

Mother's Day Out and Christian Preschool

Parent Handbook

400 W. Center St., Kyle, TX 78640

Phone: 512-268-3515 Fax: 512-268-3513

www.fbckyle.com

TABLE OF CONTENTS

TOPIC	PAGE
Program Overview	2
Governing Body and Standards	2
Staff	3
Calendar	3
Emergency Procedures	3
Elements of our Program	4
General Classroom Information	5
Enrollment & Fees	5-6
What if My Child is Absent	6
Withdrawal from the Program	6
Medical and Health Information	7
Coming and Going at MDOCP	8
Parent Participation	9
Communication from the School	9
Open Door Policy	10
This is Just the Beginning	10

PROGRAM OVERVIEW

Welcome

We welcome you into the fun here at the First Baptist Church Mother's Day Out and Christian Preschool. We're so blessed that you've chosen our program! We are committed to providing an enriching experience for your child, and we take your trust in us seriously.

As part of the First Baptist Church of Kyle, we would like to invite you to worship with us. We offer Sunday School for all ages as well as nursery care. Please see our website at www.fbckyle.com for our schedules as well as fellowship and educational opportunities for children and adults.

Mission Statement

Because we believe that all children are gifts from God, our mission is to minister to their families by providing a quality children's program which offers opportunities for spiritual, social, and academic growth.

Program Philosophy

1. Promoting Spiritual Growth

Each day our classrooms provide a loving atmosphere with time for songs, prayers, and other activities, which acknowledge and foster each child's personal relationship with God. At least once a week, children participate in a chapel time based on stories from the Bible.

2. Promoting Social Growth

MDO is committed to helping children develop a positive self-image while learning to interact with others in a trusting and respectful way. We help children to understand their emotions and teach them how to use words to express themselves. We are committed to working closely with parents throughout this process. We are always ready to serve as a resource team for any child needing behavioral guidance.

3. Promoting Academic Growth

Our teachers use a bible-based curriculum called Wee Learn. Our classroom lessons are designed to help children do the following:

- a. Acquire knowledge and an understanding of the world around them
- b. Use language to effectively communicate and to facilitate learning and thinking
- c. Acquire and refine basic physical skills (gross and fine motor)
- d. Develop an awareness of good health and safety practices
- e. Develop a sense of curiosity, creativity, and imagination, which will promote a lifelong love for learning

GOVERNING BODY AND STANDARDS

Texas Minimum Standards and Guidelines

The MDOCP operates under guidelines established by the Texas Department of Family and Protective Services. MDOCP seeks to exceed the Texas Minimum Standards and Guidelines (TXMSG) in all aspects of its program. If you are interested in learning more about specific standards they can be found at www.dfps.state.tx.us. As a licensed center, we are inspected at least annually and the results are posted in the MDOCP foyer.

STAFF

Teachers

The MDOCP staff is an outstanding group! Our teachers receive a minimum of twenty-four clock hours of continuing education each year. Many of our teachers have degrees in education or related fields and they create a stimulating, safe and loving learning environment for the children in their care.

Child/Staff Ratios

MDOCP maintains its excellent reputation through quality care provided by skilled staff with low child/staff ratios. Please see the director for more information on how we exceed minimum standards.

CALENDAR

School Calendar: Events and Holidays

Special events and school programs are printed in a school calendar which is distributed yearly. Information regarding these events will be included in emails. We follow holidays and closings of the Hays CISD.

Bad Weather/School Closings

FBC MDOCP follow the same bad weather closing policy as Hays CISD. We do not make up days for bad weather closings

If Hays CISD is closed, so is MDOCP.

If Hays CISD has a late start, our school will begin 1 hour later unless notified otherwise by REMIND or email.

EMERGENCY PROCEDURES

Drills

Our school is required by state law to conduct monthly fire drills and quarterly severe weather drills.

