METHODIST DAY SCHOOL

A Ministry of First Methodist Conroe

FAMILY HANDBOOK

2027-2028

www.fmconroe.org

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TABLE OF CONTENTS

PURPOSE 5
GOALS 5
MISSION OF THE SCHOOL 5
SPIRITUAL FOCUS 6
RELATIONSHIP TO THE CHURCH 6
SOCIAL MEDIA POLICY 6
HOURS, DAYS, MONTHS OF OPERATION 7

STAFF 7
Staff Training Requirements
Staff Immunizations

ENROLLMENT 8
Kindergarten Enrollment Guidelines
Special Considerations
School Year/Holidays
Inclement Weather Days
Calendar and Memos
Dress
Medication
Labeling
What to Bring
What Not to Bring
Leaving Your Child
Picking Up Your Child
Siblings
Day School Entry Code
Immunizations
School Records
Kindergarten Attendance Policy

TUITION AND REGISTRATION FEES 12
Nine-Month Commitment
Registration/Supply Fee
Tuition Payments and Schedules
Late Tuition Policy and Fees
Check Writing Policy
Late Pickup Fees
Extended Child Care Program
Extended Care Fees
Last Minute Extended Care Sign Up
Extended Care Late Fee

SPECIAL PROGRAMS **14**
Activities
Music/Motor Skills
Water Activities
Field Trips
Field Trip Policy
Chapel
Birthdays
Snacks/Nutrition
School Pictures
Animals at School
Simply for Kids Summer Program
Vacation Bible School
Sunday School/Worship

DISCIPLINE POLICY **17**

METHODIST DAY SCHOOL EMERGENCY PREPAREDNESS PLAN **18**

HEALTH AND SAFETY **19**
Hearing and Vision Screening Requirements
Fire/Disaster Safety
Safety at School
Medical Report
Illness at School
When to Keep Your Child at Home
What to Report to the School
Allergy/Severe Food Allergies
Communicable Diseases
Insect Repellent/Sunscreen
Essential Oils
Medical Devices
Accident Reports
Liability Insurance
American Academy of Pediatric Guidelines
Breastfeeding Room
Benefits of Physical Activity

PARENT INVOLVEMENT **24**
Parent/Guardian Communication
Newsletters
Website and Social Media
Teacher to Family
Family to Teacher
Family Handbook
FMC to Families
Parent's Rights
Parents Association
Parties
Parent Conferences
Reporting to Parents
Parent Participation
Parent Evaluation

GRIEVENCE POLICY **26**

NOTICE OF AVAILABILITY **26**

LICENSING INFORMATION **26**
Local Licensing Office
Child Abuse Hotline Number
Preventing and Responding to Abuse and Neglect of Children
Definitions
Texas Department of Family and Protective Services Contact
Abuse Assistance and Intervention
MDS Training
Gang Free Zone
Safety Recalls

PURPOSE

Methodist Day School serves children of all races, nationalities, and religious creeds, ages 1 through age 6. Under the direction of the Methodist Day School Board, the school is an extension of the educational ministry of First Methodist Conroe. MDS has provided quality experiences for children for over three decades. Our program is designed to provide a Christian atmosphere for the cognitive, physical, social/emotional, and spiritual development of children.

The staff members are experienced in working with children and receive training in the field of early childhood education throughout the year. They value the needs of each child and strive to provide opportunities for growth and development. Well-equipped classrooms with learning centers are designed to help young children learn through discovery and play. An outdoor playground and gym give children opportunities to develop their motor skills.

Programs for parent education and parent participation are planned to address the concerns of parents and to give parents the opportunity to participate with their children in the life of the school.

GOALS

To provide a curriculum that encourages the cognitive, physical, social/emotional and spiritual development of the child.
To provide opportunities for discovery, socialization and play.
To provide a safe, healthy environment in which to learn and play.
To help each child become a self-reliant, secure child of God.
To foster a positive self-concept in children through guidance and caring discipline.
To show children that they are loved and accepted as individuals.
To encourage a strong parent, child and school relationship through programs, parent education and parent participation.

MISSION OF THE SCHOOL

The mission of the Methodist Day School is to extend the ministry of the church in response to the needs of children and their families in the community. It is our desire to help each child grow toward their fulfillment of their highest God-given potential and to strengthen and enrich the lives of their families.

SPIRITUAL FOCUS

Methodist Day School is dedicated to providing the opportunity for each child to experience the love of God through prayer, music and stories of the Bible, which are integrated within the Day School curriculum. Children in the Three's, Pre-K, and Kindergarten classes attend Chapel once a week.

RELATIONSHIP TO THE CHURCH

The Methodist Day School is considered an integral part of the Church's ministry. Programming shall be in keeping with the mission and goals of the Church. As such, the program shall remain a not-for profit organization, under the umbrella of the Church's 501c status.

The Church currently provides the facility, utilities, vehicle and liability insurance in support of the program. Purchases made by the Day School become the property of FMC.

The Day School Board is the governing body of the Day School and is answerable to the Executive Leadership Team. The Board of Trustees should first approve any renovation, relocation or other alterations to the church facility.

SOCIAL MEDIA POLICY

Methodist Day School is a ministry of First Methodist Conroe. As an integral part of First Methodist Conroe, we want to ensure the posted content and style used maintains our identity, integrity and reputation as disciples of God.

Methodist Day School's goal is to ensure that our school, students, educators and families are not compromised on any form of social networking or related website. Methodist Day School recognizes that social media can play an important role in maintaining communication with families and the local community in today's current society.

Methodist Day School Facebook page: Methodist Day School- Conroe is used as an additional means of communication between Methodist Day School, our Parents Association and the families we serve. The following conditions are put in place to ensure privacy, dignity and rights of the preschool and our students, staff and families.

All social media accounts associated with Methodist Day School will be designated as "closed" groups, requiring all those who wish to gain access to be approve by the administrators.

All MDS related social media groups and pages must have at least 2 administrators of the administrative staff of Methodist Day School (i.e. Director, Assistant Director, Office Manager and/or Bookkeeper). Parent's Association will have at least 2 administrators as well.

If an Administrator is no longer associated with the ministry, that individual's administrative status must be revoked. When posting online, information may not be distributed that might be deemed confidential/personal about any students, including pictures of children and/or their names.

Concerns that you may have with the policies of Methodist Day School may not be aired publicly on social networking sites identified with Methodist Day School.

There are parents at Methodist Day School that do not wish to have their child's picture on social media sites. It is the policy of Methodist Day School to honor the request of parents to not have their child's photo posted on social media sites. It is expected that this request will be honored and adhered to. Please take this into consideration before posting pictures on any social media.

