



We are growing, learning, and producing the fruit of God's Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

2023-2024 Parent Handbook

Welcome to Crossroads Baptist Church- Mother's Day Out! We are excited that you have chosen our program for your child.

****Due to the current state of the health field, many of our policies are subject to change to meet local, state, and CDC recommended health and safety precautions and mandates at any time. You will be notified of these changes via Brightwheel when they occur. Please read the following information carefully, and sign the acknowledgement form digitally in the Brightwheel app.****

Purpose and Mission

As a part of the Children's ministry of Crossroads Baptist Church, our purpose is to minister to families in the community by providing a positive Christian learning environment in which each child can participate in a variety of developmentally appropriate experiences.

Our mission is to offer a nurturing atmosphere for children ages three months through third grade where the child is encouraged emotionally, spiritually, academically, and physically.

Curriculum Philosophy

Recognizing the importance of the early years of childhood, we believe in inspiring children to reach their highest potential. Our curriculum is designed to help children in every possible way and to assist in preparing them for life. Activities will include art, music, monthly chapel, structured classroom time, and imaginative indoor and outdoor play.

Our goal is to assist each child in developing a positive self-image, a love for life, an awareness of God's world around them, and an eagerness to learn in a safe and happy environment. We use the Wee Learn Curriculum Series by Lifeway Convention Press for children throughout the program. We also use a Faith Based Pre-K and grade school curriculum for our older students. This program provides a continuity of experience relevant to everyday life. We are a play based learning center.

Requirements for Admission

- An enrollment fee of \$65 per child will be due with Fall enrollment. An additional supply fee of \$65 per child will be due by August 1st, 2023. New families enrolling will be asked to pay both fees within the first month of attendance.
- The following registration forms are also required to be completed and returned before a child can attend the program. They are available as part of our Enrollment Packet via Brightwheel.
 - **Enrollment Form**
 - **Medical Release**
 - **Picture Permission Form**
 - **Parent Handbook Agreement**
 - **Current Immunization Record, Affidavit of Exemption, or Personal Statement of Faith/Objection**

Tuition

- **Basic Tuition rates will remain as follows for the 2023-2024 school year:**
 - One child: \$225/month
 - Two children: \$375/month
 - Three children: \$525/month
 - Four children: \$675/month
 - Add an additional \$150 per month for each additional child.
- **Additional Tuition Fees**
 - **Infant Classes**
 - \$25 additional monthly fee per infant
 - **University Model Homeschool Partnership Program**
 - \$50 additional monthly fee per Partnership student
- We highly encourage families to pay all tuition and fees online via Brightwheel.
- If you must pay with checks or cash, please place your payment in a clearly labeled envelope. A member of the office staff will be available during pick up and drop off to receive these payments. Please do not give your payment to anyone other than this designated staff member. Cash or check payments made after the first MDO Day of the month, must be given directly to the Director or Assistant Director.
- If paying by cash, a receipt of payment will be sent home with your child at the end of the next business day.
- Tuition is due on the first of every month. A \$10.00 late fee will be charged for payments not received by the 5th of the month.
- An additional \$15.00 late fee will be charged for payments not received by the 10th of the month.
- If tuition and late fee payments have not been made by the 15th calendar day of the month, a student will not be allowed to return until the account has been brought current. This may result in the removal of your child(ren) from the program.
- Crossroads MDO is most always willing to work out payment plans and arrangements with families enrolled. This can be done by contacting the director.

Charges Other Than Tuition

Registration fee:	\$65 Enrollment Fee per child \$65 Supply Fee per child
Late payment fee:	\$10.00 fee if payment is received after the 5 th of the month. \$15.00 additional fee is if payment is received after the 10 th of the month
Returned check fee:	\$15.00 per occurrence
Late pick up fee:	\$1.00 per minute for every five minutes after 2:00pm \$1.00 for every minute after the allotted 30 min for pick up if a parent is called for early pick-up due to a health concern.

Withdrawal

We ask that you give us as much notice as possible when you find the need to withdraw your child from the program, however a minimum of 2 weeks' notice is required for early withdrawal. Parents are responsible for paying tuition for those 2 weeks, even if the child is not going to be attending during this time. MDO is a fee-based ministry, and we must have ample time to fill an opening spot. Please note that we do not give tuition reimbursements for early withdrawal. To give notice of withdrawal, please complete our withdrawal form available on our website and email it to the MDO Director at mdo@cbsa.net

Hours of Operation

Our hours of operation are Tuesdays and Thursdays beginning at 8:50 a.m. and ending promptly at 2:00 p.m. Pick up time begins at 1:45pm. It is important that parents pick up their children on time to avoid additional charges. A fee of \$1.00 for every minute past 2:00 p.m. will be collected at the time the child is picked up.

