

THOUSAND OAKS BIBLE CHURCH

Mother's Day Out



Parent Handbook

Dear Parents,

Welcome to Thousand Oaks Baptist Church Mother's Day Out, and thank you for sharing your child with us! We hope that you will find our program a safe and happy place where your child can become acquainted with Jesus.

Our curriculum is Bible-based and carefully teaches God's love and care through age appropriate lessons. Lessons that are academically challenging and that address your child's mental, emotional, social, physical and spiritual needs are presented through fun and creative activities.

This handbook has been prepared to present policies and to outline all aspects of our program. Be sure to read the General Information section at the end of the handbook. Please read carefully before signing the handbook acknowledgment form.

Through this church ministry, we hope to minister not only to the needs of your child, but also to the needs of your whole family. As parents, you are invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experiences is the close cooperation, coordination, and understanding between parents and staff.

Our office hours are Mondays and Wednesdays, 8:30 AM-2:30 PM. Once again, please feel free to call or visit anytime.

Thank you and may God richly bless you and your family!

Program Description

The Mother's Day Out program of Thousand Oaks Baptist Church is a Christian program. Our goal is to not only provide your child with a loving, nurturing, Christian environment, but one that is also fun-filled, safe, and developmentally appropriate. Be assured that basic Bible principles are taught and practiced. We strive to see that your child leaves our program secure in the knowledge of Christ's love and with a better understanding of God's beautiful creation.

Your child's safety is of utmost importance to us. A daily sign-in and sign-out sheet is used, and there is only one entrance into the preschool area. Cameras are located in each classroom, and can be viewed on the computer in the MDO office and from the hallway. Members of our staff are trained in CPR and first-aid.

We welcome your visits to the program at any time. You may call the MDO office to schedule appointments to meet with the director or with your child's teachers to discuss matters of concern to you.

We realize both the importance of treating each child as an individual and being aware of their individual needs in all areas. We do our utmost to make your child feel happy and secure in your absence.

Curriculum

Our teaching staff is dedicated to providing a positive learning experience that meets the needs of your child—mentally, emotionally, socially, physically, and spiritually. Several Bible- and center-based curriculums are woven together as the central building block of our learning program.

Each month we focus on a central theme, using a Biblical principle and a memory verse. We also study a particular number, letter, color, and shape, along with learning to count. Children move between learning centers which may include home living, reading, arts and crafts, blocks, nature, puzzles, etc. The extent to which these concepts are taught depends on the age of the children.

In the pre-kindergarten classes, we incorporate learning skills necessary to prepare the student for kindergarten, such as beginning phonics and wall words. Spanish is also introduced.

All children participate in music, art, story time, and physical activity according to age ability. While our youngest children may be learning to hold a crayon, our older students may be learning what happens when you blend two or more colors.

Although our teaching staff will make every effort to make this a learning environment for every child, parents should remember that the process is more important than the product.

