

Kingdom Critters MDO

Parent Handbook

Mission

"And how from infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus." 2 Timothy 3:15

The Preschool Ministry of Magnolia's First exists to build in young children a foundation of biblical faith so they may come to know Jesus personally.

We seek to accomplish this by:

- Sharing the message of the Bible with all children in our care.
- Loving & nurturing children in such a way that demonstrates God's love for them.
- Providing a safe and secure environment where children are free to learn.
- Helping parents disciple young children at home.

Kingdom Critters MDO is a part of the M1 Preschool Ministry at Magnolia's First Baptist Church. It is under the supervision of the Preschool Minister. The program's day-to-day operations are overseen by the MDO Director.

Hours of Operation

Kingdom Critters MDO meets Tuesdays and Thursdays, from 9a-2p during the school year and 9a-1p during the summer.

We follow the Magnolia ISD calendar for school closures and most holidays.

Registration

Admission is open to children of all races, nationalities, and economic backgrounds. Classes will be filled on a first come, first served basis. When classes are full, children are placed on a waiting list in accordance with the date of contact with the Director. Parents of children on the waiting list will be contacted when an opening occurs. Parents must have on file (completed and signed) all enrollment forms and registration fees before the child may be registered.

Tuition & Fees

- Registration Fee: \$20
- Fall Supply Fee: \$50
- Spring Supply Fee: \$50
- Summer Supply Fee: \$50
- Monthly Tuition School Year: \$200 (\$180 for 2nd child in program)
- Monthly Tuition Summer: \$180 (\$160 for 2nd child in program)

- *The registration fee is due at the time the registration form is submitted.
- *Supply fees are due prior to the beginning of each semester.
- *Monthly tuition is due the 15th of the month before the payment is applied. (Ex. Sep tuition is due Aug 15th).

Late Fees

There will be a \$10 late fee applied to any payments received after the 1st of the month.

There will be an additional \$15 late fee applied to any payments received after the 7th for a total of \$25 in late fees.

If payment has not been received by the 15th of the month due, the child will not be able to return until the balance is paid.

As always, if there are special circumstances, please don't hesitate to email, call, or come by the office to discuss options. We are flexible and can always work things out. Communication is key!

Refunds

Registration fees and supply fees are non-refundable once paid.

Monthly tuition can be refunded in full **if the Director is notified** of the child's resignation **before the 1st of the month**.

Discipline & Expulsion Policy

Discipline plays an important role in the staff-child relationship at Kingdom Critters MDO. Limits will be set and rules established. However, no corporal punishment will be administered, and no discipline will be used involving toiletry, food or rest. In the event of biting or aggressive behavior, each set of parents will be notified, and an incident report will be filled out. Discipline will be determined on a case by case basis. An incident report will go home if a child is injured by or injures another student (hitting, kicking, biting, pulling hair...etc.)

If there are recurring discipline problems after trying to work one-on-one with the child, we will contact the parent for advice and information to help understand the problem. Communication in this area is vital, and we would appreciate being notified of any problems that could be affecting your children. After three incidents reports have been written for the same child, the parent will be called in for a meeting.

Unfortunately, there are reasons a child must be expelled from the program. We will do everything possible to prevent this from happening. The following are reasons a child may be expelled from the Kingdom Critters MDO program:

Child's Actions Resulting in Expulsion

- Continuous uncontrollable tantrums/angry outbursts

- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

Parental Actions Resulting in Child's Expulsion

- Failure to pay or habitual lateness in payments
- Failure to complete required forms
- Habitual tardiness when picking up your child
- Verbal abuse to staff

Causes for Immediate Expulsion

- The child is at risk of causing serious injury to other children or himself/herself
- Parent threatens physical or intimidating actions towards a staff member
- Parent exhibits verbal abuse to staff in front of enrolled children

Prior to expulsion, a parent will be called, and correspondence will be sent home indicating the problem. Every effort will be made by both Kingdom Critters MDO and the parent to correct the problem including class intervention and parent conferences. The parent will be asked to remove his/her child if the behavior does not improve after all support steps have been implemented to the best of our ability.

Sickness

Please do not bring your child to Kingdom Critters MDO if he/she is displaying sickness or has a fever. Please respect the staff's judgment when they determine that a child should not attend MDO because of sickness. This policy is designed to help sick children recover and to avoid the spread of illness among other children.

If a child becomes sick while at Kingdom Critters MDO, the child will be isolated from other children in care and the parent called immediately. Children will be removed from class if they exhibit signs of illness.

Children should be kept at home if they have any of the following:

- Fever (within the last 24 hours)- we consider 100 F to be a fever; (if you are taking temperature under the arm add 1 F)
- Diarrhea (within the last 24 hours)
- Vomiting (within the last 24 hours)
- Rash
- Impetigo
- Runny nose that has green or yellow mucus
- Persistent cough

- Eye infections
- Uncovered skin lesions or wound infections
- Yellow skin or eyes (Jaundice)
- Head lice/bed bugs or "nits."
- Sore throat
- Childhood diseases (Scarlet Fever, Measles, Mumps, Chicken Pox, or Whooping Cough)
- Other communicable diseases

All open wounds, large scrapes or cuts must be properly covered with a bandage and remain covered while the child is in attendance. Parents will be contacted if a child appears ill during a session.

Potty Training

We highly recommend that children entering our three year old classes be potty trained during the day. We do expect that anyone entering the four year old rooms be potty trained.

Photos and Publication

Kingdom Critters MDO utilizes Social media, Remind 101 and other media. This statement is to inform you that your child's picture could be used in any of these areas unless a written note is given to the director asking for the child's photo not to be taken or shared. Kingdom Critters MDO Staff will use TACT and discretion in the use of any photos of your child or any children in our care.

Photos could be used by...

- Personnel of M1BC for classroom use, such as crafts and prints that will be sent home (including group photos).
- "In-house" publications such as newsletters, flyers or in Remind group texts.
- M1BC website or M1BC Facebook page.

What to Bring

Please clearly label each personal item with your child's name.

- A backpack or bag
- An extra change of clothes which includes a shirt, pants, underwear, and socks. (At least 2 sets of clothes for children who are potty training.)
- At least 2 diapers for children who are still in diapers or pull-ups.
- A lunch.
- A water-bottle or cup to use throughout the day.
- A nap mat or pillow and blanket for nap time.
 - Nap mats will be sent home approximately every two weeks for cleaning.

- Please send the children in clothing that will be comfortable and easy to take off for toilet training purposes.