



THE GATHERING

~mother's day out~

“Then, gathering the children up in his arms, he (Jesus) laid his hands of blessing on them.” Mark 10:13-16 MSG

Dear Parents,

We are excited to love and care for your children this school year and it is our privilege to serve your family. We provide a safe place for your children to learn, grow and experience the love of Jesus. Our main focus will be to teach the Bible in a way that that preschoolers can embrace. Our academic and social education will be engaging and thorough to ensure that they are prepared for Kindergarten when that time arrives. We look forward to working with you to achieve the best for your children.

Sincerely, The MDO Staff

**Jessica Lee - Director
Jessica@tgmidland.org
Visit: TGMIDLAND.CHURCH
PH. (432) 262-1109 Ext#2
3303 W. Illinois #2
Midland, TX 79703**

**The Gathering Church
Mother's Day Out
Parent Handbook
2019/2020 School Year**

Mission Statement:

The Gathering Church is dedicated to teaching children in the way they should live (Proverbs 22:6). Our mission is to provide excellent part-time care for preschool children. Emphasising Biblical character and education while preparing them socially and academically for a bright future.

Calendar of Operations / Holidays

The Gathering MDO operates Tuesdays and Thursdays from September 3rd 2019 through May 21st 2020. Our hours of operation are 9:00 a.m. – 2:00 p.m. We will follow Midland ISD calendar for holiday breaks. We will be closed the weeks of Thanksgiving, Christmas, New Years and Spring Break. April 9th will be a half day, with dismissal at 11:30am.

Admission

Registration for MDO will begin February for current students and their siblings; and March for new students. Registration for classes will be on a first-come, first-served basis. All children are required to have completed enrollment forms on file prior to the first day of attendance. No child is considered fully enrolled until all forms are completed and all fees are paid in full.

Classes / Ratios

We have 4 classrooms, enrollment for all classes is based on the child's age as of September 1st 2019.

Child's Age	Ratio	Tuition
6 Months - Under 2 Years	8 Children / 2 Adults	\$190
2 Years	14 Children / 2 Adults	\$165
3 Years	14 Children / 2 Adults	\$165
4 Years	14 Children / 2 Adults	\$165

Tuition Policy

Tuition is to be paid on a monthly basis. Tuition will not be prorated due to holidays, closings due to weather, or student illness/vacations. September tuition will be due prior to the first day of class. Tuition is due by the 10th of each month and will be considered late as of the 11th of each month. A late fee of \$15.00 will be added to your monthly balance. Your balance must be paid in full before your child returns to school. **Payments will only be accepted through Kinderlime.**

Registration (\$55) / Supply Fee (\$25)

The \$55 Registration fee is non-refundable, and will not apply towards your child's tuition. The registration fee must be paid to hold your child's spot.

A non-refundable \$25 supply fee is required at the beginning of each semester (September and January). This fee will be used to purchase all necessary classroom supplies used by your child throughout the year.

Sibling Discount

The first child will pay full tuition and a discount of \$10 will apply to each sibling after that.

Drop Off and Pick Up / Child Release

For drop off, the doors will open at 8:50am and children need to be dropped off by 9:10am. For pick up the doors will open at 1:45pm and children need to be picked up by 2:05pm. For safety we keep the doors locked, please use the doorbell if you need to be let in. Through the Kinderlime App you will be given a PIN number that must be entered at Drop off and Pick up. This number will be unique to you, your spouse will have their own. Any other person that might drop off or pick up your child needs their own PIN number. Children will only be released to people who have a PIN number to sign out the child, unless the parent has written consent for them to pick up their child. That person needs to be prepared to show an ID.

Late Pickup Fee

A late pickup fee will be charged for each child picked up after 2:05pm. \$1 will be charged for every minute starting at 2:06pm. The sign out time logged on Kinderlime will be the official time we use.

Weather Policy

In case of inclement weather, MDO will follow Midland ISD weather policy. Please listen for radio and television announcements. In the case that MISD has late arrival or early dismissal, The Gathering MDO will begin/end 1 hour before/after MISD (i.e. if MISD starts late arrival at 10am, MDO will start at 11am).

Kinderlime / Communication

Kinderlime is our communication platform, and the most common way we will

communicate. It will be an integral part of your MDO experience. There is an app you can download on your smartphone or you can access it through the website. At least one parent will need to sign up in order to participate in our MDO. You will be able to view your child's daily activities and communicate with their teachers and the director. Kinderlime is also necessary for making payments. We will do our best to make sure you are informed of all events. In return, we would ask that you inform us of any important changes in your child's life. Parents are an important part of our program and we are excited to have you as a partner.

Absences / Health / Medicines

Please let the director know if your child will be absent and with what illness if they are sick. We will communicate notice of any contagious illness with parents. We ask your cooperation in maintaining high health standards for all the families and staff by complying with the following policy:

- * If your child shows ANY signs of illness such as: fever, red or discharging eyes, runny nose with green or yellow mucus, sore throat, cough, vomiting, diarrhea, or rash **within the past 24 hours**, they may NOT attend MDO that day.
- * If your child is too ill to play, please keep them at home.
- * The MDO staff will NOT administer any medication, with the exception of external first aid.
- * If your child becomes ill while at school, you will be notified immediately and be expected to arrange to have your child picked up from MDO within 30 minutes. In the event a parent cannot be reached, a person listed on the child's emergency form will be notified and asked to pick up your child.
- * Parents will be contacted immediately if your child is injured and the injury requires medical attention from a health care professional. Should immediate medical attention be needed, 911 will be called to transport your child to the Emergency Room, accompanied by an MDO staff member.
- * A verbal and/or written incident report will be given to parents concerning minor accidents. All MDO staff are trained in CPR and First Aid procedures.