Admittance

We cannot admit any child exhibiting any of the following symptoms into the program:

- Fever of 100.0 or above (subject to change based on CDC recommendations)
- Cough
- Shortness of breath or difficulty breathing
- Chills*
- Repeated shaking with chills*
- Muscle pain*
- Headache*
- Sore throat*
- New loss of taste or smell*
- A child who's live in family member is experiencing any of the above symptoms.

****PLEASE SEE OUR SEPARATE HEALTH POLICY FOR A MORE DETAILED AND UP TO DATE POLICY****

Drop Off Procedures

- **Drop off for all students in classes the Faith Building**
 - Families dropping off students should enter through the Guilbeau Rd. entrance and follow the marked route for drop off.
 - A team of teachers will joyfully greet children at their vehicles. Parents will assist their children out of the vehicle and gather necessary items for the teacher to take to the classroom. The children will then be escorted to their classroom by a member of MDO staff.
 - **PARKING IN THE FAITH BUILDING PAVING LOT AND WALKING CHILDREN ACROSS DROP OFF LINES IS STRICTLY PROHIBITED.**
 - ****DROP OFF ENDS PROMPTLY AT 9:05am.****
- **Drop off for all students under the age of two will be done directly to their classrooms:**
- Please enter at the Tezel Rd. entrance and park in the front parking lot.
- If you have children of multiple ages attending MDO, older children should be dropped off first via carpool, and younger children taken to their classroom afterward. Please park in the front parking lot (Tezel Rd. Entrance) for classroom drop off.
- Out of consideration for those waiting behind you, drop off time should not be used for extended communication with staff members or other families. If there is an issue that must be discussed at length, please notify the teacher and/or director to set a specified meeting time.
- ****Maps of the routes mentioned above will be provided at Fall orientation for further clarification****

Late Drop Off Policy

- We understand that life happens and sometimes you are running behind. However, repeated late drop offs are disruptive to our daily routine. Many administrative tasks are being completed immediately following drop off, including morning rounds and roll. Randomly timed, periodic late drop offs make it very difficult to complete these tasks in the allotted time that we must do so. Carpool style and walk up drop off is from 8:50 am to 9:05 am. The exterior doors will close and lock at 9:05 am promptly. Students who are presently waiting to be dropped off at 9:05 am will be taken to their class at that time. Any child being dropped off after 9:05 am will need to wait outside with their parent until 9:20 am to be let in and taken to class by a member of the MDO Office Staff. Do not ring the doorbell to drop off your child between 9:05 am and 9:20 am. A member of the office staff must take your child to their classroom, and they will not be available during that time. For safety and security, MDO teaching staff is not allowed to open the door during school hours, unless given explicit permission on a case-by-case basis by the director.
- **Pick up Procedures.**
 - Pick up for all students begins at 1:45pm. Any student still present by 2:00pm will be kept in a designated room with adult supervision in the Faith building until their parent or guardian arrives. A late fee of \$1 per minute will be charged if child is still present after 2:00pm.

- **All children picked up on time must be picked up directly from their classrooms.**
 - Out of consideration for those waiting behind you, if you need extended communication time with staff members or other families, please step aside and let families behind you retrieve their children first.
- If you must pick your child up early:
 - You may only do so in front of the Faith building, no matter the age of your child.
 - You must use the Ring doorbell and wait for assistance.
 - A member of the office staff will greet you at the door.
 - You will be asked to sign out your child at the door.
 - Once your child is signed in or out, a staff member will escort them from their classroom.
- If for some reason the child is to be picked up by anyone other than the parents or authorized person(s), a note must be emailed to the director prior to drop off or pick up, and a driver's license must be shown by the individual at the time of pick-up. This is to ensure the safety of your child while left in our care.
- For safety purposes, please never leave any child or other valuables unattended, including in a parked car.

Visitors

Due to health and safety restrictions, parents and/or relatives are not welcome to casually visit the classrooms unless approval is received ahead of time. Any visitor must check in at the office and receive a visitor badge to wear at all times while on the campus. Visitors must check out in the office when they leave.

Supplies

Each day, your child will need to bring their own lunch and a snack. Children starting at 18 months old through 4 years old, will also need to bring a nap mat for rest time. These supplies should be brought with the child on the first day of school and will be sent home every Thursday for laundering.

Children, aged toddlers and up, also need a **FULL**-size backpack, not a toddler backpack.

