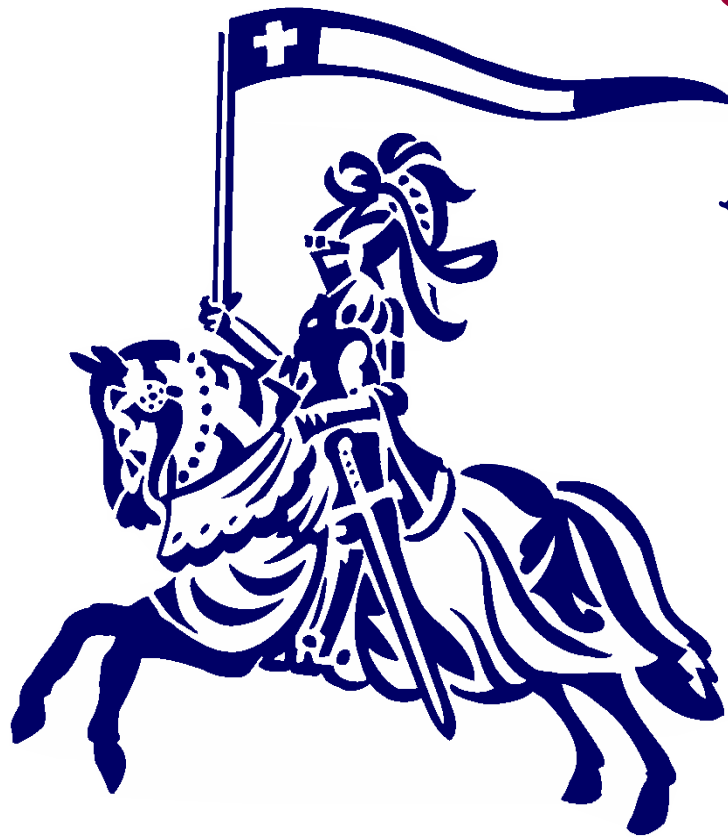


Mother's Day Out Parent Handbook

Memorial Christian Academy

Pro Christus

Pro Discipulas



Pro Ecclesia

Since 1969



Memorial Christian
Academy's

Mother's Day Out
Program

Parent Handbook of Policy and Standards

Mother's Day Out

Purpose: The purpose of the Mother's Day Out (MDO) Program at Memorial Christian Academy is to teach the children about Jesus and love them as He loves them. We will help develop them mentally, physically, spiritually, and socially with age appropriate activities and guidance.

*"And He took them in His arms, laid His hands on them, and blessed them."
Mark 10:16*

Statement of Faith

We believe in the Bible, the Scriptures of the Old and New Testaments, as verbally inspired by God and inerrant in the original writing, and that they are the ONLY Word of God, the supreme and final authority in faith and life. We believe in one God, eternally existing in three persons; The Father, The Son and the Holy Spirit. We believe that Jesus was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. We believe that man was image of God; that he sinned, and thereby incurred physical as well as spiritual death, spiritual death being eternal separation from God; and that all beings are born with a sinful nature. We believe in the Biblical teaching that man was created by a direct act of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, the first parents of the entire human race. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who accept Him as Savior and Lord are justified on the grounds of His shed blood. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate. We believe in the personal and imminent return of our Lord and Savior, Jesus Christ. We believe that all who receive by faith Jesus Christ as Lord and Savior, are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him. We believe baptism is a command to all who have, by faith, received Jesus Christ as Savior, and is also a visual testimony to that fact. We believe in the bodily resurrection of the just, and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

MDO Policies and Standards

Admissions.

1. All children must be enrolled by a parent or legal guardian who agrees to be responsible for their behavior and financial obligation.
2. MDO accepts children of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students.
3. Age Requirements:

MDOI (Infants)	6 weeks - 11 months old
MDOT (Toddlers)	12-24 months old
MDO2 (Pre-K2)	Must be 2 yrs old by Sept. 1st
MDO3 (Pre-K3)	Must be 3 yrs old by Sept. 1st
MDO4 (Pre-K4)	Must be 4 yrs old by Sept. 1st

Calendar. Mother’s Day Out is (MDO) currently offered two days a week, Tuesdays and Thursdays, from 9:00 a.m. through 3.00 p.m. MDO follows the Memorial Christian Academy (MCA) academic school calendar for closures.

