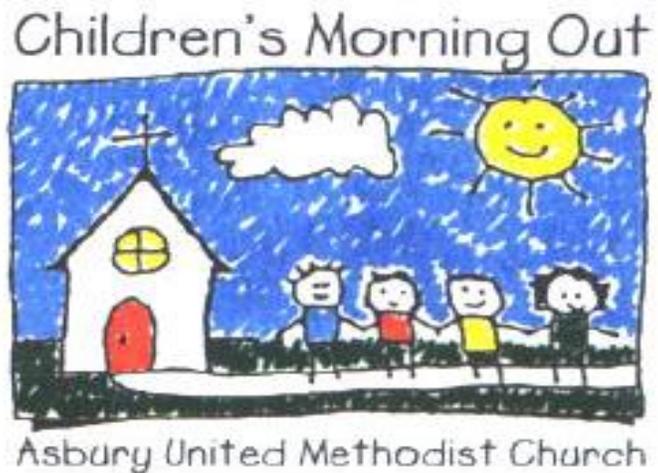


Asbury United Methodist Church

Children's Morning Out



PARENT HANDBOOK

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INTRODUCTION AND GREETING

Thank you for your consideration of Children's Morning Out (CMO) as a teacher for your child. We recognize the importance of this decision for parents as they seek to select an "away from home" environment for their child, which will be beneficial to the child's educational development and spiritual growth.

Children's Morning Out is a non-profit, tax-exempt program sponsored by Asbury United Methodist Church. The church and Children's Morning Out Director select its Board of Directors. The board is responsible for overseeing all policies of CMO.

We recognize how important it is for parents to be able to leave their children knowing that they will spend their time in a setting that gives every attention to their physical welfare, educational development, and spiritual needs.

Our goal is to provide the very best care and training available for your child in a Christian environment. As a part of our program we encourage you to discuss your child's growth and development with us. Continued communication between the home and CMO is vital for the development of a close relationship.

This handbook was designed as a means to share with you important information and policies of CMO. We invite you to read it and keep it available for future reference. Thank you once again for your trust in us to care for your child.

Please remember us in your prayers for the love, patience, and wisdom to care for your child.

PURPOSE AND GOALS

We at Asbury United Methodist Church see our program for young children as an extension of our Christian Education Program and, therefore, incorporate in our program the basic concepts of the Christian faith. We emphasize growth in all areas of a child's life - spiritual, physical, mental, and emotional - as a continuous, interrelated process. We offer a Christian atmosphere in which your boys and girls can know themselves as children of God.

To achieve our goals, we believe that the teaching methods and techniques used must be based on a proper understanding of child development and the teaching of the Bible. We pledge that our staff will constantly work to foster good attitudes in children by positive example.

Under the leadership of qualified teachers, our classes will include a balance of activities; creative artwork, music, outdoor play, conversations, story times, dramatic plays, and group activities. Each child will be encouraged to grow in independence, spiritual and social development, and the development of his or her own unique talents and abilities.

Asbury United Methodist Church
Children's Morning Out Board of Directors

OUR PROGRAM

Asbury United Methodist Church's Children's Morning Out program is designed to teach each child what he or she is ready to learn. It is flexible so that the needs of each child can be met. The same curriculum areas are used for all ages, but the experiences provided expand as the child grows and develops.

- During free play activities, children have the freedom to choose activities and playmates.
- Periods of active play are followed by periods of relative quiet and rest.
- There is balance between self-directed and adult-guided activities.
- There are opportunities for group experiences, one-to-one interaction experiences, and opportunities for being alone.
- Children are encouraged to participate in activities, but are not forced to do so.
- There are outdoor activities daily, weather permitting. Vigorous indoor activities are provided when children cannot go outdoors.

Christian Education

Emphasis on Christian education is an important part of each day's activities. A morning devotional, inspirational stories and songs will be included daily. Children will be taught Christian values through these instructional periods as well as through example. Each week, a church staff member will conduct a chapel period with the children.

Classroom Assignment

CMO provides care for children ages 6 months to kindergarten. We have 6 different classrooms in which children are divided into age appropriate groups. Upon registration, your child will be placed in room that will best met his/her needs. Once your child is placed in a classroom, they will not move into another room until the beginning of the next school year.

