



“Then, gathering the children up in his arms, he (Jesus) laid his hands of blessing on them.” Mark 10:13-16 MSG

Dear Parents,

We are excited to love and care for your children this school year and it is our privilege to serve your family. We provide a safe place for your children to learn, grow and experience the love of Jesus. Our main focus will be to teach the Bible in a way that that preschoolers can embrace. Our academic and social education will be engaging and thorough to ensure that they are prepared for Kindergarten when that time arrives. We look forward to working with you to achieve the best for your children.

Sincerely, The MDO Staff

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**The Gathering Church
Mother's Day Out Parent Handbook
2018/2019 School Year**

Mission Statement:

The Gathering Church is dedicated to teaching children in the way they should live (Proverbs 22:6). Our mission is to provide excellent part-time care for preschool children. Emphasising Biblical character and education while preparing them socially and academically for a bright future.

Calendar of Operations/Weather Policy

The Gathering MDO operates Tuesdays and Thursdays from August 21st 2018 through May 23rd 2019. Our hours of operation are 9:00 a.m. – 2:00 p.m. We will follow Midland ISD calendar for holiday breaks. In case of inclement weather, MDO will follow Midland ISD weather policy. Please listen for radio and television announcements.

Admission

Registration for MDO will begin March for current students and their siblings; and April for new students. Registration for classes will be on a first-come, first-served basis. All children are required to have completed enrollment forms on file prior to the first day of attendance. No child is considered fully enrolled until all forms are completed and all fees are paid in full.

Classes/Ratios

We have 3 classrooms, enrollment for all classes is based on the child's age as of September 1.

2 Year Olds 14 Children / 2 Adults	\$155
3 Year Olds 14 Children / 2 Adults	\$155
4 Year Olds 14 Children / 2 Adults	\$155

Tuition Policy

Tuition is to be paid on a monthly basis. Tuition will not be prorated due to holidays, closings due to weather, or student illness/vacations. With the exception of August as a half month. The month of August ONLY will be the half tuition of \$77.50. August Tuition will be due prior to the first day of class. Tuition is due by the 10th of each month and will be considered late as of the 11th of each month. A late fee of \$15.00

will be added to your monthly balance and must be paid before your child returns to class.

Registration/Supply Fee

A non-refundable \$25 supply fee is required at the beginning of each semester. This fee will be used to purchase all necessary classroom supplies used by your child throughout the year. The \$55 Registration fee is also non-refundable, and will not apply towards your child's tuition. The registration fee must be paid to hold your child's spot.

Late Pickup Fee

There is a late pickup fee of \$1.00 per minute for each child left beginning at 2:06 p.m. The late fee must be paid prior to the next day's attendance.

Sibling Discount

The first child will pay full tuition and a discount of \$10 will apply to each sibling after that.

Arrival and Departure

For arrival doors open at 8:50 a.m. and close at 9:10 a.m. Please have your child in class by 9:10 a.m. For your child's safety we will lock the front doors at 9:10 a.m. and leave them locked until 1:45 p.m. If you need to enter the building between 9:10 a.m. and 1:45 p.m. please email the MDO Director. Prompt arrival and departure is extremely important in facilitating family/staff interactions and allowing children to successfully engage in planned classroom activities. Interruptions and transitions can be very hard on children and teachers. Pick up time is from 1:45 p.m. - 2:00 p.m. Please pick up your child no later than 2:05 p.m. to avoid any late fees.

Release of Children

Children will not be released to any person without written permission from the parents. Those whom you have authorized to pick up should be prepared to show photo I.D. before the child will be released. Through the Kinderlime App you will be given a pick-up code (PIN) that must be entered upon departure. You are allowed to create other pick-up codes (PIN) for others who will be picking up the child. In the event of an emergency, please call, email or text us through the Kinderlime App.

Communication

Communication is extremely important to us. We will do our best to make sure you are informed of all events. In return, we would ask that you inform us of any important changes in your child's daily routine. Parents are an important part of our program and we are excited to have you as a partner. Concerns about your child and/or their experience at MDO should be discussed first with the teacher. If a solution is not reached, contact the MDO director. Teachers will communicate via

handouts sent home in the child's take home folder and through the Kinderlime App. You can always access the calendar and schedules on our website. The best way to reach the Director is through the Kinderlime App or email. Calling is not very efficient as the phones are not monitored on a constant basis.

Kinderlime

The Kinderlime App will be a major way we communicate. It will be an integral part of your MDO experience. Please download the App as it is essential for drop off and pick up.

Absences, Health, and Medicines

Please email or text us through the Kinderlime app to inform if your child will be absent. Please notify us if your child has a communicable illness. We will communicate notice of any communicable illness with parents. A physician's release may be required for re-admittance to MDO following any illness.

We ask your cooperation in maintaining high health standards for all the families and staff by complying with the following policy:

- * If your child shows ANY signs of illness such as: fever, red or discharging eyes, runny nose with green or yellow mucus, sore throat, cough, vomiting, diarrhea, or rash within the past 24 hours, he/she may NOT attend MDO that day.
- * If your child is too ill to play, please keep him/her at home.
- * The MDO staff will NOT administer any medication, with the exception of external first aid.
- * If your child becomes ill while at school, you will be notified immediately and be expected to arrange to have your child picked up from MDO within 30 minutes. In the event a parent cannot be reached, a person listed on the child's emergency form will be notified and asked to pick up your child.
- * Parents will be contacted immediately if your child is injured and the injury requires medical attention from a health care professional. Should immediate medical attention be needed, 911 will be called to transport your child to the Emergency Room, accompanied by an MDO staff member.
- * A verbal and/or written incident report will be given to parents concerning minor accidents. All MDO staff are trained in CPR and First Aid procedures.

