



## **MDO Handbook**

### **Our Purpose:**

Nurturing a Christ-like character and enriching development in all areas: spiritual, emotional, physical, social, and cognitive is the purpose of our Mother's Day Out program. Our goal is to work with families to help foster positive independence, love for God and man, and a love for learning during the formative pre-kinder years.

### **Hours of Operation:**

Mondays and Wednesdays August-May (Check current school calendar)  
9am – 3pm Doors open at 8:45 am. Pick up window is from 2:55-3:15pm.

### **Late Pickup Fee:**

A late pickup fee of \$15 will be charged for every 15 minutes past 3:15.

### **Parent Teacher Communication**

Monthly newsletters will be sent home. Newsletters will include information about upcoming events as well as classroom learning. Parents are encouraged to use this information for discussion with their child to reinforce what is being taught. Questions or concerns can be addressed through the teachers' school email, or by contacting the teacher to schedule a meeting.

### **Parent Visitation and Volunteers**

Fortis Academy Mother's Day Out has an Open Door Policy. You may visit the classroom during any time of operation. We encourage you to be a part of your child's classroom experience through various volunteer opportunities. These opportunities may include helping with class parties, assisting with special art projects, presentations in areas of special interest, and other various activities.

### **Discipline**

God's purpose for discipline is precise; it is to bring about the peaceful fruit of righteousness (Hebrews 12:11). Discipline is done to correct a behavior and to bring about repentance. A negative behavioral choice made by a child will result in a negative consequence in order to bring about proper and desired behavior. A negative choice is any act that is disobedient, disrespectful, unkind, or unsafe. The revoking of a privilege and time out are age and situation appropriate consequences used in class.

### **Clothing**

Children should be dressed in play clothes that are appropriate for the season and the weather conditions. Please remember that your child will be involved in many activities, some of which may be messy. Please make sure not to dress your child in clothing that they are unable to reasonably manage to go to the bathroom. Close-toed shoes are best suited for school activities. Backless shoes, such as flip flops, are not appropriate for school. We recommend that you apply a long lasting sunscreen before school during times



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of the year your child might be susceptible to sunburn. Each child will need to have an “emergency” set of clothing to be left in the classroom in case of an accident or spill. Please label all articles of clothing.

### **Lunch / Snack / Water**

Each child will need to bring a sack lunch that does not require heating or refrigeration, and a light, non-sugary afternoon snack. Please pack your child’s snack in the small snack bag provided. Please send a full water bottle each day for your child to use at lunch, snack, and outside time. Your child should have breakfast before school. Due to various allergies and diet restrictions, children will not be permitted to share or exchange lunch or snack items. Please label your child’s lunch box and water bottle.

### **Toys**

Our classrooms have many developmentally appropriate toys for your child to use during the day. We welcome children to bring their toys on “Show and Tell” day only. We ask that on other days, children leaves personal toys at home. Please do not send any item to the classroom that could easily be lost or broken.

### **Rest Time**

All children will have a quiet time after lunch and are encouraged to rest. Lights will be lowered and older students will be required to be on their “comfortable mat” while a selection is read from chapter books. Younger students will be required to lie down on their mat and quiet music will be played. Rest time will be over for anyone not napping after 20 minutes of still, quiet rest. One special rest item, such as a favorite blanket, will be allowed at this time. Children may bring a foldable kindermat or preschool size pallet for use during this time. Please label your mat.

### **Potty**

All children must be potty trained to enroll in Mother’s Day Out. The class will take several potty breaks throughout the day when each child will be required to “try” to use the potty. In addition to class restroom breaks, your child will be taken to the potty individually at anytime during the day that they have a need. In the case that your child has a potty accident, you will be contacted immediately to clean/change them. Please make sure that we have your current contact information.

### **Medications**

All children are required to have a signed permission slip before medication can be administered. Medication must be in the original container with instructions on dosage and times to be administered. If it is prescription medication, the child’s name must be on the prescription label. When possible, coordinate dosing to prevent a need for medication during school hours.



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### **Illness**

Children may not be brought to school if they are ill. We are depending on you to help us maintain this policy. Parents will be notified to pick up their children immediately if signs of illness occur during the day. An ill child may not come to class if one or more of the following exist:

- The illness prevents the child from participating comfortably in class activities. Fever (within the last 24 hrs)
- Diarrhea (within the last 24 hrs) Children will be sent home after two incidents of diarrhea in one day.
- Vomiting (within the last 24 hrs)
- Impetigo (until all lesions have healed)
- Pink eye (24 hrs after antibiotic has been administered)
- Strep throat or sore throat (24 hrs after antibiotic has been administered)
- Head Lice (all nits removed from hair and proper cleaning treatment received)
- Chicken Pox (at least one week after eruptions appear or until all lesions are dry)
- Rash
- Other communicable disease

### **Field Trips**

Although field trips are a great way to enhance a child's learning, our board has decided that the liability risk is too high to take any chances with your child. In lieu of field trips, we will be bringing in special events that correlate with themes being taught in the classroom.

### **Siblings**

Due to liability, it is the policy of Fortis Academy for non-enrolled siblings/children to be carefully supervised by parents while on school grounds. This includes classrooms, playground, and parking lot.

### **Tuition and Fees**

Our tuition is based on an annual amount divided into ten monthly payments. There are no refunds for illnesses or absences. Any family not enrolled in FACTS will have a payment envelope sent home at the end of each month so that payment can be received on the first school day of each month. A late fee of \$25 will be charged for any payment received after the third school day of the month.

A non-refundable registration fee of \$150 per student is to be paid at the time of registration. A supply fee (in lieu of a supply list) is also due at this time.

Please contact Fortis Academy or check online for current tuition and registration rates.