Please understand that we do have specific requirements for several of our classrooms, and we do adhere to preset age limitations. While we do understand that many parents feel their children are ready to move on to the next stage early, please do not ask us to make an exception to our policy. Placing younger children in an older classroom is neither safe nor an advantage when learning age appropriate life skills.

SCHEDULE

Children's Morning Out follows the Bartholomew Consolidated School Corporation's (BCSC) elementary school calendar. When BCSC elementary schools are closed for any reason, Children's Morning Out will also be closed.

The exception to the above is the first and last day of school. Children's Morning Out will begin school the day following BCSC's first day and will close on the day before the last day of school for BCSC.

Hours of Operation

Children's Morning Out is open daily from 7:30 am to 2:30 pm.

Schedule Changes

We try to be flexible and accommodate you and your family whenever possible. You may request additional days for your child at any time by calling, emailing, or stopping by the CMO office. Also, if your child is ill or will not be attending Children's Morning Out on his or her scheduled day, please let us know as soon as possible to avoid a no-show fee.

You may leave a message on our answering machine at any time. You may also e-mail schedule changes. Our e-mail address is asburycmo@asburycolumbus.org. Your promptness in notifying us of absences enables CMO to fulfill last minute requests for others. After 30 days of inactivity, you will lose your spot.

Help keep our policy of charging for "attendance only" by using Children's Morning Out consistently and keeping us well informed.

Inclement Weather

In the event of inclement weather, closings and delayed openings will be published through our Facebook Page and the following media.

Local radio stations:

Q-Mix	107.3
WKKG	101.5
Y-105	104.9

Local TV stations:

Channel 13
Channel 6
Channel 8

Please note that we will not have a separate listing for Children's Morning Out, but will be listed under Bartholomew Consolidated School Corporation.

In the event of an early dismissal, parents or contact persons will be personally notified by phone with as much notice as possible. To ensure the success of this notification, please ensure our record of contact phone numbers is current.

In the event of a 2-hour delay in the morning, Children's Morning Out will open at 9:30 a.m.

If BCSC is dismissed early, we close a half hour after the elementary school dismisses. Please realize that someone will stay here and care for your child until you get here, but we appreciate your getting here as soon as possible.

FEES

As a non-profit organization offered through the Church, every effort will be made to keep hourly rates as low as possible while maintaining a quality program. The Children's Morning Out Board of Directors, selected by the Church and the CMO Director, is responsible for setting the hourly rates.

Please refer to the fee chart for our rates. We will use the same pay scale for all classrooms.

You may check your balance at anytime in our billing book, located on the counter just inside the CMO doors. It is our policy that all balances are paid in full by the 18th of each month. If it becomes necessary to send you a bill, we will add a \$5.00 billing fee to your account. If the problem is not addressed immediately your use of CMO may be suspended until your balance is paid in full.

Please make all checks payable to CMO. If you choose to pay with cash you may give it to the person at the desk or put the cash in an envelope, which is provided. On the envelope please write your name and the amount of cash enclosed. The drop box for checks and cash is located on the wall to the right of the CMO Office.

No Show Fee

A \$12.00 fee will be charged to families who do not notify the CMO office of an absence prior to 9:00 a.m. on their scheduled day of attendance. Absences may be reported by stopping by the CMO office, calling 372 – 0419 (leave a message if we are not available), or sending an email to asburycmo@asburycolumbus.org.

Registration Fee

All families will be required to pay a nonrefundable \$75.00 registration fee per child or \$125.00 per family. We will not hold your requested days until this fee has been paid.

Late Pick-Up Fee

All children must be picked up from CMO by our designated closing time of 2:30 pm. Parents arriving after 2:30 pm will be assessed late fees based on the following schedule:

First Late Pick-Up:	Excused
Second Late Pick-Up:	\$10.00 per 10 minutes
Third Late Pick-Up:	\$15.00 per 10 minutes
Fourth Late Pick-Up:	\$20.00 per 10 minutes

After the fourth late pick-up, your child's position at CMO will be reviewed by the Board of Directors.

