



Parent Handbook

Mid-Cities Scholars Parent Handbook

Operational Policies & Procedures

Welcome to Mid-Cities Scholars

Locations:

- **Arlington:** 2401 Little Road, Arlington, TX 76016 | **Phone:** 817-617-7504
- **Bedford:** 1101 Airport Freeway, Bedford, TX 76021 | **Phone:** 817-438-7503
- **Eules:** 1300 South Hospital Parkway, Eules, TX 76040 | **Phone:** 817-438-2273

Website: www.midcityscholars.com

Mission Statement

At Mid-Cities Scholars, we are dedicated to creating a nurturing environment where children can explore, interact, and learn through play. Our goal is to foster a safe, secure, and engaging atmosphere that promotes children's growth and development, with a strong emphasis on respect, trust, and partnership with parents. We take pride in offering a high-quality, hands-on learning experience through our MCS Foundations Curriculum, tailored to meet the developmental needs of each child.

Our Philosophy

We believe children learn best through play, exploration, and interaction in a structured environment. Mid-Cities Scholars provides a safe, nurturing, and loving atmosphere where children are encouraged to develop self-esteem, trust, and respect for others. Our program is designed to meet the unique needs of each child as they progress through our center, with a focus on positive self-development, social interaction, and age-appropriate learning activities.



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Hours, Days, and Months of Operation (746.501) (6, 12)

- **Days:** Monday-Friday
- **Hours:** 6:30 am - 6:30 pm
- **Important Notes:**
 - Children must be dropped off by 10:00 am unless prior approval is obtained from the Director.
 - Mid-Cities Scholars operates year-round except for the following holidays:

Holiday	Date
New Year's Day	January 1st
Martin Luther King Day	Third Monday in January
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24th
Christmas Day	December 25th

Mid-Cities Scholars follows the inclement weather policies of the local school districts:

- **Bedford & Euless:** HEB ISD
 - **Arlington:** Arlington ISD
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Curriculum: MCS Foundations

Our MCS Foundations Curriculum is designed to develop the whole child through a Montessori-inspired approach that emphasizes hands-on, screen-free learning. Each week, our curriculum focuses on different themes, letters, numbers, shapes, and colors, which are integrated into all aspects of the daily schedule. This method ensures that children receive a well-rounded education tailored to their developmental stage.

Core Areas Covered:

- Language and Literacy
- Social, Emotional, and Personal Development
- Reading and Writing
- Personal Health and Safety
- Physical Development
- Music and the Arts
- Early Mathematics and Science (for Preschool and Pre-K)

Lesson plans are meticulously crafted and posted to BrightWheel weekly, ensuring parents are informed about what their children are learning and can engage with the activities at home.

Annual Assessments:

Mid-Cities Scholars will perform annual assessments for children to monitor their progress based on developmental milestones appropriate for their age group. The results of these assessments will be shared and discussed with parents to ensure that each child's developmental goals are being met and to provide guidance on how to support their growth at home and in school.

Classrooms

Mid-Cities Scholars is dedicated to maintaining low caregiver-to-child ratios to provide individualized attention and foster a supportive learning environment. Below are the classroom ratios for each age group:



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- **Infant Room:** 6 weeks to 12 months (Ratio 1:4)
- **Toddler Room 1:** 12 to 18 months (Ratio 1:5)
- **Toddler Room 2:** 18 to 24 months (Ratio 1:9)
- **Early Preschool:** 24 to 36 months (Ratio 1:11)
- **Preschool:** 3 to 4 years (Ratio 1:14)
- **Pre-K Room:** 4 to 5 years (Ratio 1:16)

Classroom ratios meet or exceed state-mandated standards, and classroom placements are determined by each child's developmental stage to ensure they are in an environment that best supports their growth.

Security Measures (746.501) (12)

At Mid-Cities Scholars, the safety and security of our students and staff are of the utmost importance. All three of our centers are equipped with 24-hour surveillance, providing continuous monitoring of the premises. Additionally, we have implemented restricted access to our buildings at all locations. Only authorized individuals are permitted to enter, ensuring that our environments remain secure at all times.

Visitors must sign in at the front office and obtain a visitor's badge before entering any classroom areas. These measures help us maintain a safe and secure environment for your children.