Communication with MDO

MDO phone number: 210-494-0210

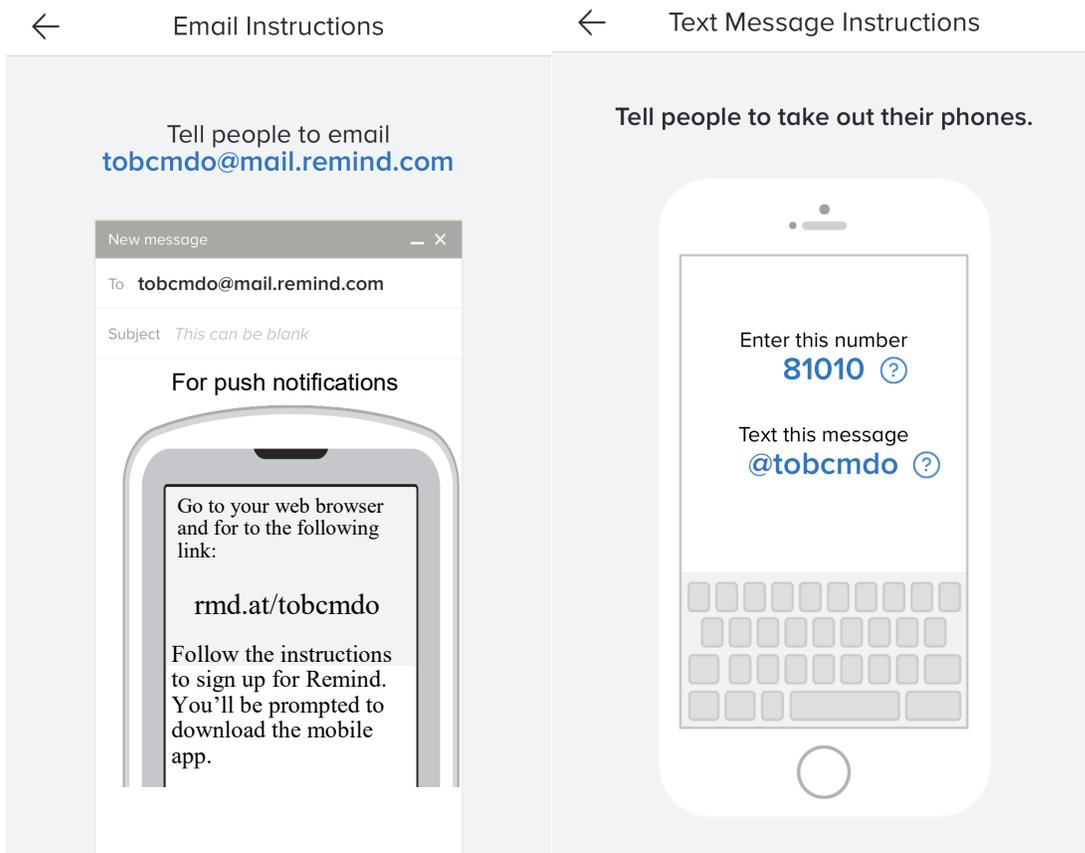
Kathy's cell number: 210-849-6163

Please feel free to contact by cell at any time.
I prefer use of this number during MDO hours.

Kathy's email address is kathymdo@aol.com

REMIND

All communication with parents will be done through REMIND. Newsletters, reminders of days off, and all special notifications will be sent through REMIND. All communication, instead of text or email can be accomplished on this program. Below is information for linking to the program. Feel free to contact the MDO office if you have questions.



Admission

1. Children from two years of age to pre-kindergarten are eligible to enroll in the MDO program.
2. Completed enrollment and medical forms for each child are required before admittance.
3. A current copy of immunization records must be provided. Parents should update this record as needed.
4. The Parent Handbook Form must be signed indicating understanding of the Parent Handbook and agreement with the policies therein.

Days and Hours of Operation

1. MDO operates Mondays and Wednesdays from 9 AM to 2 PM.
2. The North East Independent School District (NEISD) school calendar is followed. Calendars are available in the MDO office, and advance notice of closings will be given.
3. NEISD decisions concerning school closings due to inclement weather will be followed. Listen to the TV or radio for announcements.
4. Changes to our schedule and reminders of special activities will be sent via the REMIND app.
5. MDO does not operate during the summer.

Withdrawal

Should you need to withdraw your child from MDO, notify the director at least two weeks in advance and fill out a withdrawal form, or pay two weeks tuition.

Fees and Rates

1. A non-refundable annual registration fee of \$50 is charged for each child.
2. A non-refundable supply fee is due at the start of each semester (at enrollment and again in January).

Toddler-Threes	\$ 50
Pre-K	60

Please see the Snack section for option for snacks.

3. Two-day (Monday and Wednesday) tuition for 2s and 3s is \$170 per month. PreK tuition is \$185.00. The \$20 per month discount is given for each additional child in the same family, enrolled for both days, (e.g., 2nd child-\$150, 3rd child-\$130).
4. Children may enroll for one day per week, Monday or Wednesday, when space is available. Tuition is one half of the regular monthly tuition. No discount is available for siblings. If the space can be filled by a two-day a week student, you may be asked to either give up your slot or change to the two-day program.
5. Monthly tuition payments and all fees are due on the first day of class each month.

Fees and Rates cont....

