



## MOPPETS Classroom Policy

**Our Mission:** The Abiding Presence MOPPETS classrooms will provide a welcoming, safe, and nurturing environment for children where they can play, learn and experience God's love.

**Our Goal:** Lead Teachers and Assistants will strive to model kindness, compassion, caring and God's love in their interactions and encourage the same behavior in the children.

### Class Hours

MOPPETS classes will follow the MOPS schedule (attached). The classrooms will be open 15 minutes before and after the MOPS meeting to facilitate drop off and pick up.

### General Classroom Policies

- Children will be grouped in age appropriate classrooms. The pre-kindergarten class will follow the Fairfax County Public School age cut off. The other classes will be grouped by age in September and reevaluated in January.
- Children in the 3-5 year old preschool class must be potty-trained. The preschool classroom is not equipped for changing diapers.
- The maximum ratio of adults to children will follow the "Ratios for Center-based Care in Virginia State" which are as follows:  
Infants - 16 months (1:4)  
16 months - 2 years (1:5)  
2 years (1:8)  
3 - 5 years (1:10)
- Children may not be left unsupervised in the classrooms. If a teacher or assistant is not on duty, then children should not be in the classroom.
- Parents/guardians will sign each child in and out on the classroom log.
- Children will only be released from the classroom to a parent/guardian unless prior arrangements have been made with the lead teacher.
- Parents should not bring a child exhibiting signs of illness to the classroom. Signs of illness include but are not limited to fever in the last 24 hrs, vomiting or diarrhea in the last 24 hrs, contagious skin rashes, discharge from the eye, discolored mucus, etc. Parents of a child exhibiting signs of illness while in the classroom will be contacted and asked to take their child home. Please be considerate!
- Parents are requested to fill out an information card for each child in MOPPETS and update it as necessary.
- Parents will not leave the church premises while their child is in the MOPPETS classroom.
- Parents will provide diapers and wipes if they wish the classroom assistants to change their

child. Otherwise, the parent will be notified when it is suspected a diaper change is needed. Children who are potty trained will be expected to wipe themselves after using the bathroom. If a child needs assistance, the parent/guardian will be contacted.

- Lead teachers and assistants will make every effort to engage and comfort unhappy children. However, if a child is inconsolable the parent will be notified at the discretion of the lead teacher.
- Personal items and supplies such as diaper bags, pacifiers, and bottles brought to the classroom should be marked with the child's name.
- MOPPETS classes are peanut and tree nut free classes.
- Sippy cups containing water and clearly labeled may be brought for the one year old and up classrooms. For allergy reasons, no other food or drink will be allowed in those classrooms. Those classes will have a provided snack during the morning.

#### Guidelines for a Clean and Safe Classroom

Lead teachers and assistants will follow the guidelines below to facilitate clean classrooms:

- All equipment surfaces (i.e. diaper changing table, door knobs, tables, and chairs) should be cleaned with Clorox wipes or bleach/water solution at the beginning and end of each class session.
- Children will wash hands or use hand sanitizer when entering the classroom.
- All toys that have been handled and mouthed must be put in the dirty toy bin and cleaned with the bleach/water solution or run through the dishwasher before use by another child.
- Small objects that may pose a choking hazard will not be allowed in the classrooms.
- Lead teachers and assistants must follow general hand washing guidelines.
- Lead teachers and assistants should wash their hands after each diaper change or after cleaning any bodily discharge, such as wiping noses.
- Toys shall be put away in their proper places.
- The diaper pail and trash should be emptied into the outside dumpster at the end of each class.
- Lights and air conditioning/heat should be turned off when the room is vacated.

#### Training for MOPPETS Teachers and Assistants

- MOPPETS Teachers and Assistants will work in accordance with and abide by the Abiding Presence Child Protection Policy. All Teachers and Assistants will complete a satisfactory background and reference check prior to being hired.