

MDO CLASSROOM GUIDELINES

By State regulations it is **mandatory** that you sign in and out in your child's classroom. You will sign in and out on the daily log sheets that are located in your child's individual classroom with a first initial and full last name. **In addition to the classroom procedure, you will need to clock in & out as necessary on the key pad located in the preschool office.** There will be **CLEAR** instructions on the necessary steps for clocking your child in and out.

Following are the guidelines under which our Mom's Day Out program is operated. Please follow these steps to ensure our program runs smoothly for all.

1. To facilitate the clocking in/out procedure on the office computer, you may choose to come to the office either after dropping off your child or before picking your child up. Please remember all payments are due in advance for services rendered. The office computer reflects your balance through the previous Friday. Should you have questions about the amount reflected, please do not hesitate to contact Pam in the preschool office.
2. Please be sure that your child has had a nutritious breakfast and is ready to begin his/her day when he/she arrives at school. We do not provide or feed breakfast in our program. We will provide a nutritious snack for your child at a designated time; please refer to your child's weekly class schedule that is posted in the classroom.
3. Our Mom's Day Out program is administered under the guidelines of the **Arizona Department of Health Service. We are restricted as to what may be served at lunch time while your child is under our supervision.** Lunches must be self-contained with a "blue ice" or other chilling method. Sugary items should be avoided; if candy...etc. is packed it will be saved as special treat for when your child is picked up from class that day. Lunch must include some type of protein and bread, a fruit or vegetable and 100% fruit juice or 1% milk; this is a **state requirement**. If your child does not arrive with a lunch we will provide a nutritious snack for your child. This is not intended as an alternate to lunches sent from home; your account will automatically be surcharged \$4.00 if it becomes repetitious. We are not equipped to prepare lunches in our classrooms so please send a nutritious ready-to-eat lunch for your child.
4. Please check your child's school bag to be sure that they have disposable diapers and baby wipes for each class time. We recommend a minimum of two diapers for a three hour schedule as well as a change of clothes. For sanitary reasons we are not able to use cloth diapers in our facility.

5. If your child has a special blanket, toy, stuffed animal...etc. that they would like to nap with please be sure to label all items and place in their school bag. We ask that you provide a 4x6 picture of your family that we will laminate for our classroom, we have found that having their families with them helps ease any separation that the child may feel when dropped off, this is a normal part of development and if you have any questions regarding separation/attachment please feel free to discuss this with your child's teacher.
6. We are required to have all items for your child including water cups, lunches, jacket...etc. labeled with first and last names, if you have not labeled them we will do so with a permanent marker.
7. We have lots of outside play and the Arizona sun is hot. If you would like sunscreen on your child please apply it before their scheduled class time. Sunscreen is considered a medication therefore **State regulations** do not allow us to apply it to your child.
8. Please be sure to provide a sippy cup or spill proof water bottle daily. Your child will be very active and need lots of water throughout the day. During the hot months we have here in Arizona it is extremely important that your child stays well hydrated while at school.

All your children will have God for their teacher—
what a mentor for your children!

Isaiah 54:13
The Message (MSG)