



**Mission Statement:**

We desire to bring glory to God by providing a safe, nurturing environment in which parents can entrust their children. We will lay a spiritual and educational foundation by teaching them about Jesus through physical, social, emotional, cognitive, and spiritual development. We will support, encourage, and share the love of Jesus with all children and families.

*"We will tell the next generation the praiseworthy deeds of the Lord,  
His power, and the wonders He has done."  
Psalm 78:4*

Kelly Carroll  
MDO Director  
kcarroll@stonegatefellowship.com  
432.698.1837  
432.694.5100 ext 120





# Procedures & Guidelines

6000 Wadley | Midland, TX 79707 | 432.698.1837

## Registration

Registration for each upcoming school year will be held mid-January for currently enrolled students. Currently enrolled students will enroll the first week of the registration block. Siblings of currently enrolled students will register the second week of the registration block. New students will be approved to register in February. Registration for all students classes will be on a first-come, first served basis. All children are required to have completed enrollment forms on file prior to the first day of attendance. No child is considered fully enrolled until all forms are completed and all fees are paid in full.

## Tuition Policy

Tuition is based on an annual fee and is divided into nine monthly installments. Tuition will not be prorated due to holidays, closings due to weather, or student illness/vacations. Tuition is to be paid on a monthly basis. Tuition is due by the 10th of each month and will be considered late as of the 11th of each month. A late fee of \$15.00 will be added to your monthly balance and must be paid before your child returns to class.

## Classes/Ratios

Enrollment for all classes is based on the child's age as of September 1.

6 Months - 11 Months 10 Children / 3 Adults	\$275
1 Year Olds 12 Children / 2 Adults	\$250
2 Year Olds 14 Children / 2 Adults	\$250
3 Year Olds 16 Children / 2 Adults	\$250
4 Year Olds 16 Children / 2 Adults	\$250

## Sibling Discount

There will be a discount of \$10 for each sibling. The first child will pay full tuition and a discount of \$10 will apply to each sibling after that.

## Registration Fee

A non-refundable \$50.00 registration fee is required once a year at the time of registration. Registration fees are non-refundable, and will not apply towards your child's tuition.

## Supply Fee

A non-refundable \$50.00 supply fee is required once a year and is due with the first month's tuition. The supply fee will not be prorated.

## Returned Check/Charge Policy

In the event that a tuition or fee payment is returned unpaid from Stonegate Fellowship's bank for any reason, the payment will be subject to a return transaction fee of \$25, in addition to the initial fee. The replacement payment must be made by cash, cashier's check or money order prior to the next day's attendance.

## Absences, Health, and Medicines

Please call the MDO office to inform if your child will be absent. Please let them know if your child has a communicable illness. We will communicate notice of any communicable illness with parents. A physician's release may be required for re-admittance to MDO following any illness.

We ask your cooperation in maintaining **high health standards** for all the families and staff by complying with the following policy:

- If your child shows **ANY** signs of illness such as: fever, red or discharging eyes, runny nose, sore throat, cough, vomiting, diarrhea, or rash **within the past 24 hours**, he/she **may not attend** MDO that day.
- If your child is too ill to play outside, please keep him/her at home.
- The MDO staff **will not** administer any medication, with the exception of external first aid.
- If your child becomes ill while at school, you will be notified immediately and be expected to arrange to have your child picked up from MDO within 30 minutes. In the event a parent cannot be reached, a person listed on the child's emergency form will be notified and asked to pick up your child.
- Parents will be contacted immediately if your child is injured and the injury requires medical attention from a health care professional. Should immediate medical attention be needed, 911 will be called to transport your child to the Emergency Room, accompanied by an MDO staff member. A verbal and/or written incident report will be given to parents concerning minor accidents. All MDO staff are trained in CPR and first aid procedures.

## Clothing/Dress Code

Dress your child for an active day of play! Clothing should be comfortable and washable. Please bring an extra change of clothing (suitable for the season), labeled with your child's name, to keep in their classroom. As the weather changes, check the clothes at MDO to see if they are still appropriate and still fit.

## Arrival and Departure

Doors open at 9:00 a.m. Please have your child in class by 9:30 a.m. Prompt arrival and departure is extremely important in facilitating family/staff interactions and allowing children to successfully engage in planned classroom activities. Pick up time is from 1:40 - 2:00 p.m. Please pick up your child no later than 2:00 p.m. to avoid any late fees.

## **Release of Children**

The child will not be released to any other person without written permission from the parents. Those whom you have authorized to pick up should be prepared to show photo I.D. before the child will be released. In the event of an emergency, please call the MDO office.

## **Late Pickup Fee**

There is a late pickup fee of \$1.00 per minute for each child left after dismissal at 2:00 p.m. The late fee must be paid to MDO prior to the next day's attendance.

## **Late Drop Off**

Interruptions and transition times can be very hard on children and teachers. Please call or email the MDO office if you plan on arriving after 9:30 a.m.

## **Calendar of Operations/Weather Policy**

Stonegate Fellowship MDO operates Tuesdays and Thursdays from September through May. Our hours of operation are 9:00 a.m. – 2:00 p.m. We will follow the Midland ISD calendar for holiday breaks. In case of inclement weather, MDO will follow Midland ISD weather policy. Please listen for radio and television announcements.