Any online postings that violate our policy or negatively reflect on MDS employees, families or students will be removed.

These social media guidelines have been put in place by the MDS Board. If you have any concerns about how these guidelines apply to you or your situation, or how they apply to some new form of social media in the future, please direct your questions and concerns to the Director of Methodist Day School.

HOUR DAYS AND MONTHS OF OPERATION

The Methodist Day School is in session beginning the last week of August through May. Classes are offered Monday through Thursday. Preschool hours are from 9:00 a.m. - 2:30 p.m. Extended hours are available Monday through Thursday from 8:00 - 9:00 a.m. and from 2:30 -5:15 p.m.

STAFF

All staff are experienced in working with young children. Pre-K and Kindergarten teachers are required to be degreed teachers. The teachers enjoy working with young children and exhibit respect and concern for each child's unique, creative potential.

*STAFF TRAINING REQUIREMENTS

Must have 24 hours of early childhood training per year.
Must be trained in CPR and First Aid every 2 years.
At least one hour of annual training which focuses on prevention, recognition and reporting of child abuse and neglect including:

a. Factors indicating a child is at risk for abuse or neglect.
b. Warning signs indicating a child may be a victim of abuse or neglect.
c. Internal procedures for reporting child abuse or neglect.
d. Community organizations that have training programs available to child-care center staff members, children and parents.

Caregivers providing care for children younger than 24 months of age, are required to have one hour of the annual training which covers the following topics:

a. Recognizing and preventing shaken baby syndrome.
b. Preventing sudden infant death syndrome.
c. Understanding early childhood brain development.

*STAFF IMMUNIZATIONS

Methodist Day School Staff are not required to receive vaccines for preventable diseases.

ENROLLMENT

Enrollment is on a first-come, first-serve basis. Class size is limited, in order to, comply with state guidelines. Parents are encouraged to observe in their child's classroom prior to enrollment. Children new to the school are welcome to observe in the classroom to help become familiar with the school.
Classroom placement is determined by your child's age as of Sept. 1st of the current school year.
Teacher/child ratios are determined by state guidelines.
The following list indicates the number of students in each classroom:

- Young Ones (12-18 months): 5 children
- Toddler Ones (18-24 months): 7-8 children
- Two Year Olds: 8-9 children
- Three Year Olds: 10-11 children
- Pre-K Classes: 12-13 children
- Kindergarten Classes: 14 children

An orientation is held prior to the beginning of fall classes for parents and children.
In the event of any school policy changes or procedures, you will be notified immediately by letter.
The MDS Board has the authority to terminate or deny enrollment for any reason not prohibited by law.

*KINDERGARTEN ENROLLMENT GUIDELINES

1. Child must be 5 years of age by September 1 of the school year.
2. Your account must be up to date, for all children enrolled, at the time of registration and remain current throughout the school year.
3. Child must have Pre-K teacher's recommendation, stating the child is academically ready for Kindergarten based on assessment administered in January.

*SPECIAL CONSIDERATIONS

Our developmentally appropriate environment is designed to provide learning opportunities for a wide range of abilities. Depending on facilities and resources, we make every effort to accommodate special needs. Students with special needs will be considered carefully for placement. We reserve the right to request a formal, professional evaluation to better serve our students. Because providing the best possible care for all our students is a high priority, a copy of the results should be mailed directly from the specialist to the director within seven working days of the evaluation or diagnosis. If we are unable to meet the needs of a student, MDS has the right to release the family from their financial commitment and unenroll the student. On occasion, a student will attend school with a shadow who helps the individual student with their needs. Shadows are paid for by the student's family.

MDS is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support or have special care needs. When applicable, we will make referrals to outside support services including but limited to, early intervention, speech, occupational, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) or ISFP (Individualized Family Service Plan) meetings when appropriate to best meet the needs of the child.

MDS will make appropriate accommodations for a child with special care needs as recommended by the child's healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodations may include, but are not limited to adapting equipment, procedures, and methods to meet the child's needs in the classroom setting.

MDS will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with MDS employees to meet the needs of the child. The presence of the resource/therapist must mitigate all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic

methods, the child's dangerous behaviors, the child may be excluded from the program. MDS will utilize any recommended adaptive equipment that has been provided by the parent or resources/therapists.

MDS does not provide separate classrooms for children with special care needs. Research has shown that children with disabilities benefit from learning alongside their peers in an inclusive environment. Inclusive classrooms promote lifelong skills such as empathy and compassion as well as increasing social-emotional development for all children.

*SCHOOL YEAR/HOLIDAYS

Methodist Day School begins after Conroe ISD schools and ends before Memorial Day in May. You will receive a school calendar when school begins. Holidays are taken at Thanksgiving, Christmas, Easter and Conroe ISD Spring Break. Student holidays are created when teachers attend training and in-service days.

The following list represents the number of school days per year:

- One-day classes (Adventure/Discovery)-31-23 school days
- Two-day classes MW and TTH -61-63 school days
- Three-day classes MTTH -92-95 school days
- Four-day classes (Kindergarten)-124-128 school days

*INCLEMENT WEATHER

In the event of inclement weather, school will be cancelled or delayed according to Conroe ISD. If Conroe ISD cancels or delays start time due to inclement weather, MDS will notify families via text and/or email. Parents are encouraged to consult local radio and tv stations for official word concerning Conroe ISD closings. Parents will be notified if an unsafe condition arises when children are at school. Inclement weather days will not be made up due to unavoidable circumstances. However, if students miss more than 2 class days due to inclement weather, the MDS Board may consider a makeup day.

*CALENDARS AND MEMOS

We will communicate with families through notes, emails, newsletters, phone calls and parent conferences. A school calendar update is sent home with the children each month in the newsletter. Memos are also placed in lunch kits, backpacks and diaper bags. Please check your child's things each school day for memos, calendars, messages, etc. This is our primary means of communication with you. If you think you have missed a calendar or memo, please consult your child's teacher or the Director.

*DRESS

Children should be dressed in comfortable, washable clothing and should wear shoes that are safe for indoor and outdoor play activities. Shoes are required and must stay on their feet. Flip flops and/or backless shoes are **NOT** allowed.

*MEDICATION

MDS staff does not administer any medications except for those required for chronic health conditions or life-saving emergencies.

Nonprescription medication must be in the original container labeled with the child's full name, date of birth and the date brought to school. Medication is only administered according to doctors' written instructions and only given to the child whom it is intended.

Prescription medication must be in the original container and must include child's full name, name of medication and dosage, child's date of birth, doctor's name and doctor's instructions.

