



## **Mother's Day Out Parent Handbook**

### **PURPOSE**

Our purpose is to provide a Bible-based curriculum and a wide variety of learning experiences to preschool children. Our goals are for each child to learn about Jesus, develop a positive self-image, to learn respect for others as well as themselves, to nourish their curiosity and develop necessary skills for social, emotional and cognitive growth in a loving and nurturing Christian atmosphere.

### **ORGANIZATION**

JAM is a part of the Spring Creek Church of Christ's educational program. It is under the supervision of the Spring Creek Church of Christ elders and the JAM Mother's Day Out Board. The school's day-to-day operations are overseen by the school director.

### **HOURS OF OPERATION**

15-months-old through Pre-K attend Tuesdays and Thursdays 9:00 a.m. – 2:30 p.m.

### **HOLIDAYS AND INCLEMENT WEATHER**

JAM follows Tomball ISD's school calendar for holidays and inclement weather decisions. During inclement weather, watch your local TV stations or listen to local radio to know if Tomball ISD has cancelled classes. If Tomball opens late due to snow or ice, JAM will remain closed.

### **REGISTRATION**

Admission is open to children of all races, nationalities, and economic backgrounds. Classes will be filled on a first come, first served basis. When classes are full children are placed on a waiting list in accordance to the date of contact with the Director. Parents of children on the waiting lists will be contacted when an opening occurs.

## **ENROLLMENT, TUITION & REGISTRATION FEES**

A child is considered enrolled in the program once the Director has accepted his/her registration form and fees. Registration and supply fees are due at the time of registration. The registration and supply fees are non-refundable. The completed enrollment form, photo consent form, handbook verification form, orientation form and current immunization records must be in the JAMs MDO Office prior to the child's first day of attending class.

Tuition payments are due on the first school day of the month and are considered delinquent on the third school day of the month. Tuition is payable by cash or check (checks made to JAM MDO). Tuition is non-refundable and is due whether you child attends or not, there are no provisions for "make-up" days due to illness.

A child will be dropped from enrollment after tuition and fees are two weeks delinquent. The child will not be re-admitted until fees and tuition are paid in full.

### **Fees/Tuition**

- All students pay a one-time \$25 registration fee
- All students pay \$35 per semester supply fee
- Cost per child attending MDO's 15 months – 3-year-old programs = \$175 per month
- Cost per child attending Pre-Kindergarten = \$195 per month

## **ARRIVAL**

The school doors open at 8:55 a.m. We are unable to accommodate children prior to this time. Please enter through one of the following options:

**Walk In:** Enter through the glass doors (front entrance) and walk your children to class. Give them a quick goodbye so that they may begin their day. Lingering in the classroom may cause unnecessary anxiety and take attention of the teacher away from the class. Avoid bringing in siblings who are ill. The walk-in doors will be locked at 9:15am. If you arrive after 9:15, please pull up to the drop off door.

**Drop Off** (offered 3 weeks after school begins): Pull up to the JAM entrance – a staff member will greet you to retrieve your child from your vehicle and lead them to their classroom. As you are waiting in the drop off line, make sure you are aware of children being walked into class. No cell phones during drop off time.

## **DEPARTURE**

School is over at 2:30 p.m. Parents may either pick their children up from their classroom or use the car rider pick-up line. For safety reasons, we ask that you drive to the carport at the main entrance, where we will put your child in your car. Refrain from getting out of your car as this holds up the line. Arriving after 2:40 is considered late. Please be considerate of our staff and pick up your child promptly. If you need to pick up your child during school hours, please enter through the main entrance.

After 2:45 a charge of \$5.00 per 10 minutes will be added to each child's account.

Children will only be released to persons listed on your Child Release Form. If it is necessary for someone other than those listed on the form to pick your child up, you must notify the director or assistant director in advance. If it is someone unknown to us, we will require picture ID and will record Driver's License number and license plate number.

### **DRESS CODE**

Whether a child is still in diapers, in the process of training, or going to the bathroom alone, it is very important that the clothes he or she is wearing be easy to manage at the bathroom or changing time. Elastic pull-on pants are ideal for this purpose.

Clothing should be comfortable and suitable for safety when running and playing. Please keep in mind that the children will be using paint, play-doh and other messy art materials.

Tennis shoes or closed toe shoes are required for outdoor play; no boots, sandals, flip-flops, or high-heel shoes as they pose a hazard on the playground and can be difficult for small children to run and climb in.

Girls should wear shorts/bloomers/tights under their dresses at all times.

Please include a sweater or jacket on cold days.

### **TOYS FROM HOME**

Please leave your child's toys at home. Concern that a personal toy may be lost or broken distracts from class participation. JAM provides ample materials and activities for your child's involvement during the day and cannot be responsible for lost toys from home.

### **DISCIPLINE**

Discipline plays an important role in the staff-child relationship at JAM. Limits will be set and rules established. However, no corporal punishment will be administered, and no discipline will be used involving toiletry, food or rest. In the event of biting, each set of parents will be notified, and an incident report will be filled out. Discipline will be determined on a case by case basis.

