



Parent Handbook

2023-2024

3429 Journey Parkway
Leander, TX 78641

512-259-2380

Ms. Susan George – Director
Ms. Maggie Chavez – Asst. Director

PARENT HANDBOOK – JOURNEY MOTHER’S DAY OUT (MDO)

THE JOURNEY MOTHER’S DAY OUT MISSION STATEMENT

We will provide a caring and supportive Christian environment in which to teach the whole child at their emotional, social, spiritual, and cognitive levels.

THE JOURNEY BIBLE FELLOWSHIP FAMILY MISSION STATEMENT

The Journey values healthy families and the children who need them.

DISCIPLINE

Redirecting the children to use acceptable behavior and setting clear limits are part of our positive guidance techniques. Children are taught to express their feelings in a socially acceptable manner. If disruptive or dangerous situations do occur, brief periods of time out are used in the classroom or with the director. We will never use any type of corporal punishment.

DROP OFF / PICK UP POLICY

Please remember to drive slowly through the parking lot during drop-off and pick-up times. **Cell phone usage is NOT permitted in the parking lot areas.** We want to keep everyone safe.

For health and safety protocols, entrance into the building by visitors will be limited. Drop-off and pick-up for all children will take place at the east facing entrance (under the carport), where each child’s hands will be sanitized before entry. Each morning you must check in your child, indicate who will pick-up your child and confirm an emergency contact number. We use this information in case there is an emergency evacuation and we need to reach you. At pick-up time, you will queue up in the same location as drop-off. We will bring your child out to you. **Please remember that check-out time is no later than 1:30 pm.**

Only parents and those persons listed on your child’s information form may pick up children. When children are picked up by anyone other than a parent, the parent must notify, in advance, the director and identification will need to be provided by the person picking up the child.

For the safety of the children in our care, we lock all doors during school hours. All visitors must ring the doorbell located at the drive through entrance to gain access and check in with the director between 9:30 am and 1:00 pm.

Please do not leave any Children UNATTENDED for any reason in a vehicle on the Journey Bible Fellowship grounds.

SCHOOL HOURS

School hours are from 9:00 am to 1:30 pm, Monday through Friday starting in September and ending in May. Children may be dropped off as early as 8:55 am, but **no** earlier. Please arrive by 9:30 am each day. If your child has an appointment that prevents an arrival by 9:30 am, please call us at (512) 259-2380 to let us know. Children must be picked up by 1:30 pm. **If a child is picked up later than 1:30 pm, parents will be charged \$10 after the first ten minutes and \$1 for every minute thereafter.** The director will use this money as a stipend for the teachers caring for the child after hours.

CURRICULUM

Our curriculum is thematically organized and includes learning experiences in a hands-on, center-based learning environment in the areas of language, number recognition, religion, cooking, art, music, Spanish, social and emotional development, and physical education. The children will enjoy a group setting, as well as, individual learning experiences in a Christian environment.

ENROLLMENT & REGISTRATION

Journey MDO provides care of children ages 2 years through 5 years. Enrollment is limited in each class to ensure an appropriate child-to-staff ratio. Children entering our program must be 2 years of age by September 1st of the current school year to qualify.

Journey MDO does not practice discrimination in regard to race, color, sex, religion, national origin, or marital status. A child is considered enrolled when his/her registration fee is paid, and the following forms are completed and returned to the director: Registration Form, Information Sheet, Authorization for Emergency Medical Treatment, Physician's Health Statement, Immunization Records, Discipline and Guidance Policy, Vision and Hearing Screening (4-year old students only) and a signed receipt for the Journey MDO Parent Handbook.

In regard to any changes made to the program or the Parent Handbook, written notification will be distributed to all parents.

SUSPENSIONS AND/OR EXPULSIONS

Teachers will notify parents if a child's behavior is detrimental to the well-being of the other students or teachers (e.g. hitting, biting, kicking, etc.). Working with the parents, every effort will be made to help improve the behavior. However, the director reserves the right to dismiss any child from the program with just cause.

TUITION

Tuition is due by the first class day of each month. If special payment arrangements need to be made, please contact the MDO Director. **Vacations, holidays, closings due to inclement weather, and/or absences due to illness are not deductible from the monthly tuition.** Tuition arrangements in the case of a prolonged absence due to serious illness or a death in the family can be discussed separately with the director.

