



## ENROLLMENT

Our enrollment is limited to provide a good student to teacher ratio. We stay below the state guidelines for all ages. Your child must be two on or before September 1 to be in the 2-year-old class, three on or before September 1 to be in the 3-year-old class and so on. MDO@Oakwood is open to any child regardless of race, religion, gender, or special needs (if we can accommodate). Registration will be held in January and February each year. However, a two- week period for adjustments is allowed in the fall for any changes that may need to be made. Children may be signed up for a reserved spot, which will guarantee his/her place upon payment of the **non-refundable** registration fee and remittance of the completed registration form and immunization records.

## TUITION

Tuition is set annually. Fees are used to provide curriculum, supplies, utilities, janitorial services, and staff and teachers salaries. A non-refundable registration fee is collected at the time of enrollment. Each month's tuition is due by the **15<sup>th</sup>** of each month. Enrollment of a child obligates the parents to pay for the period specified (September – May) unless there is a bona fide reason for withdrawal. **Tuition will not be prorated for any reason.**

Checks are to be made payable to Oakwood. We also accept cash. Credit cards will be accepted online only and will be charged a 3% convenience fee. Any payment received after the 15<sup>th</sup> of the month will result in an automatic **\$10.00** late fee. Non-payment or partial payment of all fees and late charges by the 20<sup>th</sup> day of the month and/or checks returned for insufficient funds will require mandatory, immediate withdrawal of your child (ren) from the MDO program.

## HOURS OF OPERATION

Preschool classes are held from 9:00 am-2:30 pm each Tuesday and Thursday. Please do not bring your child earlier than the scheduled time. Promptness is encouraged as your child may miss an important learning opportunity involving the entire class.

Also, late pick-up fees begin at 2:35 pm. A late fee of \$10.00 will be charged for each 15-minute segment that a child remains in the care of MDO teachers or staff.

## SCHOOL CALENDAR

MDO will basically follow the N.B.I.S.D. calendar. A general calendar for the year will be included in your beginning of the year packet.

A calendar prepared by your child's teacher, specifically for your child's age group will be sent home monthly. Please note all special information and place it in a prominent area of your home so that you can refer to it often.

## INCLEMENT WEATHER

MDO will not hold classes if the weather closes the N.B.I.S.D. school district. Please refer to the local news for bulletins. You can also check Class Dojo for weather related announcements.

## CURRICULUM

MDO@Oakwood follows a differentiated- literacy based instruction with an emphasis on biblical principles. Your child will receive a monthly calendar informing you of the instructional information planned. It is our goal to provide a variety of interactive learning experiences based on age appropriateness, interest, and abilities of the children. Included in each week's activities will be Bible stories, music, pictures, puzzles, painting, free drawing, games, dramatic play, PE, outdoor play, and Children's Church.

## ARRIVAL AND DEPARTURE

For the safety of the children, they must be brought to the classroom and left in the care of the teacher. **Please drop your child off without going into the classroom.** If you want to visit with other parents, please do so in the hallway or parking lot. **If you need to have a conference with the teacher, please call and set up a conference time.** We feel this will cut down on confusion and separation problems that some children experience. Also, children must be picked up inside the building by a parent or other ADULT designated by the parents. Please make sure that the person picking up your child is noted on the authorization sheet provided by the office. In the event your child will be going home with someone not noted on the sheet, a written note must be given to the teacher or office in advance of the pick-up. Persons unknown to the staff must present a picture ID prior to a child being released, even with a written authorization. Safety is of the utmost importance.

## IMMUNIZATION RECORDS

We are required by law to have on file for each child a validated immunization record. **These records must be updated annually.** No child will be allowed to attend class until these records are completed. If you have any questions about immunizations, please call the Comal County Health Department.

## PERSONAL BELONGINGS

Please discourage your child from bringing extra or items unless it is Show and Tell Day. We cannot be responsible for lost or broken items.