If there are recurring discipline problems after trying to work one-on-one with the child, we will contact the parent for advice and information to help understand the problem.

Communication in this area is vital, and we would appreciate being notified of any problems that could be affecting your children.

### **EXPULSION POLICY**

Unfortunately, there are reasons a child must be expelled from the JAM program. We will do everything possible to prevent this from happening. The following are reasons a child may be expelled from the JAM Mother's Day Out program:

### **Child's Actions Resulting in Expulsion**

- Continuous uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

### **Parental Actions Resulting in Child's Expulsion**

- Failure to pay or habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff

### **Causes for Immediate Expulsion**

- The child is at risk of causing serious injury to other children or himself/herself
- Parent threatens physical or intimidating actions towards a staff member
- Parent exhibits verbal abuse to staff in front of enrolled children

Prior to expulsion, a parent will be called, and correspondence will be sent home indicating the problem. Every effort will be made by both JAM and the parent to correct the problem including class intervention and parent conferences. The parent will be asked to remove his/her child if the behavior does not improve after all support steps have been implemented to the best of our ability.

### **IMMUNIZATION**

According to the Texas Department of State Health Services, the symptoms and conditions listed below indicate contagious infection. Any child exhibiting such conditions may not be admitted to school or will be sent home immediately should these symptoms occur while at school. A child must be free of any of these symptoms for 24 hours without the help of medication before returning to school.

- FEVER – any oral or temporal temperature above 100.2 degrees is considered a fever
- VOMITING
- DIARRHEA
- Continuous, heavy, non-clear nasal discharge
- EYES that are RUNNY and/or CRUSTY (pink eye/conjunctivitis)
- HEAD LICE – child may return to school after one application of medicated shampoo. A second shampoo is recommended within 7-10 days.
- LETHARGY, ABNORMAL BREATHING, RASH WITH FEVER, MOUTH SORES WITH DROOLING, BEHAVIOR CHANGES OR OTHER SIGNS THAT A CHILD MAY BE ILL indicate severe illness and will necessitate immediate exclusion from school.

If your child has been diagnosed with a communicable disease (such as conjunctivitis) by a health care professional, you must bring medical documentation saying that return to school is allowed.

If your child becomes sick while in our care, the child will be removed from the other children and made as comfortable as possible until you arrive to take him/her home. We do not have proper facilities to care for sick children.

In case of exposure to communicable diseases at school, you will be notified. In turn, we ask that you notify us if your child contracts a diagnosed communicable disease. Each child enrolled or admitted to JAM must meet applicable immunization requirements specified by the Texas Department of State Health Services.

For the protection of all the children and staff that attend JAM, we ask for your cooperation in strictly adhering to this policy.

All immunization records for the children in care must be completed by the date of admission. JAM does not require our staff to be immunized.

### **BIRTHDAYS**

JAM wishes to support bringing treats on your child's birthday to share with the class. However, before making plans, please contact the Director to inquire about food allergies and optional ideas for children with allergies. The Director must be contacted before treats are brought in. Treats brought in without approval are not permitted.

### **PHOTOS**

There will be a photo release that you sign to allow or deny permission to photograph your child for educational and advertising purposes. These photos will be included in your child's memory book, posters around the school, school website, brochures and advertisements at Spring Creek Church of Christ.

### **WHAT TO BRING**

1. Change of clothes (pants, shirt, socks & underwear) in a resealable plastic bag labeled with child's name in case there is a playground, painting, or potty accident.
2. Lunch: Simple finger foods (sandwich, chips, cheese, crackers, veggies, fruit, etc.) No spaghetti, soups or things that need to be heated.
3. Contained drink in a sippy cup.
4. 1's, 2's, and 3's will require a nap mat.
5. One box of wipes for children who are toilet trained. We require all students entering the 3s and 4s be potty trained.
6. Large package of diapers and 2 boxes of wipes for children not yet toilet trained.
7. Three and four-year-old classes need to bring a backpack. Other classes are welcome to do so.

Please label all lunch boxes, cups, coats, bags, blankets, etc. JAM cannot be responsible for lost items.

**JAM MDO 2019-2020 Calendar**

	<b>Tue</b>	<b>Thu</b>	<b>Tue</b>	<b>Thu</b>	<b>Tue</b>	<b>Thu</b>	<b>Tue</b>	<b>Thu</b>	<b>Tue</b>	<b>Thu</b>
<b>September</b>	3	5	10	12	17	19	24	26		
<b>October</b>	1	3	8	10	15	17	22	24	29	31
<b>November</b>	5	7	12	14	19	21				
<b>December</b>	3	5	10	12	17					
<b>January</b>		9	14	16	21	23	28	30		
<b>February</b>	4	6	11	13	18	20	25	27		
<b>March</b>	3	5			17	19	24	26	31	
<b>April</b>		2	7	9	14	16	21	23	28	30
<b>May</b>	5	7	12	14	19	21				