Tuition Amount:

Tuesday/Thursday.....	\$230 / month
Monday/Wednesday/Friday.....	\$310 / month
Monday – Friday.....	\$540 / month

A \$25 late fee will be assessed after the 7th of each month, unless prior arrangements have been made with the director. You may pay by cash, check, credit or debit card. If a credit or debit card is used, a convenience fee from 1-3% (depending on and individual's bank) will be added to the payment. Checks should be made payable to *Journey MDO*. There is a \$25 handling fee for all returned checks.

***COVID-19 Tuition Policy:**

- Should an individual class or classes need to quarantine due to a positive test result to a teacher or a child in the class, refunds for the quarantine period will **NOT** be given.
- Should the program have to close due to a government mandate, no further tuition payments will be required until we reopen.

FEES

Registration Fee: \$150 and up, per student, depending on the number of days for which they are registered. This fee helps offset the cost of materials and supplies for your child/children for the school year. This fee reserves placement of your child/children in our program and is **non-refundable**.

EARLY WITHDRAWAL

In the event you cannot complete the school year and you need to withdraw your student(s), **you must give a 30-day written notice to the director stating when their last day will take place.** If a 30-day notice has not been given, you will be charged for the next month's full tuition.

PARENT INVOLVEMENT

Parent involvement in the classrooms will be limited due to our health and safety protocols. While we won't be allowing parents to attend parties at school, we will from time to time ask for donations of items needed for special events or crafts in the classroom. Please check your child's folder each day and watch for emails or *Remind* messages requesting donations if you're wanting to help. We will also have events such as a Treats Feast in November and a Christmas program in December.

SOLICITATION

Journey MDO does not allow solicitation of parents or staff members. If you have a fundraising idea that would benefit the school or church, please feel free to discuss it with the director.

EMERGENCY INFORMATION

Please make sure the Journey MDO administration has a current and accurate list of your telephone numbers and addresses on file. Let MDO administration know if you change telephone numbers or if your address changes.

ILLNESS AND HEALTH PRECAUTIONS

The State of Texas requires that each child must have a current medical form on file. Additionally, an updated record of immunizations must be on file. An affidavit of *Exemption from Immunizations for Reasons of Conscience* may be submitted in place of an immunization record. The affidavit must be the original, notarized document issued by the Texas Department of State Health Services.

If your child becomes ill at school, you will be notified to pick up your child. Children must be free of all symptoms of illness, (diarrhea, fever, or vomiting) **without medication**, for **24** hours before returning to school.

In the case of an emergency at school, children will be taken to the nearest hospital unless specified by their parent.

Please let the MDO Director know of any contagious diseases that your child contracts (e.g. chicken pox, measles, COVID, etc.).

MEDICATION

A written statement from the physician and/or parent must accompany all medication that is to be given to a child at school. All medication must be in the original container, indicating the child's name, type and date of prescribed medication, and amount of dosage.

If your child has a condition that requires medication, a written medical action plan that is signed by the child's physician must be given to Journey MDO administration.

Since we are only at school for a short time each day, we do not give any over-the-counter medications because they are not accompanied by a physician's signature (unless the medication is required per the physician signed medical action plan for the child).

NAP TIME

We **do not** offer a nap time at school since our hours of operation are from 9:00 am to 1:30 pm.

CLOTHING

Comfortable, easy to manage play clothes are best for school. Sneakers are most appropriate for running and playing outside and inside. For safety reasons, closed-toe shoes are recommended to be worn at school. While we make every effort to protect your child's clothing from various art projects and outside play, clothes can still become damaged. Please dress your child accordingly.

All children will need a complete change of clothing, even if they are potty-trained, that includes underwear, pants, a shirt, and socks. Please clearly label all clothing items and bring them in a backpack each day.

We know that receiving soiled clothes is not pleasant, but the Health Department does not allow child care providers to wash soiled clothes. The clothing will be sent home in a plastic bag. The extra clothes taken from the backpack should be replaced with a fresh set the next day.

OUTDOOR PLAY

The children will have the opportunity to play outdoors daily, weather permitting. Please make sure your child is appropriately dressed for outdoor play. If you would like your child to wear sunscreen or bug spray, it will need to be applied prior to your child arriving at school.

MDO CALENDAR

The Journey MDO calendar will follow the Leander Independent School District yearly calendar, with a few exceptions. Please consult the MDO yearly calendar (posted on our website) for all class days.

