

REGISTRATION & TUITION

A non-refundable registration/supply fee of \$30.00 per child per year is due prior to the beginning of the program. The summer program registration fee is \$15.00 per child.

Tuition is due on the first class day of each month. The fees are \$35.00 per child per week. A discount is offered for 2 or more children. See attached tuition schedule. The drop-in rate is \$20.00 per day per child if space is available. A late fee of \$10.00 will be charged if tuition is not paid by the fourth class day of the month.

Checks should be made payable to St. Katharine Drexel MDO. The fee for a returned check is \$25.00.

No allowance in tuition will be made for absenteeism or sickness. Tuition will be due regardless of the child's attendance. Tuition will not be due during official MDO holidays. See the attached calendar for details. We will use the Hempstead ISD emergency/severe weather schedule. For example, if Hempstead ISD cancels classes due to severe weather or otherwise, St. Katharine MDO will do the same.

SUMMER PROGRAM

We offer a summer session for children ages 18 months to 5 years. More information is given in April about available space, schedule and theme for the summer.

HOURS OF OPERATION

MDO hours of operation will be from 10:00 am to 3:00 pm on Tuesdays and Thursdays unless calendar specifies otherwise.

DRESS CODE

There is no specific dress code. However, we ask that children be dressed properly and comfortable, as they will be involved in active play. Please keep in mind that we play outside and clothes may get soiled.

SUPPLY LIST

Children may bring a backpack, lunch box, and mat or blanket for rest time. It is a good idea to send an extra change of clothes as even older children have accidents from time to time. Children not potty-trained need to bring their own diapers and wipes. All other supplies are covered under the registration/supply fee and will be provided.

SNACK/LUNCH

Children must bring their own lunches and drinks. We will have a sign up sheet on the door for snacks. If you would like to bring snacks for the entire class, please sign up. Snacks should include

a drink and snack such as cookies, raisins, fruit snacks, goldfish, etc. Please notify the teachers if you do not wish for your child to have certain types of snacks and we will work with you to come up with an alternate for snack time. If you send a sippy cup for your child, please have it labeled with your child's name. Also, please avoid sending lunches that require heating as we only have one microwave. Also, in warmer weather months, please send an extra water bottle for outside/playground time.

DISCIPLINE POLICY

Discipline is the responsibility of the teacher during class time. Discipline and guidance shall be consistent, based on an understanding of the child's individual needs and developmental state, seeking always to promote self-discipline and acceptable behavior. Spanking and physical punishment is forbidden.

Repeated aggressive behavior (i.e. biting, pinching, hitting, pushing, or any behavior that can injure another child) will not be tolerated. An incident report will be completed and parents of all children involved will be asked to sign the report. If your child receives 3 incident reports within a 3 month period, they will be asked not to return to school.

HEALTH POLICY

If a child becomes ill, he/she will be isolated under the supervision of an adult. The parent or emergency contact will be notified and arrangements will be made to have the child picked up.

Medication may be given to a child under the following condition:

- A signed and dated written authorization is on file
- Prescription medications must be in the original container labeled with the child's name, directions, and the physician's name. We will only administer medication as stated on the label directions.
- Over the counter medications must be labeled with the child's name, dosage, and directions for administering.

PICK-UP PROCEDURE

Children will be released only to parents or persons listed on the registration form. If you would like for someone else to pick up your child, you are required to notify MDO in writing or by phone. A child will not be released until such notification is provided. Also, children must be picked up by 3:00pm. After 3:10 a late charge of \$1.00 per minute will be incurred. Because MDO teachers need to leave in a timely manner to pick up their own children from other schools, your child will be taken to the church office to wait under the supervision of the parish secretary until pick up is complete.

BIRTHDAYS

Children enjoy sharing their birthdays with friends. If you would like to bring a special treat, please let the teacher know in advance. Also, please consider signing up for snacks during the week of your child's birthday.