



Dear Parents:

Welcome to Little Friends MDO Pre-K Program! Little Friends MDO Pre-K is a ministry of Crosby Church. We are very excited that you chose our program for your child. Our program is designed to provide loving care to your children and nurture them as they continue to develop emotionally, physically, and spiritually. Children grow so fast and time is of the essence to teach them all they need to know to grow up in this great big world that God gave us.

As a ministry of Crosby Church, we will partner with you as you raise your child in the Lord. You play an important part in our role to minister to your child. This welcome pack is designed to help you understand our program, its mission, and guidelines under which we will operate. You are always welcome to drop in, ask questions, and make suggestions, or call anytime with praises or concerns. A good relationship between the staff at Little Friends and you, the parent will contribute to a successful experience for your child.

**Please return your child's Notarized Enrollment Form, Copy of your Insurance Card, Shot record, Parent Agreement, and Child Profile to the Director.**

We at Crosby Church value children and believe in families. We sponsor this MDO Pre-K Program to help your children grow like Jesus grew and love others as he has loved us. "A friend loves at all times" Proverbs 17:17. You can rest assured that while you are away running errands or at your place of work, your child will be learning ABC's, 123's and most importantly, of God's love for them! Thank you for this opportunity to share in this part of your child's life.

God Bless,

Rhonda Powell

MDO Director Crosby Church

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## **Purpose**

A child develops physically, mentally, emotionally, socially and spiritually. We are committed to providing academically based, age appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through hands on activities, centers, play with purpose, and positive Christ like role modeling of the staff. We view every moment with your child as a teachable moment. Our goal is to point them to Christ in everyday activities and lay the foundation for a future relationship with Him. "You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these.....shall you teach diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down and when you rise up" (Deuteronomy6:5-7) We also desire for the children that go through our program to be equipped and beyond ready for their first day of kindergarten. Since we do not have them everyday, we try to offer tools that you can also work with them at home. A few things a child going into kindergarten is expected to know and identify is 20 uppercase and 20 lowercase letter, identify and produce 20 letter sounds, know and utilize concepts about print, write first name, rote count to 30, make/count sets up to 10 objects, recognize numerals 0-9, know and create basic shapes. These are just a few of the main items. So it is our goal to help you as the parents equip your child for this next step in their life.

## **Program**

Little Friends MDO Pre-K operates Monday , Wednesday & Friday at our Crosby Campus, Tuesday & Thursday at our Huffman Campus from 9:00 -2:30. The program will begin on August 31st and will end in May. We follow the Crosby School District Calendar/Huffman School District Calendar. Our curriculum is based off of Frog Street curriculum and modified to fit our schedule and goals. We also incorporate a daily Bible time into each day and once a month have a chapel time in the sanctuary that we all come together to sing worship songs with motions and learn a Bible story and character concept. We also have a Christmas program and an End of the Year Program/Pre K 4 graduation the last month of each semester.

## **Enrollment**

Enrollment is open to children from 1 -5 years of age for our Crosby campus and 1 -5 years of age at our Huffman Campus. Enrollment is first come first served basis. Once a class has reached the maximum number of children, a waiting list will be generated to fill spaces as they become available.

## Fees

### Crosby 2(or)3 Day Program

Enrollment Fee \$65.00 (nonrefundable & includes MDO t-shirt if registered by 9/30)

Supply fee \$30

Party fee \$20

Monthly Tuition:

September through May—2 day a week  
\$175/mo.

3 day a week—\$237.50

Drop In Fee—\$30

### Huffman 2 Day Program

Enrollment Fee \$65.00 (nonrefundable & includes MDO t-shirt, if registered by 9/30)

Supply fee \$30

Party fee \$20

Monthly Tuition:

September through May—2 day a week  
\$175/mo.

- \* Option is available to do 4 days or 5 days a week between both campuses
  - 10% discount for additional children (Non- Members)
  - 15% discount for additional children (Members)
  - 10% additional discount for military families

Fees are due the 1st program day of every month and are to be turned into the Director or Director Assistant or can be paid through the invoice that will be emailed to you. We take cash, credit, or check as forms of payment.

**A late payment fee of \$5.00 per program day will be added if not paid by the 10th of the month.**

**No credit will be given if a child is absent or for breaks and holiday time or days closed due to inclement weather.**

There will be a \$25.00 charge for an insufficient check. After 2 insufficient checks, you will need to pay cash.

If you unenroll at any time during the year, your position will not be held. If a spot is open and you'd like to re-enroll during the school year, you may do that, but you will have to pay the enrollment fee again to do so.

Tuition is figured for the year and then divided by 9 months to get the monthly rate. It averages to be \$22.50 a day. Some months have less days than others due to breaks, but those breaks were already figured into the monthly tuition for the year. You are not paying for the days off.

### **Arrival & Departure (Crosby Campus)**

**Arrival - Please enter by the back entrance on Crosby/Dayton road and exit on Hwy 90.** You can drop off your child or walk them in the front of the church during drop off time starting at 9:00 am –9:20 am. Starting at 9:20 the front entrance will be locked and you will need to walk your child in thru the side entrance at the MDO welcome desk to sign in. We ask that you not bring your child past 10:30 a.m. unless prior arrangements have been made.

**Departure - Please enter by the back entrance on Crosby/Dayton road and exit on Hwy 90.** We will dismiss all children through the car line @ 2:30 pm. We have two pick up places, so make sure you know which one you are to pick your child up at. If you need to pick up your child before 2:30, you must come before 2 or

wait until 2:30. No one will be allowed in at this time for safety reasons as we get all the children ready for pick up. Two signs will be given per student to place in your car window; each replacement sign will be \$1.00 each. If someone other than those listed on the release form sheet is to pick up a child, the director must have written permission from the parent and a photo ID will be required before the child will be released.