Curriculum

We use scripture-based Bible lessons and activities to foster spiritual development. We also use appropriate academic curriculum that is aligned by the Texas Essential Knowledge Skills (TEKS) standards to better prepare students for their kindergarten year. Our lessons will revolve around a letter and number of the week.

Discipline

There will be absolutely no physical or harsh punishment. Teachers may only use positive methods of discipline and guidance that encourage self-control and self-direction, which include:

- Using praise and encouragement of good behavior instead of focusing only upon the unacceptable behavior.
- Reminding a child of behavior expectations daily by using clear, positive statements.
- Redirecting behavior using positive statements.
- Using time out when appropriate for the child's age and development.

We will be using Green and Red Choices as guidelines for good and bad behavior. Children will be praised and rewarded for Green Choices (good behavior) and reminded that Red Choices (bad behavior) are unacceptable. These choices will be clearly displayed in the classroom. The first two weeks of school we will establish classroom rules and define the Green and Red Choices.

Clothing

Dress your child for an active day of play! Clothing should be comfortable and washable. Please keep an extra change of clothing, including socks and shoes (suitable for the season), in a labeled ziplock bag inside your child's backpack. As the weather changes, check the clothes to see if they are still appropriate and still fit.

Potty Time & Diaper Changing

All children entering the 3's and 4's MDO classrooms must be potty trained. All children entering the 2's classrooms must be provided with enough diapers for each day. We will work on potty training with your child, just let us know where they are and what works for them.

Personal Items

Please have all personal items (backpack, lunchbox, water bottle and nap mat) **clearly labeled** with your child's name to prevent loss. We ask that your child not bring personal items such as toys, books, etc. unless otherwise notified. They are welcome to bring a lovie or stuffed animal for nap time.

Birthdays

Sharing a birthday is a special time for the children. If your child wishes to have a birthday celebration at MDO, please inform and discuss plans ahead of time with your child's teacher. Parents are welcome to bring cupcakes to share with their class. Be sure to ask the teacher about classroom allergies. Invitations to private parties should be mailed to homes, and WILL NOT be distributed at MDO unless all children in the class are invited.

Holiday Celebrations

Holiday celebrations will be planned throughout the year. As holidays approach, be on the lookout for information about classroom activities. There will be sign up sheets for supplies needed for class parties.

Lunches

Parents are to send a nutritious lunch and spill-proof cup with water each day. MDO is not responsible for meeting the child's daily food needs. Please do not send soda or other sugary drinks. MDO has the right to remove any food they feel might be a choking hazard. MDO has the right to ban or limit food items on a class-by-class basis to ensure the safety of all children attending (Example: peanut butter in case of allergies). Food should be cut into the appropriate size bites ahead of time; this will prevent your child from waiting for their food to be prepared. For safety and time, teachers will not warm children's food in the microwave.

****Please do not bring your child's breakfast to MDO. Be sure they have eaten it before coming to class.**

Adjusting to MDO

It may take several weeks (3 – 6) for your child to become adjusted to MDO. Please know that we will work with you and your child during this transitional time.

Helpful reminders:

- Always tell your child good bye and to have a wonderful day
- Do not linger in the classroom or doorways
- We will call you if your child does not calm down
- It's important for them to know that you will come back for them

Emergency Procedures

Parents will be contacted in the event of weather related incident or MDO closing due to unsafe conditions such as fire, flood, or acts of nature that cause damage to the building. If an emergency situation develops that requires that children and staff be relocated away from campus, parents will be contacted immediately with the location. First aid items are kept in the MDO office and MDO provides CPR/First Aid training to all MDO staff.

Change of Personal Information

Please notify us immediately of any changes in your home address, phone numbers or any contact information that may be needed in order to reach you concerning your child by emailing us through the Kinderlime App.

Removal from MDO

The MDO program reserves the right to permanently remove a child from the enrollment of the program at any time for non-payment of tuition and/or fees or for extended absences without payment unless prior arrangements are made with the director. The program also reserves the right at any time to permanently remove a child from the enrollment of the program if the staff feels that the needs of the child are not being met, or if the child becomes a danger to themselves or other children. Teachers will be expected to devote time to all children, not neglecting others

because one child requires more supervision and/or attention.

Withdrawing your Child

Please let us know if you plan on withdrawing your child from our program. You must sign a withdrawal form 1-2 weeks prior to withdrawal date.

Babysitting Acknowledgement

Please be advised of the “babysitting” policy regarding MDO employees. The Gathering Church and MDO will not be liable for any damage or injury that may result if an MDO family retains an MDO employee to perform childcare services. Therefore, if you choose to hire MDO employees, you do so at your own risk.

Operating Policies

MDO reserves the right to change or add any policy as deemed necessary to provide the most appropriate environment for children, families, and staff. We will communicate all necessary changes within a timely manner.