

St. Margaret Mary



Mother's Day Out

Parent Handbook

2016-2017

1101 W. New Hope Dr.
Cedar Park, TX 78613
512-259-9050

PARENT HANDBOOK – MOTHER’S DAY OUT

ST. MARGARET MARY MOTHER’S DAY OUT MISSION STATEMENT

We will provide a caring and supportive Christian environment in which to teach the whole child at the emotional, social, spiritual, and cognitive levels.

DISCIPLINE

Redirecting the children to use acceptable behavior and setting clear limits are part of positive guidance techniques. Children are taught to express their feelings in a socially acceptable manner. If disruptive or dangerous situations do occur, brief time out periods are used in the classroom or school office. We will never use any type of corporal punishment.

DROP OFF / PICK UP POLICY

Please remember to drive slowly through the parking lot during drop off and pick-up times. We also require **NO** cell phone usage within the parking lot area. We want to keep everyone safe.

Each morning you must sign in your child and leave an emergency contact number. We use this information in case there was an emergency evacuation and we need to reach you. At pick up, please remember to sign out your child.

Only parents and those persons listed on the information form may pick up children. When children are picked up by anyone other than a parent, the parent must notify, in advance, the office and identification will need to be provided by the person picking up the child.

For the safety of the children in our care, we lock all doors during school hours. All visitors must use the side entrance, ring the doorbell and check in with the office between 9:30 a.m. and 1:00 p.m.

SCHOOL HOURS

School hours are from 9:00 a.m. to 1:30 p.m. Monday through Friday starting in September and ending in May. Children may be dropped off as early as 8:55 a.m., but no earlier. Children must be picked up by 1:30 p.m. If a child is picked up later than 1:30 p.m., parents will be charged \$10.00 after the first ten minutes and \$1.00 for every minute thereafter. The director will use this money as a stipend for the teachers caring for the child after hours.

CURRICULUM

Our curriculum is thematically organized and includes learning experiences in the areas of language, number recognition, religion, cooking, art, music, Spanish, social and emotional development, and physical education. The children will enjoy a group setting as well as individual learning experiences in a Christian environment.

ENROLLMENT & REGISTRATION

St. Margaret Mary Mother’s Day Out accepts children ages 2 years through 4 years. Enrollment is limited in each class to assure an appropriate child-staff ratio.

St. Margaret Mary Mother’s Day Out does not practice discrimination in regard to race, color, sex, religion, national origin, or marital status. A child is considered enrolled when his/her name is on a class roll, registration fee is paid, and the following forms are completed and returned to the office: Registration Form, Information Sheet, Authorization for Emergency Medical Treatment, Physician’s Statement, Immunization Records, Discipline and Guidance Policy, and a signed receipt for the MDO Parent Handbook.

In regard to any changes made to the program or the Parent Handbook, written notification will be distributed to all parents.

The director reserves the right to dismiss any child from the program with just cause.

TUITION

Tuition is due by the first class day of each month. The option of paying on the 15th is available upon request from the director. Vacation, holidays, and/or absences due to illness are not deductible from the monthly tuition. Tuition arrangements in the case of a prolonged absence due to serious illness or death in the family can be discussed separately with the director.

Tuition:

Monday/Wednesday (2 year old only).....	\$165.00/month
Tuesday/Thursday.....	\$175.00/month
Tuesday/Thursday/Friday.....	\$260.00/month
Monday/Wednesday/Friday.....	\$250.00/month

A \$10.00 late fee will be assessed after the 15th of each month, unless prior arrangements have been made with the director. Checks should be made payable to St. Margaret Mary MDO. There is a \$15.00 handling fee for all returned checks.

FEES

Registration Fee: \$90.00 per student. This fee helps offset the cost of materials and supplies for your child/children for the year. This fee reserves a place in the program for your child/children and is non-refundable.

PARENT INVOLVEMENT

Our parents are welcome anytime at our Mother's Day Out. Various special events are scheduled throughout the year, and we encourage our parents to attend.

SOLICITATION

St. Margaret Mary Mother's Day Out does not allow solicitation of parents or staff members. If you have a fundraising idea that would benefit the school or church, please feel free to discuss it with the director.

EMERGENCY INFORMATION

Please make sure the office has a current and accurate list of telephone numbers and addresses on file. Let the office know if you change jobs, telephone numbers or address.

ILLNESS AND HEALTH PRECAUTIONS

The State of Texas requires that each child must have a current medical form on file with proof of updated immunizations.

If your child becomes ill at school, you will be notified to pick up your child. The child can be picked up in the Mother's Day Out office. Children must be free of all symptoms of illness, (diarrhea, fever, or vomiting) without medication, for 24 hours before returning to school.

In the case of an emergency at school, children will be taken to the nearest hospital unless specified by parent.

Please let the director know of any contagious diseases that your child contracts, i.e., chicken pox, measles, etc.

MEDICATION

A written statement from the physician and/or parent must accompany all medication that is to be given to a child at the school. All medication must be in the original container, indicating the child's name, type and date of prescribed medication, and amount of dosage.

Since we are only at school for a short time each day, we do not give any over the counter medications because they are not accompanied by a physician's signature.

NAP TIME

We **do not** offer a nap time at school since our hours of operation are from 9:00 a.m. to 1:30 p.m.

CLOTHING

Comfortable, easy to manage play clothes are the best for school. Sneakers are most appropriate for running and playing outside and inside. For safety reasons, closed toe shoes are recommended be worn at school. While we make every effort to protect your child's clothing from various art projects and outside play, clothes can still become damaged. Please dress your child accordingly.