Curriculum. All of our curriculum is Christian-based and based on grade is designed to teach the children Bible stories, colors, letters, days of the week, months of the week, weather, shape recognition, time, money, and introduction to writing.

Payment. All students are required to pay registration and curriculum (as applicable) fees prior to admittance to a class roster. Tuition may be paid in full, or paid on a monthly basis. Monthly payments must be paid one month prior to initial enrollment and by the 25th of each subsequent month of enrollment. The registration fees and curriculum fees are non-refundable. The following is a listing of the specific fees and tuition

FEES:

	<u>New Enrollee</u>	<u>Returning Student</u>
Application Fee:	\$25.00	\$0
Enrollment Fee:	\$50	\$50

TUITION:

Installments:	One time payment for the school year:	\$1750.00
	Nine monthly installments:	\$194.44

Tuition payments start in July, paying for August services. Payments are not based on monthly care, rather they are equal installments based on the total cost for the year. The last payment is due in April. There is no tuition payment due in May. For your convenience, we have a monthly bank draft option available to ensure timely tuition payments. The yearly fee for the bank draft option is \$41.00 through FACTS Tuition Management.

Attendance. Regular class attendance is very important to your child and to the class. Each class begins their day with prayer time, at approximately 9:15 am. It is important for each child to be present for this time in class, as it sets the tone for the day. If your child will be late or must leave early, please notify the school or your child’s teacher. Please report to the Director for late arrival or early dismissal, to not disrupt the class that is already in session.

MDO Policies and Standards

Absences. Monthly tuition must be paid for any planned or unplanned extended absences in order to retain your child's space in the program.

Arrival to School. Teachers will begin receiving children at 9:00 a.m. When you take your child to their respective classroom, please sign the clipboard and give phone numbers where you can be reached throughout the day. We want MDO to be a happy time for your child. It is best to offer your child a quick hug or goodbye, rather than a prolonged farewell. Remember—your child is in good hands...go and have a great day!!! The MDO Doors on the south end of the building are opened specifically for MDO children and their parents. However, for the safety of our students, please do **NOT** use the south end carport when dropping off children. **NO RUNNING VEHICLE MAY BE LEFT UNATTENDED ON THE PREMISES.** Please remember to not enter the classroom until your child's teacher is present.

Student Release-End of School Day. Children will start anticipating their parents return between 2:45 and 3:00 p.m. Please let your child's teacher know if you plan to pick your child up early. Your child should be picked up no later than 3:00 p.m. It is very important to your preschooler that you be on time. MDO children not picked up by parents or authorized persons within 5 minutes of program end times are charged \$1.00 per minute after 3:05 p.m. This is based on the clock in the Memorial Christian Academy (MCA) Registrar's Office located at the end of the MDO hallway. Charge slips shall be sent home the same day and are payable within 24 hours. In the event payment is not received, fees will be invoiced with a late notice attached. Late payments are subject to a 15% penalty.

Visitation. Parents are welcome to visit. Contact the MDO Director to coordinate your visit. Classroom visitation in not authorized Director and teacher approval.

Security System. Each child has information on file in their classroom that contains the names and phone numbers of all persons authorized to pick them up. If, for some reason, someone else is picking your child up, his or her name **MUST** be on your child's security information sheet. Please contact the Registrar to add/delete authorized persons for your child. The MDO staff will not give any child to any person not reflected on the security information sheet.

Clothing. Please dress your child in play clothes. All children need to bring a change of clothes each day. For children in diapers or pull ups, bring only disposable diapers or training pants. Please bring a jacket or sweater when warranted. Label **ALL** of your child's items, including blankets, pillows, sleeping mats, cups, backpacks, extra clothing, etc.

Personal Toys. We ask that you leave your child's personal toys at home. We cannot be responsible for toys brought. A favorite stuffed animal, blanket, etc. may be brought for rest time only. Please have it packed with your child's belongings (not visible), if you choose to send such an item.

Snacks. Each classroom teacher will organize a class "snack list". Students will be responsible for bringing *healthy snacks* for their classmates for 1 week at a time. Students will need to do this on a rotating basis. Depending on the number of students enrolled, approximately 2-4 times per year.

Meal Program.

* Currently MCA does not have a Hot lunch program for MDO. Please see following page for lunch guidelines.

