



**A Kindergarten Readiness Program 18 months – Pre-K**

## **Parent Handbook**

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Smithville, Texas 78957

## **Welcome:**

Welcome to All God's Children Mother's Day Out. We are so blessed that you have chosen to share your child with us. This handbook outlines the policies and procedures for our program. Please read the entire handbook and sign & turn in last page before your child attends our preschool.

Please bring signed paper  
to Meet the Teacher.  
Thank you, Vonda Bearden

## **Program Purpose:**

It is our goal to provide a nurturing Christian environment in which children can grow spiritually, emotionally, physically, socially, and intellectually.

## **Hours of Operation:**

We are open September - May on Tuesdays & Thursdays. Hours of Operation are 8:25-2:10. We are in session **63 days**. You will receive a School Calendar at Meet the Teacher . Please keep this for your reference through the school year.

### Enrollment Process:

All God's Children will accept children as openings come available. You can add your child's name to

the waiting list by visiting our website.

All God's Children MDO accepts children ages 2 years to 5 years of age at this time.

1 child

\$ 100.00 - 2 children \$180.00 registration fee is required to secure your child's position if there is an opening at All God's Children. You will also need to complete registration forms and turn in shot records.

Registration Fees are Non-Refundable.

### Drop Off and Pick UP

#### Sign In and Goodbyes:

We will have more information for you at Meet the Teacher.

Please do not arrive before 8:25. Doors will not be open before this time. We are preparing for your child's school day.

Please make sure goodbyes are short and sweet so the children can get started with their day. 😊 The longer goodbyes tend to make it harder for the children.

If your child has a problem starting their day and he or she can't calm down we will contact you.

### Late Arrivals and Pick Ups :

Please Have Children to School on Time ☐ On-time arrival in the morning is important as well as on-time pick up in the afternoon. I can't stress how important being on time is. Thank you ahead of time for your cooperation.

Morning and Afternoon Pickup will be at the same door locations as last year.

### Notes Sent Home: Please Read Notes Sent Home!

Please be sure to read all notes sent home. These notes have important dates or information. Any notes will be in your child's backpack.  
Some notes will be posted outside.

### Child Release:

Please notify the teacher if your child is going home with someone else. Children will be released only to the parents, or a person designated by the parent. Pick up person's names need to be in your child's file. \*\*We reserve the right to require photo identification before releasing a child for

Departure. Please tell them we may ask to see photo identification. Your children are precious to us and we take their safety very seriously.

### Tuition Payments:

**Important:** Please write checks to Smithville Church of Christ and in the memo area put your Child's Name. This is for Money Orders as well.

Tuition will be collected on the first school day of each month. Please give tuition payments to the Director . There will be a \$25.00 late charge if payment isn't received within the week.

Neither absence from school nor holidays observed within the month shall cause reduction in the amount of tuition due. Tuition is based on a 63 day school year and paid in 9 equal payments.

September - May - One Child - \$200.00 each Month  
September-May- Two Children-\$360.00 each Month

If you are paying cash please give to the Director in an envelope with your child's name on it.

## Tuition Policies During Covid-19

### Temporary Closure In Classroom Due to Covid

No refunds will be given for tuition .

In the event we have temporary closure in the classroom or classrooms due to Covid there will be no refund in Tuition or Change in the Amount of Tuition.

Thank you

### Withdrawal Policy:

When withdrawing your child from the program, we ask that you give at least a two weeks notice.

### Reasons for Dismissal from Program:

□ We reserve the right to dismiss a child at any time for any reason from the program.. **Reasons for dismissal include, but are not limited to the following:** Failure to pay fees and /or tuition unless special arrangements have been made with the director Consistent late payment of fees and /or tuition

- Consistent discipline problems or aggressive behavior toward the other children or staff. Including yelling, biting, throwing things, damaging property and other aggressive behaviors.

If a child shows destructive, aggressive or harmful behavior on a regular basis toward the other children/staff, All God's Children may determine it is unable to meet the needs of the child, or that it is not in the best interest of the school or other children enrolled to have the child continue in attendance.

- Consistent failure of the parents to honor our health policies concerning illness.
- Disrespectful Behavior to our Staff from parents. Please be kind and treat our staff with respect.
- Cyberbullying behavior toward school or staff on social media. Making rude posts about the school policies and procedures that keep your children safe.
- Damaging School Property - Damaging School Property intentionally will not be tolerated. Breaking of toys, school furniture and destroying books. If it is intentional continual behavior repeated by the same child ,he or she will be dismissed from the program.. If the behavior happens to occur it will be documented and photographed by the teacher and she will communicate with the parent as with any aggressive behavior. We will meet with the parent and discuss the documentation and photos. After 3 times the child will be dismissed from the program.

