

MDO @ NBBC HANDBOOK

Thank you for entrusting your child to us while in our program. Our desire at MDO is to offer your child an inviting, safe and loving environment where he/she can:

1. Learn about God, Jesus Christ, the Holy Spirit and the truth of the Bible.
2. Acquire the knowledge and skills necessary to understand emotions, show empathy for others, and develop friendships.
3. Grow academically and be introduced to a structured learning environment to help them thrive when they go off to Kindergarten.

Safety and Class Ratios

We are a group of Christian women who are passionate about teaching children. All staff have been background checked and CPR/First Aid certified. Our teacher: student ratios are well below state minimums to ensure the best care.

School Schedule

We are in the Comal ISD district. We follow their school calendar for holidays, bad weather delays or closures.

Admissions

All children must be enrolled by a parent or legal guardian who agrees to be responsible for their financial obligation, child's behavior and other policies listed in this handbook.

Parents must provide a complete enrollment form and a copy of current immunization records or waiver by the first day of school.

Tuition & Fees

Tuition is based solely on the number of days MDO operates within the district school year, taking into consideration holidays. This allows for convenient billing and ensures rates do not fluctuate over the 9 months.

There are 60 MDO days per school year at \$30 per day.
 $60 \text{ days} \times \$30 \text{ per day} = \$1800 / 9 = \$200 \text{ per month.}$

Monthly Tuition

1 Child- \$200 cash/check \$205 via credit card

2 Children-\$400 cash/check \$410 via credit card

Tuition is due the 1st of the month. There is a black mailbox outside the directors office upstairs. Please make checks payable to New Braunfels Bible Church MDO with your child(rens) name in the memo line. Envelopes provided for cash payments include the child's name on the envelope. *All accounts must be kept current.*

We have a 5 day grace period for tuition. **On the 6th, a \$20 late fee will be added to unpaid accounts. If balance due is not paid by the 10th, or a check is returned due to insufficient funds, a letter will be sent home stating the child may not return until the account is made current.** If not paid by the end of the month, your child will be withdrawn from the program.

Credit is not given for a child's absence, including vacations or illness. Events beyond our control, such as weather or national emergency will be assessed for a daily credit rate on the next month's tuition.

Failure to keep balance current or "skipping" a month's tuition will result in *permanent dismissal* from the program for your child, and their siblings, even if they are enrolled for the next school year. The program uses tuition to pay for building fees, supplies, salaries and so on, and the whole program suffers when we are shorted. Tuition and fees are not prorated.

Registration fee per child:

\$150 (Non-refundable) This secures your child's spot in our program.

Supply Fee:

A one time, non-refundable \$25 supply fee per student is due by the first day of school.

Withdrawal:

When registering a student, you're committing to the whole school year. We understand circumstances arise so a one month notice is required for withdrawal and should be submitted to the program director so that we may fill the spot the next month with a child on the waitlist. Not giving proper notice will result in a permanent dismissal from our program. Our program is unable to reimburse for partial months attended.

Drop off and Pickup Schedule

Our day starts at 9 a.m. If you arrive early, you may wait downstairs in the Lobby until 9 am, then head on to class. Please do not go to class before 9 as teachers are busy preparing for class. However, it is very important for the children to arrive on time for school, as we are shaping our children's attitudes and habits at this early age. Teachers often start the day with activities and learning opportunities we don't want your child to miss. Encourage them to independently put away their backpack, lunch, etc and walk in and say goodbye. We ask that you do not enter the classroom as this can increase anxiety and confusion some children experience. Entering independently will help them grow in confidence and lessen the anxiety when you leave. We want MDO to be a happy time for your child. It is best to offer your child a quick hug or goodbye, rather than a prolonged farewell. Remember your child is in good hands, go have a great day!

Our day ends at 2 pm. Please make sure you are on time to get your child and if you have more than one child, arrive a few minutes early so you have time to get both. Our teachers have to clean up and plan before the next school day before quickly getting their own kids from school. Please let your teacher know at a.m. drop off if another adult will be picking up.

Under NO circumstances will anyone be allowed to pick up your child that is not on the enrollment form list. We will ask for a photo ID to verify who is on the list. If you need to make a change to your pick up list, please see the director ASAP. If your child is not picked up by 2:05 they will be brought to the director.

