

**PARKWAY**  
**CHRISTIAN ACADEMY**  
**MDO**  
**PARENT HANDBOOK**



3005 Pearland Parkway  
Pearland, TX 77581  
281-485-6330

“...growing in the knowledge of God”

## Colossians 1:9

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Dear Parents,

We are thrilled you have chosen to be a part of the Parkway Christian Academy MDO program. We have been praying for your children and we are excited to care, love, and teach your child. We pray that this ministry will be a blessing to your child and family.

Please be assured that your child is being very well taken care of, loved and appreciated. We feel that children “are a gift from the Lord” (Psalm 127:3) and we will be working with them daily to “grow in the knowledge of God” (Colossians 1:10)

Please feel free to contact one of us with any concerns you have.

God Bless you and your family,

Mrs. Kim Green

Mrs. Beth Rogers

Dr. Karen Gapsiewicz

School phone: 281-485-6330

# **School Overview**

## **Vision Statement**

PWCA is committed to developing students who love Christ with their heart, soul, mind, and strength and walk with Him in every aspect of their lives.

## **Mission Statement**

PWCA teaches students to - STAND ON the Word of God, STAND UP for what they believe, STAND OUT in their actions, attitudes, and academics. We are dedicated to remaining unchanged to our commitment to Christ in a changing world.

## **Educational Philosophy**

Founded as a ministry of Parkway Church of Pearland, Texas, Parkway Christian Academy seeks to provide a quality Christ-centered educational experience. We believe that the Bible is inerrant and authoritative, and that no academic truth can rightly be in conflict with God's word. The guiding principle is the cornerstone for all aspects of our school. Our primary focus is to guide children to know Christ as their Lord and Savior, to grow in their faith, and to develop servant's hearts. This is achieved through Biblical instruction, an academically substantive curriculum based upon a Biblical Worldview, as well as through providing opportunities to serve the local community and beyond. Our administration, faculty, and staff are committed to the spiritual, intellectual, physical, and social growth of the students we serve. In partnership with families, we take seriously our responsibility to mold and equip these students to use the knowledge, skills, and abilities necessary for them to become life-long learners and reach their God-given potential.

## **Statement of Faith**

We believe:

In the one and only true God who eternally exists and is manifested in three person: God the Father, God the Son, and God the Holy Spirit. He created the universe and everything in it and maintains sovereignty over all things. (Gen 1:1, John 10:30, 1 John 5:4-6)

That Jesus is the Christ, the Son of the living God. He is the promised Messiah sent for the salvation of all who will believe in Him and trust in Him. He is the fullness of God manifested in bodily form; the image of the invisible God. (John 1:41, John 4:25, Col 1:18-20)

Jesus was God incarnate; born of a virgin according to Scripture; lived a sinless life; died for our sins as a substitutionary sacrifice for us; rose from the grave on the third in victory over death; ascended back to the Father and is now our High Priest, Advocate, and is ever interceding on our behalf. ) John 3:16, Luke 1:34-35, Luke 24:36-43, Acts 1:9-11, 1 Cor. 15:3-4, 1 Peter 2:21-24)

Jesus is the Head of the body, the church and at the appointed time will call His church out of this world; will come again to this world to establish His millennial reign; and to ultimately judge the entire world and establish His eternal Kingdom. (John 14:13, Acts 1:11, 1 Thel. 4:16-17)

In the eternal person of the Holy Spirit, the third part of the Godhead, who is working in the world today to reveal the fullness of Christ; to convict sinners of sin; regenerating and sanctifying, and seal them forever to the Father. (John 16:7-8, 1 Cor. 3:16)

That the Bible is the pure, true, infallible, inerrant, and inspired work of God, given through the direction of the Holy Spirit, through the prophets as our instruction book for life. (II Tim. 3:16-17)

That salvation comes from each individual recognizing that he/she is a sinner by nature; recognizing that he/she cannot justify himself/herself by his/her own works; that each person must receive the shedding of Jesus' blood on the cross and in repentance, ask God for forgiveness; making Him Lord of their life; and having received Him, they are spiritually saved or "born again" and are indwelt by the Holy Spirit; therefore, they became a child of God and a forever member of the family of God for time and eternity. (John 3:16; Rom. 3:23-25, Rom. 10:9-10)

