

*Bulverde United Methodist Church*

*Child's Morning Out Program*



*28300 HWY 281 North  
San Antonio, Texas 78260  
830-980-1750*

## **Our Mission Statement**

Child's Morning Out is a structured Christian program designed for pre-school age children. Our mission is to provide a safe, loving, and nurturing environment that fosters the individual, spiritual, and educational needs of each child. CMO utilizes a developmentally appropriate curriculum that creates an opportunity for self-expression and socialization through a wide variety of activities.

## **Welcome**

We are so grateful that you have chosen to join our Child's Morning Out family! CMO is a Texas state licensed pre-school committed to providing an enriching experience for your child and we take your trust in us very seriously.

## **Toddler Room**

Our toddler program supports exploration and self-discovery using hands-on learning activities that encourage independence and promote confidence in mastering emerging self-help skills.

## **Two's Room**

We provide the children with developmentally age-appropriate experiences that keep them actively engaged in learning. We strive to meet each child's individualized needs through their emerging milestones including potty training help.

## **Three's Room**

In the 3 year old room, the curriculum focuses on all areas of development including fine and gross motor skills, sensory, independent interaction, in both small and large groups, as well as physical activities. In addition, your child will develop the skills needed to build self-esteem, friendships, and character values.

## **Kinder Prep**

CMO has focused on kindergarten preparation since 2006. Our Kinder Prep teachers are all certified teachers with previous experience teaching at the elementary level. We strive to develop each child intellectually, emotionally, socially, and physically. Our focus is to instill a love of learning at an early age through hands-on activities, songs, and play. In addition, we use a theme-based curriculum to study language arts, math, and to explore our world around us.

## **Five-Year-Old Flex Class**

CMO now offers a five-year-old flex class designed for pre-k students who have completed one year of pre-k and/or who's parents are giving their child "the gift of time" before starting kindergarten. This program is designed to prepare your child for success by fostering each child's independence, self-regulation, and love of learning through a wide variety of developmentally appropriate activities. The curriculum focuses on phonics, literacy, phonemic awareness as well as mathematic skills such as sequencing, patterns, graphing, measuring, and grouping.

**\*All classes attend Chapel weekly.**

## **Child Care Board**

The advisory board for the Child's Morning Out program. The board was established in order to ensure the effective operation of Child's Morning Out. The board is established and appointed by the BUMC administrative council. If you have any questions, please inquire within the CMO office.

## **School Days**

9 a.m. to 2 p.m., Monday-Thursday

- Toddlers, Two's, and Three's may attend 2 or 4 days a week
- The Pre-K and Five-Year-Old Flex classes are specialized programs and are only available for 4 days a week
- Children should arrive at 9 a.m. Please pick up children promptly at 2 p.m.

## **Holidays and School Closings**

Child's Morning Out follows the same holidays, early release schedule, and bad weather closings or delays as Comal I.S.D.

## **Placement**

Children are placed in class according to their age on September 1<sup>st</sup> of the current year. Children will remain in their assigned classroom for the duration of the school year on their assigned days. Students may **NOT** switch days once they are registered, however, students may add additional days upon availability.

## **Admission**

Application for admission is accepted without regard to race, religion, color, sex or national origin. In compliance with state regulations, Child's Morning Out must have all required forms completed and on file prior to the child's attendance. The following forms are required prior to attendance: admission application, health form, shot record, discipline and guidance form, allergy action plan/medical dispensing form (if needed) and parent note. Please keep this information updated for your child's safety.

## **Tuition and Fees**

**Registration Fee:** \$75.00 for 1<sup>st</sup> child  
\$55.00 for 2<sup>nd</sup> child  
\$45.00 for 3<sup>rd</sup> child

**Due at Registration (non-refundable)**

**Supply Fee:** \$100 for 2 days/week  
\$150 for 4 days/week

**Due at Registration (non-refundable)**

**Monthly Tuition:** \$190.00 - 2 days/week  
\$380.00 - 4 days/week

## **Expulsion and Suspension**

CMO has the right to expel or suspend a student for any reason at any time.