Evacuation

We evacuate the building in case of fire, gas leak, bomb threat or other danger found inside the building. Our evacuation plans are posted in every room of our school. Our first point of evacuation is to the playground, but in the case of an emergency where we cannot return to the building, we would move to the First Methodist Church Parking Lot across the street.

Emergency Preparedness Plan

Evacuation, relocation and sheltering in place/lock-down procedures:

Infants to 12 months will be evacuated utilizing the evacuation crib by the teachers responsible for this age group. The infants will be evacuated to the playground opposite the building via the nearest available exit that is deemed safe by the childcare providers.

Walking infants to 24 months will be evacuated to the playground opposite the building via the nearest available exit that is deemed safe by the childcare providers responsible for this age group. The assistant director will assist in evacuating this class due to limitations of this age group.

All other age groups will be evacuated to the playground by the childcare providers responsible for those age groups. The evacuation will be accomplished via the nearest available exit that is deemed safe by the childcare providers.

The United Methodist Church of Kyle at 408 Lockhart St. Kyle, Texas 78640 (512) 268-2331 will be our designated emergency shelter if the need arises.

All childcare providers will be responsible for bringing the class roster with them during the evacuation to account for each child in their class. They will then report their counts to the director. The children will be counted upon evacuating, arriving at the evacuation point and upon leaving the evacuation point and arrival at the emergency shelter if it is deemed necessary to utilize the emergency shelter.

During a Threatening Weather event:

All childcare providers will move their class to the main hallway in the education building and they will remain sheltered in place in this hallway until the threatening weather event has passed and the director deems it safe to return to the classrooms. Children will be counted in the hallway while being settled for sheltering and again when returning to the classrooms.

During A Lock-Down:

A lock-down will be announced by the director and assistant director. Upon the announcement of a lock-down the childcare providers will lock their respective classroom doors and guide the children into the closets between the classrooms. This placement of the children provides a second door between them and a potential threat and also removed the children from line of sight due to windows in the classroom doors. The childcare providers will remain there with the children until the director, assistant director or law enforcement has given them an all-clear.

The childcare providers will carry the class roster into the sheltering area and count children when moving into the closet and again when moving from the closet into the classrooms.

Communication:

The emergency telephone number is for the First Baptist Church office: (512) 268-3511.

The director will be responsible for notifying the local authorities of the incident. The assistant director will be responsible for contacting each parent and Childcare Licensing to report the incident.

Each childcare provider will be responsible for evacuating with their class roster and class folder which contains all contact information for parents and emergency treatment consent for each child. The class roster will be used to track each child and both the class roster and class folder will be used as a two-way verification of reunification of the child with their parent once the evacuation, relocation, or sheltering/lock-down is lifted.

A. Shelter

We take shelter in weather, medical and hazardous environment situations.

B. Emergency Communication

In the event of an emergency, we will communicate with parents as soon as we are safely able to do so via REMIND. Parents may review evacuation procedures by contacting the director.

ELEMENTS OF OUR PROGRAM

Chapel

Our children participate in weekly chapel, it is a special time and place to listen and talk to God as we learn the Bible stories and discover how much God loves us.

Circle Time

This group time may include daily lessons, songs, finger plays, etc.

Stories and Books

Children of all age groups are read to each day.

Art

We provide creative opportunities for self-expression which promote fine motor development, self-esteem, and creative exploration.

Crafts

Children participate in specific projects designed to promote skills in following directions, matching, understanding of colors and shapes, etc.

Learning Centers

Centers may include dramatic play, blocks, art, books, manipulatives, water table, computer, and other opportunities for discovery. They allow small groups of children to work together to develop specific skills and behaviors while teachers provide individual attention.

Music and Movement

At least twice a week, children attend a fine arts class emphasizing expression through song, rhythm instruments, poetry, finger-plays, dance, and pretending. Children also sing in their regular classroom.

Outdoors/Playground

Children play outdoors for at least 30 minutes each day, weather permitting. When it is raining, cold or too hot, we find other ways to allow the children to learn large motor skills. Please send a jacket in the case of cooler weather.