MDO Policies and Standards

- MDO parents must pack a lunch for their student. It must include food and drinks that are easily manipulated by your child. We are unable to heat foods for your child, therefore, foods needing to be micro-waved are not permitted. Please label lunch boxes, sacks and thermoses / cups. Provide milk, juice, or water for your child. Please send healthy lunches. Candy is not allowed, except on organized party days. Hotdogs and Vienna sausages need to be cut length-wise and then into small pieces. This applies to all age groups. No glass baby bottles or containers are allowed.

Notice to Parents: Students are not allowed to bring meals requiring preparation assistance before being consumed. Examples are meals that need to be heated, micro-waved, boiled, or requiring hot water. Teachers are prohibited from preparing these type meals for students. Students who bring meals needing preparation will be served and alternate meal during lunch and charged the appropriate lunch meal fee.

Rest Time. Your child's class will have rest time after lunch. Please send a kinder mat to school with your child. A blanket and small pillow are highly recommended for your child's comfort. Periodically, these items will be sent home for washing. Cribs are provided for infants. Please ensure each item is clearly marked with your child's name.

Cleanliness. Teachers will wear disposable gloves when touching blood or body fluids. This includes diaper changes, first aid, wiping noses and assisting with the toilet. Disposable gloves will be changed after each contact. Hand and other skin surfaces will be washed immediately and thoroughly if exposed to blood or body fluids. Hands will also be washed after gloves are removed. All wounds will be covered whether they belong to teachers or children. Crib sheets will be changed after each child's use, and the mattress and railings will be wiped down daily with a disinfectant cleaner. Each day, the floors will be swept and carpet vacuumed by the MDO staff. The trash will be taken out at the end of each MDO session. The floors will be mopped daily by the janitorial staff. The carpets will be routinely cleaned by the janitorial staff as needed.

Safety. MDO will ensure the appropriate ratio of teacher to preschoolers. This is in order to provide appropriate safety and security measures for the children. The preschool facilities will be well secured. All teachers are certified in basic first aid and CPR. If a child is hurt during MDO, first aid will be administered, parents will be notified, and an incident report form will be completed and submitted to the parents for review and signature. The parents will receive one copy and the original will go in the child's file. Emergency procedures are in place for fire and/or tornado warnings. Drills will take place periodically for these emergencies. When severe weather occurs, we will follow the MCA decisions for openings and closings. Please listen to the television and/or radio. MCA is cancelled or delayed, MDO will follow their decision. There are no tuition credits / reimbursements for severe weather days..

Positive Guidance of a Preschooler. Proper behavior will be taught through positive reinforcement and example. Children will be encouraged with love and affection. Children will be taught proper respect for others. Children will be taught common courtesies — "please", "thank you", "I'm sorry", and "will you please forgive me?".

Discipline. Teachers will be as preventive as possible by doing advance planning preparation to ensure that children do not have opportunities to become bored. When a child does disobey a teacher or disrupts the class, the following steps will be taken:

- a. The child will be spoken to in a private manner, to ensure he/she understands the proper classroom behavior.
- b. If improper behavior persists, the child will then be taken to an area of away from play area and away from other children and will be reminded again of proper classroom behavior. The parents will be notified of the removal from other children within the classroom and for what reasons the child was removed.
- c. The teacher will notify the MDO Director if the behavioral difficulty becomes a habit.

Note: We do not spank any child nor do we use sarcasm or ridicule. We do not intentionally embarrass a child.

MDO Policies and Standards

Harmful Behavior. If a child willfully harms another child (bites, scratches, pinches, pulls hair, etc.), the child will be removed from the area of play. In a loving manner, the teacher will fill out an Incident/Biting Report Form for each child involved. These forms will be kept on file in the MDO Office. The parents of each child involved will be notified and given a copy of the form once their signature is obtained. In handling a child presenting recurrent behavioral difficulties, the MDO Director and teacher will meet with the parents to determine the best course of action.

Child Abuse or Neglect. The reporting of suspected child abuse or neglect is a state law that teachers and administrators must observe. Our facility is vitally interested in the health and welfare of every student and will abide by the law for reporting suspected cases.

Contact Information. It is the parent's responsibility maintain and provide the school with current phone numbers that make contact possible during school hours. Parents are responsible for notifying the school of any changes affecting its ability to contact them or other authorized designees. Enrollment and attendance signifies the parent-guardian's acknowledgement of this requirement.