Taxes

In late January, we will have year end tax statements for your child care fees in a book on the check in/check out table.

REGISTRATION

Registration for Children's Morning Out is held in January of each year. However, we will register children throughout the school year as space is available. Children will be placed in a classroom at the time they register and generally do not change classrooms until the following school year.

Children currently enrolled in our program, and siblings who are not currently enrolled, along with Asbury United Methodist Church members, will be given priority for registration. The annual registration fee is \$75.00 per child or \$125.00 per family.

Upon registration, families are expected to set a schedule for the days their child will attend CMO on a regular basis. We strongly encourage children to attend CMO no less than 2 days each week for a minimum of 2.5 hours daily. We understand that one day a week may work better for your family circumstances, but it rarely works well for kids' adjusting to new surroundings. However, if you feel like one day a week would work well for your child, please speak with the director prior to registration.

Student's File

The Children's Morning Out office staff creates a file for each child at the time of registration. The following information is maintained in your child's file.

1. Application
2. Names and phone numbers of all persons authorized to pick up your child
3. Current immunization record
4. Physical evaluation form signed by a Doctor
5. Enrollment Agreement
6. Medical Release Agreement
7. Parent's Handbook Receipt Acknowledgement
8. Safe Transportation of Food Agreement
9. Safe Sleep Agreement (age appropriate)
10. Daily Needs Form

Your child's file must be kept up to date at all times. Please inform the Director of any changes in your child's permanent record. Please ensure all information remains current and up to date, especially addresses, telephone numbers for work and home, and pick up authorization lists.

PARENT AND TEACHER COMMUNICATION

Mutual understanding and cooperation between parents and teachers are an essential ingredient of a successful program. In order for our program to be truly effective, there must be reinforcement at home. The parents who share the Children's Morning Out experience with their children at home will find the learning more permanent and the experience more enjoyable for themselves and their children. To help keep you informed of your child's daily activities, each classroom has a calendar posted with the weekly theme and Bible story, along with the class schedule.

Good communication is the key to a successful relationship between parent and teacher. Please feel free to set a parent/teacher conference at anytime throughout the school year to discuss your child's progress and behaviors in the classroom.

Mutual respect between parent and teacher is also important. Parents are requested not to distract the teacher from her duties when dropping off or picking up your child. Children are subject to immediate dismissal if a parent shows disrespect, uses insulting words or actions, or displays acts of violence toward any Asbury United Methodist Church's Children's Morning Out employee.

EMERGENCY PLAN

Children's Morning Out meets all of the Indiana State guidelines for Health and Safety. Included in those guidelines are fire and severe weather evacuation plans. Plans for each are posted throughout the church. Please see those posting or stop by the office to receive a copy.

Should an emergency arise which causes CMO to close immediately, we will safely walk all of the children to the Columbus Regional Hospital Ambulance Service Center, located at the corner of 27th Street and Central Avenue. We will notify parents of such an emergency through personal phone calls, Facebook, and the local radio station and newspaper. Parents will be asked to pick their children up immediately.

DISCIPLINE GUIDELINES

The Children's Morning Out discipline policy consists of the following: Re-direction, warning, and time out. This discipline policy shall be implemented by all adults on the church premises.

Redirection

Our primary form of discipline is redirection. Redirection generally works well with our younger children. For example, if two children are arguing over the same toy, teachers can often offer a different toy to one or both children and the disagreement is forgotten.

Time Out

Time Out is removal of the child from the group for a short period of time. Time Out - utilized for children ages three and up – is used in a situation in which the child is misbehaving and has not responded to re-direction or verbal warnings. The Time Out space is located away from the classroom activity but within the teacher's sight. During Time Out the child has the opportunity to think about the misbehavior which led to his/her being removed from the group. After a period of no more than 5 minutes, the teacher will discuss the incident and appropriate behaviors with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect as the other children. If Time Out is not having the desired affect, the child will be sent to talk to the Director. If we continue to have discipline problems, suspension may be considered.

