



*Southern Oaks
Preschool
&
Mothers' Day Out*

"Luke 2:52"

Parent Handbook

Revised August 2022

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STANDARDS

Southern Oaks Preschool and Mother's Day Out is a non-profit program designed to minister to you and your children. It is with this purpose in mind that the following policies and procedures have been established. This handbook should help you gain a better understanding of our school policies, the care that your child will receive, the role of the teachers, and your role in making the running of this program as smooth as possible. All questions, requests, or suggestions concerning these guidelines or the care of your child should be directed to the Preschool and MDO director.

PROGRAM

The Southern Oaks Preschool and MDO staff will strive to nurture and encourage warmth, security, exploration and discovery in the children who attend. Our purpose is to provide a strong foundation for growing socially, emotionally, physically, spiritually, and intellectually. Just as Jesus grew in "wisdom, stature, and in favour with God and man", it is our prayer that God will use this program to be a part of seeing your child grow in the same way. In the infants through 4 year olds, we use a curriculum called Wee Learn, which includes sharing and conversation time, prayer time, biblical stories, music, fingerplays, creative art activities, games and gross motor activities, food preparation, nature activities, exposure to shapes, colors, numbers, and letters. Children learn their best pre-reading and pre-writing skills when they are able to do it through play! Our Pre-K class also incorporates the Investigating God's World Curriculum. This curriculum integrates all of the Texas state requirements for pre-k with investigative themes and Bible stories. Your child will be assessed throughout the year so that you may see their progress as they prepare for Kindergarten. Each class also includes a celebration of birthdays and holidays.

ADMISSIONS

Drop-ins are welcome upon available space in the classroom and are subject to the appropriate drop in fees. Please call and check availability before you drop in your child.

DAYS AND HOURS OF OPERATION

Southern Oaks Mother's Day Out and Preschool is open Tuesdays and Thursdays from 9:30 am - 2:30 pm. Please do not take your child to the classroom until **9:25** as teachers will be preparing for the day. Southern Oaks will follow the TISD calendar, closing for the same holidays and bad weather days. In case of bad weather, please check our Procure App and facebook page for information on late closings, etc. **Missed days may not be made up on non-scheduled days.** Children who are two months old up to pre- kindergarten age are eligible to enroll at Southern Oaks Preschool and Mother's Day Out. We also offer a summer program adding classes for children K-5th grades. Admission requirements and enrollment procedures are as follows:

1. Classes are filled on a first come/first served basis according to the date of enrollment with the Director.
2. If the Classes are filled when a parent calls, the child's name will be put on a waiting list to fill vacancies as they occur.
3. Parents of enrolled children will be notified in the spring inviting them back to pre-register for the fall. **You must re-register your child each fall and summer.**
4. As vacancies occur during the year, they are filled from the waiting list, or from new registrations, according to the above procedures.

TUITION – Rates effective June 2020

Tuition is prorated for the year. Holidays, teacher workdays, etc. are taken into account and you are not charged for those days. **No refunds will be given for illness, vacations or bad weather.**

Tuition rates are as follows:

	<u>Tuesday & Thursday</u>	<u>Tuesday only</u>	<u>Thursday only</u>
1 child	\$180/month	\$95/month	\$95/month
2 children	\$324/month	\$171/month	\$171/month
3 children	\$486/month	\$256.50/month	\$256.50/month
4 children	\$648.00/month		

Tuition is due at the beginning of each month. Drop-ins should pay the day of attendance. If your child has more than 3 drop-in days out of the month, you will be required to pay that month's tuition.

A child will not be added to the class list until registration fee is paid. It is very important that tuition be paid on time. If you have not made payment by the morning of the 15th of the month, an additional \$15.00 late fee will be charged. If, after one month, payment has not been made, the parents will be asked to withdraw their child from MDO until tuition has been paid or other arrangements have been made with the Director. Please do not hesitate to speak with us about payment arrangements. You may make payments by check, cash, credit card, online through www.myprocare.com, on the Procare App, or you may have it automatically drafted.

1. If your child is enrolled in a one day a week program (such as Tues.) and wants to participate in a special activity (on Thurs.) it will be necessary to charge a daily fee for your child's participation. If your child is enrolled in the one-day a week program, the fee will be \$25.00. With the exception of these special occasions, your child must attend on the day they are registered for due to classroom sizes.
2. A \$25.00 charge will be applied for returned checks or declined ACH.
3. A supply fee is also due at the beginning of each semester. **Registration fees and supply fees are non-refundable.**
4. If you refer a family to our program, and they register their child, you will receive \$15 off of that month's tuition...so refer your friends!

