PARENT'S HANDBOOK

Our Purpose

The Mother's Day Out Program (MDO) is a ministry of Evergreen Baptist Church. We are a two-day a week program for children 18 months to 4 years (or the year prior to kindergarten). We offer a well-rounded curriculum with a Christian perspective. We strive to provide a safe and nurturing environment that promotes the spiritual, physical, social, emotional, and intellectual development of your child. You can expect your child to be loved as children of God as they learn to love as Jesus Christ teaches us to love others.

Our Curriculum

The curriculum we use is ***ABCJesusLovesMe***. The curriculum offers activities that include a bible story, bible verse, art, music, science/nature, fine motor skills, listening skills, cognitive skills and group time. The schedule also includes both vigorous and quiet indoor activities and playground time.

Nondiscriminatory Policy Statement

Evergreen Baptist Mother's Day Out program admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

REGISTRATION

Early Registration for 2026-2027

Beginning February 17, 2026, our currently enrolled students, their siblings and staff members' children will be given an opportunity to register for the upcoming school year 2026-2027. Registration is next available to children of Evergreen Baptist Church members. Open enrollment for the community is available March 3, 2026.

Remaining spots are filled on a first-come, first-served basis. We will place a child's application on a class waitlist when the class is filled. A registration fee will not be collected for children on the waitlist until they secure a permanent class spot.

Registration Process for Returning Students

Returning students are required to re-register each year, **complete all the required forms**, and pay the registration fee in order to complete their registration. An Admission Information

packet will be sent home with all current students end of January. Registration & Admission Information packet must be completed and returned before Tuesday, March 3, 2026, for returning students and/or any siblings who are not currently enrolled, but plan to attend the next school year.

MDO reserves the right to refuse admittance to the program or to ask for the removal of a child or children from the program at its sole discretion.

Registration Forms and Fees

The registration fee of **$150.00** and the following forms must be completed and turned into the MDO Director at the time of registration. Registration fee is NON REFFUNDABLE.

- *Admission Application*
- *Admission Requirement Form (Health statement to be signed by doctor)*
- *Authorization for Emergency Medical Attention Form (notarized)*
- *Immunization Records*
- *Parent Agreement Form*
- *Photography/Video Release Form*
- *Discipline and Guidance Policy Form*

Students will not be allowed to start class until ALL records/forms are complete and submitted to MDO via email or hand delivery.

TUITION, REGISTRATION FEE and DISCOUNTS

Registration/Supply fee:	**$150.00**
(September – May)	
Registration is a one-time fee for September through May, is ***non-refundable and due at enrollment****.*	
Tuition per month:	**$285.00**

Discounts

Multiples Discount: Families qualify for a Multiples Discount if there are two or more siblings in the same family that are simultaneously enrolled in MDO. The price for the youngest child will be full price. A second child will receive a $10 per month discount, and a third child will receive a $20 discount.

Tuition Payment Schedule

The payment due dates do not correlate with the number of days the program is in session during the designated month. Some months will have more or less days than other months, but the tuition will be the same each month.

While we feel it is important for children to attend each day consistency in their learning, we understand that occasional absences will occur. However, because the tuition holds the child's

spot, in the event of an absence, for any other reason such as inclement weather forces school closures, tuition will not be adjusted.

Tuition PAYMENT IS DUE THE FIRST TUESDAY of each month.

A late charge of $25 will be assessed for payments received after the first Thursday. A continual problem of late tuition payments and/or NSF returned checks could result in your child's dismissal from the MDO program.

Currently, you may pay your monthly tuition by check, money order, Venmo (@Evergreen-Baptist-Church), or cash. **If you are paying with cash, please put in an envelope and put your child's name on the envelope along with the amount you are paying. If paying by other form, please write your child's name on payment. All checks are to be made payable to EBC-MDO.**

DELINQUENT ACCOUNTS

An account that is more than 30 days delinquent will result in withdrawal of the child/children, **unless** appropriate **arrangements have been made with the** MDO **Director.**

Returned Checks

A $35 fee will be assessed for any insufficient fund checks. If an account has had one returned check, that account will then be asked to pay by cash or money order.

