



Parent Handbook

2025-2026

3429 Journey Parkway
Leander, TX 78641

512-259-2380

Directors:

Ms. Bonnie Bownds - Director

Ms. Dee Castillo – Administrative Coordinator

PARENT HANDBOOK – Journey Mother’s Day Out (MDO)

THE JOURNEY MOTHER’S DAY OUT MISSION STATEMENT

Journey MDO exists to partner with parents to give their children a developmentally appropriate academic, social, and spiritual foundation in a safe, positive, and loving environment.

DISCIPLINE

Redirecting the children to use acceptable behavior and setting clear limits are part of our positive guidance techniques. Children are taught to express their feelings in a socially acceptable manner. If disruptive or dangerous situations do occur, brief periods of time out are used in the classroom or with the director. We will never use any type of corporal punishment.

DROP OFF and PICK UP POLICY

Please remember to drive slowly through the parking lot during drop-off and pick-up times. **Cell phone usage is NOT permitted in the parking lot areas.** We want to keep everyone safe.

Drop-off and pick-up for all children will take place at the east-facing entrance (under the carport), where each child’s hands will be sanitized before entry. Each morning, you must check in your child, indicate who will pick up your child, and confirm an emergency contact number. We use this information in case there is an emergency evacuation and we need to reach you. At pick-up time, you will queue up in the same location as drop-off. We will bring your child out to you. Please remember that check-out time is no later than 1:30 pm.

Only parents and those persons listed on your child’s information form may pick up children. When children are picked up by anyone other than a parent, the parent must notify the director in advance, and identification will need to be provided by the person picking up the child.

For the safety of the children in our care, we lock all doors during school hours. All visitors must ring the doorbell at the drive-thru entrance to gain access and check in with the director between 9:30 a.m. and 1:30 p.m.

Please do not leave any Children UNATTENDED for any reason in a vehicle on the Journey Bible Fellowship grounds.

SCHOOL HOURS

School hours are from 9:00 am to 1:30 pm, Monday through Friday, starting in September and ending in May. Children may be dropped off as early as 8:55 am, but **no** earlier. Please arrive by 9:30 am each day. If your child has an appointment that prevents an arrival by 9:30 am, please call us at (512) 259-2380 or email us at mdo@journeybf.com to let us know.

Children must be picked up by 1:30 pm. Starting September 22 in the event of a late pick-up, each family will receive a late notice on that day. You are allowed 2 late notices before late fees are charged. After those two late notices have been used, any students still at school past 1:40 p.m. will be charged a late pick-up fee according to the following schedule.

1:40 - 1:49 pm	\$20
1:50 - 1:59 pm	\$25
2:00 - 2:09 pm	\$30
2:10 - 2:19 pm	\$35
2:20 - 2:29 pm	\$40

The fees will be added to your next month's tuition. If late fees are accrued during the month of May after tuition is paid, they will be due the next time your child comes to school at drop-off.

CURRICULUM

Our curriculum is thematically organized and includes learning experiences in a hands-on, center-based learning environment in the areas of language, number recognition, religion, cooking, art, music, Spanish, social and emotional development, and physical education. The children will enjoy a group setting, as well as individual learning experiences in a Christian environment.

ENROLLMENT & REGISTRATION

Journey MDO provides care for children ages 2 through 5 years. Enrollment is limited in each class to ensure an appropriate child-to-staff ratio. Children entering our program must be 2 years of age by September 1st of the current school year to qualify.

Journey MDO does not practice discrimination regarding race, color, sex, religion, national origin, disability, or marital status. A child is considered enrolled when his/her registration fee is paid, and the following forms are completed and returned to the director: Registration Form, Information Sheet, Authorization for Emergency Medical Treatment, Physician's Health Statement, Immunization Records, Discipline and Guidance Policy, Vision and Hearing Screening (4-year old students only) and a signed receipt for the Journey MDO Parent Handbook.

In regard to any changes made to the program or the Parent Handbook, written notification will be distributed to all parents.

