schedule, including gross motor and rest times. Safe Sleep practices will be maintained for infants, including being placed on their backs in cribs with only a pacifier when provided. Occasional walking field trips will be announced ahead of time and will require signed permission forms. CDO does not transport children. Classrooms will use the Seesaw app to foster a direct connection between classroom and home. Pictures, videos, messaging, and daily sheets will be provided through Seesaw to keep families informed and engaged. A monthly newsletter will be provided with program-wide themes, announcements, policy reminders, and other pertinent information.

## **Inclement Weather Policy**

The McFarlin childcare center will be closed when it is determined that inclement weather or forecasted inclement weather could result in unsafe conditions for our children, staff, and families. A center closure message will be sent via the REMIND app.

## **Emergency Protocol**

### **Serious Injuries**

Notify parents/guardians, emergency personnel, and DHS

### **Serious Illnesses**

Notify parents/guardians, emergency personnel and DHS

### **Poison Exposure**

Contact poison control hotline, parents/guardians and DHS

### **Outbreaks of Communicable Diseases**

Notify health department, parents/guardians and DHS

### **Fire**

We have fire drills each month to ensure that each staff person and child are familiar with our emergency routes and procedures in the event of an emergency. All classes will exit classrooms as quickly as possible. Meeting locations are the playground and the gazebo. Children under 2, or who need special accommodations, will be transported with strollers or moveable cribs.

### **Tornado**

In the event of severe weather while we are in session, each classroom has an emergency plan. These routes are posted in each classroom. Children will be relocated to rooms 103, 105, 106. Emergency kits are stocked in these rooms. Children under 2, or who need special accommodations, will be transported with strollers and moveable cribs. We have monthly drills to practice these procedures in order to make sure everyone is aware and ready during severe weather season.

### **Floods**

Relocate to the 2<sup>nd</sup> and 3<sup>rd</sup> floors, notify parents/guardians and notify DHS

### **Blizzards & Ice Storms**

In anticipation of blizzards, our Business Administrator and church leadership will monitor the weather and cancel all programming prior to the arrival of such a storm. Parents/guardians will be notified accordingly.

## Man-made Disasters (chemical and industrial accidents)

Notify parents/guardians, follow evacuation protocols and contact DHS

## Human Threats

Notify personnel, designate safe locations, and encourage children to remain calm and quiet; secure building entrances, and prevent entrance of unauthorized personnel.

## Lost or Abducted Children

Notify parents/guardians, emergency personnel and DHS

## Utility Disruption

Notify parents/guardians, and DHS worker, close facility if necessary

## Structural Damage

Notify parents/guardians, and DHS worker, close facility if necessary

## Evacuation

Notify parents/guardians, emergency personnel and DHS, relocate if necessary

## Relocation

Staff will transport children by foot, stroller or crib to First Christian Church or First Presbyterian Church.

## Accounting for Children

To make sure all children are present, staff will count the children and check names on the attendance sheets.

## Disabilities

If there is a child with disabilities, a staff will help them get to the proper location.

## **Adjustment & Participation**

We understand that this may be the first time your child has ever been away from you for an extended period of time. Although it is difficult to leave an upset child, most children will calm down after the parent/guardian leaves. If your child continues to be upset, we will contact you and explore some ideas together to help your child. If you have specific instructions for your child, please provide a hand-written note to your child's teacher when you drop off your child. This will limit delayed departures and confusion during this part of your child's day. If you would like to check on your child during the day, feel free to contact the Children's Day Out director, Michelle, at 405-329-2170. While at Children's Day Out, we hope that your child will participate in all of our activities.



## **What to Bring each Day**

Please send a bag containing the list of items below each day that will be placed on a personalized hook for your child.

1. Lunch (labeled with your child's name): We ask that your child's lunch is ready for them to eat (Example: cut into bite sized pieces and pre-warmed in a compartmentalized container with lid.) Please do not send candy, pop or items containing peanuts/peanut butter.
2. A complete change of clothes, even if your child is fully potty learned (labeled with your child's name).
3. Diapers and/or Pull Ups if your child is not fully potty learned (labeled with your child's name).
4. Bottles, sippy cup or water bottle (labeled with your child's name).
5. A clean blanket for rest time (labeled with your child's name).
6. Sunscreen (labeled with your child's name)

## **Clothing**

Please dress your child in play clothes when sending them to Children's Day Out. Our program includes activities that can be messy. Please also include an extra change of seasonally appropriate clothing for these occasions. Our program also includes outdoorplay when the weather permits, so please send the appropriate coat or jacket labeled with your child's name.

## **Potty Learning**

If your child is potty learning, please communicate with your child's teacher regarding your schedule at home so that we can work with your child in a consistent manner. Please send plenty of extra clothing during this learning time. Because we know that potty learning is very individualized, children are not required to be fully potty learned by a certain age to participate in our program. Accidents will be handled in a supportive manner. Any wet or soiled items will be returned in a moisture-proof, sealed, labeled bag at the end of the day. Children ages 3 years and up (and those moving into the 3 years and up classrooms) must be actively potty learning at home.

## Outside Play

We believe that outdoor play is very important, as is the safety of your child. Outdoor play will be provided daily unless the temperature and heat index is higher than 98 degrees in the summer and/or the temperature and wind chill is colder than 37 degrees in the winter. Sun safety methods include the expectation for parents/guardians to apply sunscreen to their child before drop off each day and send sunscreen with daily belongings for reapplication as needed. Additionally, children will have access to shade on the outdoor play areas, and classes will adjust scheduling as needed to avoid over-exposure to the sun. Due to the potential health risks that chemicals in insect repellents could present to children in our care, CDO staff are unable to administer any form of insect repellent to children. In the event that outdoor play is not permitted due to weather, gross motor play will be offered inside.

