



Parent Handbook

2025-2026

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Hours of operation

The MDO program will be open on Tuesday, Wednesday, and Thursdays from 9:00 am-1:30 pm. If you are late for pick up, there will be a \$15 charge for each additional 15 minutes a child stays.

Calendar

The MDO program will follow NBISD's calendar for holidays and bad weather days. We will also inform you of any bad weather closures through the ProCare app. The FIRST day of Mother's Day Out will be **September 2, 2025**. The LAST day of Mother's Day out will be **May 14, 2026**.

Enrollment

Registration will be completed on the Faith Alive Church website using the ProCare registration link. There is a \$160 non refundable registration fee due upon registering your child. Once your registration has been processed, you will receive a registration confirmation. Once the program is full, we will create a waitlist. We will reach out to families on the waitlist if a spot becomes available.

Tuition and Fees

Mother's Day Out at Faith Alive will send out tuition invoices on the 1st of each month. Tuition is due on or before the 5th day of each month. If tuition is not paid by the 5th, a \$15 late fee will be charged to your account. The monthly tuition is \$290. All families will receive a one-time supply fee invoice in August. The \$40 supply fee will be used to purchase all materials needed throughout the year.

Mother's Day Out does not prorate tuition. Tuition to Mother's Day Out secures your child's place in the classroom and is our primary means of support that allows our program to operate. Mother's Day Out reserves the right to terminate enrollment based on non-payment of tuition.

Immunization

Immunization records or waivers are required for registration as a safety precaution. We understand that all parents make the best decisions for their children, so if your child does not have their immunizations, we ask that you provide an immunization waiver for us to keep on file.

Pick up/ Drop off

You can check your child into MDO each morning using the ProCare parent app, or you may check in at the self-check-in station. We will open the doors for drop-off at 9:00am. Pick-up will take place each day at 1:30 pm. If you are late, there will be a \$15 charge for each additional 15 minutes a child stays.

Curriculum

Our MDO program will use a hands-on, play-based curriculum that allows children to learn their letters, numbers, songs, and bible stories/songs/verses while participating in fun and exciting lessons. We also incorporate Think Orange and God's Little Explorers into our lessons.

Illness

If your child is experiencing any of the symptoms listed below or has been diagnosed with an illness, please keep them home. In addition to keeping your child home, we ask that you notify us of the sickness. This way, we can take precautionary steps to help keep the other children safe and healthy. If your child becomes ill while in our care, you will be notified immediately and expected to come pick up your child. If we cannot reach you within a reasonable amount of time, we will reach out to the authorized emergency contact we have on file.

Symptom list

- Temperature at or above 100
- Skin rashes other than those previously listed in the child's health information sheet.
- Vomiting or diarrhea
- Constant or severe cough
- Evidence of lice
- Any suspected/ diagnosed illness (i.e., Strep throat, pink eye, chicken pox, impetigo, etc.)

Children MUST be free of their illness for a full 24 hours prior to returning to MDO.

Medical care

We cannot and will not administer over-the-counter medications to ANY child for ANY reason. The only medicines that we can administer are nebulizer treatments or rescue inhalers. These medications will require an authorization form to be on file, such as an asthma action plan from the pediatrician who prescribed the medication. A first aid kit is available for any minor accidents.

In the event of a serious injury or medical emergency, we will immediately attempt to contact you; if we cannot contact you, we will call the authorized emergency contacts. If the situation warrants, we will contact emergency services first. If necessary, the child will be transported by ambulance to the nearest emergency room and be accompanied by the MDO Director. Please keep your contact information updated at all times in case of an emergency.

Personal belongings

We ask that children bring a backpack every day. All children should have an extra change of clothes in a gallon-sized ziplock bag inside the backpack. Be sure to label lunchboxes, coats, backpacks, and the bag with extra clothes.

Please do not allow your child to bring extra items, such as toys, in their backpack. We can not ensure that extra toys or items will not be lost or broken.

Potty Training and Diaper Policy

Parents of 2 year olds must provide enough diapers to last throughout the day, usually 3--4 is sufficient. Please inform your child's teacher if they are potty training, so that we may help continue the training you are implementing at home.

Students in the 3 year old class and Pre-k class must be potty trained to attend.

Lunch and snack

We do not have the staff or facilities to provide hot meals for the children. Therefore, students are required to bring in a sack lunch daily. All lunches will be stored in cubbies until lunchtime. Please do not pack any items that must be refrigerated. We also ask that you do not send in any things that need to be heated up.

*Please be sure your child's lunch bag is labeled with their name.

Children will be provided with a snack each day. If your child has ANY food allergies, please notify the classroom teacher and note it during registration in the medical section.

Nap Time/Nap Mats

The two year old classes will have a nap/rest time at the end of the day. Please provide a nap mat for your child. We will keep them at school and send them home periodically to be washed and cleaned.

Allergies

Out of an abundance of caution, we ask that if your child has any food allergies, you provide their snacks. Having you provide snacks and all consumable items is the only way we can ensure that your child will not consume products that have been cross-contaminated or contain ingredients that will trigger an allergic reaction.

Birthdays

Children are allowed to bring a special snack for each child in their class on their birthday. When bringing a special snack to your child's class, please reach out to the classroom teacher to let them know in advance.

Birthday invitations can be passed out at MDO. However, all boys/ girls or the entire class must be invited.

Discipline

A very important part of any early childhood program is teaching children how to interact with other children and how to listen to their teachers and follow the rules of the classroom. It is one of our goals to help the children develop self-control and responsibility for their actions.

Discipline strategies vary based on the teacher, the age group, and the individual classroom. Across the board in each classroom, our discipline strategy will contain the following:

1. Encouraging children to use their words when faced with a conflict.
2. Think time away from the group when necessary, so that the child may have time to think about their actions and be removed from any conflict.
3. Individual counseling of a child with a discipline issue, including a visit to the director's office to further talk about behavior problems.
4. Contacting parents and the use of an incident report to document behavior problems.

Disruptive behavior distracts from the full benefit of the MDO program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant 1:1 attention from the staff
- Inflicts physical or emotional harm on other children, adults or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally/Physically threatens other students and/or staff

- Uses verbal or physical activity that diverts attention away from the group of children.

Discipline procedures for disruptive behavior:

- Disruptive behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and it will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the Director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the program altogether.

Biting Policy

If a child bites another child or a teacher, an incident report will be filled out and both parties will be informed of the incident. The child will be sat down and talked about their actions. If a child bites a second time in the same day, he or she will be removed from the class and his or her parents will be called to pick him or her up for the day. An additional incident report will be filled out and both parties will be informed.

If a child bites on a second occasion a written parent acknowledgment form will be filled out by the parent and Director informing the parent that if there is a third biting incident the child will unfortunately, be dismissed from the program.

Safety Drills

Safety drills will be completed periodically. We will also use safety drills as a learning experience on what to do in an emergency.

ProCare

We will be using the ProCare app as our primary source of communication. The app can receive pictures, messages, and updates about your child's day. The app will also allow you to connect quickly with our staff in the messaging section. The ProCare app will also be used to check your child in and out daily from MDO. If you do not have your phone or have an alternate pick-up, there will be a check-in/check-out station set up at the front desk.