INCLUSIVE SERVICES

Our preschool is committed to providing an inclusive environment where all children, including those with disabilities, can learn and grow together. We believe that every child deserves the opportunity to participate in a high-quality early childhood education program. Our mission is to create an inclusive environment that supports diverse needs of all children, fostering their development and sense of belonging. We work with families to develop individualized plans

that address the specific needs of each child, including those with disabilities.

SUSPENSIONS AND/OR EXPULSIONS

Teachers will notify parents if a child's behavior is detrimental to the well-being of the other students or teachers (e.g. hitting, biting, kicking, etc.). Working with the parents, every effort will be made to help improve the behavior, however, the director reserves the right to dismiss any child from the program with just cause.

TUITION

Tuition is due by the first class day of each month. If special payment arrangements need to be made, please contact the MDO Director. Vacations, holidays, closings due to inclement weather, and/or absences due to illness are not deductible from the monthly tuition. Tuition arrangements in the case of a prolonged absence due to serious illness or a death in the family can be discussed separately with the director.

2025-2026 Tuition Amount:

Tuesday/Thursday.....\$270 / month

Monday/Wednesday/Friday..... \$370 / month

Monday – Friday..... \$610 / month

A \$25 late fee will be assessed after the 7th of each month unless prior arrangements have been made with the director. After the 10th of each month, if tuition and late fees have not been paid, we will not be able to allow your child to attend school until full payment has been received. You may pay by cash, check, credit, or debit card. If a credit or debit card is used, a convenience fee of 2.2% + \$0.25 will be added to the payment. Checks should be made payable to *Journey MDO*. There is a \$25 handling fee for all returned checks.

FEES

Registration Fee: \$165 and up, per student, depending on the number of days for which they are registered. This fee helps offset the cost of materials and supplies for your child/children for the school year. This fee reserves the placement of your child/children in our program and is non-refundable.

EARLY WITHDRAWAL

In the event you cannot complete the school year and you need to withdraw your student(s), **you must give a 30-day written notice to the director stating when their last day will take place.** If a 30-day notice has not been given, you will be charged for the next month's full tuition.

PARENT INVOLVEMENT

We will, from time to time, ask for donations of items needed for special events or crafts in the classroom. Please check your child's folder each day and watch for emails or *Facebook/Instagram posts* requesting donations if you want to help. Otherwise, please check in with your teacher for other ways you can lend a helping hand for your child's class. We also love parent volunteers on our Field Day in the Spring.

COMMUNICATION

Our website is: journeybf.com/community-impact/mothers-day-out

Please feel free to email the directors or your child's teacher at any time with thoughts, questions, or concerns. You can reach Bonnie and Susan by emailing: mdo@journeybf.com.

Classroom Emails:

JBFcuddlykoalas@gmail.com

JBFeexploringelephants@gmail.com

JBFlearninglions@gmail.com

JBFbrilliantbears@gmail.com

We will notify parents with important information using email and also posting on our school's Instagram and Facebook.

SOCIAL MEDIA:



Journey Bible Fellowship Mother's Day Out



@journeymdo

SOLICITATION

Journey MDO does not allow solicitation of parents or staff members. If you have a fundraising idea that would benefit the school or church, please feel free to discuss it with the director.

EMERGENCY INFORMATION

Please make sure the Journey MDO administration has a current and accurate list of your telephone numbers and addresses on file. Let MDO administration know if you change telephone numbers or if your address changes.

ILLNESS AND HEALTH PRECAUTIONS

Immunizations: The State of Texas requires that each child have a current medical form on file. Additionally, an updated record of immunizations that meets the immunization requirements

specified by the Texas Department of State Health Services. The immunization record must have the signature (including a rubber stamp or electronic signature) of the health-care professional who administered the vaccine, or another health-care professional's documentation of the immunization as long as the name of the health-care professional that administered the vaccine is documented; and clinic contact information, if the immunization record is generated from an electronic health record system.

All children enrolled who are four years of age (or older) must be screened for possible vision and hearing problems before admission, or present evidence of screening conducted one year before enrollment.

