



2023-2024 Parent Handbook

DAILY SCHEDULE

Classes are held on Mondays and Wednesdays, unless your child is enrolled for our Tuesday preschool class as well. They begin at 9:00 AM and end promptly at 2:00 PM.

To help our teachers and staff prepare for the day, the MDO door will not be open until 8:55 AM. Upon arrival, please sign your child in on the sign-in sheet outside their classroom. It is important that you leave a phone number where we can reach you in the event of an emergency. Please inform your child's teacher if a different person will be picking up. A photo id will be required for those instances. Pick-up time at the end of the day is between 1:30 and 2:00 PM. Outside doors will be unlocked at 1:30.

In the event that you need to pick your child up early, please speak with your teacher or the director to make arrangements. Being on time helps your child feel secure and makes their dismissal a happy occasion. A five-minute grace period is allowed from 2:00 to 2:05 for emergency purposes only. If your child is not picked up by 2:05 PM, a \$5.00 late fee will be added to your account. If your child is not picked up by 2:20, a \$20.00 late fee will be added. Please be prompt to help avoid anxious children and late fees.

TUITION & FEES

A tuition chart is attached. Please review it carefully. The first tuition payment is due on Monday, September 11th. This payment includes fees for the month of September and the party fee. Payments can be made in cash or check, and checks should be made out to CCC-MDO. All other monthly payments will be due on the first full week of MDO each month.

We do not send out statements and billing envelopes. There will be a spot at the entrance at the beginning of each month to place your payment. **Accounts not paid by the 15th of the month will be charged an additional \$25.00 fee.** Unless prior arrangements have been made, continual late or non-payment of your fees will result in your child being denied attendance to class. If checks are returned due to insufficient funds, then you will be required to pay by cash or cashier's check for tuition.

ATTENDANCE

If your child will not be attending due to illness, vacations, etc., we request that you notify us as soon as possible by messaging the class GroupMe or texting the director. Fees are still charged when your child is absent due to illness or vacation.

Should your schedule or financial situation change and you need to drop from the program please notify us as soon as possible. We appreciate a two-week notice so that we may accommodate other children in our classes. Any family that withdraws from the program before the end of the school year will not be refunded any fees paid in advance.

INCLEMENT WEATHER

In the event of inclement weather, closures will be communicated through the MDO Classroom GroupMe app.

If there is a weather-related cancelling, the first and second cancellation will not result in a tuition reimbursement. For any subsequent closings, there will be a tuition reduction for the following month.

DISCIPLINE IN THE CLASSROOM

In the event that a child will not listen to the teacher's instruction and it causes disruption in the classroom or harm to others, a time-out will be used. Hitting, biting, spitting, bullying and other behaviors that can cause harm to other children or teachers will not be permitted. The parent will be notified if their child has been put in time-out or has had problems in the classroom. The child may be sent home for the day if behavior problems are not controllable and are disruptive to the classroom.

In the rare event that behavior issues cannot be resolved satisfactorily, and safety and disruption in the classroom are a serious concern, a student may be asked to leave the program. We are hopeful that most behavior issues can be corrected quickly with support from the parents and reinforcement at home.

ILLNESSES AND MEDICATIONS

Please do not send your child if he/she appears ill or is extremely fussy. **Your child will be sent home if there is any sign of communicable illness** such as: fever greater than 99.4, cough, vomiting, diarrhea, unexplained rash, skin infections, lice, green or yellow discharge from the nose or eyes, or extreme fussiness or crying. A child must be on antibiotics a minimum of 48 hours and be fever free for at least 24 hours to be accepted back in the program. In the event of illness, the director will verify all fevers and symptoms before calling the parents to pick up the child.

Teachers or the director are not permitted to dispense medication of any kind (including Tylenol, cough syrup, or antibiotics or inhalers). If a child must receive medication during the hours of Mother's Day Out, the parent must administer it to the child. Please let us know if your child has been given medication at home that might affect his behavior (drowsy or hyperactive) in the classroom. If your child uses an EpiPen or has severe allergies, please talk with the director about filling out the *Severe Allergy Release Form*.

WHAT TO BRING

Items to bring each day for all age groups (except crib room):

1. A CHANGE OF CLOTHING – top, pants and underwear/diapers/pull-ups
2. NAP MAT & BLANKET FOR REST TIME
3. SNACK
4. LUNCH
5. WATER BOTTLE – filled

Please label all personal items (backpacks, blankets, lunch boxes, cups and clothing) with your child's name. Do not pack lunch items that need to be heated in the microwave or stored in the refrigerator. To help keep your child's lunch cool we suggest using an insulated lunch box and cooler packs to keep their food at a safe temperature. If your child is in the crib room, a nap mat is not required.

SUPPLIES NEEDED

We ask that each family bring one package of baby wipes, one roll of paper towels, and one container of sanitizing wipes at the beginning of the year to use during snacks, meals, and diaper changes. Some of the older classes may request additional supplies, in which case the teachers will communicate their needs to the parents.

CURRICULUM

A child's growth and development is viewed as a process, not an event. Our aim is to help lay a foundation for understanding God, Jesus, the Bible, self, and family. As part of this foundation and understanding, we strive to help children develop appropriately in the areas of language development, reading, writing, science, and math skills. Our curriculum provides a range of activities designed to meet these needs mostly through play and some table activities.

Teachers select materials and activities developed around themes that provide opportunities for children to learn about God's world and how to live in it. The work that is planned is intended to emphasize the process rather than the product. Each child's daily routine will incorporate a balance of free and structured play, group and individual experiences, quiet and active times, and indoor and outdoor activities.

In our 3 day a week PreSchool Prep classes, we use The Good and The Beautiful Homeschool Curriculum. It is a well- balanced curriculum to help support these young learners in the information they are rapidly learning.

POTTY TRAINING

Children enrolled in our Preschool Prep class (3 day a week) are required to be fully potty trained. These classrooms are not equipped with the necessary supplies to change diapers/pull ups. For those in our younger classes, if your child is potty training, he/she must wear pull-ups until he/she is accident free for one month. If your child comes in underwear and has not been accident free, we will put a pair of pull-ups on him/her from our supply. With children regularly playing and napping on our carpeted floors, it's best to avoid accidents. We have scheduled potty breaks and we will take your child to the restroom at other times if he/she needs to go. Also, if you are in the process of potty training, please consider what your child is wearing. Multi-layered clothing is very difficult for little ones to pull up and down.

DRESS CODE

Please dress children according to the weather. We like to go outside if the weather permits, so please send coats and jackets as needed. If girls are wearing dresses or skirts, please have them wear leggings or shorts underneath. On certain days we wear costumes or pajamas, please consider dressing your child for easy potty breaks or diaper changes.

Adults dropping off and picking up children must be dressed appropriate as to not offend a reasonable and prudent person.

KEEP US INFORMED

To keep our files up to date, please notify us of any changes in address, phone number, email changes, or people who will be picking up your child.

Please feel free to contact us at 405-350-2675 or kasi@cccyukon.org if you have any questions.