

Mom's Day Out

Austin 
Stay n Play

Parent Handbook

www.austinstaynplay.com

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Adapted from First Methodist Preschool Handbook Franklin, TN

All About Us . . .

Austin Stay n Play is located at 12034 Research Blvd Ste. 4 Austin, Texas, 78759, Phone 512-971-7529.

PHILOSOPHY – We believe that the whole child is very important. Our goal is to create a positive feeling for school while developing lifelong learners. In our MDO Program your child will develop basic skills needed for a smooth transition into kindergarten by helping them cope with a school environment without experiencing stress. We want your child to have the best possible start for learning by giving them the educational and social experiences they need for kindergarten. Each child’s total development includes spiritual, emotional, social, mental and physical growth. We believe that an atmosphere of love and warmth should be provided for each child. Your child’s experience in MDO Program is a most important experience for him/her. It is, therefore, crucially important that this event be positive, uplifting, and enjoyable. We realize the trust that you are extending to us and we sincerely desire to create a pleasant and happy growing environment for your child. All areas of interest such as music, exercise, art, story time, small group learning, and free play will be part of our environment.

ADMISSION/ENROLLMENT – Our program serves two, three, four, and five year olds who have not entered kindergarten. Children applying for admission must be two years old by September 30th of the school year. Registration opens first to current Austin Stay n Play children, then to the public. When registration opens to the public, applications are accepted on a first come, first serve basis. Registration usually takes place in February for the following school year. The MDO Program adheres to the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct and Statement of Commitment. Under Principle P-1-7, “We shall strive to build individual relationships with each child: make individualized adaptations in teaching strategies, learning environments, and curricula; and consult with the family so that each child benefits from the program. If after such efforts have been exhausted, the current placement does not meet a child’s needs, or the child is seriously jeopardizing the ability of other children to benefit from the program, we shall collaborate with the child’s family and appropriate specialists to determine the additional services needed and/or the placement option(s) most likely to ensure the child’s success.” Copyright 2005 by the National Association for the Education of Young Children

The MDO Program reserves the privilege of dismissing any child from the program if, after entering, the child needs cannot be met by current placement, the child is jeopardizing the ability of other children to benefit from the program, or the fees for the child's enrollment are in arrears.

Parents will be notified in writing prior to any policy changes. If parents would like to review or discuss policies procedures or concerns, please schedule an appointment to meet with the director of the child care center.

Children may be enrolled for existing openings by completing the Enrollment Package and submitting the required fees. Components of the Enrollment Package include:

- Application
- Admission Information
- Child release and Emergency Contacts
- Care Instructions & Background Information
- Tuition Agreement

RECORDS- The Center is required to maintain the following records up-to-date for each child:

- Personal Information Form
- Medical Authorization Release
- Daily Attendance
- Individual Development Information
- Incident/Illness Report Form

PRE-REGISTRATION / WAITING LIST-Pre-registration for Fall can be arranged several months in advance by completing the New Enrollment Application/Waiting Application and submitting the required non-refundable fees. Children can be "wait listed" at any time. There is a non-refundable administrative fee for Wait Listing. Children currently enrolled and their siblings receive priority.

CURRICULUM-Our nationally recognized curriculum nurtures the whole child and supports the child's social, emotional, physical and intellectual growth. This will inspire a joy for learning as your child explores our monthly theme-based activities. Themes and tools included in our monthly curriculum are intentionally designed to meet a range of MDO Program skills. All tools are based on research and best practices.

FEES – The current fee schedule is included as an addendum to the back of this handbook. Fees might include a non-refundable registration fee, semester cultural/supply fee, and tuition.

DISCIPLINE AND BEHAVIOR MANAGEMENT- Our discipline procedures are standard throughout our program. If a child continually misbehaves, our first step of discipline is to talk to the child on his/her level about this behavior. If the child continues to misbehave and/or disrupt the other children, then we institute the time-out chair for him/her to sit in for a time appropriate for his/her age and or behavior. Time out is determined at one minute per one year of age (for example, three minutes for a Three Year Old child). If this discipline had no effect on the child's behavior, the parents will be consulted and the situation will be left up to the parent's discretion. At this time, if the child's behavior does not improve, the MDO Program reserves the privilege of dismissing the child from the program.