That heaven is the place of eternal blessedness for the saved and that hell is the place for eternal conscious punishment for the unbelievers. (John 5:28-29, Rev. 20:11-15, Matt 25:32-46)

That the New Testament Church is a group of "born again" baptized believers in Jesus Christ, who voluntarily and regularly meet together for worship, discipleship, fellowship, ministry and evangelism. (I Cor. 12:23-14, 20, 27; Eph. 5:23, Col. 1:18)

## **Ministry Purpose**

Mother's Day Out is a ministry of Parkway Christian Academy and Parkway Church. Our purpose is to minister to families and their children by providing a happy, loving, and Christ-centered environment for children. It is our goal for every child to increase his or her knowledge of God, laying a foundation to live a life worthy of the Lord.

## **Curriculum**

MDO curriculum is derived from several resources such as ABC Jesus Loves Me and Mat Man from Handwriting Without Tears. Daily the children will engage in such activities as craft time, story time, bible lesson, age-appropriate scripture learning, outside play (weather permitting), free time for imaginary play, and lessons that are centered around colors, shapes, numbers/counting, and the alphabet. Activities begin at 9 am. It is important to have your child arrive on time as it can be disruptive and cause undue stress when arrival is after 9 am.

## **Health and Safety Guidelines**

### **Arrivals and Departures**

Drop-off time is 8:10. Please do not bring your child before then because our staff will be busy getting ready for the day and will not be able to take care of your child before then. After 8:20 parents must check in at the front desk. After 8:30, a staff member will come to get your child as parents are not permitted to go down to the classrooms after this time. We encourage parents to have their child arrive prior to 9 am to avoid disruption and stress in the classrooms.

Class time ends at 3:45 pm. Please pick your child up promptly at Entrance #3. For safety reasons, MDO does not have a car line pick-up. Any child that remains after 4:00 will be kept in the classroom, with a teacher until the parent arrives, however, a late fee will be charged to the parent. The late fee is a \$20 fine + \$1 per minute after 4:00 pm.

For the protection of the children, it is our policy that we only release your child to a parent, guardian, or previously designated individual listed on the Emergency Information form. If a parent requests that any individual other than those who are listed be allowed to pick their child up, they must notify the director. The individual picking up the child must show proof of ID before the child is released.

**\*\*\*\* Please remember that all parents and students must enter and exit the building on the North side. Please walk on the sidewalks and not between the cars in the car line.**

## **Illness Policy:**

Exposure to a group of children may cause illnesses. The Mother's Day Out program takes every precaution to safeguard our children against illness. We can only accept well children and we depend on you to help us maintain this policy.

If the following conditions exist, your child should stay home for the day.

Fever of 100.4 or above (Must be fever free WITHOUT medication for 24 hours before returning) unless there is obvious teething in which your child is able to stay as long as they are given something to comfort them and they do not get too irritable at school. Fever generally stays under 101.0 with teething.

Yellow or green mucous coming from noses

Diarrhea and/or vomiting (Must be free for 24 hours...If a child has one incident at home before coming to school, they need to stay home)

Constant cough

Croup

Unexplained rashes of any kind

Eye infections (pink eye) may return to school 24 hours after starting eye medication

Severe Common cold

Suspected contagious disease

Strep

Lice

Flu

Students who become ill at school or come to school ill will be sent home and must be picked up immediately. There is no reduction or refund in tuition for illness. There are no exceptions to this policy.

## **Allergy Policy:**

- If your child has been diagnosed with an allergy by a healthcare professional, it must be disclosed to the school.
- An allergy emergency plan must be prepared by a health care professional for each child and given to the school prior to the child attending school.
- The allergy emergency plan must include a list of each thing the child is allergic to, possible symptoms if exposed to the item on the list, and the steps to take if the child has an allergic reaction. The allergy emergency plan must be signed and dated by the child's health care professional and the parent.
- If your child has been prescribed an Epi-pen, please make sure you turn it into the school in the original prescription box with the prescription information on it. Your allergy plan should include all instructions for the Epi-pen.
- All medications and/or devices must be given to the First Aid Assistant to be kept during the school day. All medication must be in the original container. Any prescribed medication needs to be in the original prescription packaging with the prescription information, dosage, and expiration dates.

