The staff of Mother’s Day Out is pleased that you have selected our program for your child.

This is a Christian program for the education of children ages 16 months (and walking) through Pre-Kindergarten. We provide a program that fosters the physical, mental, social, emotional and spiritual growth of the child.

The policies in this handbook were written to provide a clear description of what parents can expect from the Cornerstone Mother’s Day Out Program and to set guidelines for the parents and students.

**PHILOSOPHY**

It is our desire to provide a Mother’s Day Out Program that will accommodate parents that stay at home as well as those employed outside of the home.

While in our care, your child will be challenged both spiritually and academically. It is our belief that God gives a window of opportunity to teach children thereby enhancing their ability to grow in the knowledge of the Lord. At the appointed time, as the Holy Spirit leads, they will come to accept Jesus Christ as their personal Lord and Savior.

**CURRICULUM GOALS**

The curriculum is designed to:

- Develop safe and healthy habits in young children with an emphasis on proper hygiene, sound nutrition, exercise and physical care
- Encourage positive self-esteem
- Provide opportunities for creative expression
- Support the development of social skills such as sharing, cooperation, generosity and empathy
- Enhance Biblical knowledge by attending weekly chapel
Strengthen communication skills necessary for listening, reading, writing and speaking by providing an environment rich in the usage of common words.

Enhance fine-motor and gross-motor skills

Developmentally appropriate activities are planned and implemented to accommodate each age group. For the specific objectives addressed at each age level, please consult with your child's teacher. The daily schedules provide balance between child participation and teacher-directed activities, quiet and active time, as well as inside/outside play. Children have daily opportunities to read books, use a variety of art media, explore math and science materials, experience music, allowing them to not only work in groups but also independently.

PROGRAM QUALITY

Statistics have shown that early childhood education programs benefit children. Children who experience a quality program have greater academic success, enhanced self-esteem, and increased self-control.

We strive to keep the number of children assigned to each staff member lower than what is required by the Texas State Minimum Standards.

It is our belief that teachers and parents should team together to help each child develop his or her full potential. Therefore, we keep parents well informed of program events, activities, and policies.

STATEMENT ON MARRIAGE, GENDER AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person. This belief also accounts for (1) dressing in conformance with one’s biological sex; (2) using the restrooms, locker rooms, and changing facilities conforming to one’s biological sex. “Biological sex” means the condition of being male or female, which is determined by a person's chromosomes, and is identified at birth by a person's anatomy. Those who reject their biological sex are sometimes referred to as “transgender.”

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in an exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of the bounds of marriage between one man and one woman.
We believe that any form of sexual immorality and sexual conduct outside the marital union of one man and one woman (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Cornerstone Church Mother's Day Out (MDO) as an expression of the local Body of Christ, and to provide a biblical role model to the families of MDO and the community, it is imperative that all persons employed by MDO, in any capacity, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

THE SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of MDO.

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of MDO’s faith, doctrine, practice, policy, and discipline, the Senior Pastor of Cornerstone Church is the final interpretive authority on the Bible’s meaning and application.

Please note students, families and/or employees who fail to abide by the above policies, and those contained in their respective handbooks, will be subject to denied enrollment/re-enrollment, expulsion or termination, as the case may be.
ENROLLMENT

All children MUST be enrolled before attending the Mother’s Day Out program. The following must be completed:

- Online enrollment forms
- Signed Tuition Contract

WITHDRAWAL

When parents decide to terminate this child care arrangement a withdrawal form must be completed. All children do not adapt to the same situation in the same way. If for any reason, this program is found to be unsatisfactory for any particular child, we will make every effort to discuss this with the parent in order to determine the cause. Most times, we can help the child make the adjustment. If this is not possible, the parent and/or the MDO program may choose to terminate the arrangement on a timeline that is in the child’s best interest.

TUITION AND FEES

- Registration Fee - This is a one-time, non-refundable fee of $75.00 due at the time of enrollment.

- Supply Fee – This is a non-refundable $100.00 fee that is paid at registration and re-enrollment.

- Tuition – The tuition rate is $300.00 per month, per child in the program. We do not offer a discount for multiple children. Tuition is due in advance on the 25th of each month for the following month. Payments will be paid automatically by debit or credit card. Any tuition and/or fees not paid by the due date may result in late charges and/or your child being withdrawn from the program.

- If your account is two months past due your child will be withdrawn.

ATTENDANCE

Teachers will accept children into the classroom beginning at 8:30 a.m. We encourage you to make every effort to arrive on time as it is very disruptive to the class if children arrive after activities have already started for the day. It is also important for the child’s adjustment to the program.

If your child is sick, please keep us informed so we can alert other parents to possible communicable diseases.
HOURS OF OPERATION

The Cornerstone Mother’s Day Out Program is open from 8:30 a.m. until 4:00 p.m. on Tuesdays and Thursdays. The MDO school year will begin in September and end in May. We are not in session during the summer months.