## CLOTHING

Your child should be dressed in comfortable play clothes appropriate for the season. We recommend all children wear tennis shoes on most days. Again, safety is our concern. Boots can be dangerous in groups and leather soled shoes may cause slips and falls on the playground equipment. The children will be going outside daily. **Please mark coats, gloves, hats, etc. with your child's name. Also, please send a complete set of extra clothing in a baggie marked with your child's name in the event your child should have an accident during the day. Don't forget to change out the clothing as the seasons change.**

## POTTY TRAINING

While we will gladly assist with potty training as much as possible, we do require that your child wear "**PULL UPS**" during the potty-training process. (Thank you for your cooperation in this matter!) **All students in the three- and four-year-old classes MUST be potty trained.**

## PLAYGROUND

The teachers will be on duty when the children are scheduled to be on the playground. Every effort will be made to protect children while they are outside. If the weather permits, we will go outside everyday. On cold or chilly days, please dress your child in appropriate clothing (coats, jackets, or sweaters).

## ILLNESS

If your child is ill with a communicable disease, please let us know as we must notify other parents. If your child becomes ill at school, you will be notified immediately and expected to come and get your child. If you cannot be reached, authorized emergency persons will be contacted to pick up the child. We did not have a sick room. Please do not send your child to school if he/she is ill. Children will not be allowed to participate in our program if any of the following conditions exist:

1. Temperatures of 100 and above.
2. Skin rash other than a localized diaper rash
3. **Heavy or discolored nasal discharge**
4. Vomiting or diarrhea
5. Constant or severe cough
6. Evidence of lice infestation
7. Any suspected contagious or severe illness (i.e., strep throat, conjunctivitis (pinkeye), chicken pox, impetigo, etc.)
8. Diagnosis of a communicable disease or
9. General illness which prevents normal participation in activities.

Please make sure your child is free of their illness and/or fever and/or diarrhea for **24 hours** before returning to school. A doctor's note may be required.

## COVID POLICY

In accordance with the CDC, we will follow their current public guidelines.

## MEDICATIONS

All teachers of MDO@OAKWOOD are certified in CPR. A first aid kit is available for any minor need. WE CANNOT ADMINISTER OVER THE COUNTER MEDICATIONS TO YOUR CHILD FOR ANY REASON. The only medications we will be able to give will be nebulizer treatments or inhalers. These will require an authorization form to be filled out by parents and accompanied by doctor's written instructions.

In the event of a serious injury or medical emergency, we will make an immediate attempt to contact you and emergency contact numbers, in that order. If necessary, the child will be transported by ambulance to the nearest hospital emergency room and will be accompanied by a staff member. Until the arrival of a parent, the physician or paramedics, the Director or Assistant Director of MDO will be in charge and make all decisions about the care of

the child. Therefore, it is very important that you keep the list of emergency contacts with their phone numbers up to date.

## DISCIPLINE POLICY

A desirable climate for learning and growth is usually the result of careful planning by the staff. Discipline and guidance, therefore, shall, to the best of our ability, be consistent, be based on an understanding of the child's needs and development, and promote self-discipline and be directed toward teaching the child acceptable behavior.

Harsh or physical punishment shall not be permitted. Any discipline problem shall be handled on an individual basis, with all unusual discipline problems being brought to the immediate attention to the Director. It is our desire and goal to aid your child in developing his/her potential within a Christian atmosphere. In all cases, discipline shall be corrective rather than punitive, and administered with a caring attitude.

## RELIGIOUS TRAINING

A Children's Church service will be held monthly. The children will become familiar with the sanctuary and religious symbols. Bible stories and religious songs will also be part of the weekly curriculum. The teachers will be at liberty to bring God and Jesus into any everyday situation.

Holidays, such as Christmas and Easter, will be viewed from a biblical standpoint.

## BIRTHDAYS

Birthdays may be celebrated at school. Snacks for each child in the class may be furnished by the birthday child. Please speak to the teacher about planning the special snack. A sign-up sheet for parents to volunteer to bring drinks and snacks will be posted by each teacher.

Invitations may be handed out at school by the teacher, **provided that every child receives one**. Please understand that even small children can be very perceptive and very sensitive!

## SNACKS/LUNCH

We will provide a mid-morning snack each day. This should not be viewed as an alternative to a healthy breakfast. Let your child's teacher know if he/she has any food allergies. Children are not forced to eat snack, only offered.