General Behavior Guidelines:

1. **No Unruly Behavior**
Example: excessive loudness, spitting, throwing food, etc.
BE KIND TO OTHERS.
2. **No Vandalism**
Example: destruction of Church property, or another student's or the teacher's property. APPRECIATE WHAT YOU AND OTHERS HAVE
3. **No Physical Violence Toward Others**
Example: kicking, hitting, or biting of students or teachers, or throwing things.
KEEP YOUR HANDS AND FEET TO YOURSELF.
4. **Stay With Your Group**
Example: leaving your group without permission at any time.
HARM COULD COME TO YOU.
5. **No Use of Bad Language**
This includes body parts and profanity.
USE KIND WORDS.

Dismissal

The Children's Morning Out Board of Directors establishes the policy regarding dismissal. It is the responsibility of the Director to ensure that this policy is adhered to both accurately and fairly. It is the responsibility of the Director to decide if a student will be dismissed.

There are a variety of reasons for a child's dismissal from the program, such as failure to follow school policy as stated in this handbook, failure to keep the child's financial account up to date, or repetitive misbehavior. Every reasonable effort will be made to avoid dismissing a child from Children's Morning Out.

Prior to dismissing a child, we may call a parent and ask that they pick their child up for the day if the child is having an unusually bad day. An unusually bad day may include biting more than 2 times, repeated hitting, pushing, or fighting with friends, and/or disregard for redirection from CMO staff. While we understand that it is not ideal to pick a child up early, we see it as a necessary step to encourage positive behavior by the child, seek behavior modification help from the child's parent, and protect fellow classmates.

In the case of dismissal for behavior, both the staff and Director work to manage a child's behavior. Normal methods of behavior management are not always effective. In such a case, we will recommend several agencies to the child's parents that can assist them with controlling their child's behaviors. Unless the safety of the child or other children is involved, parents will be given two weeks notice when their child's behavior requires dismissal.

HEALTH AND SAFETY ISSUES

If your child becomes ill while at Children's Morning Out, parent(s) will be contacted to pick up your child. Once the staff has made a determination, based on our policy, that it is necessary for your child to leave Children's Morning Out, we ask that you respect that decision. You will be contacted to pick up your child if they have a fever, diarrhea, vomiting, a rash, eye drainage, head lice – including nits - or any other noticeable sign of illness.

Please be considerate of your child and the other children at Children's Morning Out. Keep your child at home if symptoms of illness have occurred. If your child has a contagious illness, please inform us as soon as you are aware so that we can inform the other parents. The staff will notify parents of children who have been exposed to a contagious illness. We will also notify all families in the event a staff member exposes children to a contagious illness.

Your child must stay at home or go home if he/she has any of the following:

- A temperature of 100 degrees or higher. Keep the child at home until the temperature has been normal for 24 hours, without medication. A child cannot be medicated with fever reducing drugs (e.g. Tylenol, etc.) and come to or remain at school.
- Severe cold with sneezing and excessive nasal drainage.
- Diarrhea. The child may not return to school the next day.
- Vomiting. The child may not return to school the next day.
- Rashes that have not been diagnosed by a physician.
- Conjunctivitis, an eye infection commonly referred to as "pink eye." The child should not return to school for 24 hours following the beginning of treatment.
- Any contagious disease, such as Chicken Pox, Mumps, Rubella, or Roseola.
- Strep Throat. Following diagnosis, the child should not return to school for 24 hours following the beginning of treatment.
- Lice. The child may return to school following treatment if no nits are present.
- Skin lesions that are oozing or draining, such as impetigo
- Herpes lesions (commonly called "cold sores") around the mouth or on the hands.

If your child does not feel well but doesn't have obvious symptoms, please do not bring them to Children's Morning Out. If your child has any contagious disease you must not bring him or her to CMO. By helping us observe good health practices, you will be protecting your child and other children in the church. We appreciate your cooperation in this serious matter.

Please have a back up plan in place should CMO be unable to care for your child due to your child's illness or an unforeseen emergency which would require CMO to be closed.

MEDICATION

We will not administer any type of medication (prescription medication included) to children while at CMO. Please make the necessary arrangements for your child to take medications as needed before or after school hours. You may refer to our attendance policy regarding sick children if you are unsure about sending your child to school due to illness.