### **Weather Conditions-Closings/Delayed Start:**

#### **Important to Remember**

All God's Children MDO will follow Smithville inclement Weather days. If Smithville is closed or delayed due to bad weather we will be closed or delayed too. Please watch the Television News or listen to the Radio stations for SISD school closures and Delayed Start.

**In some cases it may be determined by the Director for the safety of the Staff and Children to be closed even if SISD isn't closed. You will be contacted by your child's teacher.**

Please go to Our Facebook page.

If inclement weather caused schools to close early, our school will be closing too. If you have not picked up your child you will be notified and asked to pick up your child . Please watch news and weather if you notice inclement weather (hailing, snow, flooding, etc.) our school will be closing.

Parents please let us know if any of your contact information changes during the year so that we may keep accurate records. Your child will not be released to someone who is not on the list for your child's safety.

## Outside Play

Weather Condition

Rain- Stay Inside

58 degrees and less - Stay Inside

95 degrees and more - Stay

Inside

During September we will go out in the early morning to avoid the intense heat. **Sunscreen may be applied before your child comes to MDO if you think it is needed.**

## Confidentiality Policy:

Your child's files are kept confidential at all times.

## Personal Items and Toys:

Please Bring Lunch and Change of Clothes

Please Do Not Bring Toys or Extra items to School. We can not be responsible for lost items.

**Please Clearly Label Everything With Your Child's Name On The Outside. So Important!**

## Clothing:

Each child needs to wear clothes and shoes suitable for outdoor play. There will also be painting. Children will play outdoors each day if the weather allows. **Please send LABELED coats, jackets, etc.** appropriate for each day's weather conditions. Shoes should also be suitable for running and climbing on a gravel surface. **Open shoes are not recommended. They are not comfortable or safe on the playground.**

**Change of Clothes For All Children-** Please send a change of clothes for your child to keep in their cubby. If you have a change for cold and hot weather that would be great. Please include underpants and socks.

## Potty Training:

**Requirement: Please send the adequate amount of pullups and wipes (labeled bag) for your potty training child until this process is complete. No cloth training pants.**

Potty training is an important step in a child's developmental process. *We want to work with your child at school if you are working with your child at home.*



It is easier for children who are potty training to be dressed in **two piece clothing** which is easier to pull on and off with their pullups.

### **Lunch Meals:**

**Always bring a lunch** including a drink and finger foods for your child. We will not be able to warm food. **Please remember to LABEL WITH YOUR CHILD'S NAME ON the lunch box, thermos, and any plastic containers** . We will serve a mid morning snack .

### **Allergies:**

**Please make your child's teacher aware of any allergies your child has.** If your child has any food or other known allergies that would require administration of emergency medication if a reaction occurred. We need to have that medication and a signed permission form available at the MDO at all times. Please provide us with medical documentation of all known allergies your child may have so that we may avoid the use of products containing allergens.

In case of slight injuries, a staff member will administer first aid.

### **Accidents & Injuries**

If an accident/incident occurs staff will report it to the parent and director.

### **Procedures For Handling Medical Emergencies**

In the case of more serious injuries, parents will be notified immediately and necessary steps will be taken to obtain medical aid. The child's enrollment form serves as guide in case of illness or injury. **It is the parent's responsibility to provide current emergency numbers where they can be reached at all times. If your child should need emergency medical care, you will be notified immediately and they will be accompanied by a staff member and their file to the ER and Hospital of your Choice that has been indicated on your child's Forms.** Staff is certified in CPR and First Aid.

## **Guidelines Concerning Covid for Our Preschool Students**

If your child has possibly been exposed to Covid by a family member or someone else, please keep them home for ten days. If your child experiences symptoms like a cough, fever or sore throat please have them tested immediately. If the results are positive please keep them home for ten days.

To keep the children healthy and at their best, please keep your child home if they are not  
Feeling well.

**Do Not Bring Sick Children to School! Thank you**

Below are some guidelines for **NON-COVID ILLNESS** .

**Vomiting-** keep home until child is vomit free 24 hours .

**Diarrhea-**If your child is spending most of their time in the bathroom, or has two  
Or more loose watery stools in last 24 hours .

\* **Fever-**Children must be fever-free for 24 hours without  
Meds .

\* Illness being treated with an antibiotic. Depending on the illness, children cannot  
return on an antibiotic before 24 hours if not covid related.

\* **Lice-**children must be lice AND nit free before they can  
return. We will check before you leave.

\* **Unexplained rash-** please have any rash diagnosed by the  
child's doctor before child returns to school

**Discharge from eyes-** Have your child's doctor diagnose before returning.

\* **Sore throat-**Have your child's doctor diagnose before returning.

\* **Ring Worms-** They must be completely treated so that  
they do not spread to other children.