BAD WEATHER

In the event of bad weather and LISD closes or releases early, Journey MDO will close as well. Listen to radio or television reports for closing information or watch your texts for a *Remind* message from Journey MDO. If LISD is scheduled to open late due to bad weather in the morning, our MDO will follow this rule as well. If there is a two-hour delay, we would start at 11:00 am instead of 9:00 am. If the delay is longer than two hours, Journey MDO will be closed for the day.

RELIGIOUS EDUCATION

A special part of the Journey MDO program is that the children gain knowledge that this is God's world, and they are an important part of that world. The children will pray before each meal. They will also participate in weekly activities that reinforce our belief in Christ's love for all living creatures. All of our students will hear a child friendly bible story once a week.

LUNCH & SNACK

Parents will need to provide a nutritious lunch for their child each day. We ask that the lunch consist of food that is manageable for your child. If your child's lunch needs to be kept cold, please put an ice pack in their lunch box. We do not have a refrigerator or microwave available for the children's lunches. In addition to a lunch, a water bottle, labeled with child's first and last name, is required.

The teachers will assign a class day for each child to bring a snack (approximately once a month). Special attention will be given to birthdays, so that a child can bring a treat for his/her day. We ask that snacks be unopened, store-bought and nutritious, such as, crackers, graham crackers, dried fruit, etc. Parents of children with food allergies must provide snack for their child and send the snack in a separate container labeled with the child's name. Journey MDO is not responsible for any nutritional value for children's lunches or snacks. Please do not send glass containers for lunch or snack.

FIELD TRIPS

Due to safety regulations, we do **not** offer field trips. Instead, we will offer something fun and exciting for the children to participate in each month. Please read our monthly newsletter to keep informed of the different events which will take place at school. Some events require animals to be present on site. We will notify all parents prior to this event taking place.

TOYS

Please do not send personal toy items to school. We have collected a variety of constructive toys and games for the children to enjoy, so we ask that personal toys be left at home. We are not responsible for lost or broken items.

BIRTHDAYS

This is a special day for our children at Journey MDO. We celebrate it in the classroom during snack time. You may bring birthday treats at that time. Please talk to your child's teacher about details. If birthday party invitations are distributed at school, all children in the class must receive one. If that is not possible, please distribute them away from school grounds so as not to embarrass any child.

BREAST FEEDING

Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. If you would like to breast feed your child while visiting our facility, we have a room available for your needs. Please ask a director for more information.

EMERGENCY DRILLS

Emergency drills are held monthly to acquaint your child with evacuation procedures. This may make an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do in the event of an actual emergency. Fire drills are practiced monthly, severe weather drills and lockdown drills (due to volatile or endangering person on the premise) are practiced every other month. All evacuation routes are posted on the door in each classroom. We also have an "Emergency Preparedness" plan available upon request for parental review.

EVACUATION PLAN

In the case of a chemical spill, gas leak, or any structural problem that requires the children to be moved from the building during school hours, please listen to media reports to know where to locate your child for pick-up.

INSURANCE

Journey MDO has been included in the liability policy of The Journey Bible Fellowship Church. Children attending classes here are protected by this coverage for injuries and/or accidents, which may occur at school. However, this policy is secondary to the parents' insurance.

DAYCARE LICENSING

Journey MDO is licensed by the Texas Health and Human Services (HHS) department and is required to meet minimum standards as defined by the Licensing Division of the HHS. Our center is inspected (without advance notice) once every 10-12 months. After each inspection, a copy of the inspection report is posted on the bulletin board in the lobby of Journey MDO.

FEEDBACK/SUGGESTIONS

Journey MDO welcomes all comments, concerns, or suggestions from our parents. If a parent has a suggestion, comment, or concern, please feel free to discuss it with the teachers or directors at any time.

If you feel a problem or situation is not resolved after speaking with the director, you may contact the Child Care Licensing office at 14000 Summit Drive, Ste. 100, Austin, TX 78728. The phone number is (512) 834-3195 and ask to speak to someone in childcare licensing. The website is www.hhs.texas.gov.

To report suspected child abuse or neglect, contact the **Child Abuse Hotline at 1-800-252-5400**. Your call will be handled discreetly. If you would like resources on how to recognize signs of abuse and neglect, please see one of the directors.

2023-2024 JOURNEY MDO PARENT HANDBOOK

Please sign below to indicate you are aware that the Journey MDO Parent Handbook is available on-line at www.journeybf.com/community-impact/mothers-day-out and that you understand and agree to abide by all the information contained within. Please return this form to your child's teacher.

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STUDENT'S NAME: _____
(please print)

PARENT'S SIGNATURE: _____

DATE: _____