

Claire's Christian Day School
MOTHER'S DAY OUT
OPERATIONAL PROCEDURES

PURPOSE: The purpose of Mother's Day Out is to give every child the opportunity to learn and grow while having fun in a well supervised Christian atmosphere, and to give the parent an opportunity to engage in other activities.

ACTIVITIES & CURRICULUM: Activities are planned to meet the social, emotional, physical, and intellectual needs of the child in each age group. Age-appropriate curriculum, including shapes, numbers, letters, etc. is taught. In addition to these lessons, classes with children 18 months and older are visited by a story teller and music teacher twice each week. Other activities include free play, table activity (Play Dough, puzzles, and pictures to color), games, and outdoor play. Videos may be shown during transition times and periods of inclement weather.

CLASSES: Our enrollment is from September to May. Claire's Christian Day School has an open door policy, meaning parents are always welcome anytime during the hours of operations to visit or check on their child. To ensure the safety of your children and our staff, the front doors to the building will be locked between 9:45 and 2:15. A push-paddle located on the interior of the northern doorway allows for exit of the building. If you need to enter the building during these times, please ring the northern doorbell (on the left side as you face the building).

REGISTRATION: Registration for the summer and fall semesters usually takes place in January of the preceding school year. A completed enrollment form and applicable fees (see RATES below) must be submitted before placement in a class. Additional forms will be provided at a later time, which include but may not be limited to discipline and guidance policies. If a policy changes, the parent will be notified prior to the change.

RATES: Tuition for Fall '10/Spring '11 is \$130.00 a month for one day a week (per child), \$260 for two-day, etc. Tuition is due for the entire month by the 10th of each month. Late payments will result in a \$20.00 late fee.

A non-refundable registration fee of \$175 per child, good for one calendar year, is due at the time of registration, along with the first month's tuition, **which is also non-refundable**. A \$30 supply fee per day chosen is also required at the start of the school year. Enrolled students may drop in on other days if space is available for \$45. **RETURNED CHECKS WILL BE CHARGED A FEE OF \$30**. We accept cash, check, Visa, Mastercard, and Discover.

HOURS: The class hours are from 9:00 a.m. to 3:00 p.m. Monday-Friday for children between the ages of six months and 3 years old. Please do not arrive before starting time since the teachers need that time for preparation. Your child must be left in the presence of an MDO staff member. We do not accept children after 11:00 a.m., unless given special permission from the director. Children left after 3:15 p.m. will be charged \$1.00 per minute.

SUMMER: During the summer, we operate on Tuesdays, Wednesdays, and Thursdays and accept children up to 3 ½ years old. Enrichment classes are also offered for preschool aged children and for children entering Kindergarten. Please see the director for more information on these classes, as curriculum varies each year. Registration fees paid for the prior school year will apply for summer term. Children enrolling for summer term only will be charged a \$75 registration fee. **This fee is non-refundable**, but can be applied to the fall registration. The cost of the MDO program for Summer '10 is \$390 for each day elected (for example, all applicable Tuesdays) which includes costs for supplies. Summer tuition will be prepaid for the entire summer and is independent of the fall/spring. **All summer tuition is non-refundable**.

SUBSTITUTIONS: In the event you will be absent, you may provide your own substitutes. The child must be within the same age group as the class. The substitute will pay you directly for the day. The substitute must provide emergency information and a current immunization record. You are responsible for the monthly fee even if your child is absent during the month.

HOLIDAYS & CLOSINGS: A calendar is available both on our website and in the main office listing all holidays.

I UNDERSTAND AND AGREE TO THE POLICIES OF CLAIRE'S CHRISTIAN DAY SCHOOL AS OUTLINED ABOVE

Parent Signature _____ Date (mm/dd/yyyy) _____

We may close the school when we consider the weather to be hazardous or for lack of heating/air conditioning. In this instance, you will be notified by telephone as soon as possible and a notification will be posted on our website and on WFAA-TV.

HEALTH POLICY: Please return health forms as soon as possible. Immunization records must be returned prior to your child's first day in class. Also, children with clear runny noses are presumed to have allergies. However, if your child has a yellow/green discharge, this is considered contagious and your child needs to remain at home. A child needs to be fever free for 24 hours before returning to school. The teachers do not administer medications. If medications are needed, you must fill out a medication request form and the director or her assistant will administer it. If it is an ongoing medication, like diaper rash ointment, the office can keep it for six months without completing another medication request form.

RELEASE OF CHILDREN: Parents must sign a release/carpool form that remains in their child's folder. This should include anyone that is allowed to pick up your child. However, in the event that someone other than the person that brought your child is going to pick up, the parent must send a note or call the director informing the school who will be picking up for that day. The teacher and/or the director will check a picture ID of the person picking up.

EQUIPMENT PROVIDED BY PARENTS:

INFANTS AND YOUNG TODDLERS: Please bring bottles of formula (all unbreakable), juice, water, a drinking cup, eating utensils, **DISPOSABLE DIAPERS**, and a change of clothes. **ALL ITEMS MUST BE LABELED.** These classes sleep in cribs for naps.

Parents must write, sign, date, and turn in feeding instructions for all children not yet eating table food.

OLDER TODDLERS: Finger foods should be brought when your child is old enough to eat them. Please have them cut up the way your child can handle them, (apples and oranges should be peeled and sliced). Grapes should not be brought unless they are cut. The teachers will not cut them up and will not feed them to your child if they are not cut. This helps your child eat better and is a great help to the teacher. Please label your child's lunch separately. A blanket is needed for naptime. **DISPOSABLE DIAPERS** and a change of clothes are needed. **ALL ITEMS MUST BE LABELED.** Please do not send rice, cottage cheese, yogurt, or anything that a child cannot feed to themselves neatly. Children in this classroom nap on mats.

YOUNGER AND OLDER 2s: A blanket for naptime and lunch. Please place the child's name on the outside and the inside lid of the lunchbox. **PLEASE LABEL EACH ITEM** (the lid of the thermos, stopper of the thermos, etc.).

SNACKS: We will provide a daily snack including a drink. Parents provide lunch, which should be healthy and include a drink. **Claire's Christian Day School is not responsible for the nutritional needs of your child.**

OTHER INFORMATION: Please do not send anything extra. A child may lose or break it. Obviously babies and toddlers need security items, but leave their favorite truck or purse at home. Birthdays are special and we encourage you to let your child share a treat with the rest of his class (preferably cookies). If a child disrupts a room so that it is upsetting the other children, after a consultation with the parent and teacher we will ask that the child not return. Parents have the opportunity to review a copy of the minimum standards and the licensing inspection report of the school. If a parent would like to contact the Texas Dept. of Family and Protective Services, the web site is:

<http://www.tdprs.state.tx.us>

We appreciate your participation in our program.



Claire's Christian Day School
There are two lasting gifts we can give our children- One is roots and the other is wings...

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Parent Signature _____ Date (mm/dd/yyyy) _____