IMMUNIZATION RECORDS

CMO is required by the State to keep a current copy of every child's immunization records on file. Please be sure to give us an updated record each time your child receives immunizations. If your child is not fully vaccinated for their age or actively in the process of becoming fully vaccinated, he or she will not be allowed to attend CMO.

Injuries at School

If your child is injured while at CMO, the teacher and Director will determine the need to contact the parent. We will not call the parents for each scratch or bump, but will contact parents if we feel additional medical treatment may be required. Any time a child's teeth become loose we will contact the parent and request that they come to the church to determine what action they wish to take.

Children's Morning Out keeps a current witnessed Emergency Consent form for each child. This is in case your child needs medical treatment and we are unable to contact you immediately. In case of an emergency requiring medical attention, your child will be transported to the hospital by the most appropriate means while the parents are being contacted. A CMO staff member will remain with your child until you arrive.

Child Abuse and Neglect

According to Indiana law, teachers are required to report suspected cases of child abuse or neglect. If such cases arise, the alerted staff member will report to the Director. The Director will then notify the Child Protective Services Unit of the Department of Social Services. The parents will not be given advance notification.

DAILY ROUTINES

Arrival

Parents should accompany their child to their classroom and ensure the teacher acknowledges his or her arrival. Please make an effort to drop older children off first. After your child has been dropped off, please do not linger around the classroom. This may distract your child and the teacher from the class. Please sign your child in and out each day on the computer.

If your child brings their lunch to school, they will need to place their lunch box in the basket outside their classroom door upon arrival. The lunches will be put into the refrigerator shortly after 9:00 a.m. daily.

Please do not send breakfast or sippy cups in to CMO with your child. Also, children should not bring toys from home into their classrooms. It is often hard for children to share their toys and they are easily lost in the classrooms.

All children must be dropped off no later than 11:30 am daily.

Departure

Parents must designate on their enrollment application who is authorized to pick up their child. If there is a change of plans regarding your child's departure, the Director must be notified prior to pick up. Your child will not be allowed to leave with anyone without parental permission and proper identification.

Parking

Please park in the rear parking lot and walk your child into the building using the sidewalk and Children's Morning Out doors. If you use the semi-circular drive, please park on the far right side of the drive, and unload your child from the right side of your vehicle. The left lane is for pulling out and passing only. This should keep children from running in front of moving vehicles. Do not park in the left lane.

Please be aware of children and drive carefully.

Carbon Monoxide

Do not leave your car running when you park to pick up or drop off your child. Not only is this a code violation with the State of Indiana for childcare ministries, it is also a safety concern. Carbon monoxide from vehicles left running enters the building and poses a health threat to our children and staff.

Snacks and Lunch

CMO will provide all snacks for the children each day. A snack schedule will be posted monthly by the front computer.

If you would like to bring a special snack for a birthday, you need to coordinate it with the lead teacher. Due to state regulations, we are unable to serve homemade snacks. We will provide milk with the special birthday snack.

Please pack your child an easy-to-eat lunch! We will serve milk with lunch – please do not send in any other drink. All lunches are refrigerated in the morning. Heating of lunches is available in the nursery only. While shopping for your child's lunchbox, please keep in mind that we have very limited refrigerator space, so smaller is better. All lunches must be labeled with your child's name. If you forget to label your child's lunch, we will be happy to do it for you.

We strongly encourage healthy lunches for all of our children. Please include a protein and two servings of a fruit, vegetable, or salad in your child's lunch daily. Also, we will serve milk with lunch – no juice or water will be given without a doctor's note of approval.

If you forget your child's lunch, we will notify you to bring in a lunch before our 11:30 lunchtime.

Outside Activities

Daily routines at Children's Morning Out include a playtime outside, weather permitting. No child will be allowed to remain indoors while his or her class is outside. If your child is too ill to participate in daily activities, please keep him or her at home.

PERSONAL ARTICLES

Clothing: Children are busy at play during the day and should not wear their "Sunday Best" to CMO. Comfortable play clothes are preferred. Children may not wear flip-flops, sandals, or soft soled shoes. This type of shoe makes outside play dangerous. Please be certain to put your child's name on their coats, jackets, and sweaters.