\* **Runny noses that have to be continually wiped/ continual  
coughing- They need  
to stay home.**

If your child is diagnosed with a highly contagious, or a more serious illness such as RSV, we  
require a note from the pediatrician stating that it is safe for your child to return to school.  
Once your child has been diagnosed, please contact us so that we may notify parents of  
children that may have been exposed.

**If Your Child's Sibling is Possibly sick with COVID-19 Please Keep Your Child Home.**

**If your family has a illness like flu or stomach virus please do not send your child to school.**

### **Immunization Requirements**

All God's Children MDO must have a copy of each enrolled child's completed immunization record by the date of admission. The immunization record must include:

- The child's name and date of birth;
- The number of doses and vaccine type;
- The month, day, and year the child received each vaccination;
- The signature or stamp of the physician or other health care professional who administered the vaccine.

Except under Texas Department of State Health Services rules in 25 TAC 97.62

### **Procedures For Dispensing Medications**

If your child requires medication during the school day we are willing to administer the medication to them. The medication must be in the original package with the child's name and dosage on the label. **The MDO will require a note from the doctor to administer any prescribed or over the counter medication.** Any prescribed or over the counter medication must also have the child's name and dose written on the package. Please do not send medication in children's bags. Please give the medication container directly to the teacher. All medications will be locked up for the children's safety. Ask for your child's medication when you arrive to pick up your child.

### **Lice:**

During the school year we will do head checks if we suspect any lice issues. Please do not send your child to school with *nits or eggs* in their hair. We will need to send them home until they are completely nit and lice free.

*Children can be exposed to lice at playdates, sporting events, church, dance, and all kinds of settings.*

At All God's Children we will notify you confidentially and promptly.

## **Discipline and Guidance Practices**

All God's Children Mother's Day Out is committed to providing a safe and orderly environment for your child. To maintain an atmosphere conducive to learning, childcare staff will provide reasonable rules and procedures appropriate for the children's developmental levels. Behavior guidance shall be individualized and consistent for each child. It shall be appropriate to the child's level of understanding and be directed toward teaching the child acceptable behavior. We will use **positive reinforcement to encourage appropriate behavior**. Children will be given positive redirection to make good choices. Discipline for continued misbehavior will be consistent and appropriate for the child's level of understanding. Children who interact inappropriately with other children will spend a short time apart from the group (short timeout).

**If a child shows destructive, aggressive or harmful behavior on a regular basis toward the other children, a conference will be requested. At this time All God's Children may determine it is unable to meet the needs of the child, or that it is not in the best interest of the school or other children enrolled to have the child continue in attendance.** It is our goal for the school to be a safe and happy place for the children. Corporal Punishment is not and never accepted as a discipline measure at All God's Children MDO.

### **Parent Participation and Visitation Parties and Other Events**

*Our program will limit nonessential visitors and volunteer attended activities in the building for this coming school year. Due to continued COVID-19 transmission and continued transmission of variants that are spread more easily. We will have Fall, Christmas, Valentine and Easter Parties for the children. You may send baked goods and finger foods from home. At the end of the year Pre-K will have a Special Send Off to Kindergarten Party.*

### **Birthdays**

Birthdays are limited to bringing cupcakes or cookies for snacktime.

### **Curriculum**

It is our goal to provide experiences and opportunities that will foster each child's social, intellectual and emotional development in an Christian Environment. We will provide instruction and materials that are age appropriate to help meet these goals. We are using Funshine and Mother Goose Time Curriculum in our Early Childhood Program. We add other educational resources as well to continually enrich our Program.

### **Bible**

Bible Story Time will be included weekly. Prayer is a central part of our

daily routine. Prayer will be said before snack and before lunch. The children will learn of God's love for them in a warm Christian environment.

### **School Rules**

Rules are few and appropriate for the development level of the children.

1. Be kind to others.
2. Be kind to our things.
3. Walk while inside the building.
4. Use a quiet voice while inside the building.
5. Listen to the Teacher's Words.

### **Communication**

If there are any changes at home please let us know. ( new baby, out of town guest, loss of pet, etc.) This can have an effect on your child.

### **General**

All God's Children MDO does not discriminate in enrollment on the basis of race, color, religion, or national origin.

All God's Children MDO reserves the right to insist upon withdrawal of any child whose behavior at the MDO is considered detrimental to the students or staff of the preschool.

All God's Children MDO cannot assume responsibility for accidents or illness. It can only take every possible precaution through **experienced supervision and following CDC Guidelines** to prevent their occurrence.

Thank you for entrusting your children in our care. We look forward to a great school year!

Sign this form and return after you have completed reading the Parent Handbook. If you have any questions or concerns about All God Children MDO Policies and Procedures, please do not hesitate in contacting Vonda Bearden. Please read each and every section so you will be ready for the school year.



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**I have read and understand all the Policies and Procedures** set forth by All God's Children Mother's Day Out Program at Smithville Church of Christ.

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Parent Signature

Date