We do not have the staff or the facilities to provide hot meals for the children. Therefore, children will need to bring a sack lunch with them each day.

**PLEASE BE SURE THAT NO REFRIGERATED ITEMS ARE PLACED IN THE LUNCH BAGS AS THEY WILL REMAIN ON A COUNTER UNTIL LUNCHTIME. DO NOT BRING ITEMS THAT REQUIRE REFEGERATION.**

Please do not send lunches that need to be heated up. Teachers do not have time to heat up lunches. Lunch bags should be **labeled** with the child's name and placed in the basket located outside of their classroom door each morning. Lunch will be served at approximately 12:00 noon each day.

## FOOD ALLERGIES

Due to the increasing amount of food allergies of our children, we are asking that if your child has any severe food allergy that you send all your child's food. We do not want to take a chance of giving your child anything that might be an allergy trigger for him/her. During parties or special events, you may work with your child's teacher for main dishes but due to parents bringing items for parties, we would ask that you supply all food for your child, including snacks and sides for parties. If you have any questions about this policy, please feel free to contact the director.

## REST TIME

Each child is asked to bring a mat for rest time. A special rest buddy (soft, cuddly item that fits into the child's backpack) may accompany your child if it is clearly marked with the child's name. Rest time for the older group is 45 minutes to one hour and follows lunch and outside play. Rest time for younger children is approximately 1 ½ hours and follows lunch. Please remember that each of our days is very active, and a child needs this time to rest. No child is forced to sleep, but all children must rest on their mat. Music or a story tape will be played during rest time. We try to make this a positive experience. Please help us by explaining the need for this rest period to your child.

## FIRE DRILLS

To comply with state regulations, our facility is equipped with smoke detectors in each classroom being utilized by the MDO program. (Fire extinguishers in hallways.) Fire drills will be held twice a year. The drills will be explained to the children and are not meant to frighten them. The children will leave their rooms in an orderly fashion and assemble in a safe area away from the building.

## EVACUTION PLANS

Should the children's building need to be evacuated for any reason, the children will walk a safe area away from the building.

## LOCK DOWN DRILLS

All teachers will be trained in lock down drills in the case of a security event. We keep all outside doors and hall doors locked during the school day for security reasons. If you have any questions about these procedures, please feel free to contact the Director.

## PERSONAL CHANGES

Please notify the staff immediately of any change of address, phone number, or family situation.

## BACKPACKS/TOTE BAGS

Each child needs to bring a backpack or tote bag to school daily. Teachers will place all artwork and papers in the backpack. Items brought to school, such as Show and Tell items and sleeping items, should be small enough to fit into the backpack. Storage space is minimal due to the number of ministries that use the classrooms.

Please check your child's backpack/folder daily. This is how we communicate with parents.

## TODDLER/BABY ROOMS

The toddler classes and baby class will not follow a specific schedule other than that created by the needs of the children. Our endeavor will be to provide a safe, nurturing, and healthy environment where each child can grow and develop through exploration of their surroundings and experimentation. Our teachers will be aware of individual needs for sleeping and eating through observation and daily communication with parents. Children will be stimulated through stories, music, toys, and games, which are age-appropriate and aimed at sensory and motor development.

## 2'S AND OLDER

Classroom teachers will create daily lesson plans based on a monthly theme and will include activities centering on biblical principles, language, science, math, social skills, music, art, and large and small motor development. Children will be offered a program rich in assorted activities in order to provide them the opportunity to make choices. Activities will be age-appropriate within a consistent and predictable schedule. Teachers will be flexible with constant evaluation and adjustment to ensure each child's successful spiritual and educational experience.

WE ARE EXCITED AND HONORED THAT YOU CHOSE MOTHER'S DAY OUT @OAKWOOD PRESCHOOL PROGRAM! WE LOOK FORWARD TO GETTING TO KNOW YOU AND YOUR FAMILY THIS SCHOOL YEAR! IT IS OUR MISSION TO GLORIFY GOD IN ALL THAT WE DO! OUR PROGRAM STARTED WITH THE PRAYERS OF A FEW MOMS AND IS NOW ENTERING ITS TWENTY FOURTH YEAR AND STILL GROWING!!!!