Curriculum

We use scripture-based Bible lessons and activities to foster spiritual development. We also use our developmentally appropriate academic curriculum that is aligned by the Texas Essential Knowledge Skills (TEKS) standards to better prepare students for their kindergarten year. We will study a letter and number of the week that we explore on both Tuesdays and Thursdays. The Bible lesson will go along with the letter of the week.

Discipline

There will be absolutely no physical or harsh punishment. Teachers may only use positive methods of discipline and guidance that encourage self-control and self-direction, which include:

- Using praise and encouragement of good behavior instead of focusing only upon the unacceptable behavior.
- Reminding a child of behavior expectations daily by using clear, positive statements.
- Redirecting behavior using positive statements.
- Using brief supervised separation, or time out, from the group when appropriate for the child's age and development.

We will be using Green Choices and Red Choices as guidelines for good and bad behavior. Children will be praised and rewarded for Green Choices (good behavior) and reminded that Red Choices (bad behavior) are unacceptable. These choices will be clearly displayed in the classroom. The first two weeks of school we will establish classroom rules and define the Green and Red Choices.

Clothing

Dress your child for an active day of play! Clothing should be comfortable and washable. Please keep an extra change of clothing, including socks and shoes (suitable for the season), in a labeled ziplock bag inside your child's backpack. As the weather changes, check the clothes to see if they are still appropriate and still fit.

Potty Time & Diaper Changing

All children entering the 3's and 4's MDO classrooms must be potty trained. All children entering the 2's classrooms must be provided with enough diapers and wipes for each day.

Personal Items

Please have all personal items (backpack, lunchbox, water bottle) clearly labeled with your child's name to prevent loss. We ask that your child not bring personal items such as toys, books, etc. unless otherwise notified. If your child uses a special animal or blanket they must be kept in their backpack until at nap time.

Birthdays

Sharing a birthday is a special time for the children. If your child wishes to have a birthday celebration at MDO, please inform and discuss plans ahead of time with your child's teacher. Parents are welcome to bring cupcakes or snack of choice. Be sure to ask the teacher about classroom allergies. Invitations to private parties should be mailed to homes, and WILL NOT be distributed at MDO unless all children in the class are invited. DO NOT BRING/SEND SODAS, CANDY, OR CHEWING GUM.

Holiday Celebrations

Holiday celebrations will be planned throughout the year. As holidays approach, be on the lookout for information about classroom activities. There will be sign up sheets for supplies needed for class parties.

Lunches

Parents are to send a nutritious lunch and spill-proof cup with water each day. MDO is not responsible for meeting the child's daily food needs. Please do not send soda or other sugary drinks. MDO has the right to remove any food they feel might be a choking hazard. Baby bottles and jarred baby food are not permitted. MDO has the right to ban or limit food items on a class-by-class basis to ensure the safety of all children attending (Example: peanut butter in case of allergies). Food should be cut into the appropriate size bites ahead of time; this will prevent your child from waiting for their food to be prepared. For safety reasons, teachers will not warm children's food in the microwave. Whatever items your child does not eat will be sent home in their lunch box, so that you can see exactly what they ate and didn't eat.

****Please do not bring your child's breakfast to MDO. Be sure they have eaten it before coming to class.**

Adjusting to MDO

It may take several weeks (3 – 6) for your child to become adjusted to MDO. Please know that we will work with you and your child during this transitional time.

Helpful reminders:

- Always tell your child good bye and to have a wonderful day
- Do not linger in the hallways
- We will call you if your child does not calm down
- It's important for them to know that you will come back for them

Emergency Procedures

Parents will be contacted in the event of weather related incident or MDO closing due to unsafe conditions such as fire, flood, or acts of nature that cause damage to the building. If an emergency situation develops that requires that children and staff be relocated away from campus, parents will be contacted immediately with the location. First aid items are kept in the MDO office and MDO provides CPR/First Aid training to all MDO staff.

Change of Personal Information

Please notify us immediately of any changes in your home address, phone numbers or any contact information that may be needed in order to reach you concerning your child by emailing us through the Kinderlime App.

Removal from MDO

The MDO program reserves the right to permanently remove a child from the

enrollment of the program at any time for non-payment of tuition and/or fees or for extended absences without payment unless prior arrangements are made with the director. The program also reserves the right at any time to permanently remove a child from the enrollment of the program if the staff feels that the needs of the child are not being met, or if the child becomes a danger to himself/herself or other children. Teachers will be expected to devote time to all children, not neglecting others because one child requires more supervision and/or attention.

Withdrawing your Child

Please let us know if you plan on withdrawing your child from our program. You must sign a withdrawal form 1-2 weeks prior to withdrawal date.

Babysitting Acknowledgement

Please be advised of the "babysitting" policy regarding MDO employees. The Gathering Church and MDO will not be liable for any damage or injury that may result if an MDO family retains an MDO employee to perform childcare services. Therefore, if you choose to hire MDO employees, you do so at your own risk.

Operating Policies

MDO reserves the right to change or add any policy as deemed necessary to provide the most appropriate environment for children, families, and staff. We will communicate all necessary changes within a timely manner.