WITHDRAWAL FROM THE MDO PROGRAM

If it is necessary to withdraw a child from a class at any time during the school year, the parent must give a two-week **written** notice to the MDO Director**,** along with full payment for the month of withdrawal. Tuition for the full month is required even if your child does not attend.

For the safety of all children attending MDO, where MDO staff has reason to believe any circumstance impacting your child's presence at MDO may result in, lead to, or otherwise expose other children or MDO staff to harm of any nature, MDO, in its sole discretion, may dismiss your child from the program immediately. **There is no refund if your child is dismissed from the program.**

HEALTH FORMS

All children must have a **notarized** *Emergency Medical Information* Form, current Immunization Records, and a signed Health Requirements Form on file with the MDO Director **prior** to a child being able to attend.

If immunizations are deferred for reasons of conscience or medical contradictions, a notarized affidavit is required before the child can start school. MDO will accept only an **ORIGINAL**, notarized affidavit, which may be found Texas Immunization Exemptions | Texas DSHS.

ATTENDANCE

Notice of Absence

We request parents notify the MDO Director by texting or calling as soon as possible if they believe their child has contracted a communicable disease after attending MDO.

To notify of absences please text or call the MDO Director at 903-390-6049. Please leave the following information regarding the absence:

- *Parent's name*
- *Child's name and reason for absence.*

(If you are texting or calling for a child who is ill, please leave a detailed message regarding symptoms and the date the symptoms began.)

Guidelines for School Attendance

MDO requires parents not to send a child to school if he/she shows any signs of illness. This is not only for the protection of your child, but also for the protection of the other children and teachers.

Families are encouraged to be considerate of other students and staff by not bringing ill siblings into the MDO building during drop-off and pickup times.

Please note that the following guidelines will be strictly enforced. Please do not bring your child to school when any of the following symptoms exist:

- *Fever (must be free of fever (100° or more) for 24 hours without the aid of fever-reducing medicine)*
- *Vomiting and/or diarrhea (must be free of vomiting and /or diarrhea for 24 hours)*
- *Chicken pox – all sores must be completely scabbed over and dry underneath*
- *Common cold – from onset through one week*
- *Sore throat*
- *Any symptoms of childhood diseases*
- *Cloudy, green or excessive runny nose*
- *Persistent cough or croup*
- *Skin rash of any kind*
- *Difficult or rapid breathing*
- *Draining wound*
- *Any skin infection – boils, ringworm, impetigo, thrush, hand-foot-and-mouth disease*
- *Conjunctivitis or other eye discharge (All eye infections are contagious. The child must be on medication for 24 hours before returning to school.)*
- *Any communicable disease*
- *Head lice (must be nit free)*

Parents must inform the MDO Director or staff if your child was given any type of medication prior to coming to school (including allergy, cold or cough medicine).

MDO may find it necessary to modify the illness policies during flu or other similar related outbreaks. In some cases, a note from the doctor must be submitted prior to a child's returning to school from an illness. It is always prudent to obtain a note from the doctor and bring to the director or teacher upon your child's return to school.

We also ask that any open wounds, large scrapes or cuts be properly covered with a bandage. We require all open wounds to remain covered while the child is in attendance at MDO.

Children cannot be kept in their classroom while their class is outside on the playground. If a child is too sick to go outside, he/she should be kept at home.

During an epidemic (such as COVID), MDO may, upon arrival, check children's temperatures and may visually check for any sign of illness. If there are any questionable symptoms of a contagious illness observed, the parent will be asked to take the child home. Please be aware that it is at the discretion of the MDO Director to make the determination to send a child home due to illness. It is also at the discretion of the MDO Director to request receipt of a medical release letter from the child's physician prior to child's being readmitted to class.