Parents are responsible for bringing measuring devices to administer medication. You may not send medication with a sibling's name on it. Medication will not be administered after its expiration date. Parents must sign an authorization for any medications and include times for Day School employees to administer each medication according to the label directions. ****DO NOT LEAVE ANY MEDICATION IN YOUR CHILD'S BACKPACK.**

*LABELING

Everything your child brings to school must be labeled. This includes coats, sweater, rain gear, lunch kits, thermos tops, diaper bags, backpacks, baby bottles and food containers.

*WHAT TO BRING

- Each child needs to bring the following items to school:
- Nutritious lunch and 100% juice or milk
- A snack for snack time
- A complete change of clothing in a plastic bag
- Disposable diapers for children not potty trained
- A light blanket and diaper bag or backpack

*WHAT NOT TO BRING

Please do not allow your child to bring these items to school:

- Candy, gum or carbonated drinks
- Toys, unless it is a "sleeping partner" or something for Show and Tell
- Expensive or sentimentally valuable jewelry
- Dangling jewelry
- No glass bottles or dishes.
- No money or coins
- Chap stick, cough drops, medicine, and hand sanitizer
- Latex Balloons

*LEAVING YOUR CHILD

An adult must bring your child to their class. The adult, 18 or older, must sign in on the required "Sign in Sheet", which includes time child arrives. Parents are expected to bring their children to school on time. Classes begin promptly at 9:00 a.m. It is often difficult for children who arrive later than 9:15 a.m. to participate fully in classroom activities. Young children enjoy routine and do not easily understand that they have missed an activity because they are late.
It is important that children not be left in the room before 9:00 a.m. Even though the teachers are in their rooms, this is their time to prepare for classroom activities.
When it is time to leave, give your child a hug, kiss, say good-bye and leave. Lingering only escalates any tears and makes separating harder for the child.

*PICKING UP YOUR CHILD

Pick-up time is from 2:15 - 2:30 p.m. Children will only be released to a parent or authorized adult, 18 years of age or older, listed on the "Identification and Emergency Information" card. If the Day School employee does not know the person picking up the child, they will be asked to show a driver's license for proof of identification. The person picking up the child must sign the child out and give the time picked up. If a person is not authorized on your card to pick the child up, the child will not be released. If you are unavoidably detained, please call the Day School office, otherwise a late fee will be charged.

SIBLINGS

Siblings may not be left unattended in a classroom. For their safety, please supervise and manage siblings during drop-off and pick-up procedures.

*DAY SCHOOL ENTRY CODE FOR MDS FAMILIES

The doors entering the Day school area will be open until 9:40 a.m. and again at 2:10 p.m. Once the doors are closed, they will automatically lock. **Entry code will be given to parents by teacher.**

*IMMUNIZATIONS

Children attending Methodist Day School must meet applicable immunization requirements specified by the Texas Department of State Health Services Requirements by the Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age. Parents are required to have a copy of the child's completed immunization record on file with the Day School by the date of admission. When further immunizations are administered after enrollment, an updated copy of these shots must be provided to the Day School Office. If you have elected to not receive immunizations for your child, you are required to have a notarized "Exemption from Immunizations" waiver on file stating this by the admission date. The parent is responsible for renewing the waiver. Children are not allowed to attend school unless their immunizations and/or waivers are current and on file with the school. Tuberculin testing is not required for children at this time.

*SCHOOL RECORDS

Please keep the school office informed of current health information. If there are any changes in telephone number, email address and home address, office, cell phone, or, if other important data changes, it is necessary that you report this to the school. This information is vital in case of emergencies.

*KINDERGARTEN ATTENDANCE POLICY

A full day of school is 9:00 a.m. – 2:30 p.m. If a child arrives after 10:00 a.m., the child will be considered absent and is not eligible for perfect attendance.

TUITION AND REGISTRATION FEES

*NINE-MONTH COMMITMENT

Methodist Day School's program is intended to be a nine-month commitment. Tuition is due monthly, and credit is not given for a child's absence. This includes childhood illness, family vacations, and holidays. Our income must have continuity. Obviously, unexpected circumstances do prevail, such as family relocation or serious illness, and we would sincerely endeavor to reach a mutually satisfying arrangement.
If your child misses six consecutive class days and you have not contacted the teacher or the director explaining the reason for the absences, your child's spot will be filled.

*REGISTRATION /SUPPLY FEE

A ***non-refundable*** Registration/Supply fee is required for each child enrolling at Methodist Day School. Payment of fees are required at the time of registration:

REGISTRATION FEE SCHEDULE

• **$375.00 per year for 2 days a week**
• **$405.00 per year for 3 days a week**
• **$435.00 per year for 4 days a week**
• **$475.00 per year for Kindergarten**

Extended Care Registration Fees

A one-time ***non-refundable*** Registration Fee of $25.00 is required for each child who uses this program.

*TUITION PAYMENTS AND SCHEDULES - All advanced payment of tuition is *non-refundable*.

Current Families

*Requirement to make advanced payment as follows below:

- Registration Fee is ***due at the time of Registration***.
- First Month's tuition is ***due by May 1st*.**
- Last Month's tuition is ***due by Meet the Teacher***.

New Families

*Requirement to make advanced payment as follows below:

- First Month's tuition and Registration fee is ***due at the time of Registration***.
- Last Month's tuition is ***due by Meet the Teacher***.

Kindergarten Families

*Requirement to make advanced payment as follows below:

- Registration Fee **AND** First Month's tuition is ***due at the time of Registration*.**
- Last Month's tuition is ***due by Meet the Teacher*.**

MONTHLY TUITION RATES

• **$250 monthly – Two Day classes**
• **$375 monthly – Three Day classes**
• **$500 monthly – Four Day classes**
• **$525 - Kindergarten**

MDS does not supply monthly statements or invoices. Parents are required to establish a parent portal account using Procare. All tuition and fees will be paid through the online portal. Tuition payments are due in accordance with the following schedule:

TUITION PAYMENT SCHEDULE for CURRENT Families

MONTH	DUE DATE
Aug/Sept.	May 1st *
October	October 1st
November	November 1st
December	December 1st
January	January 1st
February	February 1st
March	March 1st
April	April 1st
May	Meet the Teacher

*LATE TUITION POLICY AND FEES

Payment received after the 5th of the month is considered past due and a late fee of $25.00 will be assessed. If payment is still not made by the 5th of the next month, the child is subject to suspension. If this occurs, consideration for re-admission will be allowed only after all tuition, fees and late charges have been paid in full and re-admission will be subject to availability of class space at that time.

*No records including but not limited to report cards, shot records or evaluations will be given out at the end of the school year until all fees have been paid in full.

