



ST. MAXIMILIAN KOLBE
CATHOLIC COMMUNITY

Kolbe Kids' Preschool and Mother's Day Out

March, 2016

Dear Parents,

Welcome to St. Maximilian Kolbe - Kolbe Kids' Preschool and Mother's Day Out. Our staff feels especially blessed with being given the opportunity of educating your child. Children are gifts from God; they are priceless treasures entrusted into our care. It is our responsibility to love, nurture, encourage and teach them in a Spiritual environment using Catholic principles and prayers.

Our mission is to form a partnership with you, the parents, to provide God's direction in each child's life. Our desire is to instill the love of God in each child and to support their natural curiosity, generosity and creativity through loving encouragement and praise.

Our goals are to develop the child:

spiritually so that he/she knows God's love and responds in faith and love to God and others.

socially so that he/she understands his/her role in sharing this world with others.

intellectually so that he/she discovers, creates and communicates well with others.

emotionally so that he/she lives peacefully with a positive, Christian self-image.

physically so that he/she explores his/her world with energy and confidence in pursuing a healthy and active life.

In Christ's Service,

Eileen Mace
Director, Kolbe Kids'

St. Maximilian Kolbe – Kolbe Kids' Preschool and Mother's Day Out

This is a general overview of our Preschool and Mother's Day Out program. It will assist you in getting acquainted with the requirements and policies of our center.

Registration

We are pleased that you have selected Kolbe Kids' for your child. We are excited to begin this journey with you and your family and hope to make this the best experience your child will have. We will do all we can to ensure your child will have a pleasant, stimulating and learning year. Kolbe Kids' Preschool and MDO is licensed by the Texas Department of Human Resources and serves children of all races, nationalities and religious creeds.

Registration and Supply Fees

Registration and Supply fees are due at the time of registration. These fees guarantee your child's placement in the program, materials, supplies, presentations and special events.

Withdrawal / Cancellation Policy is as follows:

Prior to May 15th, 2016, a \$50.00 processing fee per child will be held for all withdrawals/cancellations.

May 15 - August 15, 2016, half the registration and supply fee is refundable for all withdrawals/cancellations.

August 15 - August 31, 2016, a partial refund of \$50.00 only, will be refunded for withdrawals/cancellations.

Tuition

Tuition is set for the entire year and divided equally into nine monthly payments. You may choose to pay your child's tuition in 3 ways:

- * Prepaid tuition discount of 3% of the entire year's tuition if paid in full by the first day of class. This option is non-refundable.
- * Monthly installments as listed on the Registration Fee and Tuition Acknowledgment Form.
- * Multiple sibling discount of \$20.00 per month total.

We offer a \$10.00 discount for St. Maximilian Kolbe Catholic Community parishioners based upon approval from the church office.

Tuition payments are due on the first day of school of the month. Payments received after the 10th of the month are considered delinquent and will be assessed a late payment of \$20.00 if prior arrangements have not been made with the director.

Payments are due regardless of holidays, breaks or illness. There are no provisions for "make-up" days". Tuition payments are non-refundable in cases of partial attendance or withdrawal. Tuition may be paid by check or cash only. If a check is returned, there is a \$25.00 charge. After two returned checks, the remaining tuition, fees or other monies must be paid with cash or a money order.

A security deposit of \$50.00 is due the first week of school. A written notice must be received in the Kolbe Kids' office at least two weeks prior to the first of the month if a child is withdrawing from the program. For example, if you are planning to drop for the month of November, then notification must be received by Oct. 15. Failure to do so will result in forfeiture of the security deposit. For all tuition that is up to date by May, the deposit will be applied to your May total.

Kolbe Kids' has a mandatory partial fundraising fee of \$60.00 per family per year that entitles you to 2 tickets to our fundraising event. The \$60.00 fee will be added to the November tuition statement.

You are allowed two late pick-ups free of charge. Any child who is not signed out from the teachers by 2:20pm is

considered to be a late pick-up. Each additional late pick-up will result in a \$10.00 charge that is due at the time your child is signed over to you.

All paperwork must be in your child's file on or before the first day of school. (*Registration Fee and Tuition Acknowledgement Form, Enrollment Form, a copy of updated immunizations, signed and dated by the physician and the Parent Handbook Acknowledgment*). Classroom assignment is based upon a child's chronological age by Sept. 1.