## Illness Policy

In an effort to keep children and our staff healthy, please keep your child home if they have had any of the following within the last 24 hours or if they have any type of contagious illness:

- Fever over 100 degrees
- Vomiting two or more times
- Diarrhea, defined as runny or watery stools with increased frequency of loose stools
- Eye discharge, defined as thick mucus or pus draining from the eye or conjunctivitis (pink eye) without evidence of an allergic reaction
- Yellowish skin or eyes
- Rash that is determined by a physician to not be allergy related
- Severe and/or persistent coughing, where a child gets red or blue in the face, makes a high-pitched whooping sound after coughing, or coughs to the point of vomiting
- Appears to be severely ill from an unexplained cause, such as extreme lethargy, irritability, persistent crying, difficulty breathing, or any other unusual signs

If your child becomes ill at Children's Day Out, your child may be separated from the other children per discretion of the director. You will be notified, and your child will need to be picked up within the hour.

## Medication Policy

If medication needs to be administered while in care at CDO, all prescription medicine must be in the original bottle with your child's name and dosage on the label. Over the counter medication must be in the original bottle and labeled with your child's name and appropriate dosage. For safety reasons, please give all medications to the lead teacher upon arrival. Any and all medication must be accompanied by a medication form. Medication forms may be found in each classroom. All medicine administered will be documented and approved with signature.

## **Phone Calls**

You are welcome to call the director, 405-329-2170, to check on your child or with any questions or concerns. Please be advised that the director is not always immediately available to answer the phone and you may leave a message. These messages will be returned as soon as possible. Messages received during non-school hours will not be returned until the next day.

## **Photo/Social Media/Website**

Photos and/or videos of your children will not be used by McFarlin Memorial United Methodist Church for the purpose of identification, education or promotion in both internal/external publications including Facebook and the website without your consent. Parents/guardians may only take pictures of their own children while in Children's Day Out.

## **Licensing Entity**

Children's Day Out is licensed and monitored by the Oklahoma Department of Human Services (OKDHS). It is a requirement that our facility maintain a compliance file, which is accessible at the main CDO entrance. Additionally, it is a requirement that staff and families are informed that any person who has reason to believe a child was abused or neglected has a mandatory obligation to report that matter promptly to OKDHS Child Abuse and Neglect Hotline at 1-800-522-3511.

## **Security & Video Footage**

Children's Day Out is a secure facility, meaning all entry doors remain locked to the public during our hours of operation. Each family is given an access code to enter the center during program hours. Anyone not possessing an access code must ring the bell located outside each entry door to gain admittance. The director's office is located in the middle of the center to help monitor doors and hallways. Individuals should call the direct childcare line if any issues arise with accessing the center: 405-329-2170. Cameras are located in the center and monitored within the office by the center personnel. In order to respect the privacy of all children, families, and staff in our center, our cameras are for internal purposes only. Video footage is not available for review unless related to an incident and requested by the appropriate authorities, and then shall only be made available for viewing by such appropriate authorities.

## Discipline

At McFarlin, we celebrate childhood and understand that children will display age-appropriate behavior and will explore boundaries. Through positive leadership, we will guide the children in acquiring appropriate interpersonal, social and academic skills. Because we value community, staff, child, and family will work together towards the child's success. Out of respect for the uniqueness of every child, we will address each situation individually, but will follow these general guidelines. Not all steps may be necessary, and ultimately all decisions will be at the director's discretion.

- Clear age-appropriate expectations displayed and communicated in the classroom and handbook
- Age-appropriate environment and activities planned
- If an inappropriate behavior is displayed, we will:
  - Redirect
  - Verbally correct and teach appropriate behaviors
  - Verbally remind
  - Ask child to "Take a Break" which will include a one-on-one conversation with teacher as well as a cooling off period for the child
  - Provide written documentation
  - Director will intervene with child
  - Consultation with family and staff/director on the phone or in person
  - Depending on the severity of the situation, unsafe, disruptive, inappropriate, or recurrent behaviors directed towards children, staff or property may result in suspension, temporary dismissal, or permanent dismissal from the program.

Unfortunately, a biting incident may occur at some point while your child is in our care. This happens more frequently in the toddler classrooms when young children do not have the verbal skills necessary to communicate. Biting can be a scary incident and every effort is made by teachers to watch children carefully so that biting does not occur. Hopefully, this will be a short, passing phase and only warrants concern if it continues. When a biting incident occurs, we will follow our behavior guidelines as stated above.

## Bullying

McFarlin defines bullying as the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or staff member by a verbal or physical act that causes or creates clear and present danger. In the early childhood ages it is defined as consistently and intentionally targeting the same child. Children are learning social behaviors at this age. It is normal for them to test boundaries and make mistakes. In Romans 3:23-24, the Bible says, "For there is no distinction, since all have sinned and fall short of the glory of God; they are now justified by his grace as a gift, through the redemption that is in Christ Jesus..." We will work with you to encourage your child to have positive social skills. Although it is rare in the early childhood ages for bullying to occur, we have zero tolerance for bullying. We will handle it by following our behavior guidelines and at the director's discretion.

## Conclusion

Thank you for choosing McFarlin Children's Day Out. We are honored to come alongside your family in these important early years of your child's life. It is our goal that your family have a positive and meaningful experience. Welcome to the CDO family!

Michelle Dykes  
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