



# *Freedom*

**ACADEMY & MDO**

Freedom Fellowship  
410 Oak Run Point  
830-625-1288

## MISSION STATEMENT

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Freedom Academy & MDO is dedicated to supporting families by offering care and educational opportunities for children in a safe, nurturing environment that reflects the love and teachings of Jesus. We strive to create a community where children know they are valued and loved by our teachers and by their Heavenly Father.

## REGISTRATION

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MDO registration fees are \$300 for children enrolled two days a week and \$340 for those enrolled three days a week. Academy registration fees are \$300 and an additional \$70 for the optional ELA class. Registration must be paid in order to save your child's spot for the school year. Registration fees are NON-REFUNDABLE.

Priority registration is given to returning families starting mid-February of each year. Starting March 1st, we will then open up positions to families on the waitlist.

The waitlist will open each year on October 31st and close each year on May 31st. Waitlist submissions will not roll-over from year to year. You will need to sign up each year if you are still interested in a spot for your child.

## TUITION

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MDO Tuition is due monthly from September through May on the 1st of each month and will be considered late after the 5th of the month. Tuition is the same each month regardless of holidays or absences - Therefore no reductions are given.

MDO tuition is \$220 for two days a week and \$290 for three days a week. Sibling discounts are offered.

Academy tuition is \$335 a month with an additional \$55 for the optional ELA class. The ELA book fee is \$70. Sibling discounts are \$15 for the second child and \$22.50 for the third child.

If you set up an automatic withdrawal through Procare it will be drafted on the 5th of each month from your account. We accept cash, check, and credit card payments though Procare. Checks should be made out to "Freedom Fellowship Church". If a payment is not received by the 5th of each month a late fee of \$25 will be incurred. If the balance due is not paid in full by the end of the month, the student will not be allowed to attend classes the following month.

## IMMUNIZATION REQUIREMENTS

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Texas state law requires that all childcare facilities keep a record of immunizations of all enrolled children. Mandatory vaccines include: Diphtheria, tetanus, and pertussis (DTaP), Polio (IPV), Measles, Mumps, and Rubella (MMR), Hepatitis B, Haemophilus Influenzae type B (Hib), Varicella (Chickenpox), Pneumococcal conjugate (PCV13).

A child may be exempt from immunizations if a licensed physician provides a written statement that the immunizations would be medically harmful to the child. If you practice a delayed vaccination schedule or choose not to vaccinate your child, a letter of exemption must be provided to the school and the link to find this form and more information is found below:

<https://www.dshs.texas.gov/immunizations/school/exemptions> and  
<https://co-request.dshs.texas.gov>.

## PARENTAL INVOLVEMENT

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Parents are invited to help volunteer at certain events throughout the year. Our parent volunteers will need an FBI background check before they can participate in school activities. We appreciate our parent volunteers, please contact us if you wish to volunteer!

## PARENT COMMUNICATION

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Freedom Academy and MDO has utilized Procure Software for their childcare application – this is our primary communication channel. With this software, we are able to send messages and photos to parents throughout the day, bill and receive tuition payments, and check kids in and out of their classrooms safely. If you want to contact your child's MDO teacher, please send them a message through this app. In we will also send a monthly newsletter to parents through Procure at the beginning of each month that will include important upcoming events and information.

Academy teachers will have a school email you can use for school related questions or concerns. You can also reach out to our director and assistant director by email or by calling our office at 737-335-2536.

If any emergent issues arise during the day, we will contact you by phone.

## DAYS OF OPERATION

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Our school will operate from September through May of each year. We take a summer break from June through August.

Our business hours during the school year are Tuesday, Wednesday, and Thursday from 9AM to 2PM. Academy also has an optional ELA class on Mondays from 9AM to Noon.

## LATE PICK-UP

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The first time a parent is late to pick up their child, they will be given a warning. Each time after that a late fee of \$10 for every 15 minutes will be applied. If a child is consistently picked up late, further action may be required.