***All fees must be paid in full** of the current school year in order to be enrolled for the following school year and/or in order for school records to be transferred to other schools.

***If fees are not current** by July 1st any Registration Fees paid for the upcoming school year will be applied to the balance owed.

*If Registration Fees are applied to the balance, your child will be removed from the enrolled class and will be placed at the bottom of the waiting list for the next school year.

***If needed the director will bring any situation deemed necessary to the Methodist Day School Board of Directors. The Board of Directors will have the final ruling.**

*CHECK WRITING POLICY

All checks should be made payable to Methodist Day School. In the event a personal check is returned to the Day School or is Day School related (i.e. including but not limited to book fair, t-shirts, or auction) due to Insufficient Funds (NSF), the following policy applies:

- Each check returned due to NSF will be subject to all bank fees.
- After two (2) checks have been returned during any one school year, the family will be required to make all future payments by cash, money order or cashier's check until the completion of the school year.
- Until the NSF situation is made current on all fees and tuition, the privilege of being able to attend extended care may be revoked. (Fees include but are not limited to registration, bank fees and late fees.)
- Requests for alternate payment schedules and/or financial aid should be made to the Director. No retroactive financial aid will be granted.

*LATE PICKUP FEE

Children are expected to be picked up on time. Classes end at 2:30 p.m. Children will be ready for pick-up between 2:15 p.m. and 2:30 p.m. After 2:30 p.m. there will be a $25.00 late fee per child. Please be on time as it is frightening for a child to be picked up late, as they feel forgotten.

*EXTENDED CHILD CARE PROGRAM

- Extended Care is a program that is offered in the morning from 8:00 a.m. – 9:00 a.m. and in the afternoon from 2:30 p.m. – 5:15 p.m.
- Payment for extended care will be charged and paid through your Procare Portal. Payments must be made by the 1st of each month.
- If tuition is **not** current, the child may not use the extended care program. When tuition is brought up to date the child may once again sign up for extended care. ***Payment must be made in advance to continue the use of extended care.***

EXTENDED CARE FEES

Morning Extended 8:00 – 9:00 a.m.	**$10.00 for first child**	**$5.00 for second child**
Afternoon Extended 2:30 – 5:15 p.m.	**$20.00 for first child**	**$10.00 for second child**
Late Pick Up Fees	**$25.00 per child**	**Additional $25 for each 15-minute increment**

*LAST MINUTE EXTENDED CARE SIGN UP

We encourage you to sign up on Thursday of the week prior to the week you need Extended Care. However, if openings are still available in your child's age group, you may sign up during the week needed. Please note the highlighted current age designation at the top of the roster sheet, and the highlighted spots remaining. Licensing requires children to be grouped by their birth dates, not necessarily the age of the class they are in.

*EXTENDED CARE LATE FEE

If a parent arrives after 5:15 p.m., a $25.00 late fee per child will be charged. An additional $25.00 will be added for each 15-minute increments thereafter**. *IF A PARENT IS LATE 3 TIMES DURING A SCHOOL YEAR, THEY WILL NO LONGER BE ABLE TO USE EXTENDED CARE.**

SPECIAL PROGRAMS

*ACTIVITIES

Creative activities are offered to give each child opportunities for self-expression and for good social relationships. Among these:

- Art and crafts
- Music appreciation, singing, rhythm activities, and movement
- Enjoyment of stories and books
- Finger plays and dramatizations
- Indoor and outdoor play
- Field trips
- Cooking activities
- Fine motor and gross motor development
- Perception and Discrimination activities
- Games with numbers and letters
- Block building activities
- Language development

- Math and Reading Readiness activities
- Parent Participation events
- Chapel

*MUSIC/MOTOR

Your child's physical development is encouraged in several ways. Activities that reinforce fine and gross motor skills as well as coordination are implemented daily.

- Fine motor skills are developed in the classroom in craft activities, finger plays, and games. These skills are again reinforced in music/motor skill class daily.
- Gross motor skills are developed during gym time and music/motor skills class. Children have free play as well as structured activities that encourage gross motor skills. Your child will have access to gym equipment and outdoor play areas.

Our Music/Motor skills teacher combines music with fine and gross motor activities. The program includes finger plays, activity songs, coordination activities, and a perceptual development program centered around holiday themes, self-awareness, and spiritual awareness.

*WATER ACTIVITIES

At the end of the school year, Methodist Day School offers "Fun Day" activities for all age groups, which may include sprinkler play. Additional adult staff is hired that day to insure children are adequately supervised in accordance with Licensing guidelines.

*FIELD TRIPS

Due to changes in Licensing guidelines, only the Kindergarten class will be allowed to take field trips. These trips are carefully planned, well supervised, and attention is given to the safety of the children and adult sponsors. Parents will be notified approximately 2 weeks in advance of any scheduled trips.

*FIELD TRIP POLICY

- Each child will be in a seat belt in the vehicle. No child will sit in the front seat. No child will sit facing the rear of the car. Windows will be rolled up, and doors will be locked. Each adult will wear a seat belt.
- Private cars may be used as follows: Per Licensing, parents are only allowed to transport their own children in a private car unless a staff member is present. Children may ride in a private vehicle if a staff member drives the vehicle. Parents who wish their child to travel in a self-contained car seat must provide the car seat. All children under the age of 5 years will be required to ride in an approved car seat.
- Any articles (lunch kits, jackets, etc.) must be properly secured in the vehicle. Copies of registration cards will be taken on the trip. Parents must let the teacher or director know if they will not be able to be reached at the listed numbers on MDS records.
- If, on the day before the field trip is scheduled, not enough adult sponsors have volunteered; the field trip will be cancelled. Adult/child ratios vary depending on the type and place of the trip. Notice will be given as to the number of volunteers needed.
- If, for any reason, the parent sponsor is unable to attend the field trip for which she/he volunteered, then it is that parent's responsibility to find a replacement.
- On field trips the parent sponsor is expected to participate fully and assume responsibility for the education, safety, and well- being of the children. Vehicles will load and unload at curbside or protected parking areas or driveway.
- The parent sponsor is responsible for MDS students; the parent will need to give undivided attention to the children in the class; other siblings are discouraged on field trips.

*CHAPEL

Our program has been developed around nurturing and enrichment of Christian values and love. To further enhance a loving, Christian environment, there will be a weekly Chapel service, led by our Associate Pastor or our Assistant Director. Chapel services are for the Threes, Pre-K and Kindergarten classes.

*BIRTHDAYS

We encourage recognition of all birthdays. Parents may provide special refreshments, such as cupcakes or cookies for snack time; however, party favors should not be brought. Please notify the teacher in advance when you plan to bring refreshments. Invitations for parties may be distributed at school only if every child in their class receives an invitation. Children whose birthdays fall during the summer vacation may celebrate their “half birthday” during the school year.