**\*\*\*\*\* PLEASE NOTE THAT OUR ILLNESS POLICY DOES DIFFER FROM THE SCHOOLS ILLNESS POLICY, THESE GUIDELINES ARE FOR MDO ONLY**

# Classroom Guidelines

**Breakfast:** Please feed your child breakfast before arrival. We do not allow them to eat breakfast here unless he/she is an infant that needs a bottle or a snack, no solids will be fed upon arrival.

## **Lunch:**

Children are to bring their own lunch. It should be finger foods or easy-to-eat items that do not need to be refrigerated. If food items need to be kept cold, please put an ice pack in your child's lunch box. Infants are an exception to this guideline. We do have microwaves in each room so the teachers can warm up food. We will refill with water as needed.

## **Snacks:**

We will provide a small snack once or twice a day. PLEASE make us aware of any food allergies.

## **Naptime:**

We supply a nap mat; however, you will need to send a small napping roll-up bed or a small blanket and pillow (if needed) with your child to go on top of the mat. We will send these items home to be laundered **weekly**.

## **Outside time:**

Weather permitting, we go outside twice a day. We do not go outside if the weather "feels like" temperature is 50 or below. Please dress your child appropriately for the weather.

## **Clothing:**

Comfortable, season-appropriate play clothes are requested. Here in MDO, we do a lot of crafts/activities that can include paints, shaving cream, and sand. We do cover the children up with a t-shirt, but it is advised that you do not dress your child in anything that you do not want to be ruined or that you do not want these items getting on. **A change of clothing including underwear (if potty trained), extra pair of shoes, and socks will be needed in case of any accidents.** The change of clothing will need to be sealed into a zip lock bag with the child's name on it. MDO cannot be responsible for items that are not clearly marked.

**NO opened-toe shoes, Crocs, slides, or flip-flops.** This is for the safety of the children as they play outside on the playground and other grounds surrounding the school.

No visible temporary "play" tattoos.

Girls must wear shorts under dresses and skirts.

## Baby Room:

Current Texas Daycare laws do not allow the following:

No Blankets or swaddling under the age of 1 year old.

No pacifier holders of any kind including clips, ribbons, or wubbanubs.

All children must sleep on their backs unless there is a Texas sleep exemption form filled out and signed by a physician on file. There are NO EXCEPTIONS.

Supplies to bring daily include enough diapers for the day, several changes of clothing, baby food, bottles, formula, or breastmilk (we do have a refrigerator for these items), and diaper cream if needed. Please have items labeled with your child's first name and last initial. We do supply the wipes unless there is a certain brand you would like for us to use on your child; in that case, you may bring those wipes for us to keep on hand.

If your baby is eating food, we ask that you feed them breakfast before bringing them in the mornings. The mornings are very busy with parents dropping children off and unloading supplies. We are only able to give a bottle at this time if needed.

## Potty Training Policy:

**When you feel your child is ready for Potty training, we ask that you begin teaching at home. We will only assist your child in Potty training if you have successfully begun training at home two weeks prior and you see your child is ready.** We will follow through and encourage your child while in care. **Potty training will be done in a relaxed manner with the cooperation of the family.** We require that the child must be 2 years of age and must also show signs of readiness. (Below is a Potty training readiness checklist)

The child must be always in pull-ups during the training process. Please keep in mind the activity level here at school can distract your child from responding to an urge to use the Potty, more so than at home. They will not be allowed to wear underwear until he/she has had a month of being dry here at the daycare without being told to go to the Potty. This is for sanitary reasons. Regular underwear cannot contain urine and feces to prevent the spread of germs to other children in our care.

During Potty training your child needs to be dressed in "user-friendly" clothing as much as possible. The best items to dress them in are shorts or pants with elastic waist. While your child is learning to use the Potty, we are also teaching them to do so without assistance. They will be learning how to pull their clothes up and down themselves. Please consider not dressing your child in the following:

Tight clothing (leggings are ok)

Dresses with a lot of ruffles or tulle

Overalls or one-piece outfits

Please bring extra changes of clothing including socks and an extra pair of shoes if available.