Quiet Time

Rest time or nap is provided for all Students. This allows the children to rest their minds as well as their bodies.

Nutrition

We provide snack each day. Students bring their own nutritious lunches from home. Several classes are a NO PEANUT OR TREE NUT or EGG room. Please see your child's teacher for more information. During meal and snack time we work on table manners, dinner conversation and good hygiene. A quality breakfast and lunch fuels the students for their busy day. Visit with your child's teachers for healthy meal ideas.

Infant Program

Our nursery teachers do not follow a specific daily schedule other than that created by the needs of the babies. We provide a nurturing, safe, and healthy environment where each infant can grow and develop through exploration and experimentation. Children are held and loved throughout the day. Caregivers are aware of everyone's needs for sleeping and eating through observation and daily communication with parents. Children are stimulated through our infant activity center, stories, music, toys, and games, which are directed at sensory and motor development. We send home detailed daily reports.

BAPTIST FAITH AND MESSAGE

MDO teaches include information from the Baptist Faith and Message 2000. Included are a few important points to make sure you understand what we are teaching here at MDO. By signing that you have read the handbook, you are also signing that you are ok with us teaching your child this information. The entire Faith and Message can be found at <http://www.sbc.net/bfm2000/bfm2000.asp>.

The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework

for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

GENERAL CLASSROOM INFORMATION

Lesson Plans

Teachers create lesson plans using our curriculum which include specific skills and activities for each age group. Our teachers post a monthly calendar outlining these plans. Flexible teachers constantly re-evaluate and adjust the lessons to ensure beneficial educational experiences for each child. There is no gender stereotyping of toys or language. We discourage war play and/or play fighting to promote harmony among classmates and peace within our society.

Feedback from Teachers

Our teachers keep parents informed of their child's progress each day. Infants receive a daily report each day. If you have any concerns, please see the Director or your child's teacher.

Guidance and Discipline

Most undesirable behavior is still normal and age appropriate. Discipline is the art of teaching desirable behavior.

1. **Discipline should always be:**
 - a. Individualized and consistent for each child
 - b. Appropriate to the child's level of understanding
 - c. Directed toward teaching the child acceptable behavior and self-control
2. **Positive Reinforcement:** Teachers strive to build a child's internal motivation so that he or she strives to do the right thing just because it is the right thing. Acknowledging children making good choices encourages desirable behavior. Stickers and other physical rewards do not build internal motivation.
3. **Helping Children Learn Better Ways to Get What they Need:** Teachers take a positive approach to discipline and guidance that encourages self-esteem, self-control, and self-direction, which includes at least the following steps:
 - a. Identify the emotion behind the behavior
 - b. Re-direct the child
 - c. Describe the appropriate behavior
 - d. Provide a choice
4. **Seeking Help for Repeated Undesirable Behavior:** If a child does not respond to the above correction method he/she may need a different approach. In these cases, the teacher will seek help from the director and together they will determine the next step. This may include taking a break away from the classroom, or a phone call to the parent. In cases of repeated behavioral concerns, the director will consult with the teacher and parents in a conference setting to determine an appropriate behavior modification plan for that child.
5. **Prohibited Types of Discipline:** Harsh, cruel or unusual treatment of any child is absolutely prohibited. This includes but is not limited to the following: corporal punishment or threats of corporal punishment; punishment associated with food, naps, or toilet training; pinching, shaking, or biting a child; hitting a child with a hand or instrument; putting anything in or on a child's mouth; humiliating, ridiculing, rejecting, or yelling at a child; subjecting a child to harsh, abusive, or profane language; placing a child in a locked or dark room, bathroom, or closet with the door closed; requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Changes at Home

A child's behavior may change due to unusual circumstances at home. Please let us know of any uncommon events or situations so that we can help your child's school experience be positive. By keeping your child's teacher informed, you are allowing us the opportunity to help your child adjust to any new situation.