### **Tuition is due the first day of class each month.**

Please make checks payable to Child's Morning Out. Full tuition is due regardless of attendance. Please plan ahead for your financial commitment to Child's Morning Out. The CMO budget is dependent on 100% payment from children enrolled in the program. If you expect any problems regarding tuition payment, please make arrangements with the director in advance. Your tuition reserves a place for your child in his/her classroom.

No refunds will be made.

**Late Tuition Fees:** 5 days late: \$ 5.00

10 days late: \$10.00

15 days late: \$15.00

**Late Pick Up Fee:** **\$5.00** up to 15 minutes late

**\$2.00** per each additional minute

**Children should be picked up promptly at 2:00 pm.**

**Return Check Fee:** **\$25.00** (cashier's check or money order only)

Checks will not be run through twice.

**\*All late fees will be added to the next month's tuition.**

### **Policies and Procedures**

The handbook for Minimum Standards & Guidelines for Licensed Child Care Centers is kept in the director's office and are available for your review. The director and staff are available to discuss the policies and procedures of Child's Morning Out. Please make an appointment to allow ample time for review of the policies and discussion. A copy of the most recent licensing inspection report is posted on the bulletin board outside the director's office. CMO is a drug & gang free zone (ref. HB2086) requiring that child care centers notify parents of their compliance.

### **Parent Note**

Each parent/guardian must sign a parent note indicating their understanding and acceptance of the Child's Morning Out policies and procedures.

### **Immunization/Medical Requirements**

A health statement signed by a health care professional shall certify that the physician has recently examined your child and that your child is physically able to participate in the program. Immunization records must be current and submitted before the first day of school.

### **Medication**

Authorization to administer medication to a child must be obtained from the child's parent in writing signed and dated. Medications must be in their original container labeled with the child's full name and the date brought to the school. All medications are kept in the CMO office.

### **Hearing and Vision Screening**

All children age 4 by September 1<sup>st</sup> of the current year who are enrolled in the program, must be screened for possible vision and/or hearing problems. If needed, CMO will arrange for this service through the Texas Department of Health. A vision and hearing screening form signed by the health care provider must be provided for the child's file.

### **Breastfeeding/Lactation**

CMO has designated the toddler room for breastfeeding. A small refrigerator is reserved for the storage of breast milk. Any breast milk stored in the refrigerator must be labeled with a name and date.

## **Building Maintenance**

CMO is a licensed pre-school and follows all required cleaning practices and procedures. Rooms and toys are cleaned and disinfected daily.

## **Medical Emergencies**

The Child's Morning Out staff are trained in CPR and first aid. In the event of an accident, the staff will call for help. We will assess the situation and take the necessary steps to care for the child and put them at ease. Should there be a significant injury or illness requiring emergency assistance, the director or assistant director will call 911. In the event that the director is not nearby, the teacher will call. The staff member will ride in the ambulance with the child. A designated staff member will notify the parent and inform them of the accident and the hospital the child will be taken to.

## **Emergency Preparedness Plan, Safety, and Emergency Drills**

Emergency drills are held monthly to acquaint your child with evacuation procedures. In the case of an emergency requiring evacuation & relocation, the children will be transported by staff to:

Champions  
28152 US Hwy 281 North, Ste. C  
Bulverde, TX 78260  
(830)438-3090

**OUR EMERGENCY PREPAREDNESS PLAN IS AVAILABLE IN THE CMO OFFICE UPON REQUEST**

## **Health and Illness**

Every effort is made to provide a safe, healthy, and happy environment for your child. The health and well-being of all our students is of utmost importance. For the safety of the other students, a child may not participate in the program if any of the following conditions exist within a 24 hour time period:

- fever of 100 or more
- vomiting and/or diarrhea
- any suspected contagious or severe illness
- discharging or infected eyes
- general illness that prevents normal participation in school activities

\*All students must be free of symptoms and fever-free for 24 hours without fever reducing medications, such as Acetaminophen and Ibuprofen, before returning to school.

\*Parents will be notified immediately if a child is injured or becomes ill while at school.

## **Sunscreen and Insect Repellent Application**

Sunscreen and insect repellent must be applied by the child's caregiver before school. CMO staff and teachers are not authorized for application.