*SNACKS/NUTRITION

Effective, December 1, 2010, the Day School will no longer be able to serve children beverages with added sugar. Water will be served at snack time. We encourage parents to bring nutritious lunches and snacks for their children. The Methodist Day School, however, is not responsible for its nutritional value or for meeting the child's daily food needs.

*SCHOOL PICTURES

Individual and group school pictures are taken in the fall. Parents will receive information about ordering.

*ANIMALS AT SCHOOL

Parents wishing to bring a family pet to school for “Show and Tell" will need to call the Day School Office. It is required that you bring a statement of health from a local veterinarian to your child-care center for dogs, cats, ferrets, and other animals other than small rodents such as hamsters or guinea pigs. We are also required to have documentation showing that the dog, cat or ferret has vaccinations as required by the Texas Health and Safety Code, Chapter 826. Children must not have contact with chickens, ducks, and reptiles such as snakes, turtles, lizards, iguanas, and amphibians, such as frogs and toads.

*SIMPLY FOR KIDS - SUMMER PROGRAM

Simply for Kids is a summer program offered for children aged One year through Third grade. SFK is held during the months of June and/or July from 9:00 a.m. - 2:30 p.m.

*VACATION BIBLE SCHOOL

Vacation Bible School is offered in the summer and is open to children in the school. Age-appropriate materials and activities are used to make this weeklong experience a most meaningful and enjoyable one. This is for ages 3 years through 5th grade as of the last day of VBS.

*SUNDAY SCHOOL/WORSHIP

All Methodist Day School families are invited to attend Worship and Sunday School at First Methodist Church. We currently offer “The Table” (Modern Worship) at 9:15 a.m. , a Traditional Service at 11:00 a.m., and a Spanish Service at 11:00 a.m. Children are invited to attend Sunday School classes at 9:15 and 11:00 a.m. A child’s age is determined as of September 1st of the current school year. Children's classes are held in the Children's Area. We also have several Adult Sunday School classes at 9:30 and 11:00 a.m. for parents to participate in. A list of classes is available in the church office.

If you have any questions regarding Sunday School, please contact Bryan Moore at (936)756-3395.

DISCIPLINE POLICY

Loving, predictable, and consistent discipline is essential for the positive development of the child. Learning self-control and acceptable and appropriate behavior is important to a child's success in school and at home. Teachers use methods of redirection for teaching appropriate classroom behavior. (Redirection means that when a child is experiencing difficulty, a teacher may redirect a child to a different area or activity.)

*REGULAR DISCIPLINE POLICY

Discipline must be:

- Individualized and consistent for each child.
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.
- A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
    - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
    - Reminding a child of behavior expectations daily by using clear, positive statements.
    - Redirecting behavior using positive statements; and
    - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

*SEVERE DISCIPLINE POLICY

This plan is used for children who have constant disciplinary problems and do not respond to the usual methods of discipline and are constantly disruptive to the classroom. After two parent conferences, a plan designed specifically for the needs of the individual student will be initiated.

- Remove the child immediately from the classroom when the disruptive behavior begins and do this repeatedly as often as necessary. Include them back in classroom activities as soon as they have calmed down.
- Have a weekly conference with the child's parents.
- During the week, send home a daily note detailing specifics as to the situation, the behavior shown and how it was dealt with.
- Recommend a visit to the family physician /therapist/ diagnostician (whichever one applies for his or her input regarding this problem.)
- Create a positively based behavior plan specific to the child's individual needs.
- Send a Discipline Report to the parents at the appropriate time, in order to maintain open communication.
- If the child does not positively respond, the family will be asked to withdraw their child from MDS. (A student who continues in persistent violations of rules and regulations, inflicts physical harm on any student, school or church employee, who damages or destroys property, commits an act that is disruptive, and detrimental to the best interest of the school will be withdrawn from school.)

***** The following types of discipline and guidance are prohibited:**

- Corporal punishment or threats of corporal punishment.
- Punishment associated with food, naps, or toilet training.
- Grabbing or pulling a child.
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child.
- Subjecting a child to harsh, abusive, or profane language.
- Placing a child in a locked or dark room, bathroom, or closet.
- Placing a child in a restrictive device for time-out.
- Withholding active play or keeping a child inside as a consequence of behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or timeout.
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapter L, Discipline and Guidance

EMERGENCY PREPAREDNESS PLAN

*FIRE

In the event of fire, teachers and staff will lead the children from the building by the exit route posted on the Fire Exit Map posted in each classroom.

The Director and Assistant Director will check all classrooms and restrooms for children.

Everyone will gather on the playground or the sidewalk in front of the Day School depending on their exit map. Each teacher will check to be sure all children are present.

*TORNADO

In the event of a tornado in the vicinity, teachers and children will gather in the central hallway. Room 106 will join Room 104. Room 120 will join Room 122. Everyone will remain in place until the storm passes and wait for further instructions.

*TOXIC CHEMICAL SPILL

Upon notification of the need for evacuation by the authorities, the children will be transported to First Presbyterian Day School located at 2727 N. Loop 336W Conroe, TX. (just south of Loop 336 West and Hwy. 105). The number for PDS is (936)756-3990. Children will be transported under the direction of emergency officials (i.e. fire or police departments).

*INJURY OF A CHILD

In the event a child is injured while in the care of a teacher or other staff member, the following procedure will be applied: 1) Remain calm 2) Stabilize the child attend to his/her immediate needs and 3) Send for help from the Director or another available staff person. If professional assistance is needed, call 911 or the child's physician. After the child's immediate needs are met, the parents of that child will be called. Before the teacher involved leaves the building for the day, an incident report must be filled out with the Director.

*IMPORTANT NUMBERS

CHILD CARE LICENSING: (936)525-2180
CHILD ABUSE HOTLINE: 1-800-252-5400

*EMERGENCY EVACUATION AND DISASTER DRILL PLAN

*DISASTER DRILL

- Room 106 will join Room 104 and remain in that room until the storm passes.
- Room 120 will join Room 122 and remain in that room until the storm passes
- All other classes will meet in the long hallway in front of the Day School offices
- All classes will wait for further instructions

*EMERGENCY RELOCATION PLAN

Upon notification of the need for evacuation by the authorities, the children will be taken to the ***Onsite Evacuation Site,*** which is the fenced soccer field, unless directed elsewhere by emergency officials. ***Offsite Evacuation Site*** is First Presbyterian Day School located at 2727 N. Loop 336W Conroe, TX. (just south of Loop 336 West and Hwy. 105)

The number for PDS is (936)756-8884. Children will be transported under the direction of emergency officials. If necessary, upon notification, First Presbyterian Day School will send vans to help transport children.

