



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

## **Parent Handbook**

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1416 E Whitehead St

Smithville, Texas 78957

Dear Parents,

Before your child begins the first day of school it is required that you read and sign **All God's Children MDO Preschool Covid-19 Agreement & Guidelines**.

*It covers all important protocols and procedures set forth by CDC. It explains what is required of everyone for the preschool to start and have a fighting chance to stay open.*

*Thank you for reading and being ready to go the first day.*

*We can all do this working together! Thank you*

### **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 & COVID-19 Guidelines and sign & turn in last page before your child attends our preschool.

This is an requirement.

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 8:30-2:30.

We are in session **63 days**. You will receive a School Calendar at your Meet the Teacher appointment. Please keep this for your reference through the school year.

Due to Covid 19 Parents must make an appointment to visit inside the school.

All parents will be required to drop-off and pickup children outside unless there are extenuating circumstances that must be approved prior to drop-off and/or pick-up of your child. Should a parent have a legitimate need to enter the operation, the parent will be screened like employees and children. All Parents need to wear a mask.

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

Modified Pick up and Drop off Procedures are in the Covid-19 Guidelines- Please Reference Before First Day

### **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.

If you paid Registration prior to COVID-19 and you decided not to attend in the Fall, if there is a space available later in the school year in the class your child would have been in, your child may attend.

We will sign in and out for you during the Covid-19 Modifications

### **Sign In and 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.

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 □ Due to these new procedures, on-time arrival in the morning is important and on time afternoon pickup is important. I can't stress how important being on time is. Thank you ahead for your cooperation.**

**Everyone should wait near entrance and your child's teacher will bring your child to you. We do ask that you leave promptly to comply with social distancing guidelines set forth by CDC. All Parents need to wear a mask.**

### **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. All pick up persons need to wear a mask.

**With the current situation it is best if the same person drops off and picks up if possible.**

### **Tuition Payments:**

**Important: Please write checks to Smithville Church of Christ and in the memo area put 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.

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.**

## Tuition Policies During Covid-19

### Temporary Closures & Temporary Quarantine

No refunds will be given for tuition .

Will only take tuition payment for the current month.

In the event we have temporary closures/temporary quarantine up to a week & more and then return to school , tuition will not change and it will remain the same. We will provide learning packets for the temporary absence of a week & more. You will be able to pick up the packets at the school. Regular tuition payments will be due.

### Permanent Closure

Tuition amount will only change in the event if the governor or the county\*\*\*closes schools down on a permanent basis for the school year.\*\*\* (In the event it will not be opening again.)

At that time we will prepare 5 day week Curriculum Packets for Distance Learning according to age of your child for you to pick up. Tuition amount will then be half price with complete closure of school year only. You can pay when you pick up your child's packets.

In the event of complete school year closure if you decide not to continue with the packet option for distance learning you can notify me at that time that you wish to end your child's enrollment in All God's Children MDO Preschool.

### 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.. 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 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, 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:

### CDC-Things allowed in building

Personal items **other than** diapers, change of clothes, 2 year class necessary items and lunch, should be left at home. Please Clearly Label Everything With Your Child's Name On The Outside. So Important! There Will Be Less Handling of Items and Easier to Find Especially With the New Arrival and Pickup Procedures. CDC Guidance

## 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 and Hospital of your Choice that has been indicated on your child's Forms.** Staff is certified in CPR and First Aid.

### **CDC-Remaining at Home When Sick**

**It is imperative that both children and adults remain at home when sick.**

- Parents must notify All God's Children MDO Preschool when their child will not be in school.
- All God's Children MDO Preschool will track illnesses in order to notify families .

If a child becomes sick while in care, they will be cared for in a separate area while waiting for the parent to arrive.

- Parents should promptly pick up their child after they have been notified.



- Children cannot return to school until they have met the criteria to discontinue home isolation

If COVID-19 is confirmed in a child or staff member we will follow the procedures as set forth by CDC. The class group affected will be under a **14 day quarantine**.

Entry will be denied to any person who meets any of the following criteria:

**Register a temperature of 100.4°F or above? If you take a child's temp under the arm you always add a degree.**

- **Taken any fever reducing medications such as Tylenol, Ibuprofen, or Motrin in the past 12 hours?**

□ **Shown signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, chills, repeated shaking with chills, muscle pain, headache, loss of taste or smell, diarrhea**

**and/or low-grade fever?**

- **In the previous 14 days, has anyone in your family been in contact with:**
  - **someone with a confirmed diagnosis of COVID-19;**
  - **someone who is under investigation for COVID-19;**

someone who is ill with a respiratory illness;

- **In the previous 14 days, has anyone in your family travelled internationally or to areas in the US with widespread, sustained community transmission?**

If any of the screening questions were answered positively, entry will not be allowed in the building until one of the following is met: who meets any of the following criteria:

- **In the case of a confirmed diagnosis of COVID-19, all three of the following criteria must be met:**

- **At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);**

- **And the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath);**

- **And at least 10 days have passed since symptoms first appeared**

- **In the case of someone who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return until the individual has completed the same three-step criteria listed above; or**

- **In the case of an individual who has symptoms that could be COVID-19 and wants to return before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.**

- **Someone with known close contact to a person who is lab-confirmed to have COVID-19 should not return until the end of the 14 day self-quarantine period from the last date of exposure.**

- **Someone with family members who have traveled internationally or to areas within the US with widespread, sustained community transmission, should not**

**return until the end of the 14 day self- quarantine period from the last date of exposure**

### **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 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 !**

**If Illness is Related to Covid or They have Possibly Been Exposed to Covid Keep Them Home**

Below are some guidelines if **NON-COVID ILLNESS** on when to keep your child home.

**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

### 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 play dates, 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**

### **CDC-Social distancing requirements:**

- Special events days that parents attend will be cancelled until social gatherings are allowed. Holiday Parties, etc.
- Each group of children will be kept separate from other groups of children. Combined classes for music, bible and special events will be discontinued until further notice.

## **Birthdays**

Birthdays are limited to bringing cupcakes or cookies for snacktime. It has to be unopened store bought snack.

## **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 will be included again after groups can combine. 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 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 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

