



MDO Parent Handbook

**We partner with parents to equip their children
to enjoy learning and enrich God's world.**

MDO DAILY SCHEDULES:

Tuesday/Thursday: 9 am - 2 pm.

Tuesday/Thursday + Extended Care*: 9 am - 3:30 pm

Wednesdays: 9 am - 2 pm

Wednesdays + Extended Care*: 9 am - 3:30 pm

**If you enroll in Extended Care and it turns out it is not a good fit for your child, you may un-enroll mid-semester, but please understand you will be charged a \$25 change fee per student.*

IMPORTANT CONTACT INFORMATION:

School Phone Number: (817) 204-0300

Leave a voicemail during non-school hours. Voicemail is checked frequently.

School Administrator and K-12 Director: Kristyn Bray (817) 301-3218
kbray@mosaicacademy.org

Mother's Day Out Director: Christine Preece (817) 681-8334 cpreece@mosaicacademy.org

Administrative Assistant: Tracy Quesada (817)204-0300 tqesada@mosaicacademy.org

Director of Marketing & Communications: Caroline Carmack (682)472-5815
ccarmack@mosaicacademy.org

School Mailing address: 1400 College Avenue Ft. Worth, TX 76104

School Website: www.mosaicacademy.org

Board Member Staff Liaison: Debbie Ginger: gingerbreadfive@aol.com

**A full school directory with individual teacher contact information will be available after the start of school.

ONLINE RESOURCES:

Website: www.mosaicacademy.org

Facts: www.factsmgt.com

School Calendar: <http://www.mosaicacademyfw.org/students/#calendar> **Facebook:** <https://www.facebook.com/mosaicacademy.org/>

Instagram: <https://www.instagram.com/mosaicacademyfw/>

Twitter: <https://twitter.com/mosaicacademyfw>

YouTube: <https://www.youtube.com/channel/UCHDeH6RkFsE8QRtTpEVNgIw>

PARENT ACCESS:

We use email and cell phone (text) communication through FACTS and REMIND at Mosaic Academy on a consistent, weekly (sometimes daily) basis. Our school calendar is updated and available online. Notifications and upcoming events are posted on Facebook, Instagram, our website, and emailed to parents.

We also try to update our social media pages with photos from the goings on at school and we encourage our parents to post photos of our students working at home as well on homeschool days! Feel free to *share* any post, picture, or event with all your friends!

Communication is paramount at Mosaic Academy.

Purpose:

The purpose of Mosaic Academy's Mother's Day Out is two fold. We minister to parents, grandparents and guardians by providing a "day out" and time of refreshment. We also minister to the family and their children by providing a happy, loving, and Christ-centered environment for children. It is our goal for each child to grow physically, mentally, socially and spiritually.

Curriculum:

Our program provides a variety of positive learning experiences through loving relationships and hands-on learning. Children will learn and explore daily during center time, art time, story time, Bible time, outside play, and age-appropriate preschool lessons such as colors, shapes, numbers/counting, and the alphabet.

Some materials used will be taken from the "ABC Jesus Loves Me" curriculum and from the "Kids of Integrity" online curriculum. Both resources are free for parents to use at home and can be found online.

Teaching Staff:

Our teachers are committed to sharing Christ's love with each child in our care and exhibit His love and devotion to Him in all areas of life. They share in the heart of this ministry to lead and care for the child/family. All teachers are committed to meet each MDO morning to pray for daily needs, their students, and fellow teachers.

As our classroom grows, additional teachers may be hired or moved into different classrooms to accommodate changing needs. Parents will be kept up to date on all changes and should know with confidence the very best people are placed in teaching positions.

Arrival & Departure:

Children are required to be signed in/out by the parents or guardian every day at the child's classroom door. **Drop off time is at 9:00 a.m.** Please do not bring your child earlier than 9:00 a.m. Teachers will be in a staff prayer meeting until class time as well as preparing for the day. They will be unable to care for your child prior to class time.

Please be prompt in picking up your child from MDO. Depending on the departure time you selected, that means **pick up time is promptly at 2:00 p.m., or at 3:30 p.m.** if they are participating in our extended care. Please be respectful to our teachers as they are only being paid during the operating hours. It is not fair to them or to your child who may become anxious as all of their classmates have left and feel they may have been forgotten. This applied to all families unless prior arrangements have been made with the Director.

****Late Pickup Policy:** If a parent is more than 15 minutes late more than one time per month, a \$35 fee (per late pickup) will be added to the next month's tuition.

Custody:

The parent/guardian who enrolls the child in the MDO and signs the agreement/release form has the right to say who may or may not pick up the child from MDO. There is a place on the enrollment form to list all people allowed to pick up the child. The MDO staff will verify names and valid driver's licenses on the list.

Any changes needing to be made concerning the release of your child must be given to the Director in writing by the parent or guardian. Your child will not be released to anyone other than the parent or guardian unless we are notified in writing.

School Closings and Holidays:

In the case of inclement weather, Mosaic Academy will post closing or late start information on *our Facebook page and in the REMIND app (text message)*. The administration will also send an email informing all parents of school closings. Please make sure the office has an up-to-date cell phone number and email address we can use to contact you. Also, be sure to "like" our Facebook page, as we use it to post all last-minute notifications, updates, and events. *Tuition is not refunded for cancellations for reasons such as inclement weather.

Health:

Only healthy children will be accepted to the MDO program. We are depending on your help to maintain this policy. We cannot accept a child who has had any of the following:

- Fever
- Diarrhea
- Vomiting
- Skin Rash
- Impetigo
- Chicken Pox
- Persistent Cough
- Head Lice
- Colored Nasal Discharge
- Fifth Disease
- Thrush

Your child must be symptom free or cleared by a doctor 24 hours prior to returning to MDO. For example, if your child experienced symptoms of a stomach bug during the weekend and stopped

having symptoms on Monday at noon, your child would not be allowed to return until Noon on Tuesday.

If your child develops the above symptoms during the day, a parent will be contacted and asked to pick up their child immediately. If your child's illness prevents him or her from participating comfortably in MDO or results in greater need for care than the MDO staff can provide without compromising the health, safety and supervision of the other children, we ask that your child not attend. This is also for the health and safety of other children and their families, as well as teachers and their families.

Parents will be notified when their child has been exposed to a communicable disease while attending MDO. Parents/guardians should likewise notify the Director immediately when their child has been exposed to a communicable disease. The child will be restricted to attend until a doctor states that it is safe for the child to return to school.

Medication:

Medications will not be administered by the Mosaic Academy Staff.

Accidents:

In case of serious accidents or sudden emergency, the parent/guardian or the persons listed on the enrollment form will be notified immediately.

In case of minor injury while at MDO, there will be an accident report filled out for you to sign at the end of the day. This report will remain a part of your child's file as long as he/she is enrolled in MDO.

Please notify us with any changes to emergency phone numbers.

Classroom Guidelines

Schedule:

Each class will maintain a guideline of daily activities so that the day runs smoothly. Your child will also grow to appreciate the routine. A schedule will be posted in the classroom. Times are approximate.

Snacks:

Please send a healthy snack and a cup of water for your child.

Lunch:

Children are to bring their own nutritious lunch. It should be finger foods or easy to eat items that do not need to be microwaved or refrigerated.

When possible, send food in throw-away containers for easy cleanup. We will refill water cups during the day unless otherwise notified.

Nap/Rest Time:

All classes have a rest or nap time. Nap mats are provided by the school. You may send your own if you prefer. Your child should also bring a blanket. (Please label)

18-month - young 2 year olds may rest in Pack-N-Play or crib, which are also provided by the school. Clean sheets are also provided.

Children will be required to rest on their nap mats for the allotted time They are not required to sleep. A quiet activity and relaxing music will be provided while others sleep.

Outside Play:

Weather permitting, the children will have outside play each day. We will go outside if the weather is below 50 degrees or over 95 degrees. Please bring outerwear that is appropriate for the weather. If playing outside is not appropriate, children will have indoor play or a special time to work on large motor skills.

Clothing:

Comfortable, washable and seasonally appropriate play clothes are requested. Please dress your child in pants that are easy to pull up and down.

Tennis and other shoes that tie or velcro closed are preferred. Open-toed shoes and those that are not secure on the foot are prohibited. No flip-flops allowed.

A change of clothing including underwear and sock will be needed in case of any accidents. The cage of clothing will need to be sealed in a Ziplock bag to be stored in the classroom. All clothing needs to be clearly marked with the child's name. MDO cannot be responsible for items that are not clearly labeled.

Personal Items:

Please keep your child's personal toys at home. This helps so that they do not become lost or broken. If a security item is needed during nap time please limit to only one item. Please send your child's blanket, snack cup, lunch, extra clothes, diapers/pull ups and wipes in a bag that is labeled with his/her name on it.

LABEL ALL ITEMS! Mosaic Academy MDO cannot be responsible for items that are not properly labeled.

Potty Training:

We do not have requirements regarding children to be potty training by a certain age/class with the exception of our Pre-K class. We do require all children age 4 and up in the Pre-K class to be

potty trained. Teachers will assist younger children as needed in their toileting needs. For those currently being potty trained, please share with the teacher special needs and requests.

All efforts will be made to aid in the potty training process. We do ask that those children who are not completely potty trained to wear Pull-Ups.

Class Parties and Birthdays:

We will celebrate Fall, Thanksgiving, Christmas, Valentine's Day, Easter, Spring, and the End of the Year with a party. Teachers will be coordinating all the details for their class. A sign-up sheet provided by the teacher will help coordinate the needed items.

Birthdays are very special to our children! If your child wishes to bring a treat to share with the class, it is welcomed. Snack Time is the recommended time to celebrate. Bringing a treat to share with the class would take the place of a mid-morning snack. Children with summer birthdays are welcome to pick a day to celebrate during the school year. Please arrange all details with your child's teacher.

Discipline:

Our main objective is to love your child as Jesus does. Our discipline will be positive and will encourage children to make good choices instead of punishment. Should a problem arise, corrective measures of a verbal reminder, restriction of privileges or a brief time-out period will be used by the teacher. Should a child demonstrate a more aggressive or disruptive behavior, the parent will be contacted and the MDO staff will work together with the parent to solve the problem.

Aggressive or disruptive behavior must not be overlooked as it sends a message to the other students in our care that this behavior is acceptable. A child needs to know that it is never "okay" to hurt another child or adult. At any time, if the MDO staff observes behavior that puts the child, another child or the staff's physical safety or well-being in jeopardy, MDO reserves the right to remove that child from the program.

If you have any concerns about your child, please feel free to talk with the teacher or the Director. We will refrain from talking about the child in their presence but will be happy to coordinate a set aside time to discuss any issues.

Communication:

We strive to work with your family in partnership to love and teach your child. Please feel free to talk with your child's teacher or the Director.

Correspondence:

A monthly newsletter from the Director will be sent home with upcoming events and important information. This is the primary means of communicating information. A monthly class news report will also be sent home from the teacher with what the class will be learning or special events.

Concerns:

Please talk with your child's teacher or the Director about any concerns you may have with the program or with your child so issues can be quickly resolved. Your suggestions are welcome as well, as we seek to constantly improve.

A Note About Your Child/Separation Anxiety:

During these toddler and preschool years, it is normal for children to show signs of separation anxiety. This is a common fear in children. Typically beginning around 9 months through age 2, many children begin to exhibit signs of separation anxiety if left for any period of time with others or even another parent.

At MDO, because so many of the children enrolled are cared for daily by a parent or grandparent and have not been exposed to the full-time day care environment, many children may become anxious, cry, and become upset when left. This is common for the first few days a child attends. We assure you that we will care for, love, and reassure your child. You will be notified if your child does not calm down and engage in their classroom within 15 minutes. The following are tips given from therapists at Purdue University Anxiety Clinic when dealing with children who are experiencing separation anxiety:

-Stand your ground. Make sure your child knows they will be alright while you are gone. Try to settle them in the environment with the teacher before leaving, and then leave.

-Leave after reassuring hugs and goodbyes. Lingering or staying in the classroom will only prolong the situation. Hand your child over to the teacher and know he/she is in good hands.

-Talk to your child about what is going to happen beforehand. Spend some time talking with your child about what to expect, assuring them that you will return.

-Establish a ritual. When leaving, try to do the same things every day, such as a hug, kiss, and saying "see you later, Alligator!"

-Push the positives. Talk with your child about the fun things that happen at MDO each day such as story time, lunch with friends, snack time, etc.

-Make sure your child gets enough rest. If tired, your child will be cranky and even more clingy. On average, preschoolers need 12 hours of sleep each night.

-Know the crying WILL stop. Most of the crying stops within minutes of the parent leaving, so take comfort in that reality. Teachers are trained to engage your child in a fun activity or to play with friends right away.

-Have a broad perspective! Give your newly established routine two weeks. Most children adjust in that amount of time and find they love playing with new friends, enjoy new activities and love

their teacher. The separation may be harder on you than on your child, but short periods away from your child will leave you feeling more refreshed and balanced. Enjoy your time!

Thank you for your time!

We look forward to spending the year with you and your child.

What fun we will have!