All children should bring an extra set of clothes, 5-7 diapers/pull-ups, and refillable sippy cups/bottles/water bottles as needed. Please be sure to label each item clearly.

Being that we are a play-based learning center, please do not send your child in clothes that should not get dirty. We go outside rain or shine, hot or cold. Please also make sure that your child has on appropriate clothing **AND** shoes for the day. We have sand and mulch on our premises. Closed toed shoes are the best choice for our activities.

Snack Time

We ask that you bring a healthy snack for your child, including a small drink.

Rest Time

Each child, age 3 and under will have a rest period each day. It is not mandatory for the child to sleep, but he/she must lie down and remain quiet during the rest period. Please bring a nap mat for each child starting at about ages 18 months and older to lie on. If children have a special stuffed animal or doll to sleep with, they may bring it in their bag for rest time only. However, if this naptime object becomes a distraction to the child or to the class, the child will be asked not to bring it to class again. We highly discourage the children from bringing any other toys for the day.

Health/Illness

Children should be free of fever and other symptoms without the aid of fever-reducing medications for 48 hours prior to the start of an MDO day. **A child who's live in family member is experiencing any symptoms of illness must stay home until they are all cleared to return to normal activities.**

Children who show signs of illness not allowed in the classroom. If the child is brought to school and there is any question about the child's condition and how they might affect their classmates and teachers, the teacher and director will make a decision as to whether the child may remain in the classroom that day.

If your child is required to take prescription medications during school hours, a **Medication Permission Slip** must be filled out and kept on file. The parent must be very specific about dates, times, and dosages to be given. No medication will be given without this form. All medication will be kept in the school office. All medication must have the prescription label on the medication. We will not administer non-prescription medications.

Parents are to notify the school office as soon as possible if their child has any communicable conditions such as lice, chicken pox, hand foot mouth, mumps, flu, etc.

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Discipline

Discipline and guidance will be caring and consistent. Our first method will be positive guidance, encouraging the child in a positive manner so that he/she may redirect himself toward positive behavior. If the child's behavior is such that he/she harms himself, others, or property, the child will be isolated from the group and the behavior discussed. Again, positive guidance will be used to encourage the child to redirect. If the child's behavior goes beyond these guidelines, the parent will be notified for a conference to discuss the behavior and possible solutions. At all times, discipline will be done fairly, lovingly, and prayerfully.

If a child is seen injuring other children, aka biting/hitting/throwing toys, 2x or more on a given day, and is unresponsive to the teacher's efforts to correct this behavior, parents will be called to pick up their child for that day.

Open House

Whether this will be the first school your child attends or just a new place for him/her, it is our desire to make it a happy and memorable experience for both you and your child. An Open House will be scheduled before classes start to familiarize your child with the new surroundings. This will offer a relaxed time for parent and child to explore and ask questions before the first day. A notice will be sent in August to notify parents of the day and time for Open House.

Parent Volunteer Program

The teacher may request volunteers for certain days such as classroom parties, or special occasions. There may also be times that you, as parents, may choose to help with special events. Please check with your child's teacher or the MDO director to establish the best time to participate.

Class Parties

Class parties are held on a class-by-class basis. MDO Teachers will communicate class party information to parents ahead of time. Parents may be asked to sign up to bring supplies or snacks. Participation is optional, but always encouraged.

Holidays and Inclement Weather

Our Mother's Day Out will generally, but not always, follow the Northside school calendar for holidays. An MDO calendar will be published monthly informing you of these dates as well as other MDO information.

In the event of bad weather, MDO will follow the NISD inclement weather plan for closures but not for late openings. If NISD announces a delayed arrival time due to bad weather, MDO will remain closed for the entire day. NISD school closings are posted on the major television networks and at www.nisd.net. MDO will not have makeup days due to bad weather nor will tuition be pro-rated.

Modification Clause

This agreement may be modified whenever any of the circumstances covered by the agreement change. Such modifications may only be made in writing, and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable.

Termination of Agreement

This agreement shall be terminated if any one or more of the following occur:

1. The school year has come to an end.
2. Serious illness of the child prevents attendance.
3. The child's financial account becomes delinquent.
4. Failure of the parent/guardian to honor the obligations listed in this agreement or any other rules, regulations, or manuals provided by the center.
5. The center determines that it is unable to meet the needs of the child.
6. The center determines that it is not in the best interest of the center or other children at the center to have the child in attendance.
7. Failure of the child's parent/guardian to cooperate with the center director.
8. A child is injuring other students through rough behavior more than 2 times a week on a regular basis.