ENROLLMENT & FEES

Waiting List

If your child's age appropriate class is full, you may be put on the waiting list free of charge. Slots are filled by current students and siblings first, church members second, and members of the community next in the order that they were entered on the wait list. Current students wishing a schedule change will be put on the waiting list for the desired days.

Registration

A child may register for enrollment if a position is available in their age appropriate classroom. Please see the director for registration packets and availability of enrollment slots. After a position is confirmed, a child is considered enrolled upon receipt of completed registration form, health documentation and the registration deposit.

Extended Care

If arrangements are made with the director in advance, extended care is available for students. It is mixed-age care and all children who participate are supervised by a designated teacher in a classroom which contains toys appropriate for the youngest child in the group.

Non-Refundable Registration Deposit

When I register my child, I must pay a non-refundable deposit which secures a position for my child

Tuition

Tuition rates are distributed to parents each year in their registration packet along with the annual calendar. Your child's tuition may be paid in full at the beginning of the school year or may be divided into a deposit and nine equal tuition installments that are due on the first of each month. Check, cash, or money orders are accepted. Your monthly statement is your receipt.

All tuition and fees are due the first of every month. A late fee is charged on the 7th of the month and again on the 15th. Any unpaid balances remaining by the end of the month will be reviewed by the Director and the child may relinquish his or her position in the program. If you anticipate any difficulties regarding your payment schedule, please see the director in advance.

WHAT IF MY CHILD IS ABSENT?

Occasional Absences

Occasional absences due to illness and family activities are expected. These absences do not reduce your annual tuition. Please call the office to let us know that your child will be out. This allows us to share any important information with the child's teachers.

WITHDRAWAL FROM THE PROGRAM

30 Day Written Notice

Withdrawal from MDOCP requires at least a 30-day written notification prior to the intended date of withdrawal. Parents are responsible for payment during the final 30 days of care. If notice is not given, parents are still responsible for payment of 30 days' tuition. This policy ensures the financial ability of MDOCP to meet payroll and class expenses. The registration deposit is non-refundable.

Withdrawal of a Pre-Registered Student before the Start of the Fall Semester

When withdrawing a student who is pre-registered for the fall, you may request a full refund of the registration deposit any time prior to June 1, and you may request a refund of half the registration deposit if written notice of the withdrawal is received by July 31. There is no refund of your deposit after July 31.

MEDICAL AND HEALTH INFORMATION

General Health

Each child must be examined by a physician annually. A physician signed Health Statement is required for enrollment.

Immunizations & Screening

All children enrolled must be screened for tuberculosis and vaccinated and in accordance with the TXMSG. Four-year old children must also be screened for vision and hearing. The documentation of immunizations and screening are in our student enrollment files. We do not accept waivers for vaccines. As a private school we reserve the right to decline a waiver request.

Allergies

You must notify MDOCP in writing on the Enrollment Form and then verbally communicate to the director and your child's teachers regarding any allergies your child may have. Minimum Standards also requires us to have a written doctor form stating the allergy.

Illness & Health Conditions

The protection of all students is of utmost importance; therefore, strict guidelines regarding illness have been established in accordance with the TXMSG.

1. A child may not participate in the program if any of the following conditions exist

unless medical evaluation by a health-care professional indicates that the child may participate in school.

- a. Any illness that prevents the child from participating comfortably in child-care center activities including outdoor play
- b. Any illness resulting in a greater need for care than the care givers can provide without compromising the health, safety, and supervision of the other children in care
- c. Oral temperature of 100.4 degrees or higher
- d. Two or more vomiting episodes in 24 hours
- e. Uncontrolled diarrhea
- f. Symptoms of possible severe illness such as lethargy, abnormal breathing, chronic sinusitis, mouth sores with drooling, behavioral changes, or other signs that the child may be severely ill
- g. A health-care professional has diagnosed the child with a communicable disease

2. Injury/Illness During the School Day

If a child is injured or becomes ill during the school day, the school will attempt to notify the parents immediately. If they are unavailable, we will try to reach the child's emergency contacts. Please come promptly if your child must leave school. A sick child needs a parent.