Jewelry: Children should not wear jewelry to CMO due to safety concerns. Jewelry deemed unsafe will be removed and brought to the office for the parent to pick up. Children's Morning Out is not responsible for any jewelry brought to school.

Toys: Toys are provided and should not be brought from home. "Show-And-Tell" days will be announced by your child's teacher and only on those days may your child bring a favorite toy. No weapon toys of any type will be permitted.

Weapons: No weapons of any type are allowed on the property. Parents, children, and staff are required to obey this policy.

Miscellaneous: Children should not bring any small items, money, or gum.

BIRTHDAYS, PARTIES, AND FOOD

Parents may wish to contribute a simple morning or afternoon snack to celebrate their child's birthday. Please notify your child's teacher in advance if you wish to do this. Note that the Health Department requires all foods must be prepackaged - no homemade snacks will be served to the children.

Party experiences will be planned during the year to celebrate various holidays. You may be given an opportunity to contribute to these parties. For additional information, please contact the CMO Director.

A FINAL WORD

Asbury United Methodist Church's Children's Morning Out staff takes pride in the care we provide for your young child. Due to an excellent child-staff ratio, you can be assured that your son or daughter receives much individual attention during the day. Our teachers are carefully selected for their loving and responsible nature. Staff training helps them to grow in their understanding of the preschool age child. We know that you will appreciate their good work. Just as parents sometimes make mistakes, so may we. Please inform us of anything about Children's Morning Out that gives you concern and we will make every effort to explain our policies or to rectify any errors in judgement on our part. Above all, we ask that you keep CMO and our staff in your prayers.

Children's Morning Out is a ministry of Asbury United Methodist Church. The church reserves the right to minister to individual needs at the discretion of the Director.

APPENDIX 1

Asbury United Methodist Church's Children's Morning Out

Special Requirements for the Nursery

- **Label everything.**
- Please keep a supply of items in your child's cubby in the classroom. We will let you know when you are running low on supplies. Keeping supplies in their classroom cubby will help you with getting ready in the mornings – no diaper bag to pack! – and will ensure that we always have the necessary supplies needed for each child.
 - CUBBY SUPPLIES
 - ✓ Please send two or three appropriate ounce of water in bottles and equivalent formula powder so we can mix bottles as needed.
 - ✓ Diapers
 - ✓ A change of clothing
 - ✓ Baby food as appropriate
 - ✓ Comfort items: pacifier, blanket, etc.
- All families are required to bring a case (648 count) of Huggies unscented diaper wipes in August and January. The wipes will be stored at CMO and used in the Green Room throughout the school year. We will track donations in the classroom to ensure everyone is contributing equally.
- If staying for lunch, please bring a lunch and a drink. Please cut your child's food into small bite-size pieces (for both snack and lunch).
- Please let a nursery employee put your child's items in the refrigerator so that we may label and cover them to meet state regulations.
- After you have told your child good-bye, please do not come back in the room to check on him/her. You may ask another staff member to peek in and check for you.
- Tell the staff if your child has an allergy of any kind.
- Please complete the nursery information form that you received. This information will allow us to better care for your child. This information should be updated throughout the year as your child's need change.
- We do not awaken babies that are sleeping, and we do not keep children awake if they are tired.

APPENDIX 2

Asbury United Methodist Church's Children's Morning Out

Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of managing children's behavior. When children receive positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on that belief, it is the expectation that all persons on the church premises will practice the following Discipline and Behavior Management techniques.

WE:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives to inappropriate behaviors.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their level.
11. DO use short supervised periods (Time Out) for children over age 2.
12. DO stay consistent in our Behavior management Program.

WE:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when a bathroom accident occurs.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.
10. DO NOT use corporal punishment
11. DO NOT physically restrain children unless absolutely necessary.

APPENDIX 3

Asbury United Methodist Church's Children's Morning Out

Enrollment Agreement

To ensure that parents understand the enrollment policies of the school, we ask that you read the following information and sign this form indicating your agreement and understanding of the policies set forth.