During the first 2 weeks, your child will be on a schedule to use the Potty at consistent times of the day whether the child indicates the need to use the Potty or not. We ask that you do not bring any devices or equipment to help assist us. The schedule is listed below, but we will also take the child to the Potty if they ask to do so in between these times.

Shortly after arriving at school  
Every hour before nap time  
After nap time  
Every hour before going home  
Before going home

#### Potty training readiness checklist:

Verbally: The child can speak in three or four-word sentences  
The child tells you he/she has a wet diaper and recognizes when he/she is wet.  
The child tells you he/she is wetting and recognizes the sensation of being wet.  
The child tells you he/she will wet, can control himself, and uses the Potty.

#### Physical and psychological signs of readiness:

Stays dry for a long period of time (the child can “hold” his/her urine and bowel movement)  
Can recognize when the diaper is wet or soiled.  
Has a bowel movement at regular times.  
An adult can recognize when a child is moving his/her bowels.  
Can pull clothes/pants up and down on their own or with little assistance.  
Initiates interest in using the Potty and not being in a diaper/pullup.  
The child is open and willing to cooperate. This is very important. We will not force a child to go Potty.  
Can follow three and four-step instructions.  
Can use words or gestures to communicate.  
Is physically able to get to the Potty and sit on it.  
Must understand the function of why they are sitting on the Potty.

If your child is ready to be Potty trained, please sign and return the attached form at the end of this handbook.

**Personal items:**

Please keep your child's personal items at home. This helps so that they do not become lost or broken. If a security item is needed during nap time, please limit it to only one item and label it.

**Supplies:**

All teaching and craft supplies will be provided by the school.

MDO B and C Rooms:

**\*\*\*\*\*WE WOULD LIKE TO SUGGEST THAT PARENTS PURCHASE ONE LARGE BAG TO BRING THE CHILD'S DAILY ITEMS IN. THIS HELPS WITH SPACE ISSUES, MAKES IT EASIER FOR PARENTS TO BRING THINGS IN AND OUT EVERYDAY AND IT MAKES IT EASIER FOR THE TEACHER TO KNOW ITEMS ARE IN ONE LOCATION INSTEAD OF MULTIPLE BAGS.**

**Class parties/ Birthday parties**

We celebrate Thanksgiving, Christmas, Valentine's Day, and the end of the year.

Halloween: Halloween festivities will not be permitted but we do at times celebrate the fall.

Christmas: Emphasis placed on the coming of Christ and His birth; Santa Claus will not be promoted. Clothing, decorations, and gifts should not display Santa.

Easter: Emphasis placed on the death, burial, and resurrection of Christ; the Easter bunny will not be promoted.

Children celebrating birthdays may treat their classmates during snack time, or other arranged times. Parents may also provide desserts for the entire class (cookies, cupcakes etc). Please check with your child's teacher to see if there are any food allergies in your child's room prior to bringing anything to the class.

**\*\*\*\*PLEASE REMEMBER TO LABEL EVERYTHING WITH YOUR CHILD'S FIRST NAME AND LAST INITIAL. THIS IS SOMETHING REQUIRED BY THE STATE AND IT WILL HELP THE TEACHERS TO KEEP EVERYONE'S ITEMS SEPARATED.**

## **Communication:**

We strive to work with your family in partnership to love and teach your child. Communication with parents will be done via Class Dojo. Please feel free to talk with your child's teacher or the school administration if any concerns arise regarding your child so that we may work on a solution and quickly resolve it.

## **Separation Anxiety:**

During these infant and preschool years, it is normal for children to show signs of separation anxiety, which is the most common fear in children. Typically beginning about 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.

If your child does experience separation anxiety, we assure you that we will care, love and reassure your child that he/she will be OK and mommy, daddy, or grandparent will be to pick them up later. The following are tips given by therapists when dealing with children that have separation anxiety. They are just suggestions that should help.

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 and goodbyes.... Linger around or staying in the classroom will only prolong the situation. Hand your child over to the teacher and know he or she is in good hands.

Compliment your child's brave behavior.

Talk to your child about what is going to happen beforehand. Spend some time talking to your child about what to expect, assuring 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 to your child about the fun things that happen at MDO such as story time, lunch with friends, snack time, art, etc.