Unvaccinated children will be required to stay at home in the event of an epidemic or other health emergency as determined by the Texas Commissioner of Health.

HEALTH/ILLNESS

Illness at MDO

Either the MDO Director or staff will conduct a health check on your child if your child is showing symptoms of illness. If your child becomes ill during the day, he/she will be isolated from the group, and you will be notified to pick up your child as soon as possible. **Your child must be picked up within one hour of your notification**.

When children are sick, they want their parents, and it can become a very stressful time for them. It is very important that you keep the MDO Director updated with current contact numbers. Please notify the MDO Director if you need to update any information.

In a non-life-threatening illness or accident, our first attempt will be to contact the parents. If we are unable to contact the parents, we will start contacting people on your emergency contact list. Please make all of your emergency contact people aware they may be called and expected to pick up your child in case of an illness or accident.

Please Note: A continual problem of not being able to reach a parent when a child is sick or hurt could result in the child's being withdrawn from the MDO program.

Accidents

Either the MDO Director or a MDO staff person will render first aid to an injured child and at their discretion determine whether the parent should be contacted immediately.

MDO staff will inform you at pickup time if any minor accidents, bumps or scrapes have occurred while your child was at MDO. You will be informed how the incident occurred, what first aid was rendered, and any notable visible signs.

If your child requires medical treatment, is at risk for injury, or contracts a communicable disease while at MDO, an Incident or Illness Report (Texas Health and Human Services Form 7239) will be completed. A parent or guardian's signature will be required. A copy of this form will be given to the parent or guardian and the original will be filed in your child's records in the MDO office.

Medical Emergency Plan

In a serious or life-threatening emergency, the MDO Director or other staff member will contact 9-1-1. The MDO staff will also contact EBC office so emergency personnel can be directed to the appropriate area of the church. MDO will contact the parents to instruct them to either come to EBC or the emergency facility indicated by emergency personnel. If a child is taken to an emergency facility via ambulance, a designated MDO staff member will accompany the child to the hospital until parents arrive.

All MDO employees are First Aid/CPR certified.

Emergency Contact

On the *Emergency Contact & Authorized Pickup Person* form, please list a person we can contact in case of an emergency. Each person you list should be someone with whom you are comfortable picking up your child from MDO, **only if we are unable to contact you** in the event of an emergency. The person listed on your application as "Emergency Contact" will be allowed to pick up your child *only in case of an emergency* unless otherwise indicated by you as an authorized pick up person also. **Having that person's name on the Emergency Contact list does not allow him or her to pick up your child *at any other time*.**

Medical Restrictions

It is the parent's responsibility to check with the MDO Director regarding any allergy or health limitation that could affect your child's placement. This also applies to any changes that occur prior to or during the school year. Student's special health needs such as allergies or chronic illnesses (including, but not limited to, asthma, hearing or vision impairments, various allergies, feeding needs, neuromuscular conditions, seizures, diabetes, urinary or other ongoing health problems) must be properly disclosed and documented. Documentation will then be reviewed by the Director. In regard to health issues, MDO reserves the right to make the final determination regarding acceptance.

Allergies

This is NOT a nut free environment.

- Any allergies must be listed on the Application for Enrollment AND on the Emergency Medical Information form.

- Allergies will be addressed on an as needed basis.

Medication Policies

MDO's policy is to dispense medication to a child **only** in an extreme emergency. All prescription medications must be in original prescription bottle with dosing instructions, child's name and a completed and signed "Permission Form for Medication". A "Permission Form for Medication" must be completed for non-prescription and prescription medications. If non-prescription medication must be given, please send that medication in an UNOPENED container, with your child's name, times and dosage to be given written on the medication. **Only the MDO Director may dispense medication**. In the event that the MDO Director is unavailable, a Staff member may administer medication. All medication must be turned into the MDO Director at drop off along with completed Permission Form for Medication.

