



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

## **2026-2027 Parent Handbook**

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

### **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 **18 months through 5th 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 \$75 per child will be due with Fall enrollment. An additional supply fee of \$75 per child will be due by August 5<sup>th</sup>, 2026. New families enrolled will be asked to pay both fees within the first month of attendance.
- Any child who turns 3 years of age before September of the enrolling year, or enrolls into a three's class or higher, **must be fully potty trained**. Students in diapers or pull ups will not be accepted.
- 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 2026-2027 school year:**
  - One child: \$230/month
  - Two children: \$385/month
  - Three children: \$540/month
  - Four children: \$695/month
- **Additional Tuition Fees**
  - **Toddler and Pre-Kindergarten Classes**
    - \$25 additional monthly fee per Toddler, and Pre-Kindergarten student.
  - **University Model Elementary 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 pickup 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.
- Tuition is due on the 5th of every month. A \$10.00 late fee will be charged for payments not received by the 10<sup>th</sup> of the month.
- An additional \$15.00 late fee will be charged for payments not received by the 15th of the month.
- If tuition and late fee payments have not been made after 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:	\$75 Enrollment Fee per child (Upon Registration) \$75 Supply Fee per child (due on August 5 <sup>th</sup> , 2026)
Late payment fee:	\$10.00 fee if payment is received after the 10 <sup>th</sup> of the month. \$15.00 additional fee is if payment is received after the 15 <sup>th</sup> of month
Returned check fee:	\$15.00 per occurrence
Late pick up fee:	\$1.00 per minute for every five minutes after 2:05 pm \$1.00 per every minute after the allotted 30 min for pick up if a parent is called for early pick-up due to 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](mailto:mdo@cbsa.net)

## **Hours of Operation**

Our hours of operation are **Tuesdays and Thursdays beginning at 9:00 a.m. to 2:00 pm**. Pick up time begins at 1:50 pm. It is important that parents pick up their children on time to avoid additional charges. A fee of \$1.00 for every minute past 2:05 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 9:05 am.\*\***
- **Drop off for all students under the age of two will be done directly to their classrooms:**
- Please enter 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. For safety and security, MDO teaching staff are 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 1:50 pm. 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 2:05pm.
  - **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 must message your child’s teacher ahead of time.
  - 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.
- If for some reason the child is to be picked up by anyone other than the parents or authorized person(s), you must notify both the teacher and admin through Brightwheel in advance. Please include the full name of the person picking up the child. The individual must present a valid photo ID at pickup.
- 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 3 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 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 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 24 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 are 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 decide 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 a prescription label on the medication. We will not administer non-prescription medications.

**Parents are required 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.**

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

## **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 parents and children 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](http://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 occurs:

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.