We will be closed the week of Thanksgiving, the week of and after Christmas, the week of CCS spring break and any other major holidays that fall on a Tuesday or Thursday.

For school closures due to inclement/hazardous weather conditions or emergencies, we follow the Cornerstone Christian Schools schedule. Notifications of closures will be made via The Ark social media pages, Cornerstone Christian Schools social media pages and email blasts from the Coordinator of the MDO program.

ARRIVAL AND DEPARTURE

Children must be brought into the building and released to the assigned staff for your child’s classroom. Parents must check their child in by signing in at the appropriate class.

For your children’s safety, the teacher will open the door and release them to you once you have signed them out at the end of each day. Children will be asked to pick up any toys or materials they are using before they leave the room or playground. Parents (or authorized persons) are expected to pick up their child by 4:00 p.m. We do understand that unavoidable delays may occur.

We ask that you, please call the MDO office and advise the staff with an estimated pick-up time so that your child may be reassured. Each minute after 4:00 p.m. that your child remains at the school, a late fee of $1.00 per minute will be assessed. This charge is applied per child and will be billed to your account without exceptions.

RELEASE OF CHILDREN

Children will be released only to those authorized by written permission from the parents. Before the child can be released, the designated person will be required to show a current picture I.D. No child will be released to an unauthorized person.
CHILD CUSTODY ISSUES

It is the intent of the Mother's Day Out Program to meet the needs of children, especially when the parents may be experiencing difficult situations at home such as a divorce, separation or remarriage. Sharing information about such situations may be helpful to the MDO staff, and will be held in the strictest confidentiality.

MDO cannot legally restrict parents from visiting or picking up the child unless we are furnished with a signed order of the court. Copies of all court documents must be submitted to the school. In the case of conflicts, the proper authorities will be contacted.

DISCIPLINE

“Train up a child in the way he should go, and when he is old, he will not depart from it.” Proverbs 22:6

We believe that discipline and guidance should be consistent and based on an understanding of individual needs and development. A positive guidance technique promotes self-discipline and acceptable behavior.

Positive guidance used by the Mother's Day Out staff will include but are not limited to:

- Recognizing and encouraging appropriate behaviors
- Communicating clear expectations
- Explaining the consequences of inappropriate behaviors
- Redirecting children toward positive behaviors
- Modeling good social behaviors
- Enforcing limits and rules consistently and fairly
- Helping children to identify and express feelings in acceptable ways

Because changes at home affect a child’s behavior at school, we ask that you, please discuss with your child’s teacher specific guidance techniques that work best with your child. Our staff is eager to work with you regarding your child’s behavior both at school and home.

It is our policy to provide a positive, safe and educational experience for all children in our program. If a student behaves inappropriately, the following steps will be taken prior to the coordinator contacting the parents for an immediate conference and possible removal:

- The child will be given a warning and be re-directed
- If the problem continues, the child will be given a second warning followed by a time-out
On the third warning, the child’s parent will be given a written behavior notice.  
If after these warnings the child’s behavior has not improved, the child may be removed from our program.

If removal is necessary, parents are obligated to pick their child up immediately, and may not return the child until the next program day.

After the fourth occasion, the parents are called, and the child will be dismissed from the program. The child may re-enroll during the next school year.

Biting is a phase that many children outgrow. In a classroom setting, we are concerned with the safety of all children and biting is unacceptable. If your child bites, we will work with you to develop a plan to correct the problem. Should the biting become aggressive, break the skin, does not lessen within a reasonable period of time, or diverts an inordinate amount of staff time away from the other children and program implementation, we will need to find alternative arrangements until the biting diminishes.

**IMMUNIZATION REQUIREMENTS**

Immunizations are an important part of public health, and Texas law requires students in Texas schools to be immunized against certain vaccine-preventable diseases. All new students will be required to be current on their immunizations prior to their enrollment in the Mother’s Day Out Program. Please visit the Texas Immunization Branch website at [www.immunizetx.com](http://www.immunizetx.com) for current information about school vaccine requirements. Be aware that students without the required immunizations or valid exemptions will not be all to attend Mother’s Day Out. To learn more about exemptions from vaccinations contact the Texas Department of State Health Services.

**ILLNESS**

One of the most serious challenges facing group care of young children is the prevention of illness. The staff will strive to maintain the highest standards of cleanliness, including the sanitation of all surfaces between each child’s use. Proper hand-washing procedures will be followed and taught to the children.