## **Emergency Procedures**

Parents will be contacted in the event of weather-related incident or MDO closing due to unsafe conditions such as fire, flood, or acts of nature that cause damage to the building.

If an emergency situation develops that requires that children and staff be relocated away from campus, parents will be contacted immediately with the location.

First aid items are kept in the MDO office and MDO provides CPR/first aid training to all MDO staff.

## **Change of Personal Information**

Please notify the MDO office immediately of any changes in your home address, phone numbers or any contact information that may be needed in order to reach you concerning your child.

## **Curriculum**

MDO uses the scripture-based, Orange | First Look curriculum to foster spiritual development. We also use our developmentally appropriate academic curriculum that is aligned by the Texas Essential Knowledge Skills (TEKS) standards to better prepare students for their kindergarten year.

## **Adjusting to MDO**

It may take several weeks (3 – 6) for your child to become adjusted to MDO. Please know that we will work with you and your child during this transitional time.

## **Helpful reminders:**

- Always tell your child good bye and to have a wonderful day
- Do not linger in the hallways
- We will call you if your child does not calm down
- It's important for them to know that you will come back for them

## **Guidance and Discipline**

There will be absolutely no physical or harsh punishment. Discipline is individualized and consistent for each child and appropriate to the child's level of understanding.

A caregiver may only use positive methods of discipline and guidance that encourage self-control and self-direction, which include:

- Using praise and encouragement of good behavior instead of focusing only upon the unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements;
- Using brief supervised separation, or time out, from the group when appropriate for the child's age and development.

## **Ramifications for Negative Discipline**

All harmful behaviors will result in a writeup. After three write-ups in one school day, the child will be removed for the day. Arrangements must be made for the child to be picked up within 30 minutes. After a child is sent home, a parent meeting will be scheduled with MDO leadership and a parent. After a child has been sent home three times, the student will be removed from the program permanently.

## **Removal from MDO**

The MDO program reserves the right to permanently remove a child from the enrollment of the program at any time for non-payment of tuition and/or fees or for extended absences without payment unless prior arrangements are made with the director. The program also reserves the right at any time to permanently remove a child from the enrollment of the program if the staff feels that the needs of the child are not being met, or if the child becomes a danger to himself/herself or other children. Teachers will be expected to devote time to all children, not neglecting others because one child requires constant supervision and/or attention.

## **Potty Training & Diaper Changing**

All children entering the 3's and 4's MDO classrooms must be potty trained. We do not have diaper-changing stations in these classrooms.

All children entering the infant, 1's and 2's classrooms must be provided with enough diapers for each day. MDO will supply wipes and creams needed for your child.

## **MDO/Teacher Communication**

Communication is extremely important to us. We will do our best to make sure you are informed of all events. In return, we would ask that you inform us of any important changes in your child's daily routine. Parents are an important part of our program and we are excited to have you as a partner. Concerns about your child and/or their experience at MDO should be discussed first with the teacher. If a solution is not reached, contact the director.

## **Personal Items**

Please have all personal items clearly labeled with your child's name to prevent loss. We ask that your child not bring personal items such as toys, books, etc. unless otherwise notified.

## **Birthdays**

Sharing a birthday is a special time for the children. If your child wishes to have a birthday celebration at MDO, please inform and discuss plans ahead of time with your child's teacher. Parents are welcome to bring cupcakes or snack of choice. Be sure to ask the teacher about classroom allergies. Invitations to private parties should be mailed to homes, and WILL NOT be distributed at MDO unless all children in the class are invited. *DO NOT BRING/SEND SODAS, CANDY, OR CHEWING GUM.*

## **Holiday Celebrations**

Holiday celebrations will be planned throughout the year. As holidays approach, be on the lookout for information about classroom activities.

## **Lunches/Nutrition/Snack**

A daily snack will be provided to your child during the school day. Parents are to provide a nutritious lunch each day. MDO is not responsible for its nutritional value or for meeting the child's daily food needs. MDO has the right to remove any food they feel might be a choking hazard. Children enrolled in our 1's -4's classes will not be permitted to have baby bottles or jarred baby food. Toddlers should bring finger foods and spill-proof cups. Only our 6 – 11 months class will be allowed bottles and jarred food. MDO has the right to ban or limit food items on a class-by-class basis to ensure the safety of all children attending. (Example: peanut butter) Food should be cut into the appropriate size bites ahead of time; this will prevent your child from waiting for their food to be prepared. For safety reasons, teachers will not warm children's food in the microwave.

**\*\*Please do not bring your child's breakfast to MDO. Be sure they have eaten before coming to class.**

## **Withdrawing your Child**

Please let us know if you plan on withdrawing your child from our program.

## **Babysitting Acknowledgement**

Please be advised of the "babysitting" policy regarding MDO employees. Stonegate Fellowship and MDO will not be liable for any damage or injury that may result if an MDO family retains an MDO employee to perform childcare services. Therefore, if you choose to hire MDO employees, you do so at your own risk.

## **Operating Policies**

MDO reserves the right to change or add any policy as deemed necessary to provide the most appropriate environment for children, families, and staff. We will communicate all necessary changes within a timely manner. Communication is done through monthly emails and necessary classroom flyers.

## **Preschool Policy**

Students who wish to repeat our preschool program (four-year-olds) may repeat the preschool program if spots allow. All currently enrolled students will enroll first, during the registration block, then all open spots will open up to students who wish to repeat.