Meals and Snacks (746.3309)

- **Arlington:** Breakfast and lunch are provided on-site. Snacks are also provided by the center.
- **Bedford & Euless:** Parents are required to provide lunch from home. Snacks are provided by the center.

Providing food from home ensures that parents pack what their children will eat, while in Arlington, there's the added convenience of an onsite kitchen for food. Parents must notify the school front office and the classroom teacher of all food and environmental allergies.



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Important Notes:

- We do not have microwaves or fridges in all classrooms. If your child's lunch is hot, please use a thermos. If your child's lunch is cold, please use a freezer pack.
- For infants, parents are responsible for providing formula, cereal, or baby food. Breastfeeding accommodations are available, and breast milk can be stored for 24 hours or 3 months if frozen. All breast milk must be dated and labeled with the child's name.

Tuition Policies (746.501) (6, 12)

Tuition Payment: Tuition is due and payable on Monday of each week. Payment is required whether your child attends or not. Parents will be enrolled in weekly recurring bill pay using the card provided at registration. If a parent opts out of recurring bill pay, tuition is due by Sunday of the upcoming week at 11:59 pm.

How to Pay:

- **Auto-Billing:** If you wish to change the card on file, please notify the Director by email. In most instances, the Director will ask you to pay online with the new card, and then we will use that card going forward, removing the previous card from our system.
- **Pay Online:** Visit our website at www.midcityscholars.com.
- **At the Office:** Checks, Money Orders, Debit/Credit Card.

Late Payment Fees: A \$15/day late fee will be assessed to tuition if payment is not received by 11:59 pm Monday. In the event of non-payment, Mid-Cities Scholars has the right to refuse providing services until the balance is paid in full.

Late Pick-Up Fees: After 6:30 pm, your account will be charged \$2.00 for each minute you are late beginning at 6:31 pm. This fee is due immediately.

Vacation/Illness Policy: Tuition must be paid in full regardless of your child's attendance. This policy includes closings such as observed holidays and severe weather closings.

Withdrawal/Removal: Mid-Cities Scholars requires a two-week written notice prior to withdrawing from our center. If notice is not given, tuition will still be due.



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Transportation, Water Activities, and Field Trips (746.501) (6, 12)

Mid-Cities Scholars offers transportation services at our Arlington location, where we provide after-school pickup for children attending nearby schools. Please note that we do not currently offer before-school drop-off services.

Field Trips:

- **Arlington:** In addition to onsite activities, our Arlington location offers offsite field trips to provide enriching experiences that complement our curriculum. These trips are safe and well-supervised, with appropriate staff-to-child ratios maintained at all times.
 - **Bedford & Euless:** At our Bedford and Euless locations, we typically arrange for special programs and events to come to the center. This allows children to enjoy a variety of activities in a familiar environment.
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Communication with Parents (746.501) (6, 12)

Mid-Cities Scholars encourages open communication between our staff and parents. We utilize BrightWheel for daily updates and communication, ensuring parents have real-time access to their child's daily activities, including lesson plans, schedules, and any important announcements.

Email and Phone Communication: In addition to BrightWheel, parents can contact the center via email or phone for any urgent matters or to discuss their child's progress. We aim to respond to all inquiries promptly.

Weekly Lesson Plans: Each week, we send out lesson plans highlighting the following week's activities, upcoming events, and any changes in policies or procedures. This is a great way for parents to stay informed and engaged with their child's learning journey.

Enrollment Procedures (746.501) (6, 12)



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To enroll your child at Mid-Cities Scholars, you must complete an enrollment packet, which includes the following:

- **Registration/Admission Information**
- **Enrollment Agreement Form**
- **Signed Agreement of Operational Policies & Parent Handbook**
- **Immunization Records**
- **Infant Care Instruction (if necessary)**
- **Authorization for Emergency Medical Care Form**
- **Discipline and Guidance Policy Form**

The completed packet must be submitted along with the non-refundable registration fee and supply fee. Enrollment is confirmed once all forms are received and fees are paid.

Annual Registration Fee: The annual registration fee is payable by September 15th of each year. This fee is only required once per calendar year.

Infant Checklist (746.2417) (7)

Parents of infants are required to provide the following items daily:

- **Diapers:** At least five per day.
- **Wipes:** A full container or pack.
- **Bottles:** Enough pre-prepared bottles for the entire day.
- **Extra Clothes:** At least two complete changes of clothes.
- **Pacifiers:** If needed, labeled with the child's name.
- **Blanket:** For nap time, labeled with the child's name.