Parents who have children with severe medical concerns should discuss this with the MDO Director.

Do not send any medication to school in your child's backpack! This includes prescription diaper ointments. **Do not add any medication to your child's drinking cup and then bring it to school! Please refrain from placing "gummy" vitamins in your child's lunch or backpack.** This is for the safety of your child and the other children in the program.

MDO staff is not allowed to apply sunscreen or bug spray as they are considered a type of medication. If needed, the parent will apply these prior to school. Do not put these products in your child's backpack.

GENERAL INFORMATION AND POLICIES

Current Information

It is extremely important MDO be able to contact the parents in case of an emergency. Therefore, it is the responsibility of the parents to notify the MDO Director of any changes in current information provided on the child's application. Please contact us immediately with any updates (e.g., address, phone numbers, pediatrician, allergies, etc.). Forms can be obtained from the MDO Director to update any information.

Pets

Pets are not permitted on the premises at any time, unless deemed appropriate by the MDO Director. This allows us to maintain a safe, healthy environment for all of our children and staff.

Holidays, Special Occasions and Celebrations

Holidays and any other days off during the school year are listed on the MDO calendar. MDO will send out notices home with the children and/or by text message or email throughout the year informing about any upcoming events or activities. Special events and other news (such as

school closings) will be posted on **Evergreen Baptist Church Facebook** page or sent via text message or email.

Your child will celebrate certain holidays and special occasions in class. MDO staff will notify parents in advance of the plans for these events.

If a parent/guardian would like to provide a special snack for a birthday celebration, please plan ahead of time with MDO staff. Staff will be able to give guidance on foods to avoid due to allergies and which days might work best. We ask that you bring easy-to-eat individual servings for the children to enjoy. (Ex. Cookies, mini cupcakes, donut holes, or muffins).

SECURITY

We take your child's safety very seriously.

The glass doors of the *Evergreen Kidz Ministry Building* will be unlocked for drop-off at **8:50 a.m**. Please drop off your child to MDO staff at the check-in table. At **9:05 a.m.** the glass doors will be locked. If you arrive after 9:05 a.m., please text or call the MDO Director at 903-390-6049.

At **2:30 p.m**., the front glass doors of the *Evergreen Kidz Ministry Building* will be unlocked, and you will be permitted to come in and pick up your child.

If you need to pick your child up early, please inform MDO staff when you drop your child off or contact the MDO Director via text or call at 903-390-6049 for admittance. ***We take every precaution to keep your child and our staff safe.***

Court Orders

Please provide MDO with a copy of any court orders pertaining to children in MDO's care. If MDO is notified of a court order impacting registered children, MDO staff will adhere to that court order **without exception**. However, MDO cannot adhere to any court orders that it does not receive.

INCLEMENT WEATHER/ILLNESS MDO CLOSINGS

In the event of inclement weather (or other weather-related events), we will notify you by text message or email as soon as it has been determined we will be closed or delayed in opening for the day.

On inclement weather days when MDO is in session, we ask our parents to closely monitor the weather throughout the day. If you hear that Iola ISD is starting late or closing early, and uncertain whether we are, you may text or call the MDO Director to make personal sure of a late start or early closing.

No credits or makeup days will be given for any weather related events or emergency-related closings.

Power Outages

In the event of an extended power outage during the MDO day, MDO may determine to contact parents for immediate pickup.

Emergency Drills

MDO will conduct periodic fire, tornado and lockdown drills. Our MDO staff is trained for each of these emergency situations.

Emergency Preparedness Plan

If the MDO Director or security officials find it necessary for MDO staff and students to evacuate the building and surrounding area due to a dangerous situation, all children will be transported to the emergency evacuation site within walking distance. Our remote evacuation site will be:

The helipad across the street adjacent to the church.

MDO staff will have all contact numbers with them and will call or text parents as needed and will direct parents where to pick up their child. Any student who may need assistance or have a special need will be personally carried or escorted by a MDO staff member during an emergency evacuation.