Illness-Injury, Immunization and Medication Policy & Agreement

Student Injury or Illness. The school nurse will be available to assist students for most of the school day. MDO will care for minor injuries occurring at school but is not responsible for the treatment of injuries brought to school. Parents shall be notified immediately in the event of serious illness or injury. If neither parent can be reached in the event of a serious injury or illness, MDO will get immediate emergency medical attention for the child. All emergency or medical service expenses requested by the school related to serious injury or illness of any student are the responsibility of the parent or guardian. The school does NOT provide accident, medical, or dental insurance for students and enrollees. The parent's responsibility to provide accurate and updated emergency contact information is extremely important.

1. Illness and/or Injury.

The following policies and procedures shall be observed by the Mother's Day Out Program.

These policies and procedures are in accordance with the Department of Protective and Regulatory Services, Licensing Division, section 1800.

- a. Parents must be notified in case of illness or injury.
- b. A child whose illness requires them to be sent home will be separated from the group or class. Ill children will be located in either the Nurse's Station, MDO Office or the Academy office for the authorized person to pick up.
- c. An ill child will not be admitted to school or child care if any of the following exist:
 1. The illness prevents the child from comfortably participating in facility activities;
 2. The illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children;
 3. The child has a temperature of 100.4 degrees or higher;
 4. The child has signs and symptoms of possible severe illness (such as lethargy, uncontrolled breathing or diarrhea), uncontrolled being defined as 2 (two) or more episodes within a 24 hour period;
 5. The child vomits;
 6. The child has mouth sores that are accompanied by any drainage;
 7. The child has eye irritation that is accompanied by drainage or crusting;
 8. The child has been diagnosed with a communicable disease.

MDO Policies and Standards

Illness-Injury, Immunization and Medication Policy (continued)

Communicable Diseases.

The school reserves the right to make the final decision necessary to enforce its communicable disease policy or prevent students from entering class if attempting to take action to control the spread of a communicable disease. Parents are required to disclose known or suspected communicable diseases, as required by law and school policy, pertaining to their children or family when a member of the same is enrolled and attending. The school desires to maintain a healthful environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A parent, guardian, teacher, employee or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Principal or Administrator. The following is a list of known communicable diseases:

AIDS (Acquired Immune Deficiency Syndrome)	Animal Bite of Humans	ARC (AIDS Related Complex)
Amebiasis	Botulism	Rubella including congenital
Anthrax	Campylobacteriosis	Shingellosis
Brucellosis	Dengue	Salmonellosis
Chancroid	Encephalitis	Smallpox
Diphtheria	Gonorrhea	Syphilis
Giardiasis (acute)	Hansen’s Disease (leprosy)	Tetanus
Granuloma Inguinale	Hepatitis	Toxoplasmosis acute
Hemorrhagic Fevers	Leptospirosis	Trichinosis
Histoplasmosis	Legionnaires’ Disease	Tuberculosis
Human Immunodeficiency Virus (HIV)	Lymphogranuloma Venereum	Rocky Mtn. Spotted Fever R. Rickettsia
Tularemia	Mumps	Malaria
Typhoid Fever	Pertussis	Meningitis
Typhuseasles (rubeola)	Pesticide Poisoning	Vibrio Cholera
Meningococcal Disease	Poliomyelitis	Vibrio Infections
Paralytic Shellfish Poisoning	Psittacosis	Yellow Fever
Pink Eye	Ringworm	Scarlet Fever, Fifth Disease
Plague		Schistosomiasis
Rabies		Relapsing Fever

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, and independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease, one may be required by the administration. The School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take action to control the spread of such diseases within the school or facility. The School may, at its own discretion, conduct routine exams of students when reported or suspected communicable and contagious illnesses are brought to its attention.

2. Readmission.

MDO will not allow readmission policy exceptions for any student or child. This policy’s guidelines shall not be altered except by the Administrator or a school committee action. It is in place for your benefit as well as the other’s benefit. We acknowledge that a student’s illness causes much inconvenience to working parents, however, this inconvenience does not negate our responsibility to provide a non-contagious environment to other students. MDO will exhaust the designated contacts parents have provided until the student is picked up. Ill students not picked up within the hour, will be assessed a “late pickup fee” (see late pick up fee section). Repeated late pick-up for illness shall result in withdrawal of the student and a forfeiture of all rights to refunds that may have been authorized.

MDO Policies and Standards

Illness-Injury, Immunization and Medication Policy (continued)

Fever, Diarrhea, and Vomiting Due to Illness:

The child must be FREE of these symptoms for 24 hours before returning to the facility.

Mouth Sore or Eye Drainage:

The child will be required to present a doctor's note upon return to the facility stating the sore or drainage is not contagious.