Registration:	1 Child	\$50.00
	2 Children	\$80.00
	3 Children	\$120.00

	4 Children	\$160.00	
		Two Days	One Day
Supply Fee for Fall & Spring	1 Child	\$ 55.00	\$40.00
	2 Children	\$ 100.00	\$72.00
	3 Children	\$ 140.00	\$102.00
	4 Children	\$176.00	\$124.00
Supply Fee for Summer Enrollment:	1 Child	\$75	
	2 Children	\$130	
	3 Children	\$180	
	4 Children	\$220	
Drop-In Charge:	1 Child	\$25.00	
	2 Children	\$47.50	
	3 Children	\$70.00	
	4 Children	\$92.50	

WITHDRAWAL

If a child needs to be withdrawn from MDO, a **two-week notice is required** so that the vacancy can be filled readily. Should more notice be possible, it would be appreciated. **If you do not give a two week notice, you will be required to pay a fee equal to half of your month's tuition.** If your child does not show up for 2 weeks in a row without contact from parents, your child will automatically be withdrawn from the program and their vacancy filled according to procedure.

PICK-UP AND DELIVERY OF CHILDREN

No child is to be brought before 9:30 am or picked up after 2:30 pm. If a child is left beyond those limits with no arrangement made, a late fee of \$5.00 for the first 10 minutes late and \$1 a minute after will be assessed when the child is picked up.

You may check your child in via a QR code on the Procure App by scanning the code (posted near the door) with the Procure App and following the instructions to check your child in and out. You may also check your child in at one of our check in computers. Children must never be left without a teacher present. Parents are asked to return to the classroom to pick up their children when class is over. Be sure to check your child out BEFORE you pick your child up. If someone else will be picking up your child, please have them bring their drivers' license so we may check before allowing them to pick up your child.

SNACKS/LUNCH TIME

Lunch is **not** provided except on special occasions. You will be notified of such occasions in a note or newsletter.

MDO may furnish nutritious snacks for the children. Snacks are used as part of the curriculum, often related to the unit topic, and as an experience in tasting. Parents are asked to provide children with breakfast before coming to MDO. With advance notice, children may bring special treats for their birthday or other time during the year. If your child cannot eat certain foods due to allergies or a special diet, please note on your child's information sheet and notify the teacher, as well as the front desk, so that we can be sure to take the best care of your child.

CONFIDENTIALITY OF RECORDS

Children's records are open only to the child's teacher, the Director, or the child's parent or legal guardian. MDO will have parent permission before posting photographs online (website or facebook).

DISCIPLINE

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking the child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

For a child not cooperating in a group listening situation, the child is seated by a teacher and reminded of acceptable behavior.

Removal from the group for a period of time-out is the next tactic used for a child who has continually demonstrated unacceptable behavior.

The time-out is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him or herself when he or she is ready to rejoin the group with appropriate behavior.

If behavior problems persist, the parent is asked to a conference to discuss what may be helpful in motivating the child to behave in an acceptable way.

HEALTH INFORMATION

Each child must have on file current immunization records or an exemption form. Emergency numbers for reaching the parent or guardian and another authorized person must also be on file.

No child who arrives at Southern Oaks Mother's Day Out noticeably ill, with a rash or with a fever will be admitted for that day. Your child must be fever free for 24 hours before returning to school. Should a child become ill during the day, the parent is notified immediately. The child is taken to the front and remains under adult supervision until the parent or an authorized person arrives to take the child home.

In the event a child contracts a communicable disease and exposes other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. The ill child will not be allowed to go to preschool until the period of contagion has passed and the child has not had fever or vomiting for 24 hours.

In case of a medical emergency:

1. First aid will be administered by staff
2. The parent or authorized person will be notified as quickly as possible.
3. Every effort will be made to contact the child's own physician.
4. If medical attention is required, the staff will call the local EMS service, which will transport the child to Mother Frances Emergency Room.

Fever

If at any time, a worker is prompted to take your child's temperature and it is at or above **100 degrees F axillary**, a parent/guardian will be notified. Your child will immediately be sent home if they *also* have *any* of the following symptoms along with the temperature:

Runny nose, sore throat, eye redness or drainage, cough, ear pain, nausea (decreased appetite) and /or vomiting, diarrhea, headache, fussiness, fatigue (decreased desire to play and/or engage in activities), or a rash.

If your child is without any of the above symptoms, you will still be notified and the temperature will be rechecked in 30 min. If it remains at or above 100F, your child will be sent home. Although the definition of a "fever" by a physician is 100.4 or above, we believe that this is in the best interest of the program and most importantly, your child. Your child can return to the program 24 hours after his /her last fever or with an appropriate note from your child's doctor's office.

