Parent Handbook



4415 Wesley Street

Amarillo, Texas

(806) 356-0985

Director: Jennifer Herold

**Table of Contents**

**Philosophy Statement**........................................................................... 1

**Mother’s Day Out Mission Statement**………………………………... 2

**Tuition, Payment and Hours of Operation**……….…….……………3

**General Information**………………………………...………….……........ 4-6

 Office Hours

Arrival Time

Locked Doors

Inclement Weather

Sick Children

Medications

Medical Emergencies

Lunches/Snacks

Nap/Rest Time

Parent Visitation and Notification

Discipline

Class Placement

Questions and Concerns

**Mother’s Day Out Information** 7-8

Sign-In and Out Procedures

What to Bring

Cancellation Policy

Daily Activities

**Faith Southwest Mother’s Day Out**

4415 Wesley Drive

Amarillo, TX 79121

356-0985

Philosophy Statement

The purpose of Faith Southwest Mother’s Day Out is to provide one of the finest Christian experiences possible. We strive to generate an atmosphere of Christian concern for each child in our care and to provide an environment of Christian learning.

Children need high quality, active, age-appropriate activities to enhance creativity and imaginations. We use a hands-on thematic approach to teaching and learning that provides children the opportunity to experience success and self-confidence as well as exposing them to new and exciting challenges. We believe that each child will learn to do the following:

* See himself or herself as someone special and loved by God
* Respect authority
* Succeed
* Learn rules and apply them
* Select appropriate behavior for specific settings
* Recognize and respect the rights of others
* Glorify God
* Follow directions
* Build relationships through interaction with other children
* Learn spiritual lessons from God’s word
* Accept the unique personalities and qualities of others

We are honored you have chosen to share your child with us. Our belief is that the most rewarding environment is formed through parents and teachers working together. We appreciate any information concerning your child that will help us care for him or her to the best of our abilities. Also, we encourage you to share your talents and gifts with us. We look forward to caring for your children. Please feel free to call or visit anytime!

In His Love,

**Jennifer Herold**

Director, Faith Southwest Mother’s Day Out

**The Mission of**

**Faith Southwest**

**Mother’s Day Out**

**The mission of Faith Southwest Mother’s Day Out is to:**

1. **Provide child care within a safe and nurturing environment.**
2. **Provide a Christian atmosphere for each child in our care.**
3. **Create an environment which provides positive learning experiences.**

**Monthly Tuition and Payment Information**

Monday and Wednesdays: 8:30 am -2:30 pm

|  |  |
| --- | --- |
| 1 MDO Child | $180.00 |
| 2 MDO Children | $300.00 |
|  |  |
| 1 Pre-K Child | $200.00 |
| 1 Pre-K Child and 1 MDO Child | $320.00 |
|  |  |
| *Late Pick-Up Fee**2:30-2:40* | *$10.00 per child* |
| *After 2:40* | *Additional $10.00**per child* |

**MDO Payment Procedures**

Payment is due on the first class day each month. A payment box will be available at the office. **A late fee of $10.00 will be assessed if payment is received after the 10th of the month** without prior payment arrangements. Prepayment is accepted. August tuition is half price of regular monthly tuition and is due the first week of class.

**Late Pick-Up Fee**

A late fee will be assessed for any child not picked up by 2:30 as outlined in the table above. Late fees must be paid before a parent or guardian will be allowed to leave his or her child for the next day of class.

**Registration**

Registration will take place once each year in the spring. Pre-registration will be held first for all children currently enrolled. **Registration fees are $75 for one child and $115 for 2 or more children**. Enrollment is confirmed when fees and forms are complete and received in the office. Enrollment from the general public will be accepted after an announced deadline has been reached. Only children who are registered can be guaranteed a spot in our program.

**Pre-Kindergarten**

Pre-Kindergarten is a Monday and Wednesday program aimed to academically and socially prepare children entering kindergarten the following year.

**General Information**

**Office Hours**

The Faith Southwest MDO office is open on Mondays and Wednesdays from 8:30 AM until 2:30 PM.

**Arrival Time**

A teacher must be present in the classroom before the parent or caregiver drops off a child. To allow our staff planning and set-up time for the day’s activities,

**no children will be accepted into a classroom before 8:30 AM**.

**Locked Doors**

For the safety of the children and staff, the doors will be locked at 9:00 AM. They will remain locked until 2:00 PM. If you need to enter the building during the locked door hours, please use the doorbell located near the door at the circle drive.

**Inclement Weather**

We will be closed in case of bad weather if Amarillo Public Schools are closed. The local television stations will broadcast this information.

**Sick Children**

With consideration for everyone, please do not bring children who are ill to MDO. Our policy states that the following types of illnesses will prevent a child from attending:

* The illness prevents the child from participating comfortably in scheduled activities, including outdoor play.
* The illness results in a greater need for care than the teachers can provide without compromising the health, safety, and supervision of the other children in care.
* The child has or has had one of the following within the prior 24-hour period:
	1. Oral temperature of 100.4 degrees or higher
	2. Rectal temperature of 101.4 degrees or higher
	3. Armpit temperature of 99.4 degrees or higher
	4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that a child may be ill; or
* A communicable disease as diagnosed by a health care professional.