Please ensure all items are clearly labeled with your child's name to prevent loss or confusion. Unlabeled items may be labeled by the staff to ensure proper identification.



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Rest Times (746.2901) (7)

Rest times are a crucial part of the day, allowing children to recharge and rest their minds and bodies.

- **Infants:** Infants will sleep according to their individual schedules.
- **Toddlers to Pre-K:** A daily rest time is scheduled after lunch. Children are encouraged to rest quietly on their mats. Children who do not fall asleep may engage in quiet activities after a designated rest period.

Each child will have their own mat and blanket for nap time. Blankets should be taken home weekly to be washed and returned.

Potty Training (746.3309)

Potty training is a collaborative effort between parents and Mid-Cities Scholars staff. We encourage potty training when the child shows signs of readiness, which typically occurs between the ages of 2 and 3.

- **Communication:** Please communicate with your child's teacher when you are ready to begin potty training at home. We will coordinate efforts to ensure consistency between home and school.
- **Clothing:** Dress your child in easy-to-remove clothing to facilitate quick bathroom access. Avoid overalls, belts, and onesies during this time.
- **Supplies:** Please provide several changes of clothes, including underwear, to be kept at the center in case of accidents.

We understand that potty training is a process, and accidents are to be expected. Our staff will support your child throughout this transition with patience and encouragement.

Outside Play (746.501) (12)

Outdoor play is an essential component of our daily curriculum, providing children with opportunities for physical activity, exploration, and social interaction.

- **Weather Considerations:** We take children outside daily, weather permitting. Please ensure your child is dressed appropriately for the weather, including hats,



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gloves, and jackets in cooler weather, and sunscreen and hats during the warmer months.

- **Shoes:** For safety, closed-toed shoes are required for outdoor play.
- **Activities:** Outdoor play activities include free play, organized games, and exploration of nature. These activities are designed to promote gross motor skills, social interaction, and an appreciation for the outdoors.

We follow state regulations regarding outdoor play and maintain safe and secure outdoor environments at all of our locations.

Emergency Preparation and Preparedness Plan (746.5206)

Mid-Cities Scholars is committed to ensuring the safety of all students and staff through comprehensive emergency preparedness planning.

Emergency Drills (746.5209)

- **Fire Drills:** Conducted monthly to ensure that all children and staff are familiar with evacuation procedures.
- **Severe Weather Drills:** Conducted regularly to prepare for tornadoes or other severe weather events. Children and staff are instructed to move to designated safe areas within the building.
- **Lockdown Drills:** Conducted periodically to practice procedures in the event of an external threat.

Evacuations (746.5208)

In the event of an emergency requiring evacuation, children will be moved to a safe location as determined by emergency personnel. Parents will be notified as soon as it is safe to do so. The designated evacuation site for each location is communicated to parents at the beginning of each school year.

References to Minimum Standards (746.501) (12)

Mid-Cities Scholars adheres to all state and local regulations, including minimum standards set by the Texas Health and Human Services (HHS). We are regularly inspected



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by HHS to ensure compliance with all applicable health, safety, and educational standards.

Parents may review a copy of the Minimum Standards for Child Care Centers at any time. A copy is available in the front office of each location, and parents are encouraged to familiarize themselves with these standards.

Parent Referrals

We greatly appreciate your business and hope that you will recommend Mid-Cities Scholars to your friends and family. If a family decides to enroll their child based on your recommendation, you will receive a tuition credit after that family has been enrolled for 90 days, provided both parties' tuition is in good standing.

Please note that referral promotions are subject to change. Please consult with the Director for the latest referral and incentive programs.

Dress Code and Personal Belongings (746.501) (6, 12)

Mid-Cities Scholars requires that all children have at least one complete change of clothing, clearly marked with the child's name. When dressing your child for school, please keep their comfort in mind. Closed-toed shoes, preferably tennis shoes, are recommended so that children can safely participate in all activities.

Personal Belongings: We ask that children do not bring toys, electronics, or other valuables to school. These items can cause distractions, lead to disputes, or become lost or damaged. Mid-Cities Scholars and its employees are not responsible for any lost or damaged personal items.