An affidavit of *Exemption from Immunizations for Reasons of Conscience* may be submitted in place of an immunization record. The affidavit must be the original, notarized document issued by the Texas Department of State Health Services.

Illness: If your child becomes ill at school, you will be notified to pick up your child. Children must be free of all symptoms of illness (diarrhea, fever of 100.3, or vomiting) without medication, for **24** hours before returning to school.

In the case of an emergency at school, children will be taken to the nearest hospital unless specified by their parent or guardian.

Please let the MDO Director know of any contagious diseases that your child contracts (e.g., chicken pox, measles, COVID, etc.).

MEDICATION

All medication to be given to a child at school must be accompanied by a written statement from the physician and/or parent. The medication must be in its original container and indicate the child's name, type, and date of prescription, as well as the dosage amount.

If your child has a condition that requires medication, a written medical action plan that is signed by the child's physician and parent must be given to Journey MDO administration.

Since we are only at school for a short time each day, we do not give any over-the-counter medications because they are not accompanied by a physician's signature (unless the medication is required per the physician's signed medical action plan for the child).

NAP TIME

We **do not** offer a nap time at school since our hours of operation are from 9:00 am to 1:30 pm.

CLOTHING

Comfortable, easy-to-manage play clothes are best for school. Sneakers are most appropriate for running and playing outside and inside. For safety reasons, closed-toe shoes are recommended to be worn at school. While we make every effort to protect your child's clothing

from various art projects and outside play, clothes can still become damaged. Please dress your child accordingly.

All children will need a complete change of clothing, even if they are potty-trained, which includes underwear, pants, a shirt, and socks. Please clearly label all clothing items and bring them in a backpack each day.

We know that receiving soiled clothes is not pleasant, but the Health Department does not allow child care providers to wash soiled clothes. The clothing will be sent home in a plastic bag. The extra clothes taken from the backpack should be replaced with a fresh set the next day.

POTTY TRAINING

If a student is in our 2 or 3-year-old class, they are not required to be potty trained. We acknowledge that potty training is a process and our staff is experienced and equipped to meet a child where they are to help student's become more independent in the restroom. We also have the facilities to accommodate diaper changing in those rooms. If a child is in our 4-year-old class, we do require for that child to be fully potty independent. Which includes being able to verbally communicate the need to use the restroom, responsibly use the restroom, and handle their own clothing. While we understand that occasional accidents do happen, if a 4-year-old child is having consistent accidents throughout the week, we will address such matters individually and at our discretion. Decisions will be made with careful consideration, ensuring the best interests of the children and families.

OUTDOOR PLAY

The children will have the opportunity to engage in unstructured play time outdoors on our school playground each day for at least 30 minutes. Weather permitting, each class will play outside, even if it's for a short time, once they ensure that all students have weather appropriate clothing. Please make sure your child is appropriately dressed for outdoor play, including close-toed shoes for the playground. If you would like your child to wear sunscreen or bug spray, it will need to be applied prior to your child arriving at school. During the cooler days, please dress your children in layers, with hats, gloves, and mittens. Please label all items. If the wind-chill is below 32 degrees, we will find an alternative to outdoor play. In warmer months, we will use the National Weather Service Heat Risk website to decide if it is safe for children to play outside.

We believe that children reap many benefits from outdoor play, including, but not limited to, developing physical strength, enhancing social skills, learning to take calculated risks, and problem solving.

Our program will offer a Field Day each Spring, which offers some outdoor water activities. On this day, we ask you to send a full change of clothes in case your child is uncomfortable with clothes that get splashed. Each class will spend their music and movement time outdoors interacting with various stations including some water stations. No station will have water

deeper than 3 inches and will be supervised at all times.

INDOOR PLAY

We believe play-based learning is the best method for teaching young children, especially during the preschool years. Play-based learning encourages children's natural curiosity to explore, communicate, and problem solve. This is accomplished through both free play and guided play, both of which are offered during your child's school day.

Monday through Friday, each class will attend Music and Movement for 30 minutes, where they engage in guided gross motor activities through music and games.