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding attendance. Parents are prohibited from bringing a sick child to class. Should your child become ill while in our care, we will notify you immediately and ask that you promptly pick up your child.
SICKNESS AND ILLNESS POLICY:

We ask that you keep your child at home with any of the following symptoms and or illnesses:

- Fever greater than 99.5
- Runny nose
- Questionable rashes
- Coughing
- Diarrhea
- Impetigo
- Active Chicken Pox
- Measles
- Mumps
- Conjunctivitis (pink eye)
- Hand, Foot and Mouth Disease

If a child is being treated with antibiotics, he/she should be on the drug for at least 24 hours before coming to class. We realize some symptoms hang on long after the child is no longer contagious. Remember, we want all of our children to remain healthy and happy.

SPECIAL MEDICAL & ALLERGY NEEDS

If a child has asthma or a history of allergic reactions and medication is required, the child’s physician must complete the Special Medical, and Allergy Needs form annually or as it is needed. This form is available in the MDO office and will state the required medication and/or emergency action necessary while in our care. Only medication listed by the physician for these conditions will be administered. These medications must be in the original, labeled prescription container with the child’s name, directions to administer the medication and the date and name of the physician prescribing the medication. The MDO coordinator may give medication for asthma and reaction type allergies to children who have completed a Special Health Needs form.

In addition, this form must be on file for any asthma treatment devices that are kept in the office between drop-off and pick-up, regardless of whether the MDO coordinator has been directed to administer the medication. No such devices are allowed in the classroom or in backpacks while your child is in our care.

DIAPER OINTMENT

Diaper ointment such as Desitin, A&D, etc., may be applied if the ointment has been labeled with the child’s name, has not expired, and the parent has provided a note with the directions to administer the medication. Diaper ointment prescribed by a doctor may be applied if it is accompanied by a physician’s note.
and is in the original container with the child’s name, directions to administer the medication, and the date with the name of the physician.

**MEALS AND SNACKS**

Good eating habits are formed early in life. With proper direction and continued reinforcement at home, children learn that eating right leads to a healthy, happy lifestyle.

A hot lunch is provided for MDO students. You will be provided a menu each month. If your child does not want to eat what is provided by our cafeteria, then you may bring your child’s lunch for that day. However, it must be a lunch that is ready to eat. It must be food that needs no refrigeration and no heating.

An afternoon snack is provided.

**CLOTHING AND INDIVIDUAL SUPPLIES**

Please dress your child in clothing that is durable and comfortable. Many of your child’s favorite activities tend to get a little messy (like finger painting).

Please label all clothing such as jackets, sweaters, hats, gloves and raincoats with the child’s name in permanent marker. If your child still requires diapers, pull-ups and wipes, send those items labeled. We will inform you when your child’s supply needs to be re-stocked.

**BRINGING ITEMS FROM HOME**

Children frequently want to share with their class nature items and treasures from home. Such items are especially welcomed if they support the topic being studied. It is always a good idea to check with your child’s teacher before bringing the object(s) to class.

We do discourage your child from bringing toys from home; however, if they do bring them, the staff will not be responsible if they are lost or damaged. The school does not allow toys of violence (i.e., guns, swords, or action figures).

Children will not be allowed to bring cosmetics, candy, gum, or money to school.

**NAPTIME**

All children are required to have a rest time. Even if your child does not sleep, he/she will be expected to lie quietly and rest during this time. Parents will need to provide a rest mat as well as a blanket and/or pillow labeled with your child’s name in permanent marker.
CELEBRATIONS/BIRTHDAYS

Children may bring a snack to share with their friends on their birthday. If a snack item is provided, it should be arranged and coordinated with your child’s teacher prior to bringing it to the classroom. Only birthday invitations that include the entire class may be distributed.

EMERGENCY PROCEDURES

Fire and evacuation drills are held quarterly to familiarize your child with evacuation procedures. The evacuation routes are posted in each classroom. If your child is injured, a trained staff member will provide first aid, and you will be contacted. If necessary, your physician will be notified, and 911 emergency personnel will also be called.

If your child needs to be transported by EMS, a staff member will accompany your child.

CHILD ABUSE AND NEGLECT

In an effort to protect the well-being and safety of children, the State of Texas requires anyone who suspects child abuse or neglect to report it to the proper authorities. The staff at MDO strictly adheres to this policy. The school is required by law to cooperate with any investigation of child abuse and neglect.

YOU CAN HELP US BY:

- Please notify the MDO office of any changes in address, phone, email (home, work, or cell), or persons authorized to pick up your child.
- Please notify the MDO office of any changes in medical records such as allergies, change in physicians, or hospitals used for an emergency. For your child’s safety, it is important to keep these records current.
- For the safety of our children, please park in designated areas. Fire lanes must be kept clear.
- Only those with a permit are allowed to use handicapped spaces.
- State law requires that no child be left unattended in a vehicle at any time.
- For everyone’s safety, please follow the parking lot pattern, and remember to drive slowly. And, no cell phone usage while driving on campus.
- Do not leave valuables in your vehicle in the parking lot.
- We know that there are many choices for Mother’s Day Out programs, and we want to thank you for choosing Cornerstone! We strive to make this the best program we can.