## **Arrival & Departure (Huffman Campus)**

**Arrival** - You can drop off your child or walk them in thru the kids check in door of the church during drop off time starting at 9:00 am –9:20 am. Starting at 9:20 all doors will be locked and you will need to walk your child up to the kids check in door to be let inside. We ask that you not bring your child past 10:30 a.m. unless prior arrangements have been made.

**Departure** - The front door opens at 2:30 pm for pick up. If you would like to drive thru to pick your child up you can pull up to the entrance and we will bring your child to you as long as you have their pick up sign. If you would like to walk in to pick your child up, please do so through the kids check in door. You will still need their pick up sign also, for this is for the safety of our children. Two signs will be given per student; each replacement sign will be \$1.00 each. If someone other than those listed on the information sheet is to pick up a child, the director must have written permission from the parent and a photo ID will be required before the child will be released.

\*\* There will be a \$1.00 fee charged for every minute your child is left after 2:45p.m. You must pay the late fee on the day that it occurred.

**Crosby Church MDO Pre-K Program Staff are not allowed to transport students.**

## **Health/Illness**

Children who have a contagious illness or exhibits signs of illness (fever, diarrhea, vomiting, or a suspicious looking rash) may not attend. They must wait 24 hours after signs have passed before returning. If your child becomes ill during the day, he/she will be isolated from the group and you will be called to pick him/her up immediately. In the event of exposure to a contagious disease within the group, you will be notified in writing via Class Dojo. The staff will not administer any medication.

Each child is to have an up-to-date immunization record on file. Please update record each time Immunizations are given.

## **Referrals**

We love referrals! If at anytime you refer someone to our program, tell them to put your name in the blank on our enrollment form where it says, "How did you hear about us." If they place your name on the enrollment form you will receive a \$50 referral buck to be used toward any month's tuition you choose. We won't replace lost or stolen referral bucks however. Thank you for spreading the word about our program!

## **Food**

Each child will need to bring a lunch and drink. Please label juice cups, containers, and anything else that will need to be sent home at the end of the day with child's name. Please pack a nutritious meal and make sure it does not pose a choking threat. Due to many having peanut allergies we ask that no peanut products be sent with students.

Birthdays are a wonderful time in a child's life and we want to make every effort possible in celebrating those with each child. If you would like to send cupcakes or cookies with your child on his/her birthday that would be great but they must be prepackaged only.

Any treats must be store bought for hygenic purposes.

## **Clothes**

Children will be going outside occasionally (weather permitting), so please dress them accordingly to enjoy God's beautiful world. Keep in mind, they will be outside in the morning hours and the high temperature for the day does not occur until late afternoon. Tennis shoes are best for busy little feet.

Each child will need to have an extra change of seasonal clothing in case of an accident. Diapers and wipes will need to be provided by the parents.

## **Discipline**

We encourage positive redirection. Positive discipline teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of the conflict. We encourage children to empathize with one another's feelings and see the results of their actions. We discourage inappropriate behavior. We use "Time Out" as our last resort. Any child that is put in time out is always supervised by a teacher and shall remain in time out only 1 minute per age of the child. When time out is over, it is explained to the child why time out occurred and what correct behavior is expected. No child is subjected to corporal punishment or physical discipline at any time. Discipline shall never be related to food, rest, or toileting.

We will make every effort to work with parents of children having difficulties in child care. Behavior of children which disrupts normal classroom group activities on a frequent or extended basis may indicate physical or emotional problems requiring the attention of a professional specialist. The teacher and/or Director, with parental consent, will take the necessary steps to refer the child to the Public Health Nurse, a Mental Health Consultant, or other appropriate places for a professional evaluation.

Children displaying chronic disruptive behavior which is upsetting to the physical or emotional well-being of another child may require the following actions:

1. Parents of the child will be called in for a conference. We will discuss the issues and identify some possible solutions. A plan of action will be developed and agreed upon by the parents, staff, and a health/behavioral specialist.
2. If the plan of action is not working, the parents will be called in for another meeting. We will discuss what is not working and develop another action plan.
3. If no progress has been made towards solving the problematic behavior, the child may be suspended from care. This suspension may range in length from the rest of the day to indefinitely.

## **Dismissal**

Crosby Church Mother's Day Out reserves the right to cancel the enrollment of a child for the following reasons:

- Nonpayment or excessive late payments of fees
- Physical and/or verbal abuse of staff or children by parent or child
- Not observing the rules of the program as outlined in the handbook /parental agreement

The use of physical force as a discipline measure is prohibited. This includes spanking, slapping, pinching, shaking, biting, pulling hair or arms, jerking, etc.

## **Protocol for visiting therapists**

We realize that some of our students will have the need for therapists to visit, such as a speech therapist or physical therapist. We are more than happy to accommodate this need. However, therapists must come during the times of 9:30-11:00. This is the best time for observation considering many of our kids begin to eat lunch at 11.

## **Withdrawal**

Two week notice in writing is required for withdrawal and is to be submitted to the Director. If notified after the first of the month, tuition for that month will still be due and will not be refunded.

## **Communication**

We utilize text alerts, Facebook as well as an app called Class Dojo to communicate with our parents. Please make sure to get connected to one or all of them.



## **Parent Agreement**

I have received a copy of the Little Friends MDO Pre-K Program, Parent Handbook.

I read and understand the policies and the guidelines as described in the Handbook, and I agree and abide by them.

This copy for Your Records only

(Signature of Parent/Guardian)

(Date)

(Name of Child enrolled)