ARRIVAL AND DEPARTURE PARKING AND ENTERING

Arrival

SEE INFORMATION UNDER **SECURITY*

Classroom activities begin promptly at 9:00 a.m. Children who arrive late may miss activities and can be a disruption to their class. We ask you to make a special effort to have your child arrive by 9:00 a.m.

If you have an issue or concern that you need to discuss with MDO staff, please make arrangements to talk at another time rather than at drop-off or pick-up time. The MDO staff need to devote all their attention to the children and not be distracted by talking to a parent.

For privacy purposes, MDO staff will not discuss any personal issues about a child at the door with parents in front of other children or parents. Should staff need to discuss any issues with a child's parent and are unable at the time of pick up or drop off, the MDO staff can contact parents via telephone, text or email to discuss or schedule a time to discuss any issue.

Release of Children

Children will be released only to their parents or authorized person as completed on the *Emergency Contact and Pickup Authorization* Form at time of registration or amended by parent during the school year. The authorized pickup person must be 18 years of age or older. Parents must inform MDO of any changes to those individuals authorized to pick up their child, including providing any related documentation such as custody agreements and court orders, if applicable. In such an event, MDO assumes no liability if a child is released to an individual, including a parent, who was previously authorized to pick up a child, but pursuant to custody agreement or court order is no longer permitted to do so.

Parents must inform MDO staff at drop off, if anyone other than the child's parents or authorized pickup person will be picking up their child that day. The person's full name, not a nickname (e.g., "Grandma" is not acceptable) is required. We will ask to see that person's **driver's license** to verify the name and make a copy of driver's license. **We will not release children unless we have received prior consent from a parent.**

If circumstances change during the day, please text or call the MDO Director at 903-390-6049 at your earliest convenience. Please leave a callback number where we can reach you to verify the information. Remember that this is for your child's safety.

Leaving Your Child

This can be an anxious time for some children (and some parents, too*)*. We have found it is best if you say your goodbyes quickly and cheerfully.

Departure/Pickup Time

We dismiss the classes at 2:10 p.m. We ask that you be in the designated pick-up area no later than 2:30 p.m.

We know sometimes unplanned circumstances occur that delays you in picking your child up promptly at 2:30 p.m. If this happens, please contact the MDO Director by calling or texting the director at 903-390-6049.

CLASSROOM INFORMATION

Lunches/Snacks

Each student is to bring a LABELED water bottle or sippy cup every MDO day. These bottles or cups should contain only water and will be used throughout the day.

It is important for each child to bring a well-balanced, nutritious lunch to MDO since parents are responsible for meeting their child's daily nutritional requirements. **All lunches must be ready to eat. Please DO NOT send soup.**

- *Each child needs to bring a lunch to MDO each MDO day. We suggest the lunch consist of primarily finger foods that can be served with little assistance.* ***No soup!***

- ***Cut up all foods that could be a choking hazard (examples: uncut grapes, uncut hot dogs, hard candy, large fruit chunks, large cheese chunks, etc.)***
- *Please include any utensils your child may need with their meal. NO knives are permitted (including plastic).*
- *The water your child brings to MDO will be served at every snack, mealtime and after active play.*
- ***LABEL!*** *Please be sure your child's name is on his/her lunchbox, cup and all other containers.*
- ***We are unable to heat or refrigerate lunches.***
- *No carbonated drinks.*

Backpacks/Nap mats

MDO will NOT provide nap mats and blankets for each child. Please bring a blanket and nap mat for your child. *Kindermats* (1x19x45) are acceptable. Please label all with your child's name. We will send home your child's blanket and nap mat each week to be washed. Should your child use *Kindermats* it will be kept and cleaned by MDO to be used for the next MDO day.

Please check your child's backpack daily for information from MDO.

Screen Time

There will be times when we will be introducing activities through various resources through televisions in the classrooms during our daily routines. Please know this will be very limited. For example, songs with motions to introduce to the children, particular subjects we are focusing on in our curriculum.