MDO CALENDAR

The Journey MDO calendar will follow the Leander Independent School District yearly calendar, with a few exceptions. Please consult the MDO yearly calendar (posted on our website) for all class days.

BAD WEATHER

In the event of bad weather and LISD closes or releases early, Journey MDO will close as well. Listen to radio or television reports for closing information, or watch your email for a message from Journey MDO, or you can check our Instagram and Facebook pages for live updates. If LISD is scheduled to open late due to bad weather in the morning, our MDO will follow this rule as well. If there is a two-hour delay, we would start at 11:00 am instead of 9:00 am. If the delay is longer than two hours, Journey MDO will be closed for the day.

RELIGIOUS EDUCATION

A special part of the Journey MDO program is that the children gain knowledge that this is God's world, and they are an important part of that world. The children will pray before each meal. They will also participate in weekly activities that reinforce our belief in Christ's love for all living creatures. All of our students will hear a child-friendly bible story once a week and participate in school-wide Chapel Time once a month.

LUNCH & SNACK

Parents will need to provide a nutritious lunch for their child each day. We ask that the lunch consist of food that is manageable for your child. If your child's lunch needs to be kept cold, please put an ice pack in their lunchbox. We do not have a refrigerator or microwave available for the children's lunches. In addition to lunch, a water bottle, labeled with the child's first and last name, is required.

The teachers will assign a class day for each child to bring a snack (approximately once a month). Special attention will be given to birthdays, so that a child can bring a treat for his/her day. We ask that snacks be unopened, store-bought, and nutritious, such as crackers, graham crackers, dried fruit, etc. Parents of children with food allergies must provide a snack for their

child and send the snack in a separate container labeled with the child's name. Journey MDO is not responsible for the nutritional value of children's lunches or snacks. Please do not send glass containers for lunch or snacks.

FIELD TRIPS

Due to safety regulations, we do **not** offer field trips. Instead, we will offer something fun and exciting for the children to participate in each month. Please read our monthly newsletter to keep informed of the different events that will take place at school. Some events require animals to be present on-site. We will notify all parents before this event takes place.

TOYS

Please do not send personal toy items to school. We have collected a variety of constructive toys and games for the children to enjoy, so we ask that personal toys be left at home. We are not responsible for lost or broken items.

BIRTHDAYS

This is a special day for our children at Journey MDO. All children will be recognized on their birthday in their classroom. You may bring birthday treats at that time. Please talk to your child's teacher about the details. If birthday party invitations are distributed at school, all children in the class must receive one. If that is not possible, please distribute them away from school grounds so as not to embarrass any child.

PARENTAL RIGHTS

As a parent, you have the right to enter and examine your center during its hours of operation without advance notice; File a complaint against your center; Review your center's publicly accessible records; Review your center's written records concerning the parent's child; Receive from your center: HHSC's inspection reports for your center; and information regarding how to access your center's compliance history online; Have your center comply with a valid court order signed by a judge that prevents another parent from visiting or removing the parent's child from your center; Be provided with contact information for Child Care Regulation, including the department's name, address, and telephone number; Obtain a copy of your center's policies and procedures; Review, upon request of the parent: Staff training records; and in-house training curriculum, if any; and be free from any retaliatory action by your center for exercising any of the parent's rights.

BREAST FEEDING

If you would like to breastfeed your child while visiting our facility, we have a room available for your needs. Please ask the director for more information.

EMERGENCY DRILLS

Emergency drills are held monthly to acquaint your child with evacuation procedures. This may

make an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do in the event of an actual emergency. Fire drills are practiced monthly, severe weather drills and lockdown drills (due to volatile or endangering persons on the premises) are practiced every other month. All evacuation routes are posted on the door in each classroom. We also have an “Emergency Preparedness” plan available upon request for parental review.

EVACUATION PLAN

In the case of a chemical spill, gas leak, or any structural problem that requires the children to be moved from the building during school hours, please listen to media reports to know where to locate your child for pick-up.

