

Policies of the Midlothian Family Center Parent's Day Out

Purpose

Our purpose at the Midlothian Family Center Parent's Day Out (MFC PDO) is to provide a Christian environment that promotes physical, social, cognitive, and spiritual development of young children.

Curriculum

MFC PDO seeks to provide an environment that emphasizes Christian values and the principles of faith as the foundation for spiritual growth. Using the *My Father's World* curriculum, children will embark on a learning adventure with fun, Bible-based lessons. Learning through stories, creative play, and crafts. Along the way, they will experience spiritual growth, cognitive development, and foster a love of learning.

Drop-Off and Pick-Up Procedures

Parents are required to walk their child to the designated check-in station and sign their child in each day. Children will be released ONLY to properly identified persons who have been listed in the child release section in the Enrollment Forms. The names of individuals who are allowed to pick up children are to be kept current by the parents. Children will NOT be released to siblings of any age. Children are to be signed out each day by the person picking up your child.

General Schedule

Below is an example of a typical day (schedule may vary):

8:55 - 9:00 Arrival

9:00 - 9:45 Chapel/Activity Time

9:45 - 10:15 Lesson

10:15 - 10:30 Snack Time

10:30 - 11:15 Craft Time

11:15 - 12:00 Playtime/Pickup

Enrollment

MFC PDO serves potty-trained children ages 3-5 years old. No child shall be discriminated against based on race, color, religious belief, or gender. Children with special needs including mental/physical handicaps and serious disciplinary problems will be individually assessed. Enrollment online through PROCARE must be completed and the enrollment fee must be paid prior to your child entering the MFC PDO program.

Payment Methods

MFC PDO only accepts auto-billed, credit/debit card and ACH payments through PROCARE. We prefer you use your bank account. If a credit card is used a fee may be incurred. If your account is not paid in full by the 10th of the month, your child will not be able to attend MFC PDO until your account has been paid in full. A late fee of \$10.00 per child will be charged to your account if tuition payments are not made by the 10th day of the month. If your account has not been paid in full by the close of the month, your child will be dropped from the MFC PDO program.

Late Pick-Up Fee

MFC PDO closes promptly at 12:00 pm. If you are later than 12:10 pm, a late fee will be added to your account. There is an initial charge of \$5.00 and then \$1.00 per minute thereafter.

Spring Enrollment Fee & Tuition

Enrollment/Supplies Fee: \$100.00 per child. Enrollment fees are nonrefundable & will not be applied to tuition fees.

Tuition: \$150.00 per month for the FIRST child, \$130.00 per month for each additional child.

Payment is due on the 10th day of the month, NO EXCEPTIONS! Credit will not be given for any days missed. When your child is enrolled in MFC PDO, you are obligated to pay for the entire month, even if your child is absent. Any situation in which a parent does not pay the FULL monthly tuition will result in the child being dropped from the MFC PDO program. This will require the child to re-enroll, pay a new enrollment fee, and be put on the waiting list if there is one at that time.

Withdrawal

We ask that you provide us with a one-week written notice should you wish to withdraw your child from the MFC PDO program. Until proper notice is given, you are responsible for all tuition fees. NO refunds of partial payments will be given.

Tax statements

Tax statements can be pulled from ProCare at any time during the year.

Inclement Weather

Should Midlothian Independent School District close or start late due to inclement weather conditions, MFC PDO will do the same. Discounts in tuition are NOT given for bad weather days. MFC PDO is not required to provide bad weather make-up days. If MISD starts two hours late, we will be closed for that day.

Holidays

MFC PDO will observe the following holidays:

Thanksgiving Break
Spring Break
Christmas Break
Memorial Day
New Years Day
Independence Day
Good Friday
Labor Day

Personal Items

Each child is to bring:

1. A cup labeled with the child's name
2. A change of clothing in case of accidents
3. A snack labeled with the child's name (if not interested in the provided snack option)
4. DO NOT bring child's toys or electronics

Please have all cups/snacks clearly labeled with your child's name. If your child's name is not on it, we will label it for you with a permanent marker.

Medication

MFC PDO will NOT dispense medication to any children. If your child requires medication, please administer it immediately prior to or following the MFC PDO operational hours.

Illness

Please do not bring your child to MFC PDO if they have any of the following signs of illness:

1. Oral temperature of 100.4 degrees or higher, accompanied by behavior changes or other signs or symptoms of illness.
2. Armpit temperature of 99.4 degrees or higher, accompanied by behavior changes or other signs or symptoms of illness.

Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, diarrhea, two or more vomiting episodes in a 24-hour period, rash with fever, mouth sores with drooling, behavior changes, or other signs that may be severely ill including, but not limited to coughing, sneezing, runny nose, red or matted eyes. If lice are detected, your child may NOT return to the program until appropriate treatment has been administered.

Biting

While biting is a very serious matter, it is anticipated with children. The Director and staff will at all times work with the children and the family to stop this behavior. Time-outs will be utilized, and the child will be kept apart from the other children after the biting incident occurs. If biting continues, a child may be subject to dismissal from the MFC PDO program.

Fighting/Inappropriate Behavior or Language

If a child is caught fighting, he/she will be sent to the MFC PDO Office and the parents/guardian will be notified. If a child hits or kicks a teacher, the parents/guardian will be notified and will be asked to pick up the child. Continued occurrences will result in dismissal from the MFC PDO program.

Discipline

Discipline consists of positive encouragement. Physical punishment is never allowed. MFC PDO uses time out, behavior charts, and guidance from the Director.

Emergency Drills

MFC PDO will participate in monthly fire drills and quarterly tornado drills. This is acquainting your child of what to do in case of an emergency.

Emergency/Injury

Parents will be contacted immediately in the event of an injury or illness. If the parents cannot be reached, the person(s) listed as the emergency contact on PROCARE will be contacted. In the event of a severe injury, medical attention will be summoned via ambulance. For less serious matters that may need medical attention, the Director or person in charge will take the child to the child's personal physician or the most accessible Emergency Room in Waxahachie or Midlothian. Parents are responsible for all medical costs incurred.