Immunization Requirements / Medical Form

Each child enrolled must meet applicable immunization requirements specified by the Texas Dept. of Health immunization requirements. You must provide us with a copy of your child's updated immunization record by the first day of school along with a completed Well Health Statement from the child's physician. Both the immunization record and the Well Health Statement must be signed and dated by the child's doctor.

Early Release Days

We have two mandatory early release days each school year. The first early release is on Holy Thursday (the Thursday before Easter Sunday) at 12:00pm. The second early release will be on your child's last day of school at 12:30pm.

Naps and Rest Time

We are mandated by licensing to give a nap/rest time each school day. The lights are dimmed and calming music is played to encourage sleep or quiet rest. Your child will need to bring a mat with a mat cover each day. We will have these available during Meet-the-Teacher and in the school office thereafter. The mats and covers will need to go home every school day and should be washed and sanitized at least every 4 days. You will receive information for this at Meet-the-Teacher.

Drop-Off and Pick-Up

During drop-off and pick-up times you will wait in the Gathering Space until the bell rings. In the mornings, parents or caregivers will escort their child(ren) to the appropriate classrooms in the morning and pick them up from there in the afternoons. The bell will ring at 9:10am and 2:10pm. Parents or authorized persons are required to sign the classroom sign-in/out sheet given to them by the teacher. Please make every effort to sign your child in to the classroom as close to 9:10am as possible. Children not signed in by 9:30am must wait with their parent or caregiver until 9:50am. They will need to be signed-in to the office staff. Children not picked up by 2:20pm will need to wait in the school office until the parent or designated pick-up person arrives. After two late pick-ups you will be charged \$10.00 for every additional occurrence.

Health and Medication

If a child becomes ill during school the parent will be contacted and the child will need to be picked up within 20 minutes as we do not have a clinic. This will keep minimum exposure to other children who may need to visit the office where a sick child may be. We will administer Benadryl and Epi Pens if your child has an allergy that requires one or both and a rescue inhaler for asthma. However, we require a plan-of-action action from your child's doctor stating the allergy, medicine required and the dosage amount. You will need to bring these to the office as no medicines or the like can be sent in a child's backpack. You will also need to fill out an "Authorization of Dispense Medication" form and will need to send a spoon, cup or dropper for Benadryl.

**DO NOT SEND ANY MEDICATION, INCLUDING OVER THE COUNTER, COUGH DROPS,
OR VITAMINS TO SCHOOL IN YOUR CHILD'S BACKPACK.**

What to Wear

We recommend that you send your child to school in comfortable clothes which allow for ease of movement and are easy for your child to handle in the restroom. Elastic, pull-on pants or shorts are ideal for this purpose. Tennis shoes are preferred. Hard-soled shoes and boots are not recommended as they can hurt little fingers. Sandals and Crocs are frustrating for the children because the rocks on the playground get inside them and bother their feet. This causes them to have to constantly stop playing and empty out their shoes; it takes time away from their active play.

We ask that you send an extra set of clothes. These will remain at school for the school year and used if necessary. They will be changed out according to seasons. *Label everything individually with your child's name!*

Lunch Time / Snacks

Students bring their own snack and lunch. Simple is best, but please send food that you know your child likes. Try not to overwhelm your child with too many choices. You will need to send an icepack with any food or drink that needs to stay cold or send it in a thermos. We cannot heat food or drink for the children so these too should be sent in a thermos.

Licensing requires that we do not feed children food that may pose a choking hazard, Therefore we ask that all food be cut into small, bite size pieces. Carrots, hot dogs, grapes and similar items will not be served if they are larger than the child's smallest finger. Popcorn will not be served in any of the Mother's Day Out classrooms.

St. Maximilian Kolbe - Kolbe Kids' 2016-2017 Registration Fee and Tuition Acknowledgment Form

Child's Name _____ Date of Birth _____
Last First MI

Registration and Supply fees are due at the time of registration. These fees guarantee your child's placement in the program and help to supplement materials, supplies, presentations and special events. There are no family discounts for registration.

Registration and Supply Fees are non-refundable and are based on the number of days enrolled in the program.

Enrolled 2 days a week: \$205.00 Enrolled 3 days a week: \$230.00 Enrolled 4 days a week: \$250.00

Class placement is determined by the child's age on Sept.1. Please check your desired option below. Classes are filled as paperwork and fees are received following the due date.

OPTIONS & TUITION - For those with two or more options, please list in order of preference (#1, #2, #3, etc..)

| MDO (18 months-35 months by Sept. 1) | | |
|---|------------|----------|
| _____ | MON / WED | \$185.00 |
| _____ | TUE / THUR | \$190.00 |

| PRESCHOOL (3 years by Sept. 1) | | |
|---------------------------------------|------------|----------|
| _____ | MON / WED | \$200.00 |
| _____ | TUE/THUR | \$205.00 |
| _____ | T / W / TH | \$255.00 |
| _____ | MON-THUR | \$320.00 |

Please note that for preschool choices, we will fill classes based upon demand. We cannot guarantee that all choices will be filled.

| PRE-K (4 years by Sept. 1) | | |
|-----------------------------------|----------|----------|
| _____ | MON-THUR | \$340.00 |

Account Agreement

The undersigned agrees and understands that the services rendered for child care are subject to the following conditions.

A security deposit of \$50.00 is due on the first week of school. A written notice must be received in the Kolbe Kids' office at least two weeks prior to the first of the month if a child is withdrawing from the program. For example, if you are planning to drop for the month of November, then notification must be received by Oct. 15. Failure to do so will result in forfeiture of the deposit. For those who finish the yearly commitment the deposit will be applied to the May tuition.

Kolbe Kids' has a mandatory partial fundraising fee of \$60.00 per year that entitles you to 2 tickets to the fundraiser. This charge will be added to your November tuition statement.

Tuition is due the first day of class each month. A \$20.00 late fee is added after the 10th of the month.

You are allowed two late pick-ups (occurs if a child is not picked up by 2:20pm) free of charge. Each additional late pick-up will result in a \$10.00 charge that is due at the time your child is signed out to you.

There is a \$25.00 charge on returned checks. After two returned checks, the remaining tuition, fees or other monies will be accepted through cash or money orders.

All paperwork **MUST** be in your child's file on or before the first day of school. (*Registration and Supply Fees, Enrollment Form, etc..*)

Tuition is a yearly commitment. Choose one of the following options for your payment schedule.

- _____ Prepaid tuition discount of 3% of the entire year's tuition if paid in full by the first day of class. This payment is non-refundable.
- _____ Monthly installments of the yearly total as stated above.
- _____ Multiple sibling discount of \$20.00 per month

We offer a \$10.00 discount per month for St. Maximilian Kolbe Catholic Community registered parishioners who have contributed to the church for at least one year, based upon the Church's approval.

Parent / Legal Guardian Signature

Date

St. Maximilian Kolbe - Kolbe Kids' Preschool and Mother's Day Out 2016-2017 Registration Information

SECTION TO BE COMPLETED BY OFFICE STAFF ONLY Date of Admission: _____

Registration Date: _____ Room # and Days Attending: _____ Annual Schedule: _____ through _____

Registration Fee: _____ Registration Amt. pd. _____ Amt. Owed _____ Check #: _____ Cash Receipt #: _____

Withdrawal Date: _____

Child's Name _____ Birthdate _____
Last First MI

 Nickname if Preferred Home Street Address City, State Zip Code

Subdivision _____ Home Phone # _____

E-mail Address - **for school reminders** _____

Mother's Name _____ Cell Phone # _____
Last First

Mother's DL# _____ Phone # to use during school hours _____

Mother's Employer _____ Work # _____

Father's Name _____ Cell Phone # _____
Last First

Father's DL# _____ Phone # to use during school hours _____

Father's Employer _____ Work # _____

Child lives with _____

Are you a member of St. Maximilian Kolbe Catholic Community? Y N
 If no, would you like information regarding our parish?

Allergies (*Medications/Food/Insects/Environmental/Other*): _____

Has child been prescribed and EpiPen and/or Benadryl for allergies? Y N

Is doctor note attached, confirming allergies? Y N You must present the doctor's plan-of-action that specifies the allergy, child's reactions and the medication dosage an/or application

Does your child take any other medications prescribed for continuous, long-term use? Y N
 Explain: _____

Has your child been hospitalized within the past 12 months? Y N
 Explain: _____

Does your child require any special needs? Y N
 Explain: _____

I understand the above information is for the confidential use by staff that will be working with my child.

 Parent or Legal Guardian Signature

 Date

St. Maximilian Kolbe ~ Kolbe Kids' ~ 2016 - 2017 Contact and Operational Release

Child's Name _____

Date of Birth _____

Who is the DAYTIME CONTACT? _____ Relationship to child _____

This is the first person we will contact in case of emergency, illness, forgotten snack or lunch, change of clothes, late pick-up, etc...

Phone Number(s): _____

Other than parents, list below those authorized to pick up your child. A valid Driver License will be required for verification.

| Name | Address | Phone # | Relationship |
|------|---------|---------|--------------|
|------|---------|---------|--------------|

| | | | |
|------|---------|---------|--------------|
| Name | Address | Phone # | Relationship |
|------|---------|---------|--------------|

| | | | |
|------|---------|---------|--------------|
| Name | Address | Phone # | Relationship |
|------|---------|---------|--------------|

I authorize my child to be released to those listed above. I also give my release that they may be called during school hours if I am unable to be reached.

Signature - Parent or Legal Guardian

Date

OPERATIONAL RELEASES

On-Campus Walking Trips - Kolbe Kids' does not participate in any field trips off of school property. We do however, take walking trips consisting of nature walks around the church and school grounds, visiting the Church and/or Chapel and the Grotto with the Blessed Virgin Mary and Jesus. We may also do learning centers or movement and exercises in the plaza in the front of the school.

_____ I DO give permission for my child to participate in these events.

_____ I DO NOT give my permission for my child to participate in these events.

Photography / Video - It is common for Kolbe Kids' to photograph or video tape your child for the purpose of publicity, a curriculum activity, bulletin board, memory page or any other presentation which may be viewed by the general public. These may include efforts to promote our school and showcase its programs, or for inclusion in church bulletins. Your child's name will not be released to the public. Please indicate your preference in allowing your child's picture to be used.

YES NO Display of my child's pictures in the class or hall, as they are participating in class activities and school events.

YES NO My child's photographs may be used for memory page and presentations during graduation programs.

YES NO Media releases not limited to brochures, newsletters and church bulletins.

YES NO Internet sites for Kolbe Kids' and St. Maximilian Kolbe Catholic Community.

I have read the above operational policies and indicated my selections as appropriate.

Signature - Parent or Legal Guardian

**St. Maximilian Kolbe - Kolbe Kids' Preschool and Mother's Day Out
2016-2017 Release Form for Activities and Emergency Procedures**

Child's Name _____

Date of Birth _____

I understand that **St. Maximilian Kolbe - Kolbe Kids'** follows the highest standards for playground and classroom safety, but cannot be held liable for any accident occurring on the premises.

_____ **Parent / Guardian Initial**

I hereby grant permission for my child to participate in all Splash Day and water table activities of the school.

_____ **Parent /Guardian Initial**

I hereby grant permission for the Director or Acting Director to take any steps necessary to obtain emergency care, if warranted, and release St. Maximilian Kolbe and the Kolbe Kids' Preschool and Mother's Day Out program (including pastors, director and affiliated staff) from any liability resulting from this care and treatment. These steps may include, but are not limited to:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact parent through significant others listed at enrollment.
4. If a parent or a child's physician cannot be contacted, the Director may do one or all of the following:
 - a. Consult an associate physician in the office or group identified by the parent at enrollment.
 - b. Call 911.
 - c. Have the child taken to an emergency facility in the company of a staff member.
5. Any expenses incurred under 4., above, may be charged to the child's family.

To the attending physician:

Kindly accept this document as authorization for any emergency medical / surgical / dental care required in my absence. I accept financial responsibility for any and all medical treatments.

Name of preferred hospital

Name of Child's Physician

Address of hospital

Physician's Address

Phone Number of hospital

Physician's Phone Number

Signature - Parent of Legal Guardian

Date

St. Maximilian Kolbe - Kolbe Kids' Preschool and Mother's Day Out 2016-2017 Medical Form

Child's Name _____ Date of Birth _____

Child's Physician _____ Clinic/Group Name _____

Physician / Clinic / Group Address _____

Physician / Clinic / Group Phone Number _____

Does your child take any other medications prescribed for continuous, long-term use: Y N

Explain: _____

Has your child been hospitalized within the past 12 months? Y N

Explain: _____

*****PLEASE ATTACH COPY OF UPDATED IMMUNIZATION RECORD(S) THAT ARE SIGNED AND DATED BY THE PHYSICIAN*****

Attention Physician's office - Kolbe Kids' Preschool and Mother's Day Out is requesting the following information be filled out by your office on the above child for admittance to our program. Thank You!