Communicable Disease:

The child will be required to present a doctor's note upon return to the facility stating the time communicability ends or the child is no longer contagious.

3. Medication Policy.

Our facility will NOT administer medication of any kind unless prescribed by a physician. The parent is required to give the first prescribed dose in the morning. Only midmorning and afternoon dosages will be given by the facility. Please **do not** put any medicine in your child's bag.

Children placed on ANTIBIOTIC therapy for "contagious illnesses" must have (1) one full day's dose (24 hours) in their system before returning to the facility.

- a. In order to administer medication, the nurse/facility must have written authorization, signed and dated, by the ordering physician. *This includes "over the counter" medications.*
- b. The medication must be in the original container, labeled with the child's name, date, and the prescribing physician's name.
- c. The physician's order must include the exact time medication is to be given.
- d. The school nurse will supervise the security and storage of ALL medications.
- e. Medications of any kind are not permitted to be kept in any classroom or carried by students.

Parents may want to request 2 (two) separate bottles of medications, one for home, one for school, to eliminate the need to deliver medications to school each day.

4. Head Lice.

Any child infested with lice will be excluded from the facilities until they are FREE from lice and nits. Students who return to school after exclusion due to lice must be checked by the nurse (or other designated person) upon reentry.

MDO Policies and Standards

Illness-Injury, Immunization and Medication Policy (continued)

Immunizations. Fully immunized students unable to produce immunization records may be provisionally enrolled for 20 days while awaiting record transmittal or delivery. Students without immunization records, but who produce proof that immunizations have begun may be provisionally enrolled provided immunizations are completed within the time frame prescribed by the school nurse and/or school officials. “Proof” consists of personal records validated by a physician or public health clinic with signature or rubber stamp. Failure to adhere to normal immunization and school immunization requirements, will result in immediate administrative withdrawal of the student. *We respect a parent’s rights regarding immunization decisions for their children, but enrollment shall be denied/revoked for instances when this policy is not followed.* Additional immunizations may be required at any time as advised by the county health department or public health officials.

Minimum State Vaccine Requirements for Texas Children

<u>Age</u>	<u>Vaccine Requirement</u>
Younger than 2 months	2 doses of Hep B
2 months through 3 months	One dose IPV One dose DTP/DTaP vaccine One dose Hib vaccine One dose PCV (pneumococcal) vaccine
4 months	Hep B vaccine DTaP vaccine Hib vaccine IPV vaccine PCV (pneumoccal) vaccine
6-18 months	Hep B DTaP Hib IPV MMR Varicella PCV (pneumoccal) vaccine
2-4 years	Hep B series DTaP IPV MMR Varicella

MDO Policies and Standards

Illness-Injury, Immunization and Medication Policy (continued)

MDO adheres to state guidelines for immunizations. Proof of required immunizations is mandatory for student enrollment and at specified immunization intervals referenced above. Detailed immunization requirements may be referenced through the Texas Department of Health, Title 25 Health Services, Sections 97.61-97.77 of the Texas Administrative Code. The information above is a summary transcription for your convenience.

Child Biting. Students in the MDO Pre-K program (K2-K4) who bite other students or staff shall be suspended from attending classes for the next class period immediately following a second biting incident. After a third biting incident, the student shall be suspended for two class periods.

Parent Help. If your child participates in the Mother's Day Out program at Memorial Christian Academy and you would like to volunteer from time to time, please see the MDO Director so that proper paper work may be completed. A parent helper is to assist the teacher in whatever he/she needs.

Class Parties. Children enjoy parties and celebrating special holidays. You may be asked occasionally by your child's teacher to help with a party. Each class will have a schedule of parties throughout the year to celebrate special holidays.

Birthday Parties. With permission from your child's teacher, you may bring a birthday surprise for your child and his/her classmates. Please coordinate the day and the time with your child's teacher.

School Traffic Pattern. To facilitate the flow of traffic, ease congestion and ensure the safety of our children in the parking lots, a traffic pattern has been established for MCA which must be followed. Please work with our staff to ensure the safety of all.

Thank You for choosing our Mother's Day Out program. We pray that we will not only be a blessing and minister to the needs of your child, but that we would also meet your needs as a by-product of taking care of your precious gift from God. Please join with us in lifting this ministry up to the Lord Jesus Christ, for without Him, none of this would be possible.

**In His Service,
Your Mother's Day Out Staff**