## SAFETY

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The children's safety is of utmost importance to us at Freedom. All doors will be kept locked at all times – The nursery door will be unlocked for drop-off and pick-up only. A map of emergency exits are located in each classroom by the door and there will also be a class schedule posted in each classroom.

At pick-up and drop-off children will be signed in and out by their parents. It is important for us to know which students are present in case of an emergency. Each parent will have an individual code from Procure to check their students in and out.

Each classroom will have a list of the children's authorized pick-up family members. If someone comes to pick up a child and they are not on this list, the director will be called. If they are on the list, they will be asked for a photo ID, and if they match, the student may go home with them.

## ARRIVAL/DISMISSAL PROCEDURES

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Our doors will remain locked until 8:55AM each morning. At that time, we will unlock the doors and invite parents to drop their children off at the door of their classroom.

We find that children do better when parents do not linger at drop-off. If your child is upset, we ask that you quickly leave so that our teachers can help them to calm down. If your child is upset and cannot be consoled, we will reach out to you.

Our MDO will release at 1:30 and Academy releases at 2:00 each school day. MDO doors will remain locked until 1:15 so if you plan to pick up your child before then, please reach out to your teacher and/or the office staff. Academy will release at 2:00. We ask that you come to the door of your child's class to pick them up.

## ILLNESS POLICY

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At Freedom, we want to maintain a healthy environment for children, staff, and families. With that in mind, please do not bring your children to school if they have any of the following symptoms: Fever (100.4 F or higher), vomiting, diarrhea, severe cough or difficulty breathing, pink eye, head lice, contagious diseases, or un-diagnosed rashes. As a rule of thumb, if you feel like asking the staff if you should bring your child in or not, please err on the side of caution and keep them home.

Children may return to our care once they are fever-free without medication for at least 24 hours, symptoms have resolved or improved, or they have a doctor's note saying they are no longer contagious and can return to school.

We ask that all medications are administered at home by a parent. If extenuating circumstances arise, please contact our director to sign a release for us to administer medication at school.

## ALLERGIES AND EPIPENS

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During registration our staff should be made aware of any severe allergies. Some classes may be labeled "Peanut Free" for the safety of our students. If your child has an allergy, please be sure to bring it up at meet the teacher so that plans can be put in place to keep them safe. In the case of a severe allergy, parents must provide a signed Allergy Action Plan from the child's healthcare provider, detailing the allergens, symptoms of an allergic reaction, and the prescribed treatment.

Our staff has been trained to use an EpiPen in the case of an emergency. Parents must supply us with at least one EpiPen, labeled with the child's name and prescription details. EpiPens must be stored in an accessible, secure location known to all staff members. Any use of an EpiPen must be documented in an incident report, detailing the circumstances, the time of administration, and the follow-up actions taken.

## DISCIPLINE

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We are committed to providing a positive and respectful environment where children can learn and grow safely. Our teachers will focus mainly on positive reinforcement and will work to reward good behavior to encourage children to strive for excellence. Teachers will apply rules and consequences consistently to provide a clear structure for students to operate within. At Freedom Fellowship, we will treat all children with respect and dignity. Teachers will operate with an understanding of the individual and developmental needs of each child and will maintain open communications with parents about any behavioral issues they encounter.



We believe in nurturing children's development by instilling the values of the fruits of the spirit. Our approach to discipline is to teach and guide rather than punish, promoting an environment where children feel loved, respected, and encouraged to grow in character.

**Love:** Foster a caring and inclusive environment where each child feels valued and accepted.

**Joy:** Create a joyful atmosphere that encourages positive interactions and a love of learning.

**Peace:** Promote peaceful conflict resolution and cooperation among children.

**Patience:** Exercise patience in guiding children through their behavioral challenges as well as helping them to practice patience with each other.

**Kindness:** Encourage acts of kindness and compassion towards others.

**Goodness:** Model and reinforce good behavior and moral integrity.

**Faithfulness:** Build trust and reliability in relationships and responsibilities.

**Gentleness:** Encourage interactions between each other to be gentle, understanding, and kind.

**Self-control:** Teach the development of self-control and responsibility for one's actions.

Behavior management strategies consist of:

**Redirection:** Guide children through acceptable behavior by offering alternatives.

**Time-Out:** Use time-outs sparingly and appropriately, giving children time to calm down and reflect on their behavior. A child should have a timeout equivalent to one minute per year of age. Anything more is unfair to the child.

