

Calvary Christian Fellowship



Mother's Day Out Program
281-354-2464

Director: Pastor Janet Hernandez
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CHILD/PARENT HANDBOOK
2011-2012

Dear Parents,

Welcome and thank you for your interest in our Mother's Day Out Program here at Calvary Christian Fellowship. We are excited to meet your family and are looking forward to a blessed year.

The mission here at Calvary is: To know God and to make HIM known to others. Our vision is Yeshua, which is Jesus's name in His native language of Hebrew. It also represents many of Yeshua's wonderful qualities such as Wholeness. Our MDO staff will present these teachings with love, patience, kindness and consistency as your child shares their time with us.

At Calvary we believe that with this mission and vision we can encourage and teach a child to one day become a strong community leader with excellent character and boldness in their faith. Putting God first, our staff can teach your child in a safe, loving environment the importance of learning, discipline and fellowship all along with having fun.

This handbook is to provide you with the information you will need regarding the program. We want to provide a safe and happy place for your child and an opportunity to get to know you and your family. So please read the following and sign the appropriate forms provided.

Thank you again for allowing us the blessing and honor to care for your children and your family. If you have any questions please do not hesitate to contact me at any time. The opportunity to serve you is a blessing.

Blessings and Grace,

Pastor Janet Hernandez
MDO Director/281-354-2464
janet.hernandez@ccfh.net

Calvary Christian Fellowship Mother's Day Out Program

Calvary welcomes you to our MDO Program. Our staff here at Calvary is excited to provide a loving and learning environment for your children from ages 6 weeks to 4 years old.

School Hours: 9am-2pm (1/2 day) or 9am-5pm (full day) Tuesday's and Thursday's only. No before or extended care is available. MDO is a two day a week program and Calvary prefers they attend both days. The classrooms will be ready by **8:55am** but not any earlier. You must pick up your child no later than the scheduled pick up time. (Tardiness is not only hard on the staff but also on the child.) There is a late fee of \$10 that will be applied 10 minutes after scheduled pick up time and additional \$2 per minute after. **All classes begin at 9am and it is important that you have your child arrive on time. Children will not be admitted after 10AM unless previously arranged with Director.** No Exceptions.

Arriving and Departing: Only parents and authorized adults are allowed to pick up the children. You must sign them in and out each school day and place a sticker on each child (as provided) when you arrive. **Please let the director know ahead of time when you will not be picking your child up.** All authorized adults will be required to show their driver's license.

Emergency Information: A "Treatment of Minor Consent Form" must be on file for your child to attend our program. The hospital and physician requires this form before emergency treatment can be rendered. If your child requires emergency medical treatment an ambulance will be called and your child will be taken to the hospital recommended by E.M.T. services. All costs are the responsibility of the parent.

Registration Fee: The registration fee for the 2011-2012 school year is \$110. This is one time school year fee and is non-refundable nor can it be applied to the monthly tuition. Yearly supplies such as curriculum, snacks and special project supplies are purchased with this fee. It will also include

the Kids In Action Program for the school year along with securing your child's placement for the coming year.

Tuition: Tuition will depend if your child is registered for the $\frac{1}{2}$ day or full day program and is held two days a week. $\frac{1}{2}$ day is (based on 1 child) \$130.00 a month or full day is (based on 1 child) \$200.00 a month. ***For children 12 months and younger please see fee sheet or check with director*. Tuition is due the first Tuesday of every month.** If tuition is received 7 days after the due date a \$15 late fee will incur. MDO salaries and additional expenses cannot be reduced because of absenteeism. Therefore, we must charge, regardless of attendance, in order to support the enrollment space for your child. We hope you understand the need for financial stability and we greatly appreciate your support and cooperation. Tuition is pro-rated for nine months.

Sickness Policy: Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not attend a classroom setting when the following exists:

1. ANY fever within the last 24 hours.
2. vomiting or diarrhea
3. common cold
4. Symptoms of the usual childhood diseases (chicken pox, scarlet fever).
5. sore throat
6. croup
7. ANY unexplained rash
8. ANY skin infection (boils, ringworm, impetigo, head lice).
9. pink eye infection.

****The program director will notify parents to pick up their child immediately if they show signs of illness. ****

The MDO staff is not allowed to give any type of over the counter/antibiotic medication. Therefore, do not send any medications with your child.

Immunizations: All children must have an updated copy of their immunization records on file to attend the MDO Program.

Weather Bulletins: Our facility will follow the Humble ISD policies and or Calvary's Facility Director's policy concerning cancellation of classes.

Special Events: Birthdays are special and exciting times for children. If you would like, you may bring a special treat for your child's class to celebrate. Please inform your child's teacher and the director ahead of time.

Holiday's and Parties: A sign up sheet will be available in your child's class for items to bring. We will celebrate Thanksgiving, Winter Holidays, Friendship Day and The Resurrection.

Arts & Crafts, Cooking and Science Experiments: These events will be taught throughout the year. Special supplies will be needed for these exciting learning times. Your child's teacher may ask for help in bringing these items to class.

Schedule of Holidays: MDO Program follows the Humble ISD calendar.

Thanksgiving.....November 21st - 25th, 2011

Winter Holidays.....December 19th - January 2nd, 2012

Spring Break.....March 12th- March 16th, 2012

Important Dates To Remember:

Open House/Meet the Teacher: August 25th, 2011 (6P-7P)

1st Day of Class: August 30, 2011

Last Day of Class: May 24, 2012

Early Release Days: December 15th @2P & May 24th @ 2P

School Pictures: February 2nd

Curriculum: The goal of our program is to enhance and develop literacy, numeration, social / personal awareness, emotional growth and biblical knowledge. Therefore, the program will utilize a variety of resources that focus on these characteristics.

What Your Infant & Toddler Will Need To Bring:

****Please label all of your child's belongings**

Infants: With Diaper Bag

- ✓ Pre-measured formula in container and water
- ✓ Baby foods ready to eat and labeled with child's name
- ✓ Blanket
- ✓ Favorite stuffed animal or doll
- ✓ Bottles, pacifiers, teething rings
- ✓ Diapers(at least 6-8 per day), wipes, powders
- ✓ Two changes of clothes (place in zip lock bag with child's name), bibs and burp cloths

Toddlers: With Diaper Bag

- ✓ Lunch ready to eat and labeled with child's name
- ✓ Drink (no carbonated drinks)
- ✓ Nap Mat with blanket(sent home weekly)
- ✓ Favorite stuffed animal or doll
- ✓ Sippy Cup, pacifier and bibs
- ✓ Diapers, wipes, powders
- ✓ Change of clothes(place in zip lock bag with child's name)

*Lunch for infants and toddlers can be refrigerated and heated if needed.

What your 2, 3 & 4's Will Need To Bring:

****Please label all of your child's belongings**

2 Year Olds: With Back Pack

- ✓ Lunch ready to eat and labeled with child's name
- ✓ Drink (no carbonated drinks)
- ✓ Nap Mat with blanket (sent home weekly)
- ✓ Favorite stuffed animal or doll
- ✓ Sippy Cup and pacifier
- ✓ Diapers and wipes
- ✓ Change of clothes (place in zip lock bag with child's name)

3 & 4 Year Olds: With Back Pack

- ✓ Lunch ready to eat and labeled with child's name
- ✓ Drink (no carbonated drinks)
- ✓ Nap Mat with blanket (sent home weekly)
- ✓ Change of clothes (place in zip lock bag with child's name)

***Please make sure your child has eaten breakfast before coming to class.**

*Lunch for 2, 3, & 4's must be kept in a lunch box with cold pack. No refrigeration or microwave will be available. Thank You