HEALTH AND SAFETY

*HEARING AND VISION SCREENING REQUIREMENTS

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children who are four years of age or older as to September 1 of each school year, prior to the completion of the first semester of enrollment. Upon completion of the screening, parents will be notified if further testing is necessary. The individual vision and hearing screening results will be kept on file in the Day School Office.

*FIRE/DISASTER/LOCKDOWN SAFETY

- Teachers are instructed on fire, disaster, and lockdown safety each year. Each class has two exits from the room and three possible exits from the building. Fire drills are practiced monthly.
- Fire safety is taught to the Three-year-old, Pre-K and Kindergarten classes. The Conroe Fire Department visits the school to do a demonstration. Each child participates in the correct procedures in the event of a fire.
- Fire extinguishers are available in each classroom area and teachers are trained in their use.
- Children will never be taken off the premises unless directed by emergency personnel.
- Disaster Drills are practiced every other month and/or 4 times per school year.
- Lockdown Drills are practiced every other month and/or 4 times per school year.

*SAFETY AT SCHOOL

Every precaution is taken to insure your child has a safe experience at school. The children are supervised at all times by adults who have had approved background checks. If your child is involved in an accident that requires treatment by the director or a physician, you will be notified. An accident report will also be filled out. First Aid kits are provided in the Day School workroom as well as in the gym. If it is determined that your child needs to be transported to a medical facility or hospital, they will be taken to the facility/hospital designated on your emergency form, or closest hospital depending on need. All Day School staff is certified in Standard First Aid and CPR.

*MEDICAL REPORT

A medical report provided by the school must be filled out by the child's physician and returned to the school before classes begin in the fall.

*ILLNESS AT SCHOOL

Precautions are taken at all times to safeguard the health of the group. This includes refusing to admit sick children into the classroom and isolating children who become ill during school hours. Parents are notified if their child is ill.

*WHEN TO KEEP YOUR CHILD AT HOME

Children should be kept home during the infectious period of a cold and any time there is a fever. Children should be free of fever and/or vomiting for at least 24 hours before coming back to school. Children who have diarrhea should be kept at home.

Please keep your child home:

- If they have a fever or have had one during the previous 24 hours
- If they have been on an antibiotic for less than 24 hours
- If they have had a cold less than 4 days
- If they have heavy and/or colored nasal discharge
- If they have a constant cough
- If they are fussy, cranky and generally not themselves
- If they have symptoms of a possible communicable disease
- If they have had diarrhea during the previous 24 hours

*WHAT TO REPORT TO THE SCHOOL

Any condition or problem, be it medical, physical, or emotional observed by the teachers, which may affect the future health or well-being of the child, will be brought to the parent's attention. In return, please advise us if your child is experiencing a traumatic emotional experience at home. This may be as minor as losing his “security blanket" for a short time.

*ALLERGY/SEVERE FOOD ALLERGIES

In the event a child has severe or anaphylactic allergies (i.e. food, insect bite or stings, latex), the parent must notify the school in writing and include all allergy information on the “Health History” form. A ***Plan of Action*** is required to be completed and signed by the child’s physician and kept on file in the Day School office. In order for the child to attend school, all medicine or special food that is required for said allergy/severe allergy must be provided to the school. Parents are required to meet with the Assistant Director to discuss allergies prior to the child’s first day of school or immediately upon diagnosis.

*COMMUNICABLE DISEASES

Parents should notify the school when children are ill with a communicable disease, so that other parents may be notified. Please consult your physician as to when your child may return to school. The following is a list of communicable diseases from the Texas Department of State Health Services.

AIDS/HIV Infection
Amebiasis
Campylobacteriosis
Chickenpox (varicella)
Common cold
Conjunctivitis, bacterial or viral (pink Eye)
Coxsackie virus diseases (hand, foot and mouth disease)
Cryptosporidiosis
Cytomegalovirus (CMV) infection
Escherichia coli (E coli) infection
Fever
Fifth Disease (erythema infectiosum) Human Parvovirus
Gastroenteritis, Viral
Giardiasis
Head lice (pediculosis)
Hepatitis A
Hepatitis B
Herpes Simplex (cold sores)
Impetigo
Influenza (Flu)
Measles (rubeola)
Meningitis, bacterial
Meningitis, viral
Meningococcal infections (meningitis, meningococcemia)
Mononucleosis, infectious (Epstein Barr virus)
Mumps
Ottis Media (earache)
Pertussis (whooping cough)
Pharyngitis, non streptococcal (sore throat)
Pinworms
Ringworm of the body
Ringworm of the scalp
Ruebella (German measles)
Salmonellosis
Scabies
Sinus infection
Shigellosis
Streptococcal sore throat and scarlet fever
Tuberculosis, Pulmonary

*INSECT REPELLENT/SUNSCREEN

If you would like your child to have insect repellent applied at school, the parent or guardian must supply the repellent. The repellent must be labeled with the child's name. An authorized form must be signed allowing the use of repellent or sunscreen to be applied as directed. Sunscreen and Repellent must be in its original container and labeled with your child's name and date of purchase.

*ESSENTIAL OILS

Some essential oils can have adverse reactions to children and staff. MDS ask that you please limit the amount you apply for your child.

*MEDICAL DEVICES

If a child requires specialized medical assistance and/or devices (i.e. casts, splints, walker, crutches, orthotics, hearing aids, etc.) while at school, a written note from the child's physician and directions for the school must be submitted to the Director before the child can attend school. According to TX House Bill 434, the written diagnosis and directions must be signed and dated by the health care provider and kept up to date as changes occur.

*ACCIDENT REPORTS

Accidents are reported to the director. A report is filled out and parents are notified. If the injury requires a doctor's attention, the parent is called immediately to pick up their child. In case the parents or emergency contacts cannot be reached, the child is taken to his/her doctor or to the hospital of the parents' choice.

*LIABILITY INSURANCE

First Methodist Conroe provides adequate liability insurance that covers children and staff while at school or on field trips.

*AMERICAN ACADEMY OF PERIATRICS GUIDELINES

The American Academy of Pediatrics Guidelines were written because some diseases may be contagious without obvious symptoms. Some precautions will be taken at all times. Those who diaper young children will wear latex gloves while diapering. The changing area will be disinfected after each use. Those treating children with bleeding sores or cuts will also wear latex gloves.