All children will need a complete change of clothing, even if they are potty trained (underwear, pants, shirts, and socks). Please clearly label all clothing items and bring them in a backpack each day.

We know that receiving soiled clothes is not pleasant, but the Health Department does not allow child care providers to wash soiled clothes. The clothing will be sent home in a plastic bag. The clothes taken from the backpack should be replaced with a fresh set the next day.

OUTDOOR PLAY

The children will have the opportunity to play outdoors daily, weather permitting. Please make sure your child is appropriately dressed for outdoor play.

M.D.O. CALENDAR

The Mother's Day Out Program calendar will follow the Leander Independent School District yearly calendar, with a few exceptions. Please consult your M.D.O. yearly calendar for all class days.

BAD WEATHER

In the event of bad weather and L.I.S.D. closes or releases early, our Mother's Day Out will close as well. Listen to radio or television reports for closing information or call 259-9050 and listen to voice mail for information. If L.I.S.D. is scheduled to open late due to bad weather in the morning, our Mother's Day Out will follow this rule as well. If there is a two hour delay, we would start at 11:00 a.m. instead of 9:00 a.m. If the delay is longer than two hours, Mother's Day Out will be closed for the day.

RELIGIOUS EDUCATION

A special part of our Mother's Day Out program is that the children gain knowledge that this is God's world, and they are an important part of that world. The children will say grace before each meal. They will also participate in weekly Christian activities that reinforce our belief in Christ's love for all living creatures. Our three- and four-year old classes will attend chapel once a week.

LUNCH & SNACK

Parents will need to provide a nutritious lunch for their child each day. We ask that the lunch consist of food that is manageable for your child. If your child's lunch needs to be kept cold please put an ice pack in their lunch box. We do not have a refrigerator or microwave oven available for the children's lunches. In addition to lunch/drink, a second water bottle labeled with child's first and last name is required.

The teachers will assign a class day for each child to bring a snack (approximately once a month). Special attention will be given to birthdays, so that a child can bring a treat for his/her day. We ask that snacks be unopened, store-bought and nutritious such as crackers, graham crackers, dried fruit, etc. Parents of children with food allergies must provide snack for their child and send the snack in a separate container labeled with the child's name. St. Margaret Mary Mother's Day Out is not responsible for any nutritional value for children's lunches or snacks. Please do not send glass containers for lunch or snack.

FIELD TRIPS

Due to safety regulations, we do **not** offer field trips. Instead, we will offer something fun and exciting for the children to participate in each month. Please read your monthly newsletter to keep informed of the different events which will take place at school.

TOYS

The teachers will be planning Show and Tell times throughout the year. We ask that the children bring books, tapes, or nature items to share. Toy guns, swords, knives, etc. do not lead to constructive play, therefore they are not allowed at school. Please do not bring valuable or breakable items to school. We have collected a variety of constructive toys and games for the children to enjoy, so we ask that personal toys be left at home. We can not be responsible for lost or broken items.

BIRTHDAYS

This is a special day for our children at Mother's Day Out. We celebrate it in the classroom during snack time. You may bring birthday treats at that time. Please talk to your child's teacher about details. If birthday party invitations are distributed at school, all children in the class must receive one. If that is not possible, please distribute them away from school grounds so as not to embarrass any child.

BREAST FEEDING

Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. If you would like to breast feed your child while visiting our facility, we have a room available for your needs. Please ask the director or assistant director for more information.

EMERGENCY DRILLS

Emergency drills are held monthly to acquaint your child with evacuation procedures. This may make an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do in the event of an actual emergency. Fire drills are practiced monthly and severe weather drills are practiced three times a year. All evacuation routes are posted on the door in each classroom. We also have an Emergency Preparedness plan available upon request in the office for parental review.

EVACUATION PLAN

In the case of a chemical spill, gas leak, or any structural problem that requires the children to be moved from the building during school hours, your child will be relocated to New Hope Baptist Church at 200 W. New Hope Drive. Their phone number is (512) 259-1417. If the area of evacuation is further than the above mentioned location, please listen to media reports to know where to locate your child for pick up.

INSURANCE

St. Margaret Mary Mother's Day Out has been included in the liability policy of St. Margaret Mary Catholic Church. Children attending classes here are protected by this coverage for injuries and/or accidents, which may occur at school. However, this policy is secondary to the parents' insurance.

DAYCARE LICENSING

St. Margaret Mary Mother's Day Out is licensed by the Texas Department of Protective and Regulatory Services (PRS) and is required to meet minimum standards as defined by the Licensing Division of the PRS. Our center is inspected (without advance notice) once every 10-12 months. After each inspection, a copy of the inspection report is posted on the bulletin board outside the MDO office.

FEEDBACK/SUGGESTIONS

St. Margaret Mary Mother's Day Out welcomes all comments, concerns, or suggestions from our parents. If a parent has a suggestion, comment, or concern, please feel free to discuss it with the teachers or director at any time.

If you feel a problem or situation is not resolved after speaking with the staff, you may contact PRS Licensing office at 14000 Summit Drive, Ste. 100, Austin, TX 78728. The phone number is (512) 834-3247. The website is www.dfps.state.tx.us. To report suspected child abuse or neglect contact the PRS child abuse hotline at 1-800-252-5400. Your call will be handled discreetly.

2016-2017 M.D.O. PARENT HANDBOOK

Please sign below to indicate you are aware that the St. Margaret Mary MDO Parent Handbook is available on-line at www.stmargaretmary.com and that you understand and agree to abide by all the information contained within. Please return this form to your child's teacher.

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STUDENT'S NAME: _____
(please print)

PARENT'S SIGNATURE: _____

DATE: _____