Allergies

It is the desire of Southern Oaks Preschool and MDO to provide support and assistance in protecting students with allergies to the full extent of our abilities. It is our philosophy that students with severe allergies, along with their parents, should be ultimately responsible for the protection and avoidance of certain allergens. The following is a list of accommodations and guidelines for these students and their families:

- The Parent should provide an emergency action plan to the office
- Parents may provide "safe" snacks for the teachers to give their children

- Provided space is available, we may seat the child separately at lunch and/or snack times. There may not be available space to be seated at another table altogether.
- In case of an emergency, Southern Oaks Preschool and MDO will administer medication approved by the parent (Epi-Pen) and call 911.

In conclusion, Southern Oaks Preschool and MDO will make reasonable efforts to protect students with allergies to the extent allowed by its resources and given the number of different students it serves. Southern Oaks cannot and does not guarantee or ensure that students will not be exposed to allergens while they are in our care.

DISPENSING OF MEDICATION

1. Prescriptions must be in an original container labeled with the child's name, date, physician's name, and directions.
2. Medication will be administered as stated on label directions.
3. No medication will be given after the expiration date.
4. Medication must not be put in a child's bottle or drink.
5. Medications must be given to the front desk for dispensing.
6. Parents must fill out a Medical Release Form provided by MDO before a medication may be given to a child.
7. Medications will be returned at the end of each day.

DRESS AND PERSONAL ITEMS

Children are encouraged to wear play clothes and tennis shoes. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed on all outdoor clothing and other belongings to help ensure the return of all the proper possessions and clothes. Please send jackets when the weather is cool so your child can participate in outdoor activities. Also, send an extra change of clothes in case your child has an accident during the day. Comfort toys (stuffed animals, blankets, etc.) may be brought if needed. Please leave all other toys at home except when requested by the teacher.

COMMUNICATIONS WITH PARENTS

This booklet has been supplied in an effort to answer many of your questions. Please contact anyone on the staff if you have more questions.

Parents are informed of the activities of Southern Oaks Mother's Day Out and Preschool first through the Procure App, as well as notes from the teacher and our Facebook page. The Procure App will be our main source of communication. Please download it and check your notifications often. This is the easiest way to communicate bad weather days, holidays, registrations, etc.

Parents are encouraged to visit Southern Oaks Mother's Day Out any time. If the teachers are not free to talk with you, please understand that the children come first during class time: the teachers will be happy to talk with you after the children are dismissed. Please remember you are welcome anytime to visit our program and your child's classroom.

GENERAL INFORMATION

1. Be prompt in bringing your child at the start of the day. Late arrivals may disrupt the classroom schedule.
2. Do not linger too long when dropping off your child.
3. Any child being toilet trained must bring an adequate supply of spare underwear, plastic pants, and/or "Pull-Ups". Be sure to discuss your method of toilet training with your child's teacher.
4. Parents are welcome to visit and observe their child's classroom at any time.

ROLE OF TEACHERS

1. Encourage each child. Let the child know that he or she is capable of doing what is expected of him/her, because God made them and gave them their capabilities.
2. Be an example to each child. An example is a powerful influence, as a child learns, not only from what we say, but also from what we do.
3. Provide a pleasant environment for play and learning.
4. Be understanding, in order to enable a child to learn, grow and develop more readily.
5. Help influence a child's moral development. Through interaction with a teacher and other children, a child learns "right" from "wrong" behavior.
6. Give lots of TLC, Tender Loving Care.

SPIRITUAL INFLUENCE

We believe that children form their concept of God from the people, things, and experiences they encounter. No formal religious instruction in doctrines or beliefs of any church will be taught. Rather, a love for Jesus, God, the things God has made, and an understanding of Jesus' love for them will be incorporated into the regular curriculum designed for each age group.

Emergency Procedures

Emergency procedures are posted inside the doorway of each classroom in the event of fire or tornado.



Date: _____

Child's Name: _____

Class: _____ Enrollment Date: _____

I _____ have read the Parent handbook and agree to the conditions set forth.

(Signature)

(Date)

From time to time we take pictures during school activities. We would like your permission to use these pictures on our Procure App, website, our school's Facebook page, in newsletters, and/or on our bulletin boards. We will never reference your child by name or provide any specific information regarding your child. Please take a moment to let us know your preferences regarding our use of photos of your children:

_____ **YES.** I grant permission to use photos of my child on Southern Oaks Preschool and Mother's Day Out website, the Procure App, and Facebook page (pictures only, no names), newspaper, bulletin boards, and/or newsletters.

-or-

_____ **YES.** I grant permission to use photos of my child on the Procure App ONLY. (These photos will only be seen by those in your child's class who have the app.)

-or-

_____ **NO.** Please do not use any photos of my child.

Children's name(s)(PLEASE PRINT): _____

Parent/Guardian Signature: _____ Date: _____