Our behavior management goal is that children learn to make appropriate behavior choices. Every child is different so we have a variety of techniques to use until we find the one that "works" with the child. All aspects of child development are taken into consideration – this is a learning process. The techniques are:

Positive Reinforcement – encourages acceptable behavior. This is the most important technique.

Redirection – the child is redirected to another area or activity.

When...Then...Statements – encourages positive choices such as "When you finish picking up the blocks, then we will have snack time."

Natural and Logical Sequences – Natural consequences happen when the child naturally learns what happens. Suppose the child does not want to wear mittens outside on a cold day. We go outside and the child says that his/her hands are cold. The teacher says "Mittens are needed to keep our hands warm in winter, let's go put them on!" A logical consequence is something that happens as a result of a related action/thought/or activity. For example: If the child does not help to clean up the blocks after he/she has played with them, then the child does not get to play with the blocks the next time the block center is open.

Active Listening – This is a technique of reflecting the child's feelings. Suppose Child A takes away a toy from Child B who is naturally upset. In active listening, Child B's feelings are addressed by "You are feeling sad

because A took your toy away.” Naturally Child A will have been spoken with as well and most likely redirected elsewhere!

Calm Down Time – This is time away from an activity, toy, or person. When the child is calm, he or she may rejoin the activity.

Using these techniques and the discipline procedures described above generally makes for a happy learning environment.

ARRIVAL AND DEPARTURE – Morning classes, children will be met by the director at the double doors facing the parking lots between 9:30 and 9:45 a.m. After 9:45 a.m., children should be brought into the building. Children are to be picked up from their classrooms no later than 12:45 p.m. in the afternoon. A late fee of \$1.00 per minute begins at 12:45 p.m. by the clock on the director’s desk. Summer Camp hours are from 9 a.m. to 2 p.m. and follow same guidelines.

Pick up will be from the classroom unless your child’s teacher notifies you of a different arrangement. Please notify your teacher in advance and in writing if your child will be leaving with person (s) other than the parents or drivers designated on the application. **NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED PERSON!**

Verifying identity of a person authorized to pick up a child but whom the caregiver does not know will include reasonable means to record the identity of the individual, such as a copy of a valid photo identification, an instant photograph, or recoding the driver’s license number and car tags number.

VISITING- Austin Stay n Play MDO Program has an "Open Door" policy on parents' visits. We recognize and support parents' desires to see and spend time with their children whenever they can. Parents may visit anytime. Parents if you would like to volunteer to participate in the center’s operations and activities, there will be a sign up sheet to designate dates and times.

WITHDRAWAL – If circumstances warrant the withdrawal of a child, we require at least one month’s notice or payment of the equivalent of one month’s tuition.

HEALTH AND EMERGENCY – In the case of an accident or ill health, the parent or person named on the application will be notified immediately. We request that the parent sign a permission form giving MDO Program personnel authorization to seek emergency help in case a parent cannot be

contacted. Child who becomes ill during the day may be isolated and cared for until someone can pick him/her up. *Please do not let your child return to school until he/she has been fever free for 24 hours, vomiting has ceased for 24 hours and any secretion from the nose is clear.* As allergies are part of many children's lives, please teach your child to blow his/her nose, cover his/her mouth and/or nose when sneezing or coughing, and to wash his/her hands afterwards.

In case of critical illness or injury, emergency medical services will be contacted first, then the parents.

First Aid Kit is available and located on the wall in the kitchen.

DISPENSING MEDICATION- We will only administer medication prescribed by a physician. Other medication will not be given. We recommend that medication be given to your child before school and after school at home.

ITEMS YOUR CHILD NEEDS TO BEING TO MDO PROGRAM EACH DAY

- 1) A backpack or book bag, labeled with your child's name.
- 2) A lunch box with a "flip-top" lid thermos for milk or an alternate 100% fruit drink. All lunches must be nutritious and comply with the published food pyramid (State of Texas requirement) and should have little candy and no gum. (Morning Classes and Summer Camp Classes)
- 3) A nutritious snack in a separate container (a small paper sack is fine). From time to time we may provide food related to themes or areas of study. Drinking water is always available to your child.
- 4) Please send in a change of clothing (socks and underwear as well) in a zip-lock bag with your child's name marked on the clothing and bag. It would be helpful to include both long pants and shorts—this should cover all seasons. This clothing will be kept at the school for use in case a change of clothing is needed.
- 5) No mats are needed since children will not nap at school.