For the control of contagious diseases spread primarily by exposure to blood or blood-contaminated secretions (such as Hepatitis B, and all HIV infections, including AIDS) the following is recommended:

- Universal Precautions will be observed for the safety of each person in all church programs. Any contamination of an environmental surface with blood or a blood contaminated surface will be promptly cleaned with a sodium hypochlorite solution (bleach). Those persons performing the cleaning will wear latex gloves and be instructed on the proper technique for cleaning.
- Paper or disposable towels will be used. All mops will be rinsed daily in the bleach solution. If anyone is inadvertently contaminated with blood, the exposed skin will be cleaned with soap and water as soon as possible. The care of a bleeding child will not be delayed.
- State law makes it confidential information that a person has tested positive for HIV infections or has been diagnosed as having AIDS. Methodist Day School requests that the parents of a child with AIDS or with an HIV infection advise the Senior Minister and the Day School Director. Information about a diagnosis of AIDS or HIV infection shall not be disclosed or allowed to become known except to those persons or class of persons the parent authorizes in writing to receive the information, unless otherwise allowed by law.

*BREASTFEEDING ROOM

A private, designated room is provided for a mother to breastfeed her child. It is located directly behind Room 103 in our Nursery area. In addition, a parent has the right to breastfeed or provide breast milk for their child while in our care.

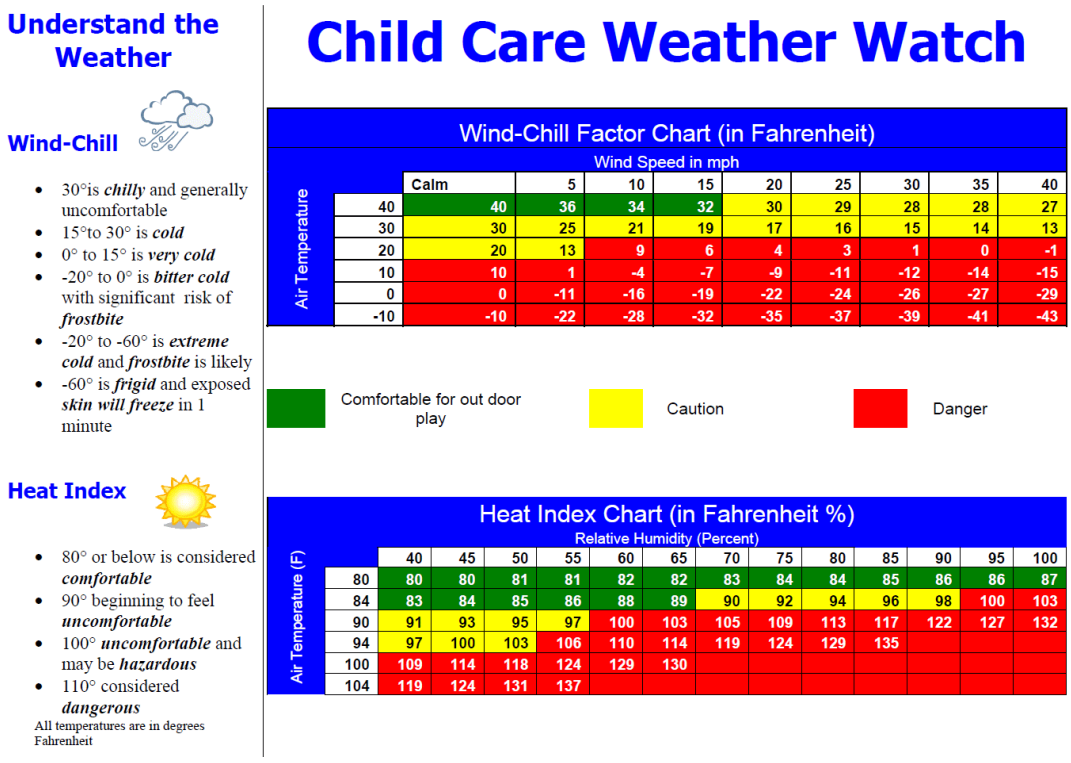
Benefits of Physical Play

All children, regardless of age, will participate in play that helps them grow. This includes, but is not limited to, 30 minutes of Music and Movement each day. Weather permitting, children will have 30 minutes of outdoor play and should dress accordingly. Should extreme weather occur, children will have use of the gymnasium. A change of seasonal clothes is also necessary and should be kept in the child's backpack. All children should wear athletic shoes, as they offer the best protection from injury.

Goals for each child are listed below:

- To enhance gross motor skills (large muscles)
- To enhance and refine fine motor skills (wrist and hand muscles)
- To aid in development of eye-hand coordination and balance
- To use all senses in learning
- To boost confidence and self-esteem
- To support cognitive development

Methodist Day School uses the following criteria from the Childcare Weather Watch website to determine safety and play outdoors on playground. In the event that weather or temperatures are below 30 degrees or above 90 degrees, we will use the gymnasium for play. Please visit the following website for more information: www.c-uphd.org/documents/wellness/weatherwatch.pdf



PARENT INVOLVEMENT

PARENT/GUARDIAN COMMUNICATION

MDS relies on email, text, REMIND101, and posted notes to communicate with families. It is the parents'/guardians' responsibility to update all information, including but not limited to, emergency contacts, address, phone numbers, and email addresses in the Procare Portal and to the Director.

Newsletters

Monthly school newsletters are sent via email to provide parents/guardians with additional information concerning activities at the school. Just prior to the new school year starting, a comprehensive "Back to School" newsletter will be sent with the answers to many beginning of the year questions.

Website and Social Media

Website: www.fmconroe.org
Facebook: Methodist Day School - Conroe

Teacher to Family

A strong school/home relationship is very important, and we encourage regular communication. Teachers communicate with parents/guardians through REMIND101, emails, texts, newsletters, event updates, and photos. Please check your child's backpack and your email daily.

Family to Teacher

Your relationship with your child's teacher is very important. An email, note, or a quick word about any changes at home (new baby, parent/guardian out of town, illness, even death of a pet) will allow the teacher to help your child deal with feelings. Due to busy schedules during the class day, teachers may not answer phone calls during class time. Please leave a message with the Day School Office. You are also welcome to email your questions and concerns directly to your child's teacher.

Family Handbook

The Family Handbook is updated annually before the beginning of each school year. Families will be notified in writing of any changes made to MDS operational policies and admissions agreements. Acknowledgement of all such changes must be signed and dated for each family.

FMC to Families

As an outreach ministry of FMC, preschool families may be contacted periodically with information about FMC programs and events.