Criteria for Readmission after Illness

Readmission to school after an illness is determined by MDOCP policy and TXMSG:

1. The 24-hour Rule

A child may return to school when free of all signs and symptoms of illness without medication for 24 hours. In other words, if your child needs medication to control any symptoms, do not come to school.

2. Chronic Allergy Symptoms

A doctor's note is required on file for cases of sinusitis or allergies accompanied by chronic cough or discolored nasal discharge.

3. Communicable Diseases and Injuries

Some diseases and injuries require a doctor's signature for re-admittance. Call the office when in doubt.

Medications

We strongly encourage parents to administer medications at home and discourage parents from bringing medicine to school. However, in the event that it is unavoidable, please adhere to the following guidelines.

3. All medicine must be given to the director with a signed Medication Chart authorizing our staff to administer medication. A Medication Chart is good for one week.
4. Medication must be in the original container labeled with the child's name, dosage, and time to administer.
5. A doctor's note must accompany all Epi Pens and any other as needed medications.

Injuries and Accidents

First Aid is provided by a qualified staff member as needed. The school will attempt to notify a child's parent and/or physician immediately in the event of a serious injury or medical emergency. If necessary, the child will be transported by ambulance to the nearest emergency room and will be accompanied by a staff member. Please be sure to provide us with current emergency contact phone numbers. Our staff members complete Incident Reports for all significant

injuries, accidents, and incidents. When another child is involved, it is our policy to keep personal information confidential. Therefore, you will receive all details regarding the event except the names of the other children involved.

COMING AND GOING

What to Pack

1. Large Bag with Kindermat (Nap Mat) and blanket

Please send all belongings in a bag labeled with your child's name. Back packs work great!

2. Water in a refillable bottle or straw cup

Water is offered all day to children and taken on the playground for outside play. Juice and milk will only be offered during lunch.

3. Students Need to Bring a Lunch

Please pack a healthy lunch in an insulated lunch box with an ice pack. Lunch may include an additional beverage, but the water bottle is still required. Not peanuts or peanut butter please if room is a Peanut Free Zone

4. Other items as requested by your MDOCP teachers

Each class will receive a supply list before school begins that includes class specific items.

5. Label Everything

Please label jackets, spare clothes, backpacks, lunchboxes, containers, books and school supplies with your child's first and last name.

6. All Belongings Must Be Taken Home Each Day

Any items left behind, are left at your own risk as we are blessed to share the building with many other children's ministries during the week.

7. Leave Personal Belongings at Home

The following should not be brought to MDOCP without teacher permission: candy, money, and all toys except MDO nap items.

School Clock

Clocks are set weekly in accordance with the Official NIST Time clock which can be found on most phones and computers as well as online at www.time.gov. Program hours are listed in our annual handout. Our teachers prepare their classrooms before the program starts. If you arrive before school with your child, please play outside or wait in the foyer until we begin. Children left in our care after hours are taken to the Director's office and a charge is assessed per minute late. See Tuition Rates Handout for specific details.

Arrival

To ensure the safety of all children, we ask that parents walk their children to the classroom but please remain outside the door while the teacher welcomes each child as he/she arrives. Your child's teacher will make sure all his/her belongings are stored appropriately. Please let your teachers know of any special circumstances at arrival time. If you would like to participate or observe inside the classroom please see the director for child safety training and know that while your presence may calm your own child, it may cause fear or confusion in the other children if there are adults in the room that they do not know.

Departure

Please let the teacher know when you arrive and wait outside the classroom for your child and his or her belongings. Children are only released to persons who are authorized on the child's enrollment form. If anyone other than the primary adult who will be picking up your child, please inform the child's teacher and the director of the situation as well as talking with your child. We require a photo ID card as proof of identity. For the safety of all, please inform the director of any situations which could result in an unauthorized person attempting to pick up your child.