OUR TEACHERS

Preschool teachers play a crucial role in the classroom, laying the foundation for a child’s lifelong learning journey. They are not just educators but also nurturers who foster a love for learning through play and exploration. By creating a safe and stimulating environment, preschool teachers help children develop essential social, emotional, and cognitive skills. Our teachers participate in training that includes training conferences, staff meetings, and workshops. Our teachers are certified in pediatric CPR and first aid. They also receive a minimum of 24 hours of training/enrichment each calendar year. These hours include identifying warning signs that a child may be a victim of abuse and neglect, and factors indicating a child is at risk for abuse and neglect.

We do not require that our Staff and Teachers have any specific vaccinations.

INSURANCE

Journey MDO has been included in the liability policy of The Journey Bible Fellowship Church. Children attending classes here are protected by this coverage for injuries and/or accidents that may occur at school. However, this policy is secondary to the parents’ insurance.

DAYCARE LICENSING

Journey MDO is licensed by the Texas Health and Human Services (HHS) department and is required to meet minimum standards as defined by the Licensing Division of the HHS. Our center is inspected (without advance notice) once every 10-12 months. After each inspection, a copy of the inspection report is posted on the bulletin board in the lobby of Journey MDO.

GANG-FREE ZONE

As a result of House Bill 2086 that passed during the 81st Legislature, information about gang-free zones must be distributed to parents and guardians of children in care at licensed childcare centers. What is a gang-free zone? A gang-free zone is a designated area around a specific location where certain gang-related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang-related criminal activity is now

prohibited include, but are not limited to, public schools, playground, video arcade facilities, and day care centers. Certain gang-related criminal activity that occurs within 1000 feet of a school or daycare center is a violation of the law.

FEEDBACK/SUGGESTIONS

Journey MDO welcomes all comments, concerns, or suggestions from our parents. If a parent has a suggestion, comment, or concern, please feel free to discuss it with the teachers or directors at any time.

To view our state licensing minimum standards you can search: [Minimum Standards for Child-Care Centers \(texas.gov\)](#).

If you feel a problem or situation is not resolved after speaking with the director, you may contact the Child Care Licensing office at 14000 Summit Drive, Ste. 100, Austin, TX 78728. The phone number is (512) 834-3195 and ask to speak to someone in childcare licensing. The website is www.hhs.texas.gov.

To report suspected child abuse or neglect, contact the **Child Abuse Hotline at 1-800-252-5400**. Your call will be handled discreetly. If you would like resources on how to recognize signs of abuse and neglect, please see one of the directors.

2025-2026 JOURNEY MDO PARENT HANDBOOK FORM

Please sign below to indicate you are aware that the Journey MDO Parent Handbook is available on-line at www.journeybf.com/community-impact/mothers-day-out and that you understand and agree to abide by all the information contained within. Please return this form to your child's teacher.

MISSION STATEMENT
DISCIPLINE

DROP OFF AND PICK UP POLICY

SCHOOL HOURS

CURRICULUM

ENROLLMENT AND REGISTRATION

INCLUSIVE SERVICES

SUSPENSIONS AND/OR EXPULSIONS

TUITION

FEES

EARLY WITHDRAWAL

PARENT INVOLVEMENT

COMMUNICATION

SOCIAL MEDIA

SOLICITATION

EMERGENCY INFORMATION

ILLNESS AND HEALTH PRECAUTIONS

MEDICATION

NAP TIME

CLOTHING

POTTY TRAINING

OUTDOOR PLAY

INDOOR PLAY

MDO CALENDAR

BAD WEATHER

RELIGIOUS EDUCATION

LUNCH AND SNACK

FIELD TRIPS

TOYS

BIRTHDAYS

PARENTAL RIGHTS

BREASTFEEDING

EMERGENCY DRILLS

EVACUATION PLAN

OUR TEACHERS

INSURANCE

DAYCARE LICENSING

GANG-FREE ZONE

FEEDBACK/SUGGESTION

STUDENT'S NAME: _____(please print)___

PARENT'S SIGNATURE: _____

DATE: _____