PARENT'S RIGHTS

A parent or guardian of a child enrolled in MDS has the right to:

- Enter and examine MDS during its hours of operation and without advance notice.
- File a complaint against MDS.
- Review MDS's publicly accessible records.
- Review MDS's written records concerning the parent's or guardian's child.
- Receive inspection reports and information about how to access MDS's online compliance history.
- Have MDS comply with a court order that prevents another parent or guardian from visiting or removing a child.
- Be given the contact information for MDS's local Child Care Regulation office.

• Inspect any video recordings of an alleged child incident of abuse or neglect involving their child provided that: the video recordings of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own; and the parent or guardian of any other child in the video receive prior notice from MDS.
• Obtain a copy of MDS's policies and procedures handbook.
• Review MDS's staff training records and any in-house training curriculum.
• Exercise these rights without receiving retaliatory action by MDS.

*PARENT'S ASSOCIATION

Methodist Day School has an active Parents' Association. They are involved in volunteer work and fundraisers. Volunteer work includes assisting in classes when needed, providing support during school functions and sponsoring fundraisers (Day School Auction). The proceeds are used to purchase "Wish List" items for the teacher's classrooms, provide special events for the children and school improvements each year. Activities parents help with include the Bookfair, Fall Carnival, Breakfast Buddies, Cowboy Cookout, Thanksgiving Feast, pictures with Santa and the Easter Bunny and sponsoring a teacher luncheon.

*PARTIES

Each parent is asked to help provide items for at least one school party during the year. The teacher will provide a sign-up list for items needed for each party. We request that only the items on the list are to be included. In order to provide uniformity throughout the Day School, we appreciate your help in following the guidelines.
****NO LATEX BALLOONS ARE ALLOWED AT ANY PARTY OR EVENT****

*PARENT CONFERENCES

Parent Conferences are scheduled once a year for Threes, Pre-K's, and Kindergartners. These will be held in February and March. Conferences will not be held for the Ones and Two-Year Olds, unless it is necessary and/or by parent's request. If you would like to request a conference, send a note or call the director or teacher. Conferences will not be held by telephone unless it is impossible to talk any other way. Please avoid conferring with the teacher at the classroom door or in the classroom.

Conferences will be scheduled before, during, or after school. Please do not plan to bring your child or other siblings. Arrangements can be made for Extended Care.

*REPORTING TO PARENTS

As noted earlier, one parent conference is scheduled during the school year. Short notes or reward notes are given out frequently.

If you have any questions concerning your child's program, please contact your child's teacher.

*PARENT PARTICIPATION

Parents are often invited to participate in classroom picnics, activities, parties, and to assist in the classroom during parent teacher conferences. Parents may also observe their child, the child-care center's operation, and program activities without having to secure prior approval. Parents are always welcome at school.

*PARENT EVALUATION

At least once a year parents will be asked to fill out an evaluation form concerning the staff and program of Methodist Day School. We urge that all parents return this form with comments. Your input is a valuable source for ensuring the continued quality of our school.

GRIEVANCE POLICY

If you are unhappy or have any concerns about any aspect of the Day School, including policies and procedures, we ask that you discuss this with the Day School Director. By directly discussing this with the Director, she will be able to help resolve any problem which might arise. The Director will not be able to address a problem heard only through hearsay. If a problem is not resolved to your satisfaction, you may request a conference with the Director of Children's Ministries.

NOTICE OF AVAILABILITY FOR REVIEW

The following items are available for your review in the Day School Office:
1. Most recent fire inspection report
2. Most recent sanitation inspection report
3. A copy of the Texas Department of Family and Protective Services Minimum Standards
4. Emergency telephone numbers, Child Abuse Hotline number, address and phone number for the local office of the Texas Department of Family and Protective Services.
5. Any other Licensing notices with specific instructions to post this notice.

LICENSING INFORMATION

Should a parent need to contact the local licensing office, the Child Abuse Hotline or the Texas Department Health and Human Services Website, the information is as follows:

*LOCAL CHILD REGULATION OFFICE

MDS is regulated by and meets or exceeds all standards set by Texas Health and Human Services (THHS) Child Care Regulation. Our operation number is 554765. A copy of the Minimum Standards is available on site for parents to review, as well as the most recent licensing inspection report.

Parents can access Minimum Standards online at: https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/providerportal/protective-services/ccl/min-standards/chapter-746-centers.pdf

The Director is available to discuss parent questions and concerns about policies and procedures.

Texas Department of Health and Human Services
608 N. Loop 336 E
Conroe, Texas 77301
Phone: Direct-(936)539-1161
Metro 441-1775

** CHILD ABUSE HOTLINE:

1-800-252-5400

PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN

Child abuse and neglect are against the law in Texas. If you suspect a child has been abused or mistreated, you are required by law to report it to the Texas Department of Family and Protective Services or a law enforcement agency. You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected. Your report is confidential, and your identity is kept confidential. Parents of a child who is a suspected victim of abuse or neglect are encouraged to obtain assistance and intervention as well as report the abuse or neglect.

Employees of MDS are mandated by law to report any incident of suspected child abuse or neglect. If circumstances warrant suspicions or questions, an employee is to notify the Director immediately.

Definitions

Abuse is the mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.
Neglect includes

(1) failure to provide a child with food, clothing, shelter and/or medical care; and/or

(2) leaving a child in a situation where the child is at risk of harm.

Contact Information

Texas Department of Family and Protective Services
1-800-252-5400
TDFPS website, https://www.txabusehotline.org.

Abuse Assistance and Intervention

You may contact the following agencies to obtain assistance and intervention for cases of abuse:

- Children's Safe Harbor 936-756-4644
- Yes to Youth Montgomery County Youth Services 281-292-6471
- Montgomery County Women's Center 936-441-7273
- CASA Child Advocates of Montgomery County 936-441-5437

MDS Training

All employees of MDS are required to receive training which address different aspects of abuse, neglect, and the exploitation of children.
These topics include:

- Prevention of abuse, neglect, and exploitation of children
- Warning signs and contributing factors of abuse, neglect, and exploitation
- Reporting incidents of abuse and neglect

*GANG FREE ZONE

House Bill 2086. This law adds §42.064 of the Human Resource Code and designates certain areas around childcare centers as 'gang-free zones'. Under the Texas Penal Code, any area within 1,000 feet of MDS is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty

SAFETY RECALLS

Licensed programs are required to provide parents with information about product safety recalls. All product safety recalls are maintained for families' reference and kept in a binder at the MDS Office. Please ask to review the binder, if you have concerns. Safety Recalls will be posted at classroom doors as well.

Licensed programs are required to provide parents with information about product safety recalls. Important information about child safety can be accessed:
United States Consumer Product Safety Commission website at www.cpsc.gov
Health and Human Services website at www.hhs.gov.