A late charge of \$15.00 will be assessed for any part of each 15 minute segment that a child remains in the care of MDO staff after 2:05 pm. Late fees will be added to the next billing cycle as needed.

Our Daily Program:

Each Class will give a breakdown of their daily schedule at the beginning of the year with weekly updates. Each class will also have a private FB page for updates and pictures. Our teachers create curriculum focusing on a monthly bible lesson and depending on the class, various fine and gross motor activities, centers, arts and crafts, music and academic preparedness.

Lunch: Please send your child with a lunch daily that ***does not*** require storing in a refrigerator (use an icepack) or require warming in the microwave. Teachers are not allowed to heat up lunches. Lunches should contain food your child can easily feed himself. Please label containers.

Birthdays: You are more than welcome to bring a special store bought snack for your child to celebrate their special day with their classmates. Please coordinate with a teachers in advance

Photos: Throughout the school year we will be taking photos of the classes and children. These photos may appear on our public Facebook page or a private class page. We will have a waiver for you to sign the first day of school.

Dress Code

We are an active program. Please dress your child comfortably and in seasonally appropriate attire. On Wednesdays the 2's-Pre K participate in Stretch N Grow. Your child should wear closed toe shoes. Please keep a change of clothes (or 2 for younger/potty training clothes) in your child's backpack.

Rest time:

Each Child (excluding Pre K) should bring a rest mat. We will periodically send your child's mat home to be washed. No child is forced to sleep, but all children must rest quietly on their mat. Music will be played during rest time. We try to make this a positive experience. Please help us by explaining the need for this rest period to your child.. *Children that scream, cry or are otherwise excessively disruptive during nap time will need to be picked up from school early. We understand that this might cause an inconvenience but have to consider the class(es) as a whole.*

Items from Home:

Children enjoy bringing things to school, but this can cause disruption or a distraction in the classroom. We ask that items brought from home be stored in their backpack.

Paci's, loveys, blankets, stuffed animals, etc are to be stored in the backpack until it is time to rest. This gives your child the opportunity to fully engage in classroom activities and have something to look forward to at naptime.

Allergies: If your child has a severe allergy to a food or anything that requires an EPI pen, please include a note from your child's pediatrician with specific instructions on the allergy and guidelines on protocols. We require a spare EPI pen that can stay in the backpack or carried by the teacher if needed. If your child has an allergy that is less severe but may still need attention please speak with the director.

Potty Training: We will gladly assist with potty training as much as possible. We do require that your child wear "pull ups" during the potty training process. Children in the Pre-K 3's and Pre-K 4's must be fully potty trained (out of pull-ups). Repeat accidents at school will result in your child being removed from MDO to continue training at home before returning. If accidents continue, removal from MDO will be required. All students should have a change of clothes in your child's backpack in case of an accident.

Illness & Vaccination Policy

Please help us keep MDO a healthy environment. Do not send your child to school with:

- *Fever of 100 or more
- *Skin rashes or open sores
- *Vomiting or diarrhea
- *Evidence of Lice/Nits
- *Heavy nasal discharge or uncontrolled cough
- *Any suspected contagious illness
- *General malaise feeling preventing active participation

All children should be symptom free for 24 hrs before returning to school. If we see any of the above symptoms, we will call to come pick up your child. For the health and safety of our teachers and students you will have 45 minutes from the time of phone call to pick up your child. Please make sure you or someone on the pickup list is readily available to pick up in case of an illness or emergency on school days.

We do not give ANY medications at MDO, except for Benadryl in a suspected food allergy reaction. We have a first aid kit for minor injuries. In the event of a serious injury or medical emergency, we'll make an immediate attempt to contact you and your emergency contact numbers, in that order. If necessary, the child will be transported by ambulance, to the nearest hospital ER and be accompanied by a staff member. It is very important that you keep the list of contacts up to date.

Vaccinations/Waivers

All children attending MDO must provide a current immunization record or a waiver for delayed/alt schedule. Waivered students will be withheld from school in the event of a preventable outbreak without reimbursement.

The family at New Braunfels Bible Church is so glad to have you and your child with us. We would be delighted for you to join us for worship on Sunday mornings, a weekly Bible study, weekly small groups, AWANAS or any of our special events. Let us know if you need any information and we will do our best to keep you informed of what is happening.

Like us at:
Facebook.com/newbraunfelsbiblechurch
Facebook.com/mother'sdayoutatnewbraunfelbiblechurch

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