PARENT PARTICIPATION

Classroom Visitors and Volunteers

Parents are encouraged to visit our school anytime to observe our program and their children. If you would also like to participate in classroom activities, please be sure to talk with the Director about what that involves, and we require a background check.

We appreciate parental cooperation and understanding of classroom dynamics; visitors can have a strong effect on the normal routine. Our drop off and pick up times are the most stressful on our children, so we encourage parents when

possible to observe and visit during other regular activities. To ensure the best experience for all, discuss classroom visits with the teacher, and know you are always welcome.

Snack Menu

We provide snack. A calendar is posted in the foyer as well as in each classroom.

Animal Visitors

Any animals brought to MDO must be approved by the office at least 48 hours in advance to comply with TXMSG. A copy of the animal's vaccination records must be provided.

A. Parent's Notification

Please check with your teacher or the Director for any special event information.

B. Celebration of Birthdays

Please plan with your child's teacher if you would like to bring a special treat for your child's birthday. All food items must be store bought, and we are required by TSMSG to notify all parents ahead of time that the treat is coming, so we require at least 48 hours in advance. All food items will be served at snack or lunch time.

We would be happy to help you distribute party invitations for an away-from-school party if you are inviting every child in the class. Please remember that birthday gift exchanges are not appropriate in a classroom setting. If your child wants to bring a gift for a classmate's birthday, please have them present it privately after school.

C. Field Trips

Walking field trips are conducted on a limited basis for the preschool classes. Parents are notified in writing prior to all trips, and a permission slip must be signed for the child to participate. We invite parents to chaperone all trips.

D. Water Activities

Our classroom water activities include supervised water play at water tables or in dish tubs as part of the lesson. Outdoor water play is announced in advance and parent volunteers are requested. Outdoor water play includes sprinklers, wading pools and our older children may enjoy water slides.

COMMUNICATION FROM THE SCHOOL

A. Email Communication of Monthly Program Information

MDO distributes important information via email such as monthly statements of fees and tuition, newsletters, and general reminders for parents. I agree to receive emails from the school and will add the director's and assistant director's email addresses to my preferred contact list. If my e-mail address changes, I will notify the office with an update.

B. REMIND Texts or Email

MDO uses the REMIND program to send out emergency information such as bad weather closures, evacuation or lockdown, as well as weekly short reminders of important events. All parents are required to join their child's classroom REMIND with either a cell phone number or a constantly monitored email address.

C. Classroom and Child Specific Information

Teachers will send home daily reports for ages 3 months to age 24 months and information. Please check your child's folder or backpack each day.

OPEN-DOOR POLICY

A. Culture of Honor

Culture of honor means that here at MDO we discuss any question or concern with the person who is in the position to help with the situation. We are here to serve you and your family. Please share all questions, concerns, suggestions, and ideas with someone who can assist you. Our goal is to improve and grow in every possible way and communication is the key. We are ready to listen!

B. Policy Changes

This handbook contains all the operational policies of MDOCP. If any policy changes are necessary, parents will be notified in writing.

C. Parental Concerns

1. Daily Questions or Concerns

Routine questions may be taken care of with your child's teachers before or after class. However, please be aware that this check-in time is a busy time for teachers. More serious questions or concerns should be discussed with your child's teacher during a scheduled meeting.

2. When You Feel your Concern Needs More Attention

If you feel that your concern has not been appropriately addressed by the teacher, please discuss the situation with the director. It is our goal to meet your needs so that your experience with us will be positive for you and your child.

3. Other Institutions That You Can Contact to Protect Children

Department of Family Protective Services at (512) 753-2259 or www.dfps.state.tx.us
Child Abuse Hotline at 800-252-5400.

School experiences are the beginning of a lifelong journey through education. We are privileged to be a part of this critical time in your child's development. Thank you for the opportunity to share in the life of your precious little one. Please know that we feel blessed to have the honor of participating in your child's early years. We are so glad that you are with us.