Clothing

Here are some items to consider when preparing for school:

- *If your child can use the bathroom on his/her own, we request that you dress your child in clothing that will allow him/her to go to the restroom with little assistance from the teacher. Please do not dress them in one-piece clothing.*
- *Select clothing free of complicated fastenings.*
- *Washable play clothes are recommended for school days. We will have lots of fun at MDO, so please keep the dress clothes at home.*
- *Remember your child may be painting at school. We do use washable paint, but stains can happen.*
- *Pack a **complete** change of clothing (labeled with child's name), and include underwear, socks, and shoes in his/her bag every day. Please remember that accidents are not always potty-training related. In case of an accident, your child will be changed and the soiled items will be bagged and sent home.*
- *For all students' safety, shoes must be worn at all times at MDO.*
- *Children love to go outside. Our classes generally go outside every day—even in the cool weather. Remember to pack a jacket or coat during cooler weather.*
- *Again, please **LABEL** all items.*

Playground/Outdoor Time

All ages will have the opportunity to go outside during the MDO day, weather permitting.

Nap time /Rest time

In late morning or early afternoon, classes will have a nap/rest time. After a busy day, children need this time. If nap/rest time is stressful for your child, MDO staff may consult with parents about nap/rest time. Children who are unable to fall asleep and are becoming restless or bored will be allowed to do quiet activities after 30 minutes of quiet time or will be read a book.

Toilet Training and Diapering

We want to support your child in his/her toilet training. However, we request that your child be successful at home (with no accidents) for a minimum of two (2) consecutive weeks prior to attempting toilet training at MDO. Please communicate with this with MDO staff so they can assist with the process at MDO. Please advise MDO staff what words or expressions you use at home so consistency can be implemented.

A student is considered completely toilet trained when he/she is able to:

- *Communicate the need to MDO staff*
- *Pull down and pull up his/her own pants with minimal assistance or independently*
- *Anticipate the urge to use the toilet, and control the urge until he/she gets to the toilet*

For health and sanitary reasons, if you are potty training and your child continues to have accidents at school, we may ask that your child wear a diaper or a Pull-Up at school until he/she is more confident in using the bathroom.

It is very common for a child who has recently been potty trained at home to have accidents at school. As frustrating as it can be, we know this is very common and a natural occurrence with children. Often, a child will forget since there will be distractions at MDO or the child just does not want to be pulled away from active play with friends to go to the bathroom. So, be patient; it will happen.

Your child MUST be toilet/potty trained COMPLETELY if they are in the 3-4 year old classroom.

Diapering

Pack all disposable diapers, wipes, diaper ointments (over-the-counter) and other items that your child will need during the MDO day. **Be sure to label all items with your child's name. Please only bring disposable diapers. NO CLOTH DIAPERS.**

NOTE: It will be assumed that any diaper ointment or creams (non-prescription) in your diaper bag may be used on your child. Therefore, please remove any items you do not want used on your child from your diaper bag. We ***cannot*** apply prescription ointment unless we receive the ointment in its original prescription packaging and a Permission Form for Medication is completed and the ointment is labeled per direction under "Medication Policies".

PERSONAL TOYS

Please leave your child's toys at home or in the car. Other children find it difficult to understand why the child who brought a toy to class does not have to share his/her toy. We cannot be responsible for any personal toys, or irreplaceable items that could get lost, so please refrain from bringing these to school. **Play guns and weapons of any kind <u>are not allowed</u> at MDO.**

COMMUNICATION

Parents are encouraged and welcome to discuss any issues or concerns with the MDO Director or staff. You are highly encouraged to contact the director as soon as a concern arises regarding your child. You are welcome to either schedule an in person meeting or telephone call.