**Problem Solving:** Encourage children to think about and discuss better choices and solutions for future situations.

**Modeling:** Demonstrate positive behavior and conflict resolution skills.

If none of the above methods are working for behavioral management, the student will be removed from the classroom to come to the office and speak with the director.

## DRESS CODE

Children should wear comfortable clothing that allows them to move freely. Please dress your children in outfits that are easy for children to put on and take off by themselves. This helps promote independence and is very helpful during bathroom breaks. Keep in mind the weather each day as you dress your children. We plan to go to recess every day unless it is raining or very cold outside to please keep that in mind! Only closed-toe shoes should be worn to school! Our playground has gravel and gets stuck in sandals which is very uncomfortable for the kids. We also ask that you label your child's jacket so that we don't get anything mixed up.

Children in Academy will need to be aware of the length of their shorts, skirts, and dresses. All bottoms need to be no shorter than mid-thigh (fingertip length when hands are dropped to the sides).

## POTTY-TRAINING POLICY

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For any child not potty trained, we ask that parents supply the classroom with a stock of diapers. They will be labeled and used for your child only.

We are committed to supporting and partnering with you and your children through the potty-training process. Our teachers will work with your children while they are potty training in the one and two year old classes. It is helpful to always have extra clothes on hand while potty training so be sure to provide them in your child's backpack each day.

In order to enroll in the three and four year old classes, children must be fully potty trained and able to clean themselves without adult assistance. Unfortunately, we cannot make exceptions to this rule. If you think your child might not be ready, please let us know so that we can decide what needs to be done together.

## FOOD AND LUNCH POLICIES

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Freedom MDO supplies a snack of goldfish and animal crackers once each day, typically during mid-morning. On certain occasions, we will supply a special snack (for example: smores mix on campout day). When we supply special snacks, we will contact the parents of all children with allergies to make sure the supplied snack is safe or to figure out an acceptable alternative.

Parents are asked to pack a lunch for their children each day, as well as a water bottle. We ask that you consider that teachers have multiple children to watch during lunch and pack something appropriate for them to feed themselves. We also ask that you label all of their items, lunch box, water, and any containers within the lunch. Please be aware that we do not offer a microwave or refrigerator to our students.

If parents want to supply a special snack for their child's birthday, that is acceptable, but the snack must be store bought. Homemade food is not allowed.

# Contact Information

## Office Staff

Freedom Academy and MDO Director  
Freedom Academy Assistant Director  
Freedom MDO Assistant Director

Trisha Pinon [trisha@ffcmdo.org](mailto:trisha@ffcmdo.org)  
Ashley Williams [ashley@ffcmdo.org](mailto:ashley@ffcmdo.org)  
Brittney Ferguson [brittney@ffcmdo.org](mailto:brittney@ffcmdo.org)

## Academy Contacts

2<sup>nd</sup> and 3<sup>rd</sup> Grade Teacher  
4<sup>th</sup> and 5<sup>th</sup> Grade Teacher  
Academy Aide

Mrs. Parrish [rparrish@ffcmdo.org](mailto:rparrish@ffcmdo.org)  
Mrs. Veldboom [lveldboom@ffcmdo.org](mailto:lveldboom@ffcmdo.org)  
Jennifer McCrary

## MDO Contacts

One-Year-Old Teachers

Kayleah Young  
Morgan Pace

Two-Year-Old Teachers

Wendy Brown  
Christina Slimpin

Three-Year-Old Teachers

Jobie Wetsel  
Karla Sidenstecker

Four-Year-Old Teachers

Loren Crawford  
Mariah Montoya

Music Teacher

Melissa Delgado

MDO Aides

Linda Tyer  
Alicia Diaz-Soto  
Aubrey Hazel  
Michelle Racine