## **Toilet Training**

Teachers will work with parents to provide a positive learning experience for the child while toilet training. During this time, the teacher will communicate with the parent on a daily basis. Please provide: Extra clothing, underwear, and plastic bags. Disposable diapers and wipes are required for children who are not toilet trained.

**\*The 3, 4, and 5 year old classrooms are not equipped for diaper changing. Children 3 years old and up must be toilet trained per licensing standards.**

## **Lunch and Snack**

Child's Morning Out is committed to nutrition and feel that it is an important part in the development of a healthy child. Please send a nutritious lunch along with a drink including all necessary supplies such as forks, spoons, napkins, ice pack etc. Please do not send foods which require refrigeration or heating. Also, make sure that food is cut into small, bite-size portions. **Please label your child's lunch.**

\*A nutritious snack and water are provided each morning.

## **Rest Time**

A rest period is provided for all children per state regulations. Please provide a plastic nap mat and sleep items such as a sheet and blanket. Please be sure to label each items. All cloth items should be taken home weekly for laundering.

## **Arrival and Departure**

Safety is of utmost importance at CMO. Please adhere to the following procedures to ensure the safety of all our children:

- Please sign your child in and out every day.
- Provide a phone number where you or someone responsible can be reached.
- Please do not leave your home phone number if you are not going to be at home and always leave a cell phone number.

## **Visitors**

All visitors are required to check in at the CMO office. Anyone picking up a child must be an authorized pick up person indicated in the student's file and present a valid photo I.D. You must let the teacher and the CMO office know if anyone other than the parent is picking up in advance and it needs to be submitted in writing.

## **Clothing/Extra Clothing**

We recommend children wear comfortable play clothes as they will be involved in a wide range of indoor and outdoor activities. Extra clothing (seasonably appropriate), including socks, should be kept at school in the child's cubby. All items must be labeled with child's name. This includes: coats, sweaters, blankets, nap mat, lunch kits, backpacks, cups, etc.

## **Footwear**

For the child's safety, please do not send your child to school in loose or opened-toed sandals/shoes. **Shoes must be worn at all times.**

## **Toys**

Please keep your favorite toys at home. CMO is not responsible for lost items.

## **School Pictures**

School pictures will be taken twice a year. There is no charge at the time of the session and purchase of the pictures is optional. Your child may be photographed during CMO programs and events. If you do not want your child's picture taken, please indicate on the Handbook Acknowledgement & Photo Permission form.

## **Field Trips**

CMO does not have field trips at this time. We organize numerous in-school activities for children that are engaging and exciting.

## **Discipline and Guidance**

Discipline must be:

- individualized and consistent for each child
- appropriate to the child's level of understanding
- directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem and self-control, which are found in the Discipline and Guidance Policy of Bulverde United Methodist Church Child's Morning Out. Each parent will be given a copy of this policy. The Discipline and Guidance policy form must be signed and kept in the child's file.

Disruptive or unsafe behavior will be dealt with promptly and in a loving manner. An incident Report will be made when necessary and the parent will be notified. After three such incidents, the director may call a conference with the parent to discuss how to best handle the situation.

## **Withdrawal from Program**

Withdrawal from CMO requires written notification two weeks prior to the intended date of departure. Parents are responsible for payment during the last two weeks of care. If notice is not given, parents are still responsible for payment of those two weeks. This policy is enforced to ensure the financial responsibility of Child's Morning Out to meet payroll obligations.

## **State Department of Welfare**

CMO staff attend yearly training on child abuse. If we suspect any signs of abuse and neglect, the CMO director or caregiver will notify Child Protective Services or local law enforcement.

In the event of a concern or for more information on how to help/assist a child you suspect has been abused or neglected, contact the local licensing office at 210-337-7711, Abuse Hotline at 1-800-252-5400, and The Texas Department of Family and Protective Services (DFPS) at [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## **We are just the beginning!**

Child's Morning Out is just the beginning of an exciting lifelong journey through education. Thank you for the opportunity to share in the life of your precious child.

*God Bless You!*