



A Kindergarten Readiness Program 18 months – Pre-K

Parent Handbook

Preschool Phone: 512-629-3014

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1416 E Whitehead St

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.
This is an requirement. Thank you

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 8:30-2:30. We are in session **65 days**. You will receive a School Calendar at Meet the Teacher. Please keep this for your reference through the school year.

Parents are always welcome to come visit at anytime.

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

Please do not pick up your child in the afternoon any later than 2:25. Doors close at 2:30.

Late Fees Apply. We need to pick our children up from school as well And we can't be late.

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. Thank you

All God's Children MDO accepts children ages 2 years to 5 years of age at this time. 1 child \$ 95.00 - 2 children \$170.00 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.

Sign In and Goodbyes:

The Sign In Clip Board and cubbies are available in the hall for a smooth transition as you say your goodbyes. ☺

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

Please do not linger in the halls and around the school. This is disrupting and upsetting to the children and our morning schedules as we start our day. If your child has a problem starting their day and he or she can't calm down we will contact you. Continual Disruptions will not be acceptable.

Please Have Children to School on Time

Late Arrivals : Please do not bring your child or children to school late. They miss out on important activities.

Arrival time starts at 8:25- When the children arrive they enjoy table games with their friends. The children love table games. After arrival the teacher will then start her planned activities with the children and they will miss out if they are not at school yet. They really do not like coming in late. ☹

Notes Sent Home: Please Read Notes Sent Home!

Please be sure to read all notes sent home. These notes have important dates or information. We post notes everywhere and send notes home for every event and for any important information. Please check cubby daily.

Picture Days and Orders:

We have picture days as a courtesy to our parents. We will notify you when the photographer will be coming in the Fall and Spring. You will be able to communicate with and order through Teddy Bear Portraits.

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.** Children must be signed in and out each day.

Tuition Payments:

Important: Please write checks to Smithville Church of Christ and in the memo area put For All God's Children Preschool. 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 65 day school year.

September - May - One Child - \$175.00 each Month

September-May- Two Children-\$315.00 each Month

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

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 subtle 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. We will not speak about "Not Breaking Toys" to the children because just mentioning it can bring it to their attention. It is seen most with older children. With the very young it is most always unintentional. If the behavior happens to occur it will be documented and photographed by the teacher and she will communicate with the parent. 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 and Bastrop inclement Weather days. If either 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 BISD and SISD school closures and Delayed Start. Please go to our Website and Our Facebook

page.

If inclement weather caused schools to close early, each parent will be notified and asked to pick up their child by a given time. Please watch news and weather if you notice inclement weather (hailing, snow, flooding, etc.) and contact school.

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:

We ask that children not bring any play items or other items from home. They will have a busy fun filled day of learning. We are Not Responsible for lost items.

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** 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. **Staff is certified in CPR and First Aid.**

Important - Please Read Below Illness and Exclusion

If your child will not be coming due to illness please call and let us know. If your child becomes ill at school, we will contact you and ask that you pick your child up within 30 minutes. This is to reduce the risk of exposing the other children to any illness. Should we be unable to reach parents or guardians, emergency persons listed on the child's records will be contacted. **For the safety of other children as well as your own child.**

your child will not be allowed to return to school until they are free of the following symptoms for a full 24 hours without medication. *If your child still does not feel well and needs rest and comfort, please keep them at home. We reserve the right to require a doctor's note for your child to return to school for any reason and/or if they have suffered from any of the following symptoms:*

To keep the children healthy and at their best, keep your child home if they're not feeling like themselves.

Do Not Bring Sick Children to School !

Below are some guidelines on when to keep your child home.

They must be free of any of these for 24 hours.

- * **Vomiting**- keep home until child is vomit free for 24 hours.
- * **Diarrhea**-If your child is spending most of their time in the bathroom, has 2 or more loose/watery stools in 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.
- * **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**

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.

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.

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

Parents are always welcome and sincerely invited to visit. We want to maintain open communication and you are encouraged to call or drop in at any time as your schedule permits. We also welcome your involvement through classroom activities and class parties. Conferences will be scheduled as needed or requested. Parents wishing to conference with your child's teacher should notify the teacher in advance so arrangements can be made.

Parties and Birthdays

The Following Days will be celebrated with a party or special event: For the Children's Parties We Welcome and Need Parent Involvement. **Each classroom needs a Room Mother because each Teacher needs help with setting up the food, serving lunch, help with the crafts and other activities the children enjoy at the parties. It will involve arriving at 12:15 for preparation. The parties are 12:30-2:15. All of the party supplies, food and crafts will be available for the party.** The children will be excited to see you helping at their parties.

- Fall Party
- Children's Thanksgiving Feast
- Christmas Party
- Valentine Party
- Easter Party and Egg Hunt
- Pre-K Graduation - Ms. Vonda will have a Pre-K Graduation for the children. She will post a sign up list for the party. The graduation is the last day of school.

You will be able to sign up on the party list for individual parties.

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 Funsteps, Funshine and Mother Goose Time Curriculum.

Bible

Bible Story Time is included in our curriculum. Prayer is a central part of our daily routine. Prayer will be said at Bible time, 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 presence in the MDO is considered detrimental either to the students or the school's best interest.

All God's Children MDO cannot assume responsibility for accidents. It can only take every possible precaution through **experienced supervision** 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.

If at anytime the information changes in this Parent Handbook, parents will be notified in writing by the director.



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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.

Parent Signature

Date