**Medications**

If medication is to be administered at MDO, these guidelines must be followed:

* Prescription medicine must be in the original container with the doctor’s instructions
* Over the counter medicine must be in the original container
* Parents must fill out a medical administration form (available in the office) with dates and times to administer medicine and amount to be given
* Medicine will be stored in the office and administered by an office staff member
* Faith Southwest MDO staff members are required to follow the instructions on the original container.

**Medical Emergencies**

In case of a medical emergency, we will immediately contact you at the number on the registration form. If a parent can not be reached, we will contact the emergency contact. The following steps will also be taken as needed:

1. Contact emergency medical services or take your child to the nearest emergency room;
2. Give your child CPR or first-aid treatment when needed
3. Contact the physician identified in your child’s record

**Lunches/Snacks**

Each child will need to bring a lunch to MDO or Preschool each day. This helps to ensure that each individual’s nutritional needs, special diet, and taste requirements are met. Please note that because lunch is provided by parents, MDO is not responsible for its nutritional value or for meeting the child’s daily food needs. Please send finger foods in an insulated, ice-packed lunch bag. If you would like your child to have juice or milk, please send it in a labeled, spill-proof cup or bottle. No juice with red dye, please!

**Nap/Rest Time**

We will have a supervised sleep or rest period for all children after lunch. Children need to bring a nap mat *or* blanket and pillow each day.

These mats will be sent home once a month to be laundered.

**Parent Visitation and Notification**

We encourage you to play an active role in your child’s experience here at Faith Southwest MDO and Preschool. Parents are always welcome to observe our classes and activities without prior approval. We ask that you check in at the office for an unplanned visit.

Parents will receive a monthly calendar and newsletter regarding lessons, activities, and special events for that month. Parents will be notified of events, policy changes, procedure changes, and items of interest as soon as possible through our calendar, newsletter, notes home, and postings outside classrooms and the office.

**Discipline**

Positive guidance techniques will be used to implement discipline in the classroom. Certain disruptive behaviors such as biting, aggression, or failure to adjust to the program will be dealt with as follows. Children whose behavior repeatedly raises disciplinary concerns will be referred to the director.

Parent and teacher conferences will be scheduled to determine the appropriate course to be taken.

**Class Placement**

Class assignments will be made based on your child’s age as of September 1st of the current year. Children must be potty trained to attend the 3 year old and

Pre-Kindergarten classes.

**Questions and Concerns**

If you ever have questions or concerns about the policies and procedures of Faith Southwest MDO, please contact the director for an appointment to discuss these issues.

**Mother’s Day Out Information**

**Sign-In and Out Procedures**

A sign-in sheet will be provided by the door of each classroom. Please sign your name beside your child’s name on the class list sheet as well as and the time of drop-off. At pick-up time, the person picking up a child must also sign out. Children will only be released to adults authorized on the registration form. If another adult needs to pick up your child, youmust notify the director and your child’s teacher beforehand. This adult will need to show identification at the time of pick-up.

When bringing your child, please accompany him or her to the classroom. For the safety of your child, children will not be admitted into the building without an adult. Additionally, only adults will be allowed to pick up children. Children will not be released to an older sibling.

**What to Bring**

* Nap mat or blanket and pillow as well as a comfort object (if needed) for nap
* Change of clothes
* Lunch and drink in a labeled, insulated lunch bag
* Diapers or pull-ups if needed, at least 4 (wipes are provided)
* Dress child in closed toed shoes and weather appropriate clothing.

**\*Please label everything, including diapers.**

**Cancellation Policy**

If your child will not be attending MDO for any reason, **please notify the office by 9:00 AM on the day of the absence by email or phone.**

**Daily Activities**

MDO is more than just childcare. We offer a quality Christian environment that typically incorporates:

* **Free Choice Time**- toys and materials are provided for the child to explore and play with according to his or her own interests
* **Circle Time**- stories, games, finger plays, and other activities are shared together in short times throughout the day.
* **Large Motor Development**- children are allowed to run, jump, climb, and play with balls, etc. either on the playground or indoors
* **Craft Time**- children will work on age appropriate crafts that support a monthly Biblical theme or other concepts they are learning during circle time
* **Rest Time**- children will be asked to nap or rest quietly on a mat on the floor
* **Snack Time**- snacks consist of cookies, crackers, pretzels, cereal, etc. along with water or lemonade
* **Music Time**- consists of age-appropriate Christian songs where children learn to incorporate movement and rhythm, sign language, marching, and dancing as well as the use of percussion instruments while learning the words and beat of the songs
* **Bible Time-** children listen to age-appropriate Bible lessons, sing Christian songs, and learn a monthly Bible verse