MEALS AND FOOD SERVICES- Services will not be provided.

BIRTHDAYS – Birthday celebrations at school are to be simple celebrations or acknowledgements of the child's special day. We request that the child's actual party be held elsewhere and outside of school hours. If you wish to send a special treat on or near your child's birthday, please let the child's teacher know in advance of the date. Summer birthdays may be celebrated in

different ways—either as half-birthdays or in the month of May. Please check with your child’s teacher to determine her preference for the class.

WEATHER – In case of snow or inclement weather, listen to the local media for Austin Independent School District (AISD) closing. When AISD is out, we are out. Weather-related closings are the result of an act of nature, thus no tuition refunds will be given for days missed.

Late openings due to Weather – If AISD open one hour late due to Weather conditions, we will also open one hour late at **10:00 a.m.** If AISD open two hours late due to weather conditions, we will open at **10:30 a.m.** *Early closing due to Weather* – If weather conditions are threatening, please pay close attention to the local media (Channels 2, 3, 4, 5 and 8 on the television and radio station) in case AISD announces an early dismissal.

COMMUNICATION – An open line of communication is very important and beneficial to the teacher and parent. Drop offs and pick ups can be very hectic. If you wish to have a meeting with your teacher or to discuss a concern about your child, please feel free to call your child’s teacher here at the school or at home. This way you can set a time before or after school to meet with your teacher and get her undivided attention. A scheduled conference time is held in late Winter/early Spring.

MONTHLY NEWSLETTER AND CALENDAR – A monthly newsletter and calendar will be sent home for each month. Please go over the schedule with your child so he/she will know what to expect each day. Teachers may send home specialized calendars in addition to the MDO Program Calendar.

PARTIES/SPECIAL EVENTS – Each classroom plans its’ parties individually. The teacher will provide a sign-up sheet well in advance of the party to give parents the opportunity to choose an area in which to participate.

CLOTHING – Please dress your child in as comfortable and washable fashion as is possible. This way the child may use the materials and play equipment freely. Children are very independent at the MDO Program age, so send them in clothing that they can manage themselves in the bathroom. We prefer elastic waist pants for boys and girls and no belts. We will be exercising through play and music, so tennis shoes would be most appropriate. **LABEL ALL COATS AND OUTER APPAREL WITH YOUR CHILD’S FIRST AND LAST NAME!**

TOYS/PLAYTIME – Playtime is a very important part of our day. We ask that toys from home be left at home unless it is a designated Show and Tell Day. We do not allow guns or knives and ask that you help us to discourage the aggressive play that this type of toy may bring. Thank you!

BATHROOM HABITS – Please bring diapers and wipes in a bag labeled with your child's name on them. We do not supply diapers; however we will have extra on hand your child will not go unchanged and you will be notified about the situation. We know that toilet accidents are going to happen and that they are a natural part of childhood. However, if after the first six weeks of school, a child is having consistent accidents and is not toilet-trained, the parent will be contacted and the situation will be discussed. It is important that the children wear clothing that can be easily managed by the child to encourage independence in toileting. We also strongly recommend that each child four years of age or older try to cleanse themselves after bowel movements. This is a requirement in most Kindergartens and elementary schools, as such we hope to help the children be more independent.

FIELD TRIPS – We will take an occasional field trip with parental help (chaperoning and transporting). Some walking trips may be taken, at other times we will need parent drivers. The field trips are covered by a permission form to be completed at the beginning of the school year, but notice of each individual field trip will be sent to the parents at the appropriate time. All children must comply with the latest Child Restraint regulations from the State of Texas. A labeled Child Restraint seat must be provided by the parent on the date of each field trip. At no time will children be permitted to sit in the front seat of a vehicle.

EMERGENCY PROCEDURES – MDO Program has a Weather-Alert radio on at all times. In the event of threatening weather, we have a procedure for taking all the children to a special area of the building. We practice this with the children in such a way that it is not alarming to them. In the event of fire, each classroom exits to the outdoors and we have drills for learning how to exit and assemble in the appropriate spots. In the unusual event that the building ever need to be evacuated, we have made arrangements with the building next door that our children can be taken there and assembled in a large area inside. This building is within logical walking distance. We do not expect to have to use any of these emergency procedures, but we are prepared for the eventuality.

SPECIAL ME DAYS – Every child is special and we celebrate this fact. Each teacher has a plan for recognizing each child during the school year. This is a time when the child is encouraged to bring in family photos, a favorite book or tape to share, a snack to share with the class, and a favorite toy to show. Your child's teacher will discuss her procedure with you.

WATER ACTIVITIES- Not providing the following services.

ANIMALS- Parent will be notified in writing when animals will be on the premises. Caregivers and children will practice good hygiene and hand washing after handling or coming in to contact with an animal, such as water bowls, food bowls and cages.

ALLERGIES – The number of children who are highly allergic to peanuts and peanut oil has increased tremendously in recent years. We ask that no snacks or treats be sent in to school that contain these items. A peanut allergy can be a life-threatening one. Thank you for your help in helping all the children!

CHILD ABUSE

The Center is required by law to report any apparent incidence of child abuse or neglect defined as "nonaccidental infliction or threat of infliction of physical, emotional, or mental harm to a child." *"Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report to any local or state law enforcement agency, and in addition, reports shall be made to (1) the Texas Department of Protective & Regulatory Services; or (2) the agency designated by the court to be responsible for the protection of children." All such reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.*

CHILD CARE REGULATIONS / NOTICES / CONTACT INFORMATION

Texas Child Abuse Hotline 800-252-5400

Child Care Licensing Web Site www.tdprs.state.tx.us/child_care

Tuition

There is a non-refundable Registration Fee of \$40.00.

An annual Cultural/Supply Fee of \$80.00 is due each new semester, September and January. This fee covers art supplies, party/special event supplies, cleaning supplies, paper products, field trips, special guests, insurance, and Mother's Day gift supplies.

Late Fee: There will be a \$10.00 late fee charged for any tuition paid after the 5th of each month.

Tuition – Tuition amounts depend on the number of days a week a child is enrolled.

One Day a week classes - \$1,080.00 annually (\$120.00 a month) 9 months

Two Day a week classes - \$2,160.00 annually (\$240.00 a month) 9 months

Electronic Funds Transfer form will be given to you on the day of Open House. Please pay the monthly tuition to the director. (Only if you opt out of Electronic Funds Transfer)

If paid monthly, payments are to be made by the 1st of each month as listed:

August	January	June
September	February	July
October	March	August
November	April	
December	May	

If you have any questions, please contact the Director at 512-971-7529.

Summer Camp Tuition

There is a non-refundable Registration Fee of \$40.00.

An annual Cultural/Supply Fee of \$80.00 is due at the beginning of summer, June. This fee covers art supplies, party/special event supplies, cleaning supplies, paper products, field trips, special guests, insurance, and Holiday Day gift supplies.

Late Fee: There will be a \$10.00 late fee charged for any tuition paid after the 5th of each month.

Tuition – Tuition amounts depend on the number of days a week a child is enrolled.

One Day a week classes - \$360.00 annually (\$120.00 a month) 3 months

Two Day a week classes - \$600.00 annually (\$200.00 a month) 3 months

Electronic Funds Transfer form will be given to you on the day of Open House. Please pay the monthly tuition to the director. (Only if you opt out of Electronic Funds Transfer)

Summer Camps are Tuesday & Thursday 9:30 a.m. to 1 p.m. during the months of June, July and August. Please check website for exact dates and weekly themes.

Electronic Funds Transfer form will be given to you on the day you enroll for Summer Camp. Please place the weekly tuition to the director. (Only if you opt out of Electronic Funds Transfer)

If paid weekly, payments are to be made by, Monday, the 1st day of Summer Camp, for the weeks during the months of:

June

July

August

**SIGNATURE OF UNDERSTANDING AND COMPLIANCE TO OPERATIONAL
POLICIES**

Please sign and return

I, _____ parents of _____
have read and understand the written operational policies set forth in this
handbook for Austin Stay n Play. Date _____