Make sure your child gets enough rest. If tired, your child may be cranky and even clingier. On average, preschoolers require 12 hours of sleep.

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 begin playing with friends.

Give your newly established routine two weeks. Most children will have adjusted in that amount of time and find they love playing with new friends, new activities and love their 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, encouragement, redirection, or a brief time-out period will be used by the teacher. Should problems persist or disruptive behavior continue the parent will be contacted, there will be a parent/teacher conference and the MDO staff will work together with the parent to solve the problem.

Aggressive or disruptive behavior must not be overlooked and will not be tolerated because 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. If at any time the MDO staff observes behavior that puts the child, another child, or the staff’s physical safety or well-being in jeopardy, the parent will be contacted, and there will be a discipline report made. Parkway Christian Academy’s administrators will decide when further action will be required and if the child will need to be sent home for the day.

If the behavior continues, after the third documented incident, the child will be removed from the MDO program.

Examples of behavior that will not be tolerated, but not limited to are: hitting, kicking, biting, spitting, pinching, pulling hair etc.

## **Biting Policy:**

- Any child who bites another child or teacher while in our care will be suspended for 3 class days on the 3rd biting incident.
- The child will be suspended for a 2-week period\* on the 4<sup>th</sup> biting incident.
- On the 5<sup>th</sup> biting incident, the parent will be given the option of a 2-month suspension\* or withdrawal from the school for the remainder of the school year.

\*During the 2-week and/or 2-month suspension periods, the account must continue to be paid in order to hold the child’s placement with PWCA.

- Upon returning to class from the 2-month suspension, if the child bites again he/she will be withdrawn from the school for the remainder of the school year.

**\*\*\*\*\* THIS HANDBOOK HAS BEEN CREATED/TAILORED FOR MDO. PLEASE BE SURE TO READ THE PWCA HANDBOOK ONLINE TO GET A FULL OVERVIEW OF THE SCHOOL’S POLICIES AND PROCEDURES.**

PARENT AGREEMENT:

Child's Name: \_\_\_\_\_

Please read the handbook, sign/date this form and return it to your child's teacher.

I have read the PWCA Mother's Day Out handbook. I am acquainted with all of the stated guidelines. Our family will adhere to these rules and are responsible for following them.

Parent/guardian signature:

\_\_\_\_\_. DATE: \_\_\_\_\_

## Potty Training Agreement:

Child's Name: \_\_\_\_\_

I have read the Potty-training requirements/policy in the PWCA MDO handbook. I am acquainted with all the stated guidelines and agree to work with the staff.

Parent/guardian signature:

\_\_\_\_\_ DATE: \_\_\_\_\_

# Biting Policy

- Any child who bites another child or teacher while in our care will be suspended for 3 class days on the 3rd biting incident.
- The child will be suspended for a 2-week period\* on the 4<sup>th</sup> biting incident.
- On the 5<sup>th</sup> biting incident, the parent will be given the option of a 2-month suspension\* or withdrawal from the school for the remainder of the school year.

\*During the 2-week and/or 2-month suspension periods, the account must continue to be paid in order to hold the child's placement with PWCA.

- Upon returning to class from the 2-month suspension, if the child bites again he/she will be withdrawn from the school for the remainder of the school year.

Note: These incidents are considered over a calendar year beginning with the child's first day in class.
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I have read the Biting Policy above, and agree to the content:

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name (Please print)

# Allergy Policy

- If your child has been diagnosed with an allergy by a healthcare professional, it must be disclosed to the school.
- An allergy emergency plan must be prepared by a health care professional for each child and given to the school prior to the child attending school.
- The allergy emergency plan must include a list of each thing the child is allergic to, possible symptoms if exposed to the item on the list, and the steps to take if the child has an allergic reaction. The allergy emergency plan must be signed and dated by the child's health care professional and the parent.
- All medications and/or devices must be given to the First Aid Assistant to be kept during the school day. All medication must be in the original container. Any prescribed medication needs to be in the original prescription packaging with the prescription information, dosage, and expiration dates.

I have read the Allergy Policy above, and agree to the content:

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Parent's Signature

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Date

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Child's Name (Please print)