

ST. CHRISTOPHER MOTHERS' DAY OUT

TABLE OF CONTENTS

Enrollment and Placement	2
E-mail	2
Fees	2
Attendance	3
Health Requirements	3
Sunburn/Insect Protection	3
Emergency Information/Drop Off and Pick Up	4
Severe Weather/Evacuation Plans	4
Curriculum/Show and Tell	4
Behavior and Discipline	4
Food Guidelines	5
Holiday Celebrations	5
Birthday Parties	5
Entry and Parking	5
Miscellaneous	6
Schedule of Operation	7

ENROLLMENT AND PLACEMENT:

Children 3 months (provided they can comfortably take a bottle) through 5 years of age are eligible to attend our program. MDO operates on Tuesdays and Thursdays, September through May, from 10:00 - 2:00. Our "Meet the Teacher" Open House is Monday, September 12th with our first day being the next day. We end our year the third week of May. With a few exceptions at Christmas and Easter, we follow the Clear Creek Independent School District schedule of operation. A schedule of operation for MDO is included with this handbook.

Classes for children enrolled in our program include a nursery, toddler room, two year old room, three year old room and one class for four and five year olds. Children are placed in classes based on their ages and in compliance with the guidelines used by CCISD.

Children are considered registered when we receive a completed registration form and fee. At that time a space is reserved for your child. Children are assigned to a class generally for the duration of the school year.

It is greatly appreciated if parents notify the MDO office if a child will not be attending due to illness, travel, etc., this will enable us to offer the class space to a child on our waiting list or one who wishes to drop in for a day.

Upon enrollment to MDO you have committed to pay full tuition each month, September through May. In the event that you decide to withdraw from the program, written notification must be received 30 days prior to the intended last day. Please note that full tuition will be due for any months that timely notification was not received in writing.

E-MAIL ADDRESS:

We will contact parents about school closures, up-coming events, parties, etc. via e-mail and our private FB group. Please be sure that you provide our office with a current e-mail address. You may e-mail us at www.tami@stchrischurch.org or call us at 281-554-8602. Please monitor the local news and note that **In the event of a CCISD school closure, we will also be closed.**

FEES

A registration fee of \$100 per child is due at the time of registration, and must accompany a completed registration form. Tuition payments are due monthly Sept.-May the current payment is \$180.00

monthly for 2 days a week in the program for the first child enrolled and \$170.00 for each additional child.

Tuition is due no later than the tenth of each month and will not be prorated for partial attendance except for new students enrolling mid-month. There will be a \$25.00 late fee for tuition paid after the tenth of each month unless special payment arrangements are made. Registration and tuition fees are non-refundable fees and are subject to change.

In the event MDO cannot be open for operation due to occurrences beyond our control, there will be no make-up day or prorated tuition unless determined by the director.

ATTENDANCE

MDO starts promptly at 10:00 and ends promptly at 2:00 each day. Children should be dropped off on time, but no earlier than 10:00 so that they do not miss any of the activities scheduled for the day, and should be checked out of the classroom *no later than 2:00*. Late charges are not an established part of our program, but we do reserve the right to install such a fee for late pick-up (after the 2:00 dismissal time). From time to time, a parent may run late for reasons beyond control. If this happens, please call MDO and we will have a staff member available to stay with your child until you arrive.

HEALTH REQUIREMENTS

Each child must have a completed medical form, signed by a physician, in order to attend the program. Prompt return of these forms is required. Any child for whom a completed medical form is not submitted will not be permitted to attend until one is received by our office.

The health and well-being of all our children is most important to us. Therefore, we reserve the right to refuse admittance to any child who is visibly ill. Children who have fever, diarrhea, vomiting, dark cloudy or green mucous, or a bad cough should be kept at home. A child must be free of fever for 24 hours, without medication, prior to return and if antibiotics have been prescribed by the physician, the same 24 hour rule applies.

Please notify us if your child comes down with a contagious illness and may have possibly exposed other children in the program. This enables us to keep other parents advised. Please see our COVID addendum.

Occasionally during the year children become ill while at school. Parents will be notified immediately so that they may pick the child up if he/she becomes ill. Your child will be comforted and treated at school for minor accidents. Every effort will be made by the staff to advise you about incidents requiring attention.

For serious illness or injury, when a parent cannot be reached, we will obtain necessary care and treatment for the child.

No medications will be administered to a child by the MDO staff. If your child must take a medication during school hours, please make arrangements to be at school to administer the medication.

SUNBURN/INSECT PROTECTION

We have a covered and fenced-in playground and often take the children outside to play. Parents should apply sunscreen and insect repellent at home before bringing children to MDO to ensure that if weather permits outside play, they will be protected. If you would like the teachers to reapply throughout the day, please label the container with your Child's name, place it in a sealed Ziploc bag and leave it with the classroom Teacher.

EMERGENCY INFORMATION/DROP OFF AND PICK UP

Children will be dropped off at the MDO entrance and escorted to class by their teachers. Pick up will be at the classroom door. Visitation with other parents must be done either in the courtyard or the parking lot to avoid congestion and confusion in the classrooms and halls.