<u>Communication with Parents</u>

We use several different forms of communication to relay important information to our MDO families. Take time to do the following so you can stay informed:

- *Read all information that is sent home with your child on a MDO day.*
- *Check the bulletin boards for information.*
- *Read all communications sent from the MDO Director or staff via text message or email.*
- *Check the **Evergreen Baptist Church** Facebook page*

<u>Parent/Staff Communication</u>

If you need to talk to MDO staff, please coordinate a conference time either in person or telephone after MDO hours. For your privacy, MDO staff have been instructed *not* to discuss any issues or concerns at the door should other parents or children be present. This is for your privacy so that others, will not overhear.

SPECIAL CONCERNS

Children enrolled in the program must be able to participate in the normally planned activities. This includes participation in indoor and outdoor activities, learning activities and social interaction. The safety and the welfare of the class will have priority over an individual situation. MDO reserves the right to determine if the program is not able to provide adequate care for a child.

<u>Separation Anxiety</u>

It is common for some children to experience sadness and crying due to separation from their parents, but most will calm down after a few weeks. Most children may cry for just a few minutes and then settle into their classroom routine. For heavy crying that continues for an extended period of time (30 minutes or more), MDO staff will contact a parent to discuss the situation. We might ask you to come and pick up your child. In some cases, we will ask parents to gradually ease their child into the program by bringing the child for initially short periods of

time, and then work up to a full day. We have found that in most cases, this method has worked the best.

If your child is crying when you leave him or her at the door, we ask that you go ahead and leave. A glimpse of you will only make the crying last longer. **If you are concerned about your child's crying, we suggest you contact the MDO Director at any time during the day to check on your child.**

Biting and Aggressive Behavior

Many children will go through a stage of biting or hitting. They might bite or hit because they are frustrated, because their gums hurt or sometimes even by accident. Please understand that this can be a common occurrence among younger children. These types of problems are handled on an individual basis. We will redirect the child, remind the child of expected behavior, give the child rest/break periods from the activity and attempt to work with the child and parent, but safety is always our first concern. We must consider what is best for the classroom as a whole.

Biting –

1st time: After a child bites for the first time, he/she will be sent home for the remainder of the day and will be able to return the next MDO day.

2nd time: After a child bites for the second time during the same semester, the child will be sent home for the remainder of the day and will take a break from the next MDO school day. There will be no tuition adjustment on this break.

3rd time: After a child bites for the third time during the same semester, the child will be sent home for the remainder of the day and will take a full MDO week break from the program. There will be no tuition adjustment on this break.

4th time: After a child bites for the fourth time in the same semester, the child will be sent home for the remainder of the day and will take a break from the remainder of the semester.-If the event occurs in the Fall semester, parents would need to pay tuition each month to guarantee their child's spot in the spring semester. Otherwise, the spot will be filled.

5th time: After a child bites for the fifth time, the child will be dismissed from the program.

Aggressive Behavior – Aggressive behavior is defined as hitting with or throwing a hard object, shoving down, scratching, kicking, pinching, choking, slapping, etc.

1st time: After a child displays aggressive behavior, written notice will be given to the child's parent.

2nd time: After a child displays another aggressive behavior, parent will be notified and the child will be sent home for the remainder of the day and will take a break from attending MDO on the following MDO day. There will be no tuition adjustment on this break.

3rd time: After a child displays a third aggressive behavior, parent will be notified, the child will be sent home for the remainder of the day and will take a full week break from MDO. There will be no tuition adjustment on this break.

4th time: After a child displays a fourth aggressive behavior, parent will be notified, the child will be sent home for the remainder of the day and will take a month break from MDO. Tuition will still need to be paid to hold your child's spot. Any further occurrences of aggressive behavior will result in permanent removal from MDO.

An ***Accident/Incident Report*** is written for all involved children. Parents will sign this report and be given a copy. The office monitors and retains a copy in the children's files. We will never release the name of the child who is biting or displaying aggressive behavior. This is kept confidential.

