

Calvary Hills Mother's Day Out

Parent Handbook



Goals

Our goal at Mother's Day Out is to provide a safe and loving environment for children 12 months to pre-kindergarten.

- A. To help them grow in the understanding of themselves, their families and others in the world
- B. To help them grow in the awareness of God's love.
- C. To help them grow in their abilities in problem solving, language skills, and creative expression through music, art, and play.

Times of Operation

- A. MDO is in session September through May. Calvary Hills MDO follows the NISD School District school calendar. If NISD cancels school due to inclement weather, MDO will also be closed.
- B. MDO is held on Tuesday and Thursday from 9:00 a.m. until 2:00 p.m.
- C. Children may not enter the classrooms before 9:00 a.m. Teachers need the pre-class time to prepare for the day.
- D. Children must be picked up by 2:00 p.m. A late fee will be charged beginning at 2:15 p.m. in increments of \$5.00 per 5 minutes.

Enrollment Requirements

- A. Children 12 months through four (4) years old are eligible. Children turning five (5) after September 1st are also eligible.
- B. Children ages three (3) years of age and above must be potty trained.
- C. MDO reserves the right to determine if our program meets the needs of each child.
- D. A child's immunization must be current and a photo copy must be on file in the MDO office. All immunization forms must be turned into the MDO office by September 30th. Any child whose records are incomplete may be withdrawn from the program. If a child receives immunizations during the school year, an updated copy must be turned into the MDO office.

Tuition and Registration

- A. Tuition and activity/registration fees may change from year to year. Please see attached Schedule of Fees for current tuition prices.
- B. Tuition is paid monthly and is due on the first teaching day of the month. There will be a late charge (see Schedule of Fees) if payment is not received by the 15th of the month. If tuition is not paid by the end of the month, the child(ren) will not be allowed to return until tuition charges are up-to-date.
- C. Tuition is due for the entire month regardless of absences. Tuition is not refunded for absences.
- D. There will be charge for each non-sufficient funds (NSF) check. Please check Schedule of Fees for amount of charge. After two cases of NSF checks, tuition must be paid in cash thereafter.
- E. The following circumstances may result in loss of space in the program: tuition has not been paid for the month or child has been absent for three weeks in a row without notification.
- F. Parents are to inform the MDO office as soon as possible when a child must be withdrawn from the program.

Parent Participation

Parents are welcome and encouraged to participate in our classrooms. Parents are invited into the classroom after October 1st. This will allow the children time to settle into their new routine and develop trust with their teacher. We ask that arrangements be made in advance with the teacher to be in the classroom. It is important to limit the number of parents in the classroom on a given day. Parents should check in at the MDO office to let the director know you are in the building.

Signing a child in or out

- A. Each child must be signed in and out daily. Sign-in sheets are located outside each classroom door. Parents must provide an emergency number if they cannot be reached by the numbers provided on enrollment forms.
- B. Children may only be signed out by the individuals authorized by the parents on the enrollment forms. In case of an emergency where the parent is unable to give written permission, a verbal permission may be given to the director only. Any one, other than the parents, picking up a child may be required to show identification.
- C. Teachers will receive the children and their belongings at the classroom door. Parents should make “good-byes” as brief as possible and allow the teacher to move the child into the class activities quickly.

Discipline

- A. MDO strives to promote self-control and appropriate social behavior in children. The MDO staff will use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction.
- B. Corporal punishment, the withholding of food, withholding of nap or other frightening or humiliating disciplinary techniques are **not** allowed at any time.
- C. Children whose behavior repeatedly raises disciplinary concerns will be referred to the MDO director. Parent and teacher conferences will be scheduled to determine the appropriate course to be taken. If discipline problems continue, the parent may be asked to remove the child from the program.
- D. Examples of behaviors that are deemed unacceptable and could result in removal from MDO are: hurting self, hurting others, hurting staff and damaging the center's property.

Meals

- A. Due to the severity of peanut allergies, Calvary Hills MDO is a **peanut-free** program.
- B. A morning snack will be provided and served to the children by MDO.
- C. A sack lunch including a drink will be provided by the parent or guardian.
- D. MDO is unable to heat or refrigerate food for children. Please plan meals accordingly.

Birthdays and Celebrations

Children enjoy celebrating special events with their friends. Parents may bring treats, such as cupcakes, however these must be "store bought" and in the original package. Please make arrangements with your child's teacher several days in advance for special events.

Rest time

The children at MDO rest for at least 30 minutes daily, therefore children need to bring a rest mat and a blanket. If they do not fall asleep during this time, they are allowed to get up and do quiet activities while the other children are sleeping.

Dress and Outside Playtime

- A. Dress your child in comfortable, practical clothing for painting and outdoor play.
- B. Children will go outside daily except if it is over 100 degrees or below 32 degrees
- C. Tennis shoes are preferred. Dress shoes and flip flops are dangerous and inappropriate for active play.
- D. Please send an extra set of clothes in case of accidents.
- E. Please label all sweater, jackets, diaper bags, etc.

Illness

- A. An ill child may not be brought to MDO if one or more of the following conditions exist:
 - 1. **Fever of 100.4+** Children are not allowed in the classroom if fever is 100.4 degrees or above. Children cannot return to the classroom until he or she has been fever free for 24 hours without medication, unless doctor's statement is provided stating the child is not contagious.
 - 2. **Vomiting.** Children cannot return 24 hours after the last episode unless a doctor's statement is provided stating the child is not contagious.
 - 3. **Diarrhea** Children cannot return 24 hours after the last episode unless a doctor's statement is provided stating the child is not contagious
 - 4. **Communicable Diseases.** If a child has been diagnosed with a communicable disease, such chicken pox, lice etc., until written verification from the child's doctor has been received that the child is no longer contagious, he or she cannot participate in MDO.
- B. If a child becomes ill while at MDO, parents will be notified immediately and asked to pick up the child. If a parent cannot be reached, alternate names from enrollment forms will be contacted.
- C. If the children are exposed to a communicable disease while at MDO, parents will be notified as soon as possible.

Medication

MDO staff agrees to administer medications only when necessary. All medication shall be administered as follows:

- A. All medications must be in original containers. Prescription medications must be in original container labeled with child's name, date, directions and physician's name.
- B. Non-prescription medication must be labeled with child's first and last name and date. Medication will be administered according to the label directions only if approved by a health professional
- C. No medication will be administered after the expiration date.
- D. Before any prescription or non-prescription medicine can be administered, including sunscreen, diaper ointment etc., we must have written parental consent. Please fill out the medication form with instructions for each medication.
- E. All medication must be kept out of child's reach. No medication may remain in the child backpack. Parents must bring medication to the MDO office and take it home daily. No medication will be kept at MDO with the following exception: inhalers and epi-pens.

Medical emergencies and/or accidents

MDO staff is CPR/First aid certified.

Parents will be notified of any accidents or incidents involving their child as follows

- A. Emergency Medical services will be called, if necessary, and parents will be notified immediately, if their child becomes seriously ill or involved in a major accident. If parents cannot be reached the *Person to Call in an Emergency* listed on the enrollment will be notified.
- B. Parents will be notified for lesser accidents or incidents as soon as the situation is resolved and the child has been properly cared for. The parent may decide whether to pick up the child or leave them at school.
- C. Parents will be notified at the end of the day of any minor scrapes scratches or incidents involving their child . An incident report will be filled out by the witness of the incident and must be signed by a parent.



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