It is the responsibility of the parent to inform us of change of home, work, cell phone numbers and addresses so that we can change our permanent records. Please notify us *in writing* if someone other than yourself or a person you have designated as authorized to pick up your child will be doing so. That person must be prepared to show identification.

SEVERE WEATHER/EVACUATION PLANS

Severe Weather: Throughout the school year weather can be cause for concern. If for any reason MDO will not be in operation, we will make every attempt to notify parents ahead of time. If we should begin closing during MDO hours, the MDO staff members will stay with the children until parents arrive.

Evacuation Plan: All teachers are instructed as to areas of shelter within the building to which children will be relocated in the event of severe weather. Children will be moved away from all outside windows. If evacuation of the building becomes necessary children will be removed to areas of safety, and will stay with the teachers until dismissed to the parents.

CURRICULUM

Our curriculum is designed to emphasize Christian values in a way that is instructive, entertaining and stimulating. We offer a structured program with many pre-school activities that include chapel time, learning activities, skill development, story time, arts and crafts, singing and indoor/outdoor play. Show and tell is often included in our curriculum at the teacher's discretion. We also include well-known Bible stories, seasonal and special interest activities.

BEHAVIOR AND DISCIPLINE

Positive comments, reinforcement and strategies of distraction and re-direction are most commonly used to encourage appropriate behavior. When needed, MDO staff may correct a child's

behavior. When verbal correction is not successful, a child may be given a short time out period to correct the behavior. When time out in the classroom is not successful, the child may be given a short visit with the director to remove him/her from the classroom. Depending on the severity of and/or recurrence of a behavioral problem, parents may be contacted to enlist their help in correcting the problem. A child who persists in unacceptable behavior may be asked to leave the program.

Examples of unacceptable behavior include, but are not limited to, hurtful behavior such as hitting, kicking, and pinching. Spitting is not acceptable. Biting is an unfortunate but not unexpected behavior among toddlers. Should biting occur we do have a policy in place for addressing the problem. Disruptive behavior that consistently directs staff attention away from the group as a whole is unacceptable.

FOOD GUIDELINES

Each child should bring a nutritious box lunch and a drink. Lunches should consist of something that (with the exception of babies) the child can feed him or herself. Please send plenty of fluids. All food, especially grapes, Vienna sausages, hot dogs and any other food that may pose a choking hazard MUST be cut into small bite-sized pieces. Drinks must be in containers that discourage spillage (no thermos bottles please.) Red drinks are discouraged as they stain when spilled. Lunches high in sugar content are discouraged, although a small sweet for dessert is acceptable. Equipment for refrigerating and/or heating meals is not available. Sippy cups are welcome for smaller children.

HOLIDAY CELEBRATIONS

Holiday celebrations for seasonal occasions will be announced in advance. Teachers may post sign-up sheets for any supplies needed. Please refer to the schedule of operations included at the back of this handbook for dates and times which are subject to change.

BIRTHDAY PARTIES

We love to celebrate with your children when they have birthdays. You may send cookies or another snack to share with the class. Please check ahead of time with the teacher about any food allergies you'll need to be aware of when planning the treat. Please refrain from bringing cupcakes piled high with icing.

If you are planning a party outside of MDO and are inviting the entire class, please give the invitations to the teacher for distribution. If you are not inviting all of the children, arrangements must be made to deliver the invitations personally to the parent of children who you are inviting in order to avoid hurt feelings.

We appreciate your cooperation with this policy.

ENTRY AND PARKING

When escorting children into or out of MDO, parents must use the worship (courtyard) entrance to the building only. This allows the director to greet each child and parent as they arrive, and avoids disruption of church business in the administrative wing of the building.

Never leave children or valuables unattended in your car while you are inside the building. Theft, including car theft, is an unfortunate occurrence around day care and related programs.

Parking spaces are designated in the parking lot. Please do not park along the curb, at the end of the walk, thereby blocking it, or in the handicapped spaces unless you have a handicapped insignia of some sort. These measures will ensure fair and easy access for everyone attending MDO.

MISCELLANEOUS

Children should not bring toys from home as they often are the cause of conflict and may be lost. Action figures and related play are discouraged. Proposed calendars for each month will be posted by each class.

Parents should feel free to contact the director at any time with any questions or concerns.

**ST. CHRISTOPHER MDO
SCHEDULE OF OPERATION
2023/2024**

September 8, 2023	Meet the Teacher
September 12, 2023	1 st Day of MDO
October 26, 2023	Harvest Treat- (Children may dress In costume.)
November 7, 2023	NO MDO (CCISD holiday)
November 16, 2023	Snacksgiving
November 21 & 23, 2023	NO MDO-Thanksgiving Break
December 19, 2023	Christmas treat and book exchange
December 21, 2023- January , 11 2024	NO MDO-Christmas Break
January 16, 2024	1 st day back to MDO
February 13, 2024	Valentine Pizza and Pajama Lunch
March 12 & 14, 2024	NO MDO-Spring Break
March 28, 2024	Easter treat and egg hunt
April 4, 2024	School Pictures
May 16, 2024	Last day of MDO and Year End Ice-Cream Party