1. Upon enrollment, a handbook will be furnished to each family that will include general regulations and procedures of CMO. I have received a copy of the handbook and acknowledge the discipline policy of Children's Morning Out.
2. I have read through and agree with the Discipline and Behavior Management Policy.
3. I hereby agree that the Church and the Staff are released from liabilities arising from illnesses that may be contracted by my child while on the premises of CMO. I fully realize that my child may be subject to communicable diseases.
4. CMO is not responsible for the loss of personal property whether the loss occurs from theft, fire, or any other cause.
5. Children's Morning Out admits children of any race, color, and national and ethnic origins to all the rights, privileges, programs, and activities generally recorded or made available. It does not discriminate in the administration of the personnel or educational policies, admission policy, or any other programs.
6. As a parent, I agree to bring any and all questions and criticisms to the person most directly involved. If I have concerns regarding the care or program provided to my child, I agree to make those concerns known to the teacher. If a satisfactory conclusion is not reached, I will contact the school Director and, if necessary, the Children's Morning Out Board of Directors. If, for some reason, my child seems unhappy or I am dissatisfied with the service rendered, I agree to withdraw my child from CMO.

I HAVE READ THIS ENROLLMENT AGREEMENT. BY SIGNING THIS AGREEMENT, I AM INDICATING MY AGREEMENT WITH & SUPPORT OF THE POLICIES AS STATED IN THE STUDENT HANDBOOK.

Father's Signature

Date

Mother's Signature

Date

APPENDIX 4

**Asbury United Methodist Church's
Children's Morning Out**

Witnessed Emergency Medical Consent

Child's Full Name _____

Date of Birth _____

This form allows parents and guardians to authorize the provision of emergency treatment for above named child who becomes ill or injured while under program authority when parents or guardians cannot be reached. I agree to pay all costs and fees associated with the emergency medical and/or dental treatment for my child as authorized under this consent.

In the event reasonable attempts to contact me at the numbers listed below have been unsuccessful, I hereby give consent for the administration of any treatment deemed necessary by Columbus Regional Hospital Emergency Room Physicians.

1. _____

2. _____

Date of Last Tetanus Shot: _____

Known Allergies: _____

Present Medication: _____

Signature of Parent(s) or Guardian _____

Date _____

Witness _____

Date _____

APPENDIX 5

MEDICAL GLOSSARY FOR YOUR FAMILY

Condition/Disease	Symptoms	Method of Infection	Exclusion From Facility	Remarks
Fever (Temperature over 100°)	<ul style="list-style-type: none"> • Hot to the touch • Very fast or slow breathing • Complaints of sickness • Pale or flushed • Listless or irritable 	Direct or indirect contact with infected person	Yes, until fever free for 24 hours without medication	<ul style="list-style-type: none"> • Dress child lightly • Give lots of liquid • Do not sponge with alcohol • Avoid aspirin
Diarrhea	<ul style="list-style-type: none"> • Frequent watery bowel movements • Sometimes accompanies vomiting 	Direct and indirect contact with person or diarrhea	<ul style="list-style-type: none"> • Send home immediately after 2-3 episodes • Stays home until no loose bowel movement for 24 hours after resuming eating 	<ul style="list-style-type: none"> • Give only clear liquids • Avoid milk • Give no medication • Resume food intake slowly • Be careful of dehydration
Vomiting	<ul style="list-style-type: none"> • Loss of food by mouth – not spitting up • Sometimes accompanied by fever or diarrhea 	Direct and indirect contact with person or lost fluid	<ul style="list-style-type: none"> • Send home immediately after 2 episodes • Stays until 24 hours free of vomiting 	Give no food for 2-3 hours after vomiting stops, then clear liquids
Common Colds	<ul style="list-style-type: none"> • Stuffy/Runny nose • Sneezing • Watery eyes • Chest congestion 	Viral infection that spreads via respiratory secretions in the air or contact with soiled articles	Not unless child feels too bad to attend	Be very careful about hygiene when colds are present
Flu (Influenza)	<ul style="list-style-type: none"> • Fever or chills • Sore throat • Muscle aches • Stuffy/Runny nose 	Viral infection that spreads via respiratory secretions in the air or contact with soiled articles	Yes, until 24 hours after fever	<ul style="list-style-type: none"> • Encourage rest • Limit activity • Increase clear liquids • Use Tylenol or Tempra for fever
Strep Throat	<ul style="list-style-type: none"> • Red sore throat • Fever • Sometimes vomiting 	Bacterial infection spread via respiratory secretions, sneezing, coughing, etc.	Yes, for 24 hours after treatment begins	<ul style="list-style-type: none"> • If rash appears after 2nd or 3rd day, it is considered Scarlet Fever • Strep often lasts nearly a week • Treat immediately to avoid Rheumatic Fever
Ear Infection	<ul style="list-style-type: none"> • Ear ache • Discomfort when lying down • Irritable • Reduced appetite 	<p align="center"><u>Many Causes</u></p> <ul style="list-style-type: none"> - Water retained in ear canal - Coughing that aggravates Eustachian tubes - Other illnesses such as colds - Giving an infant a bottle while flat on their back 	Not unless caused by or accompanied by a contagious illness such as flu	<ul style="list-style-type: none"> • Treated by antibiotics • Take full prescribed dose • Make follow-up appointment with Doctor (very important)