Child's Weight _____ Height _____

Are there any existing illnesses, injuries Kolbe Kids' should be aware of? Y N

Comments: _____

Has this child ever had seizures? Y N Comments: _____

Does this child have any disabilities: Y N Comments: _____

Has this child had a vision test? Y N Results: _____

Has this child had a hearing test? Y N Results: _____

Comments or special considerations regarding health or development _____

Does this child have any allergies: Y N *Please include food, insect, skin, sunburn, airborne or contact substances we would encounter in the classroom or playground; as well as medications that may be administered by an emergency facility.*

Comments: _____

This child is / is not in good health and may participate in a day care setting.

Physician's Signature _____ Date _____

If your child has been diagnosed with an allergy that requires Benadryl and/or an Epi-Pen, you will need to bring a plan-of-action from the prescribing physician to the school office before your child will be admitted to school. The plan-of-action must state the child's name, the allergy, child's reactions, administering directions and dosage needed.

Signature of Parent - Legal Guardian _____

_____ Date

St. Maximilian Kolbe - Kolbe Kids' - 2016-2017 Student Information Sheet

Child's Full Name _____

What adults live in the home? _____

Siblings; Names / Ages? _____

What is primary language spoken at home? _____

Parents' Work Schedule: Dad _____ Mom _____

Are there any other caregivers for your child? Y N List _____

Eating-approximate times for: Breakfast _____ Lunch _____ Dinner _____ Snacks _____

Does child drink with a cup: Y N with / without a lid?

Does child use a fork and/or spoon? Y N Comments: _____

Is your child fully potty trained? Y N (This means wears underwear and can and will tell you when they need to go to the restroom - no accidents.)

Toilet habits: (diapers, potty training, uses toddler toilet, adult toilet, etc. - can wipe by self.) _____

Are there any bowel or bladder problems? Y Comments: _____

Sleep schedule: Wake-up time _____ Bedtime _____

Does your child nap? Y N Approximate Time? _____ Duration? _____

Child's Sleep routine: (example rocking, pacifier, cuddle toy, etc.) _____

Child's favorites: (ex. Toys, blankets, TV shows, characters, food, friends, etc.) _____

Child's area of interest: (reading, art, singing, praying, soccer, indoor/outdoor activities) _____

Child's dislikes: (ex. foods, darkness, thunder, naps, clothes) _____

Does your child enjoy books? Y N Comments: _____

Does your child listen to stories? Y N Comments: _____

Is your child: _____ Active _____ Sedate _____ Quiet _____ Aggressive

Does your child play well with others? Y N Comments: _____

What causes your child to show his/her temper? _____

What form of control/discipline is your child accustomed to? _____

Special words ('Binky' for pacifier, 'Bobba' for bottle, etc.) _____

Does your family have any pets? Y N Name(s) _____

My special child (Tell us about him/her in your own words.) _____

Did your child attend Kolbe Kids' for the 2015-2016 school year? Y N

Signature of Parent / Legal Guardian _____

Date _____

St. Maximilian Kolbe - Kolbe Kids' Preschool and Mother's Day Out Discipline and Guidance Policy

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time away 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.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking or biting a child;
- Hitting a child with a hand or instrument;
- 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 with the door closed; and
- 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, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance form and agree to adhere to each statement for any child who is on St. Maximilian Kolbe Maximilian Kolbe Catholic Community property. I acknowledge that I am to ensure that that any person who is listed on my child's enrollment form will adhere to these same guidelines.

Child's Name _____

Signature: _____ Date: _____

Check one please: _____ Parent _____ Employee / Caregiver

**St. Maximilian Kolbe - Kolbe Kids' Preschool and Mother's Day Out
Handbook Acknowledgment and Release of Paperwork Authorization**

Release of Paperwork Authorization

I do hereby authorize Kolbe Kids' Preschool and Mother's Day Out to release any information regarding my child to any person who I designate to pick him/her up from the center. If at any time I feel that I do not want a person to come into contact with any information sent home, I will notify the center in writing.

Child's Full Name _____

Birthdate _____

Parent / Legal Guardian written name:

Parent / Legal Guardian Signature

Date