6. A \$10 late fee may be assessed on the **second** day of class. For each additional five days the payment is not received, a \$5 fee may be assessed. From time to time, families may face financial challenges. Special needs should be brought to the attention of the director, who will handle such difficulties on a case-by-case basis.
7. In the event of a returned check, parents are responsible for the amount of the returned check fee.
8. Drop-ins are permitted on a space available basis. Tuition is \$25 per day. For families enrolled, the tuition fee is \$20. Additionally, regular drop-ins will be asked to pay the current semester supply fees.
9. We appreciate your sharing our program with others! A referral credit of \$25 will be deducted from the referring family's tuition upon enrollment of each family referred, and after payment of all fees including the first month's tuition.
10. Late fees are assessed for children who are not picked up on time. Please be considerate of our staff, and pick up your child between 1:55 PM and 2 PM. At 2:05 PM, all children are taken to the MDO office, and a fee of \$3 is charged. Thereafter, the fee is \$1 per minute. Fees are assessed according to the time shown on the MDO office clock, not individual timepieces.

Health

For the protection of your child and the other children, parents MAY NOT leave a child who appears to be ill.

Children with the following symptoms will be turned away:

1. **FEVER**– A child should be **FREE** of fever for at least **24 hours** prior to admission to class.
2. **VOMITING AND/OR DIARRHEA**– A child should be free of either for at least **12 hours** prior to admission to class.
3. **ANY SYMPTOM OF THE COMMON COLD**—sore throat, croup, fever, **COLORED NASAL DISCHARGE**, or persistent cough.***
4. Any **SKIN INFECTION** or rash that has not been diagnosed by a physician.
5. Any **EYE INFECTION** or pink eye, even when under treatment, if eye is still mattering or running.

*** **THICK, COLORED NASAL DISCHARGE RESULTING FROM ALLERGIES REQUIRES A STATEMENT FROM YOUR PHYSICIAN THAT THE CONDITION IS NOT CONTAGIOUS.**

6. The classroom teacher will observe the children for evidence of illness. **OUR GOAL IS TO KEEP CONTAGIOUS INFECTIONS FROM SPREADING FROM CHILD TO CHILD.**
7. Please call the MDO office if you believe your child has exposed other children in the program to a contagious illness such as Covid19, strep throat, chicken pox, etc. Your child may not return until the danger of being contagious has passed.

**HEALTH POLICIES
WILL BE STRICTLY ENFORCED TO
LESSEN THE SPREAD OF DISEASES AMONG CHILDREN
AND STAFF.**

Dispensing of Medication

1. Medications must be left at the director's office and will be returned to the parent at the end of the day.
2. All medication must be in the original container, with labels intact. No medication will be administered after the expiration date.
3. Medications will only be administered in accordance with the instructions on the medication form provided by the parents and kept on file in the MDO office. Over the Counter medications must be authorized by a physician.
4. Each dose of medication will be documented, and the documentation will be kept in your child's file.
5. Medications must not be put in your child's bottle or drink.

Release of Children

1. The Authorization to Release Form must be completed and turned in to the MDO office. Please note that we will follow the policies as explained on the form. Copies of the form are also kept in your child's classroom.
2. Please let the teachers of the MDO office know when persons other than the parents will pick up the child. Teachers may not recognize every authorized person on your list, and these persons may be asked to show identification and/or be photographed.
3. Please see authorization form for emergency pickup procedures.

Injury, Illness, Emergency

1. All MDO staff members are trained in CPR.
2. A minimum of two staff members in attendance are trained in First-Aid.
3. A complete first-aid box is available at all times.
4. Emergency numbers; such as fire, police, poison control, etc., are be posted by a phone located in the MDO office.
5. Any accident or injury--along with any corresponding treatment--will be logged, and the form kept in the child's file.
6. Parents must leave a telephone number where someone can be contacted should their child become ill or injured. This number must be left each day the child is left in our care. You should use the daily sign-in/sign-out sheet to record the number.
7. In the case of an emergency, MDO staff will phone parents. If a parent cannot be reached, emergency numbers listed on the form will be called, and emergency medical transport will be called as deemed necessary.

Discipline

1. Proper behavior will be taught through positive redirection and example.
2. Time-out may be used when it is necessary to remove a child from a situation. Time-out duration will be age appropriate—usually one minute per year of age.
3. Children will be taught proper respect and common courtesy for teachers and peers.
4. Initially, children with persistent or uncontrollable discipline problems will be brought to the director. Parents will be contacted, if necessary.
5. Children who continue to present discipline problems, or who are unable to adapt to the program due to behavioral issues, may be withdrawn from the program.

Incident Report

An Incident Report will be completed and placed in individual files when a child participates in behavior that warrants parental attention, or that results in the physical or emotional injury to another child. Please do not take this as an indication that we are upset with or overly concerned with the child's behavior, or that we view your child in an unfavorable light. You cannot be involved in the process of helping your child overcome behavioral issues at MDO if you are not aware of the situations.