DISCIPLINE

In all classrooms, positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction will be used. The methods will be appropriate to the child's level of understanding, individualized and consistent for each child. Classroom rules and expectations will be made clear to the children. Children thrive when they know that they have boundaries and limits. When a child does not follow these guidelines, he/she will be reminded and redirected. Multiple reminders may result in time away from an activity.

In situations where repeated means of discipline have been tried and the child is still uncooperative or uncontrollable, the parents will become involved in an effort to work together to correct the inappropriate behavior. We always attempt to work with the child and his/her parents when a problem arises, but we must also consider what is best for the classroom as a whole. It is possible that repeated inappropriate behavior that remains a problem that the child may take a break or be removed from MDO.

***Please refer to the Discipline Guidance Policy**

The safety and welfare of the class will be a priority over any individual situation. Please remember that we do not have a 1:1 student-to-teacher ratio in any classroom. Each child deserves the same amount of attention from a teacher.

Please note: Dismissal of a child from the program at any time for disruptive behavior is at the discretion of the MDO Director. If a child is dismissed from the program there will be no reimbursement for that month of dismissal.

EARLY INTERVENTION

Early intervention can be a vital tool in assisting children with possible learning differences. It is during the early years that a trained specialist can assess and assist a child with certain special learning needs. MDO reserves the right to make the request to a parent to arrange for his or her child to be evaluated by either a public or private specialized service. We reserve the right to terminate enrollment if a parent refuses to arrange for an evaluation or if it is

determined that our program is not able to meet the needs of the child while providing a quality experience for both the child and other children in the program.

REPORTING OF SUSPECTED CHILD ABUSE

The MDO Director is required by law to report any suspected abuse or neglect of a child to the Texas Department of Family & Protective Services and EBC Administrative staff. Our MDO staff receives training each year on prevention, recognition and reporting child abuse. The MDO Director and each teacher/staff member is required to take the Ministry Safe Sexual Abuse Awareness Training as well as a background checks.

Any person having cause to believe a child's mental or physical health or welfare has been adversely affected by abuse or neglect is mandated by law to report such concerns to the Texas Department of Protective and Regulatory Services. For more information or to make a confidential report contact the **Child Abuse Hotline: 1-800-252-5400**

Child Abuse

Child abuse is defined as doing or failing to do something that results in harm or risk of harm to a child. There are four types of abuse: physical, sexual, emotional and neglect. While physical abuse may be the most visible, other types of abuse leave deep and lasting emotional scars. Early intervention is key to helping abused children heal.

Physical Abuse

Physical abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- *Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations*
- *Frequent complaints of pain without obvious injury*
- *Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body*
- *Lack of reaction to pain*
- *Aggressive, disruptive, and destructive behavior*
- *Passive, withdrawn, and emotionless behavior*
- *Fear of going home or seeing parents*
- *Injuries that appear after a child has not been seen for several days*
- *Unreasonable clothing that may hide injuries to arms or legs*

Neglect

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- *Obvious malnourishment*
- *Lack of personal cleanliness*
- *Torn or dirty clothing*
- *Stealing or begging for food*
- *Child unattended for long periods of time*
- *Need for glasses, dental care, or other medical attention*
- *Frequent tardiness or absence from school*

Sexual Abuse

Sexual abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials

Suspect Sexual Abuse When You See:

- *Physical signs of sexually transmitted diseases*
- *Evidence of injury to the genital area*
- *Pregnancy in a young girl*
- *Difficulty in sitting or walking*
- *Extreme fear of being alone with adults of a certain sex*
- *Sexual comments, behaviors or play*
- *Knowledge of sexual relations beyond what is expected for a child's age*
- *Sexual victimization of other children*

Emotional Abuse

Emotional abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- *Over compliance*
- *Low self-esteem*
- *Severe depression, anxiety, or aggression*
- *Difficulty making friends or doing things with other children*
- *Lagging in physical, emotional, and intellectual development*
- *A caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems*