



Parent Handbook

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WHO WE ARE

Mount Olympus Christian Child Development Center is a full-time childcare and early education center with well-planned and structured Christian preschool and kindergarten programs. The center operates on a year-round schedule serving children aged two months through the end of their fifth-grade year.

Mission

Mount Olympus Christian Child Development Center exists to provide high-quality, developmentally appropriate childcare with a Christian emphasis to members of the community. We have served the Salt Lake City area since 1994 and care deeply about cultivating a safe and loving place for children.

Philosophy

To provide children with an opportunity to grow and learn in a nurturing, Christian environment. As a vital part of our community, MOCCDC is both a service and a ministry. Our learning environments promote fun, exploration, discovery, and security while following developmentally appropriate guidelines.

OPERATION INFORMATION

Hours of Operation: 7:00 AM – 6:00 PM

Late Pick-Ups: You will be charged \$5.00 for the first minute and \$1.00 for each additional minute that your child is in the center beyond the 6:00 PM closing time.

Children's Age Range: 8 Weeks – 11 Years

Class Divisions: Infants (8 Weeks – 12 Months)
Toddlers (12 – 24 Months)
2-Year-Old Class
Preschool (3 and 4 years old)
Pre-Kindergarten (4 and 5 years old)
Private Kindergarten (5 as of September 1)
After-School Program

Holidays: New Year's Day
Martin Luther King Jr. Day
President's Day
Spring Parent Teacher Conferences (12:30 closure)
Good Friday
Memorial Day
Juneteenth

July 4th and 24th
 Labor Day
 Fall Parent Teacher Conferences (12:30 closure)
 Thanksgiving and the Day After
 Christmas Eve, Christmas, and the week between New Year's (This is a Christmas gift to our staff)

Ratios:	Infants (under 24 months)	1:4 (class size 7)
(Per State	Two Year Olds	1:7 (class size 12)
Licensing	Three Year Olds	1:12 (class size 12)
Standards)	Four Year Olds	1:15 (class size 20)
	Five-Year-Olds and Up	1:20 (class size 35)

The class your child is in is determined according to the Granite School District birthday deadline of September 1st. It is our goal to have your child grouped with the children they will enter school with. Children will transition classrooms once per year every June. Tuition rates are based on your child's classroom, not their age.

TUITION

1. Tuition is payable either on a monthly basis by default (the 1st of each month), or bi-monthly basis (the 1st and 15th of each month). Payment schedules must be pre-arranged with the Director.
2. Tuition not received by the 10th will receive an automatic late fee of \$25. Tuition still not paid by the 20th will receive an additional \$25 late fee. **Unpaid tuition may result in suspension of childcare services.**
3. A \$35.00 fee will be charged for any payment transactions that are returned unpaid.
4. All payments are processed through Procure Tuition Express (see details on page 5).
5. There will be a 3% fee for any credit or debit card payments.
6. Full-time tuition pays for your child to attend MOCCDC up to 45 hours per week. Any children using over 45 hours per week will be charged \$4.00 for every 15 additional minutes or \$16.00 per hour.
7. There will be a small tuition increase (5-8%) that occurs in January each year to account for rising supply costs and cost-of-living wage increases for our staff.
8. The Financial Agreement Contract, which must be signed upon enrollment, details the above and all other policies regarding payment. It also informs the parents that they are responsible for any costs incurred.

Tuition Rates

Registration fee: \$200.00 per child

Materials and Supplies fee: \$200.00 per child billed bi-annually in March and September

Full Time Tuition:	Infants/Toddlers	\$ 1,270/month
	Two's	\$ 1,040/month
	Preschool	\$ 920/month
	Pre-Kindergarten	\$ 780/month
	Kindergarten	\$ 780/month
	Afterschool Pick-up	\$ 390/month

Part Time Tuition: (3 days/week)	Infants/Toddlers	Not Available
	Two's	\$ 940/month
	Preschool	\$ 820/month
	Pre-Kindergarten	\$ 680/month
	Kindergarten	Not Available
	Daily	\$ 70

PROCARE TUITION EXPRESS:

MOCCDC uses an automated payment processing system called Procare Tuition Express to process tuition each month. It allows us to process payments safely, quickly, and efficiently. This system allows you to pay tuition and fees in one of four ways:

- 1. Signing up for recurring automatic bank-to-bank transactions:** This is our preferred method of payment. By filling out and turning in an automated bank account transaction form, your tuition and fees will be processed automatically from your bank account on the first of each month*.
- 2. Signing up for recurring automatic credit or debit card payments:** By filling out and turning in an automated credit card payment form, your tuition and fees will be processed automatically through your Visa or MasterCard on the first of each month*. There will be a 3% processing fee charged for credit/debit card use.
- 3. Using our POS/Credit Card Swipe machine:** You may pay each month with a Visa or MasterCard using our credit card machine located at the check-in computer. There will be a 3% processing fee charged for credit/debit card use.
- 4. Making online payments:** Please see the office staff to receive a Tuition Express ID number. With this number, you may register online at www.tuitionexpress.com to have access to your current balance and pay manually with your credit card each month with a 3% processing fee applied.

**Payments will be processed on the following Monday if the first falls on a weekend. If payments are scheduled bi-monthly, tuition will be processed in equal parts on the 1st and 15th of each month*

Payment receipts/statements will be emailed to the addresses on file after payments are processed. You can also receive instant email notifications of automated payments by signing up at www.tuitionexpress.com. Automated payment forms are available in the office. To ensure the privacy of your financial and account information, please hand-deliver any automated payment forms to management.

PARENT RESPONSIBILITIES

1. All parents/guardians must sign children in and out on the computer each day.
2. Children must be kept within arm's reach when walking to and from the classroom and parking lot. Parents are solely responsible for their children when the parent/guardian is on MOCCDC property.
3. Parents/guardians must provide lunches (and snacks for toddlers) each day. Due to allergies, we are a nut-free school – **please do not pack or use any nut products.**
4. Each classroom has a communication board. Please check it regularly.
5. Your child's teacher will connect you to their ClassDojo. This is an app we use for communication and sharing your child's day with you. All parents/guardians must be connected to the app.
6. Messages to staff may be sent directly through ClassDojo or email. Please remember that staff members are working and may not be able to respond to messages right away. If the matter is urgent, please call the office to speak with the directors or your student's teacher.
7. All bedding must be taken home at the end of the week to be washed.

Classroom Supplies:

Infants

- Diapers and Wipes
- Change of Clothes
- Bottles/Formula, Juice, Milk, etc.
- Baby Food
- Pacifiers/Comfort Items
- Two Crib Sheets
- Sleep Sack

Toddlers

- Diapers and Wipes
- Change of Clothes
- Lunch/Bottles
- Pacifiers/Comfort Items
- Port-a-Crib Sheet
- Blanket and Mat Cover

Twos and Preschool

- Diapers/Pull-ups and Wipes (if not potty trained)
- Lunch
- Two Full Changes of Clothes
- Blanket and Crib-Size Sheet
- Stuffed Animals for Rest Time if Desired

Pre-Kindergarten

- Lunch
- Blanket and Sheet (Toddler Bed Size)
- Change of Clothes

The staff will communicate when your child needs more supplies, or when special supplies are needed. Please make sure that your child has enough supplies to last 48 hours in the event of an emergency.

If your child does not have needed supplies, MOCCDC will provide items at a charge of \$5.00 per item. (*Ex: \$5.00 per diaper or jar of food.*) This will be added to your tuition charges for the month.

BREASTFEEDING MOTHERS

MOCCDC supports mothers who breastfeed their infants if possible and the practice of using pumped breast milk. MOCCDC has a private room with a locking door for mothers who wish to breastfeed their infant while here in the building. The nursing room is on your left as you come down the stairs to the 100 level (labeled "prayer room"). Please feel free to use this room at any time.

ALLERGIES AND SPECIAL NEEDS

Allergies

Please provide a complete list of your child's allergies on their health assessment and notify the office and teaching staff. A center-wide allergy list will be posted in every classroom. Allergy medications and Epi-Pens should be left with office staff with a signed medication release form.

Special Needs

MOCCDC will make reasonable accommodations for special needs children. Children will be accepted on an individual basis. Our staff has basic training in a range of special needs and will work with families to create an individual education plan for children in need.

SICK CHILD AND MEDICATION POLICY

Illness

If the child has had symptoms of illness within the past 24 hours, looks ill, or has a fever, the child will not be allowed in the center. **If a child shows any of the following symptoms, the child will be given any immediate care that we can provide, and the child's parent or guardian will be contacted to take them home:**

- Fever of 100.4+ degrees
- Nausea, vomiting, or abdominal pain
- Diarrhea (frequent, loose, watery stools)
- Unusual drowsiness or tiredness
- A sore throat, acute cold, or a persistent cough
- Red, inflamed, or discharging eyes, or an earache
- Swollen glands around jaws, ears, or neck
- Suspected impetigo or head or body lice
- Any skin sore oozing fluid or pus
- Chickenpox
- Any other symptoms where the child is not well enough to engage in the group

We ask that parents/guardians pick up sick children **within the hour**. If parents/guardians cannot be reached or do not come within that timeframe, we will reach out to emergency contacts.

If your child demonstrates any of the above symptoms, please keep them at home. If your child is diagnosed as a carrier of infectious disease, report this to the Director as soon as possible.

Sick children will be excluded from care for the following day, and 24 hours after symptoms resolve (Ex: A child is sent home sick on Tuesday. They will be excluded from care on Wednesday. If they have been 24 hours symptom-free on Thursday morning, they may return). Otherwise, the child must be symptom-free for 24 hours.

Medication Administration

Staff members may administer medication if a medication form is filled out in full and the medication is used to treat a current condition. Medication will not be kept for ongoing periods of time or for incidentals. The prescription needs to be in the child's name. All medication must be hand-delivered to office staff. Any medication brought to the center must include the following:

1. Be labeled with the child's full name
2. Kept in the original or pharmacy container (for inhalers- the original box the inhaler came in)
3. Have the original label (for inhalers- the original pharmacy label on box)
4. Have child-safety caps

Any medication not handed directly to office staff may be grounds to terminate the child's enrollment. Please DO NOT send medicine to the center in lunches, backpacks, or in your child's cubby. We must be very strict regarding medicine to ensure the safety of all children.

COVID-19 POLICY

MOCCDC takes the SARS-CoV-2 pandemic very seriously. We will always err on the side of caution and safety for both our staff and students. In addition to state licensing and health department guidelines we are required to follow, MOCCDC has also implemented strict guidelines to further prevent the spread of illness. Before entering the building, staff and students must wash their hands or use alcohol-based hand sanitizer before touching any facility surfaces. They must screen themselves for any symptoms of illness before entry.

If a child is experiencing symptoms, they may not attend care. Children may return after a negative COVID-19 test result and are 24 hours symptom-free or have a doctor's note stating they are not contagious. If anyone in your household is experiencing symptoms of COVID-19, children may not attend care until a negative test result is received.

COVID-19 Exposures

- **The isolation period** (5 days after a positive COVID test/start of symptoms) is **mandatory** and enforceable. Any child who tests positive for COVID must remain out for five days. When they return, they must wear a mask for five days after their isolation period is completed. A negative test is not required to return, but symptoms should be resolved if they are returning after five days. If a child is unable to reliably mask or is too young, they must be out for 10 days after a positive test or start of symptoms. *This policy is variable depending on current CDC guidelines.*
- **The quarantine period** (your child is exposed to someone who tests positive for COVID) is **optional**. If there is a positive COVID case in your child's classroom, children and staff will not be required to quarantine but will **be required test for COVID throughout the exposure period**. Depending on the number of positive cases in the classroom, your child will be required to test weekly-daily. Tests will be provided by MOCCDC. We hope this will be helpful to families so that parents and teachers can work, and children stay healthy and safe.

COVID-19 Testing

State licensing and the Health Department accept PCR, Rapid, and home tests for COVID-19 diagnosis. While PCR is the most accurate test, any of these tests are acceptable. A test is required for the following:

- Child or family member is exhibiting symptoms of COVID-19
- Child is exposed to COVID-19 at Mt. Olympus
- Child or family member is exposed to COVID-19 outside of Mt. Olympus

Test results must be shared with MOCCDC administration before returning to care. Children may not return to care without test results. The health and safety of our students and staff rely on each of us doing our part. It is expected that parents are honest with staff regarding these policies. **Disregarding our COVID-19 policies may result in disenrollment.**

ATTENDANCE POLICY

As a full-day, year-round childcare center, we understand that all families have different schedules and that your schedule may change occasionally. As a general rule, we ask families to give administrators and teachers a general idea of daily schedules. If there will be changes in regular routines, please let your child's teacher know. However, we ask that all children arrive before 12:00 pm each day unless pre-approved by the director for special circumstances. Full-time tuition pays for your child to attend MOCCDC up to 45 hours per week. Any children using over 45 hours per week will be charged \$4.00 for every 15 additional minutes or \$16.00 per hour.

Attendance Tracking

All parents and authorized individuals are required to clock children in and out of the center on our computer. This is a licensing rule from the state. It also gives us a digital record of all children in attendance each day and helps us to track attendance times. It is extremely important that our digital data is current and correct.

Authorized Drop-off and Pick-Up

When dropping off a child at the center:

- An adult must walk the child to his or her classroom
- Ensure teacher knows the child has arrived
- Clock child into the center on the computer

A child may only be taken from the center by the following:

1. Parents or legal guardians: The child must be clocked out on the computer.
2. Authorized adults: Parents may authorize any adult to pick up their children by adding them to our pick-up form. In an emergency, a parent may call the center and make arrangements for pick-up.
3. Emergency transport or evacuation

Any authorized adult must present a photo ID when picking up a child. Staff will send any unrecognized adult to the office for identification.

Absences

Please call the center if your child will be absent or if you will be coming in late. This will assist us in staffing for the day and to ensure that child is safe and accounted for.

Late Pick-Up

You will be charged **\$5.00 for the first minute and \$1.00 for each additional minute** that your child(ren) is in the center beyond the 6:00 pm closing time. Please call the school before closing to announce you will be late. Excessive tardiness may result in termination of services.

Snow Days and/or Disasters

MOCCDC will close the center or alter hours if necessary due to weather or disaster. If possible, we will announce a late start the night before. Closures will be announced via email, ClassDojo, and Facebook. When possible, MOCCDC will send a mass text to parents in the event of an emergency closing. Refunds or credits will not be issued for these events.

ACCIDENT POLICY

Staff members are required to maintain First Aid/CPR training. 911 will be called for any severe accident or illness. The Director will attempt to notify parents (or emergency contacts if parents are unreachable). If necessary, the child will be transported to the nearest hospital for treatment. MOCCDC carries liability insurance. However, all medical bills incurred in the event of an accident will need to be paid by your primary medical insurance and/or the parents.

FOOD, CLOTHING, & NAPS

Snacks and Lunches

MOCCDC provides morning and afternoon snacks. Each parent is required to provide lunch for their child following these guidelines:

1. Lunches must be in a lunchbox-type container, labeled with your child's first and last name.
2. For infants and toddlers: If formula or other food items are prepared at home, please indicate the date and time of preparation on the bottle or container.
3. Please do not include any food supplies containing peanut or other nut products.
4. MOCCDC does not provide breakfast. Children are required to eat breakfast at home. Please do not bring breakfast to the center.
5. If your child is on a special diet, please include detailed instructions.

Clothing

Please dress your child appropriately. Consideration must be given to the weather and outside conditions when selecting your child's clothing.

1. On cool days in the spring or fall, please provide a lightweight jacket or sweater for outdoor play.
2. On specified days in the summer, you may be asked to provide swimming suits and towels for water play.
3. Please have your child wear clothing items that are easy to unbutton or unbuckle. This encourages independence and may prevent a toileting accident.
4. Each article of clothing your child wears to MOCCDC should be clearly marked with your child's name.

5. Each child is required to have an extra set of clothing at school in case of accidents. This should consist of a **shirt, pants/skirt, underwear, and socks.**

Naps

Children ages four and younger will be offered a time each day to nap or rest. Children who do not fall asleep (non-nappers) will be required to rest quietly for 30 minutes. After the rest, they will be offered quiet activities, such as folder learning games, writing skill pages, art, etc.

DISCIPLINE POLICY

The following are the preventative and disciplinary measures taken depending on the age and development of each child. **Please note that any behavior which poses physical or emotional harm to others may be cause for immediate disenrollment.**

Infants

Behavioral Expectations:

- We believe that infants under one year of age cannot be spoiled
- If a baby is crying, they have a need that must be met
- Our staff is to meet the baby's needs as soon as possible
- If staff needs assistance, they will ask the office staff for help
- Discipline is not meant to be punitive, but rather a preventative measure

The following behavior is viewed as normal and explorative learning behavior:

- Crawling on other children
- Biting, pinching, etc. Babies do not know when they are hurting someone
- Dropping food

Discipline Techniques:

- Distraction: help the child to get interested in a different toy or game
- Redirection: gently move the child away from others or to a safe place to play
- Use simple words to teach: *that made our friend cry, we are soft with our friends*
- **NEVER** use time out for infants

Prevention:

- If a particular baby always crawls on others, put them in a safe place such as the bouncer or highchair with a toy so they cannot hurt others
- Move non-mobile babies to a safe place inaccessible to a mobile baby
- We plan room arrangements to accommodate babies' different stages

Toddlers

Behavioral Expectations:

- We do not expect toddlers to share
- Learn to interact positively with others: *we do not hurt our friends, be soft with our friends*
- Biting may occur
- Begin to use words
- Begin to listen to short stories of one or two minutes
- Begin to self-feed by 18 months of age
- Begin to have stuffies/lovies and pacifier only at nap or if stressed
- No walking with bottles or cups- Toddlers must sit in a chair when eating or drinking from sippy cup
- Toddlers stop drinking from bottles/sippy cups to go to sleep

Discipline Techniques:

- Distraction: move the child from an unacceptable behavior/activity by using a positive alternative
- Redirection: help the child get involved with a different toy/book/etc. or by moving the child to a different play area in the room
- Help children use simple words to solve problems: *mine, no, move*
- Give the child simple directions: *put your feet on the floor, be soft with our friends, we only bite food*
- Children at this age do not understand negative statements. We minimize the use of negative words such as NO, DON'T, and STOP. These words are used for safety issues only.
- If one child hurts another, give care and love to the hurt child first. Firmly and calmly talk to the aggressor about how to treat our friends.

Twos

Behavioral Expectations:

- Use soft touches with friends: no hurting others
- Use teeth only for food: biting can still be common at this age
- Use inside voices
- Begin to use more words (not expected all the time)
- Follow simple teacher direction 30-50% of the time
- Sit and listen to song or story for two to five minutes
- Sit at table to eat
- Keep food on plate: do not allow children to throw food
- Draw on paper: do not allow drawing on shelves, walls, etc.
- Use lovies at nap or for stress relief only
- Begin to transition out of using a pacifier if still using
- Show interest in and begin to use toilet (depending on development levels)
- Temper tantrums may happen at this age

Discipline Techniques:

- Distraction: move the child from an unacceptable behavior/activity by using a positive alternative

- Redirection: help child get involved with a different toy/book, etc. or by moving the child to a different play area in the room
- Help children use simple words to solve problems: *mine, no, move*
- If a child is being disruptive, offer simple choices: *do you need to choose another center?* Or help child find a private, quiet place.
- Give the child simple directions: *put your feet on the floor, be soft with our friends, we only bite food*
- Children at this age do not understand negative statements. Minimize the use of negative words such as NO, DON'T, and STOP. Use these words for safety issues only.
- If one child hurts another, give care and love to the hurt child first. Firmly and calmly talk to the aggressor about how to treat our friends.
- If a child is out of control of their body to the point that they may hurt themselves or others, staff may hold the child gently to keep them safe. This must be reported to the office ASAP.
- The teacher must be able to see all children at all times
- Temper tantrums usually happen when the child is overly frustrated. Staff will offer choices to the child. If this does not work, we will move the child to a safe place in the room and try to calm the child as needed. We empathize with them by saying, *I can see that you are very angry or sad, I'm sorry that you are so _____.* *It is really hard to have these feelings.*

Threes, Fours, and Fives

Behavioral Expectations:

- Use soft touches with friends: no hurting others
- Use teeth only for food: no biting other children or teachers
- Listen to teacher 75% of the time, 85% to 90% for older children
- Follow simple 3 or 4-step directions
- Use words for conflict resolution with the teacher's help
- Help pick up toys with teacher direction
- Ask to go to the bathroom with supervision
- Use kind words
- Respect the property of school and others
- Use inside voices

Discipline Techniques:

- **Warning:** Use warnings to reinforce a positive alternative
 - The rule in the block center is to keep the blocks on the floor and not to throw them. Please keep the blocks on the floor.*
 - If you choose not to follow the rule, I will have to help you choose another interest area.*
- **Offer choices:** Choices are usually the best way to resolve an unacceptable behavior:
 - I can see that you are having trouble following the rules in the block center. You will need to choose another center.*

- ii. *The teacher then suggests 2 or 3 choices. If the child cannot choose, the teacher will choose for them and remove them from the situation.*
- **Natural consequences:** Consequences should be directly connected to behavior:
 - i. *If you write on the wall, you need to clean the wall.*
 - ii. *If you choose not to eat, you will be hungry.*
- **Positive Statements:** Always tell the children **what you want them to do:**
 - i. *If a child is standing on a chair, the teacher will say, "please put your feet on the floor". Do not say, "don't stand on the chair".*
 - ii. *By using the positive reinforcement and directions, the child's brain is only given the correct direction to move forward, and the child reacts appropriately.*
- **Fighting:** When children fight, the teacher should:
 - i. *Step close to the children who are in conflict, get on their level, and assist them by helping them tell each other what they are upset about.*
 - ii. *The teacher may offer 1 or 2 suggestions to solve the problem. Help the children agree on a solution.*
- **Sharing:** MOCCDC feels it is disrespectful to force a child to give up his toy in the name of sharing. This creates an angry environment. If done with respect and negotiation, the children will grow into great problem solvers.
 - i. *When an item such as a set of blocks can be shared, help the children negotiate a way to share the blocks.*
 - ii. *When a single item cannot be shared, such as a truck or doll, children must not be made to give up the item. In this situation, the teacher can help the child who wants the item to ask the other child, "when you are finished with the toy, can I please play with it?"*
 - iii. *The other child can offer a trade.*
- **Hitting, kicking, biting, physical violence:** This is not acceptable behavior and should be addressed as follows:
 - i. *The child who is hurt should get 90% of the teacher's attention.*
 - ii. *In simple words, explain to the aggressor that the behavior is not okay and friends can get hurt*
 - iii. *The aggressor needs to go to another interest area*
 - iv. *If the behavior is repeated, a quiet time may be needed*
 - v. *A child who is out of control may be physically restrained for their own safety by gently holding them until staff feels it is safe to release. Management must be told of any situation that requires holding. Parents will get an incident report on the same day.*
 - vi. *If aggression continues, notify the Director. The child may need to go to the office.*
 - vii. *Parents will be called if a child is having a consistent problem with aggression and the child will be placed on a behavior contract where we will problem-solve with the parents and come up with a plan to help the child regain self-control.*

- viii. *A behavior plan may be implemented.*
- ix. *A recommendation to The Children's Center may be made for evaluation.*
- x. *A child may be exited from the program if the behavior does not improve after resources have been exhausted or if families are unwilling to work together with center staff on improvements.*

- **Other Techniques:**

- i. **Belt buddy:** *If a child is wandering or won't stay with the group, have the child hold on to your belt to keep them close to you.*
- ii. **Helper.** *If a child is distracted, give them something to do.*
- iii. **Not Invisible:** *Don't let a problem child feel invisible. They may make their presence known by using unacceptable behavior.*
- iv. **Praise:** *Always praise a child for acceptable behavior.*
- v. **Positive control:** *Give a child positive ways to control the group such as:*
 - a. *Say "Simon says it's time to clean up".*
 - b. *Teach them to lead in a positive way.*
- vi. **Anger management:** *Sometimes anger needs to have a physical outlet. Let an angry child stomp, run, jump, draw, or hammer play dough.*
- vii. **Strong sitting or standing:** *If a child or group is over-excited, have them:*
 - a. *Tighten feet, legs, back, arms, and face, showing that they are being strong.*
 - b. *Reverse the process and have them relax from head to foot. Use deep breathing as you do this. This exercise teaches relaxation.*
- viii. **Rocking:** *Sit with a child and rock. This will help the brain reorganize. Affection counteracts aggression. (Do this when they are calm, not in the heat of a battle)*
- ix. **Sticker chart:** *Use a sticker chart and allow the child to add a new sticker for correct behavior. We strive to use intrinsic motivators as much as possible, but sometimes children may need external motivations when learning new behaviors. Sticker charts can be helpful in the beginning and will be phased out as behavior improves.*

School-age

Behavioral Expectations:

- Show respect to others and school property
- Use kind words and distinguish between outside and inside voices
- Listen to the teacher
- No hurting others
- Help clean up
- Take care of own belongings
- Follow directions
- Use words for conflict resolution

- Be respectful to the staff
- Stay with their class
- Ask permission to go to bathroom (unsupervised)

Discipline Techniques:

- We use the same discipline criteria for this age group as we use for the Threes, Fours, and Fives (see previous section).

MOCCDC's discipline measures shall NOT include the following:

- Any form of corporal punishment such as:
 - Hitting, spanking, shaking, biting, pinching
 - Any other measure that produces physical pain or discomfort
- Restraining a child's movements by binding, tying, or any other form of restraint other than gently holding a child who is a danger to himself or others
- Shouting at children
- Any form of emotional abuse
- Forcing or withholding food, rest, or toileting
- Confining a child in any manner such as a closet, locked room, or other enclosure

MOCCDC will follow these guidelines for discipline to the best of our ability. However, if any child or family member displays behavior that creates a risk of harm to other children, staff, or themselves, they may be exited from the childcare program immediately at the sole discretion of MOCCDC. Please see the guidelines below:

GUIDELINES FOR IMMEDIATE DISENROLLMENT

Inappropriate behavior may cause the risk of harm to the emotional and physical health and/or safety of other children or staff. For example, a physical assault that results in bodily injury, an attempted physical assault which if completed would result in bodily injury, emotional threats, bringing weapons to the center, damage to real or personal property, etc.

MOCCDC may permanently remove any child or family member from the program whose behavior creates a risk of harm to the health and/or safety of others or themselves without following the guidance steps above.

It is expected that MOCCDC and families act as a team and support one another. Should behavior problems arise at the center, families are expected to support action plans for the student (as outlined in the behavior expectations above). If families cannot support the action plans created, this may be cause for disenrollment.

If a family member and/or parent is jeopardizing the well-being of the program or has behaved in a manner that has been interpreted as inappropriate, unprofessional, or otherwise unkind, the family will be expelled from the program. The expulsion will be

immediate and without notice. This right will be held by the program administration at all times and tuition credits will not be given.

COMMUNICATION, PARENT-TEACHER CONFERENCES, & OUTSIDE SERVICES

Communication with Families

At MOCCDC, we strive to keep families as well-informed as possible. Communication happens through the following means:

- Lead Teachers are responsible for sending weekly emails to each family enrolled in the class. Emails will include lesson plans, information about upcoming events or current happenings, and individual notes to families about how their child is doing. Please make sure we have your current email address.
- Each classroom will use the app "ClassDojo". Please download this app to your phone and your child's teacher will add each family to their classroom.
- The office will send monthly newsletters and may send mass email or text notices to families with center-wide reminders, or in the event of an emergency.
- For infants, toddlers, and twos, the child's day is documented and their daily report will be given to parents or authorized adults picking up at the end of the day.
- Parents of children in older classrooms may also request daily updates for their child if needed to track special needs.
- If parents have questions or concerns, please email your child's teacher directly, message them on ClassDojo, or you may call or email the office. Teachers are only available during their working hours and may not be able to respond right away.

Parent Teacher Conferences

For students aged two and older, your child's teacher will hold two parent-teacher conferences during the year. The first will be in the fall and the second in the spring. The center will close at 12:30 on these days to accommodate these meetings. Parents are required to attend their child's conference. If you cannot attend, you may request a video conference, though we strongly encourage a face-to-face conference.

Outside Services

Due to liability issues, we do not allow our staff to provide childcare, professional services, or personal favors of any kind outside of the center. The staff is also prohibited from personal involvement for 18 months after employment is terminated. Please do not ask our staff to compromise their professional ethics.

PERSONAL BELONGINGS, BIRTHDAYS, & MEDIA

Personal Belongings

Our center provides a large assortment of fun and educational toys for the children to play with. **Toys should not be brought to the center unless they are for Show & Tell.** Each child in our center has a cubby for personal items. Please be sure these items are clearly marked with your child's name to reduce the possibility of loss or confusion. MOCCDC is not responsible for lost or stolen items. We appreciate your cooperation.

Birthday Celebrations

We encourage the celebration of important events in each child's life, including birthdays. Please feel free to provide cookies, ice cream, pizza, etc. Please note that the Utah Department of Health does not allow any homemade treats or food in childcare settings. Please bring only store-bought treats. If you include party favors, make sure they are age-appropriate and exclude choking hazards.

Media: Movies, Video Games, and Electronics

TV and screen time are used sparingly in the center, and never for children under the age of 4. All content must comply with our mission as a Christian organization and be pre-approved by the Director/Designee. We allow G or PG movies and age-appropriate games. We will not allow any media with violent or scary content. We also do not allow children to bring electronics, games, tablets, cell phones, etc. unless it is for a special event. Please leave these items at home. Children and teachers can always be reached by calling the main office.

FIELD TRIPS & OUTSIDE EXERCISE

Field Trips

The four-year-old Pre-Kindergarten class and Kindergarten class may take field trips to expand the learning environment of the classroom. The church vans will provide transportation.

The following limitations apply to all field trips:

1. Each child will have a seat belt restraint or car seat.
2. The children will not be transported in an open vehicle.
3. The doors of the vehicle will be locked during transportation time.
4. Each driver must possess a current Utah driver's license and proof of insurance.
5. Each vehicle will carry a first aid kit and a list of emergency contacts.
6. Children will not be left unattended in the vehicle.
7. Children will have a tag or shirt with the center's name and phone number on it (not the child's name).
8. Children will be counted before leaving, continually during the trip, and again before returning to the center.

9. At least one teacher and one aide, if needed, will accompany the group. Parent volunteers may also be needed. If we do not have enough volunteers, we may be forced to cancel the trip.

Outside Exercise

Each child in our care must have daily recreation time. Children will have 30 minutes of outside playtime each morning and afternoon. The time spent outside on significantly cold or hot days will be shortened accordingly and/or the children will use the gym. Please send appropriate clothing every day.

CHILD ABUSE POLICY, GRIEVANCE POLICY & CONFIDENTIALITY

Child Abuse Policy

We are required by state law to report any incidences of suspected child abuse or neglect. Safety of children is our top priority at MOCCDC. If we suspect a child has been subject to abuse, we are required to report the suspected abuse to Child Protective Services and/or Law Enforcement. All staff has been properly trained in the best reporting practices.

1. Adults in the building are to act as role models for the children.
2. Adults must refrain from abusive language and violent outbursts.
3. Children are to be treated with respect at all times.
4. MOCCDC prohibits spanking and/or any physical punishment on the premises.

Grievance Policy

Your children and their needs are the focus of our ministry. While we strive to do the utmost in meeting these needs, we ask you to notify us of any concerns following these guidelines:

1. Prayerfully and directly confront the person with whom you have concerns. Be specific and try to avoid emotional attacks.
2. If the situation has not been resolved to your satisfaction, please contact the Director.
3. If you still feel that the problem has not been resolved, feel free to contact the Pastor of Mount Olympus Presbyterian Church.

Each staff member is always available to talk to you. We will do everything to make sure any grievance is quickly resolved. The Director maintains an open-door policy and will be available to address any needs or concerns that may arise.

Confidentiality

Mount Olympus Presbyterian Church and its Child Care Center are very sensitive to the fact that information concerning you, your child, and your family is private and personal. We are committed to maintaining your privacy and protecting your personal information. MOCCDC will not disclose information except as required by law or when there is a threat to the

health and safety of the individuals and families we serve. Only authorized staff will have access to confidential information.

DISCLAIMERS

MOCCDC reserves the right to refuse services or exit any child/family for any reason.

MOCCDC is an equal opportunity employer and school. We shall not discriminate on biases of religion, race, color, creed, gender, sexual orientation, disability, marital status, political association, national origin, or veteran status.

After you enroll: Please sign and return the signature portion on the following page with your enrollment packet.

AGREEMENT

I have read and understand Mount Olympus Christian Child Development Center's Parent Handbook, which details the center's policies, procedures, and expectations. I acknowledge that refusal to comply with any or all of MOCCDC's policies may result in the disenrollment of my child/children from the program.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date