Toys

We request that children not bring toys from home unless they are for use at naptime only. This practice eliminates sharing and sanitation problems. We cannot be responsible for toys brought.

Clothing

1. Please dress your child comfortably or play, not in "special" clothes. Children need to relax, play, and learn, not worry about soiling clothes.
2. Often it is necessary to be able to get the child's clothes off in a hurry at potty time. Please consider that when dressing your child.
3. As we play outside in the early morning, please see that your child has appropriate outerwear.
4. If your child is in diapers, please provide enough disposable diapers for the day. Please write the child's name on each diaper with permanent marker.
5. Accidents do happen! Send in a full change of clothing (including socks) in a ziplocking bag labeled with your child's name. These will be kept in the classroom. Clothing should be changed out with the seasons.
5. Don't forget to **LABEL** everything—clothing, socks, backpacks, mats, blankets, lunch boxes, cups, etc. with permanent marker. We will help you by labeling items with permanent marker as needed.

Nutrition

1. A mid-morning snack will be scheduled each day. You will need to send in a snack daily for your child. Write your child's name on the snack and place it in the snack box at sign-in.
2. Parents are to bring lunches. We recommend finger foods. Foods may not be refrigerated or heated. Please clearly label all items with your child's name.
3. Please, do NOT bring glass containers.
4. Drink containers with the child's name on it should be brought in.

Rest Periods

1. Children rest every afternoon on a cot and a sheet furnished by the parents. Pre-K does not nap.
2. Labeled blankets, pillows, and other security items may be brought for rest time.
3. All rest items are taken home daily.
4. After other children are asleep, children who do not readily go to sleep may be given books and quiet toys to entertain them. However, they will not be allowed to disturb sleeping children.

Visitation

You are encouraged to visit your child's classroom at any time. Please notify the MDO office when you arrive, so we can keep track of all persons on the premises. No prior appointment or notification is necessary. We are happy to have you view our program from the monitors in the MDO office.

Birthday and Holiday Parties

You are encouraged to make your child's birthday a special event at MDO. If you send a birthday treat for snack time, cookies or small cupcakes or cookies are recommended, as cake is very difficult to serve.

We often have holiday parties and depend on parents to provide the refreshments and favors for these fun times. Please contact your child's teacher to volunteer.

PARENTS ARE WELCOME AT ALL PARTY TIMES. Please check with your child's teacher for specific dates and times.

If your child attends our one-day program, you may accompany your child to MDO for the duration of the party, so that your child may participate. Please let the teacher know your child plans to attend.

Security

We have implemented several security measures to insure the safety of your child. Security cameras in each classroom can be viewed by the MDO staff and parents on the computer monitor in the MDO Office. There is only one entrance into the preschool area and one exit. The exit has a crash bar and entrance is not possible.

The MDO doors are locked between after playground time and unlocked at 1:45pm. The front doors to the church remain locked. If you need to enter the MDO area during these hours there are several ways to gain entrance. They include calling me on my cell phone on my cell phone at 210-849-6163, by ring the buzzer at the front middle double doors of the church, or by calling the MDO office the church office at 210-494-4664.

We are sorry for any inconvenience this may cause you, but our goal is the safety of the children.

General Information

1. Please ensure your child is on time for the start of the day. Late arrivals disrupt the class schedule, and often make transition into an on-going class activity difficult for your child.
2. Always tell your child goodbye.
3. Please do not linger too long when leaving your child. Establish a routine such as giving your child a kiss, saying goodbye, and reminding the child that you will be back to pick them up after nap time. We ask that you leave your child with the teacher at the door, and not enter the classroom.
4. Leaving a crying child is never easy. Generally, a child cries as long as the parent is present and settles down readily when the parent leaves. Therefore, the longer you stay, the longer your child cries. Feel free to stand nearby, out of view, and wait until your child settles down. You may also watch on the monitor in the MDO office through the hallway window.
5. Please feel free at any time to view your child in the classroom on the monitors through the window in the MDO office. You may also call the office and find out how your child is doing.
6. Entrance to MDO—Please enter from the side parking lot down the walkway between the church building and the annex and through the double glass doors to your left.
7. Please send appropriate clothing for outside play, both outerwear and shoes.

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