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Pink Eye (Conjunctivitis)	<ul style="list-style-type: none"> Red eyes Itchy swollen eyelids Yellow discharge from eyes 	Touching anything that bears the virus, such as fingers, clothing, contact with laundry, makeup	Yes, immediately. Child should not return until a Doctor has given permission (cases vary in severity). Treat with ointment or drops before returning.	<ul style="list-style-type: none"> Disinfect everything child has touched, including toys Wash your own hands more often
Ringworm	<ul style="list-style-type: none"> Round area on skin with blisters on edge and clear center In scalp, bald patches appear 	Caused by fungus from soil, passed through personal contact, or touching personal articles, such as clothing or combs	<ul style="list-style-type: none"> Yes, unless child is being treated by pills or ointment If under treatment, child must not swim or participate in contact activities 	Condition clears with prompt, consistent treatment, otherwise, it spreads rapidly. Observe other children closely.
Impetigo	Small blisters that grow larger and form scabs – if ruptured, blisters produce a watery discharge	Direct contact with sores or anything soiled with the discharge	Yes, exclude until 24 hours after treatment with antibiotics by mouth or by shot or until sores do not weep and antibiotic ointment is used.	<ul style="list-style-type: none"> Spreads 4-10 days after contact Crusty scabs can be removed by soaking in warm, soapy water
Head Lice	<ul style="list-style-type: none"> Sever itching of the head Can see nits (eggs) and sometimes crawling lice 	Direct contact with the lice carried on human beings or on combs, bed linens, towels, etc.	Yes, until treated. Child may return when all nits are gone.	Lice and nits are destroyed by dry cleaning, machine washing in hot water and detergent, and drying in clothes dryer for 20 min., washing combs, etc. Placed stuffed animals in plastic bag and seal for 2 weeks
Scabies	<ul style="list-style-type: none"> Severe itching Small red spots, usually between fingers, in elbows, and under arms 	Direct contact with the person infected with the mite or contacted with infested clothing or linens.	Yes, until treated, usually the next day.	Be sure to clean everything that was contacted within 48 hours before treatment began
Pinworm	<ul style="list-style-type: none"> Stomachaches Pale color Poor appetite Loss of sleep 	Ingestion of eggs by contact with eggs which stick to skin and are touched by fingers which then touch the mouth or food	Yes, until treatment is effective.	Hand washing is very important
Pertussis (Whooping Cough)	Cough which becomes spasmodic and sometimes causes vomiting	Contact with the nose or throat discharge of an infected person	Yes, may return in 4 weeks after intense coughing subsides, or 5 days after appropriate antibiotics begin.	Incubation period is 1-2 weeks
Chicken Pox	<ul style="list-style-type: none"> Headaches Listlessness Loss of appetite Eventual mild skin rash that starts on chest and spreads 	Transmitted in the air or by contact with the rash	Yes, child is contagious until all scabs dry up and fall off	Signs of Chicken Pox appear 10-20 days after exposure. DO NOT GIVE ASPIRIN, GIVE TYLENOL Take full prescribed dose Make follow-up appointment with Doctor (very important)