Parent Code of Conduct (746.501) (6, 12)

To maintain a positive and respectful environment at Mid-Cities Scholars, we require all parents and guardians to adhere to our Parent Code of Conduct. This includes using appropriate language and behavior while on the premises and respecting the privacy and well-being of all children and staff.



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Prohibited Behavior:

- **Inappropriate Language:** Use of profanity or offensive language is strictly prohibited.
- **Threatening Behavior:** Any form of threat or intimidation toward staff, children, or other parents will not be tolerated.
- **Smoking and Tobacco Use:** Our campuses are tobacco-free zones. Smoking or use of tobacco products is not allowed within 1,000 feet of the building.

Violation of the Parent Code of Conduct may result in the termination of care.

Health & Safety

Illness Policy (746.3604)

We require that all families follow the medical policies described below. When ill children are brought to the center, they may cause other children and our staff to become ill. Please be courteous by not expecting our staff to care for your child when he/she is ill.

Parents/guardians shall remove children from the school within one hour after notification. Children who exhibit signs of any illness should remain at home. Common signs of illness include but are not limited to the following:

- Unusually pale or flushed
- Irritability
- Fatigue or lethargy
- Rash
- Fever
- Heavy nasal discharge
- Vomiting
- Diarrhea
- Persistent cough



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A child exhibiting any of these signs of illness must be symptom-free without medication for 24 hours before returning to school.

If your child is hurt at school but does not require emergency treatment, you will be notified. At the end of the day, you will be provided with a written accident report, signed and dated by the center Director.

In the event of a serious medical emergency, 9-1-1 will be called, and you will be notified. Parents must notify the school if their child contracts a communicable disease. Children diagnosed with a communicable disease will not be allowed to return to the classroom until released by a doctor.

Medication Policy (746.3803)

For the safety of all children, all medications must remain in the front office with management personnel. If medications must be administered at school, the following conditions must be met:

- All medications must be signed in daily on our Medication Authorization Form and submitted to the front office.
- Prescription medication will only be accepted if it is in the original container, has not reached its expiration date, and will be administered according to the listed recommendations unless documented instructions from the prescribing physician are on file.
- Over-the-counter medications will not be administered unless accompanied by a physician's note.

Parents are asked not to send medication to school in their child's tote bag, lunch boxes, or backpacks. This includes vitamins and supplements.

Health & Safety: Additional Policies (746.3601)

Accidents, Injuries, and Sickness (746.3601)



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Non-life-threatening Instances: The school staff will provide on-site First Aid. If a child requires medical attention, the child's parent will be contacted, informed of the injury, and asked to pick up the child. Parents/guardians will be notified in writing at the end of the day. In the case of head injuries or life-threatening situations, parents/guardians will be notified immediately.

Emergency Life-Threatening Instances: We will seek immediate medical attention. The local ambulance service will be called to transport the child to the nearest hospital indicated in the Enrollment Packet. Parents/guardians will be notified of the accident by phone and in writing at the time of pick-up.

Head Lice Policy (746.3803)

Mid-Cities Scholars enforces a strict "No Lice" policy. Children found to have live lice or nits (eggs) must be removed from the center immediately. The classroom will be thoroughly cleaned, and other children in the center will be checked for lice. Children must be nit-free before they may return to school.

Discipline and Guidance Practices (746.501) (6, 12)

Children may be placed in brief, supervised, quiet-time from the group for disciplinary purposes. More difficult problems will be brought to the Director, and the parents will be notified. Continuous misbehavior that disrupts the classroom or endangers other children may result in dismissal from the center.

Discipline Shall Always Be:

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

Positive Guidance (746.2805)

Our staff focuses on the positive behaviors of the children. We provide a fair and consistent environment, with age-appropriate limits in place, allowing children to become responsible for themselves. Children will be praised, rewarded, and encouraged daily, and they will be treated fairly and equally.



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Parent Involvement and Communication (746.501) (6, 12)

Mid-Cities Scholars strongly encourages family involvement. Parents may visit the center anytime to eat lunch with their child, observe their child in class, and observe center operations during normal business hours. We will also notify parents in advance of any family gatherings, open house events, meetings, or special activities.

Effective Communication: Our goal is to maintain open and effective communication between the center and parents. Notices of childcare happenings, closings, policy changes, and other important information will be posted on our parent communication boards outside each classroom and in the front lobby. Operational policy changes will be conveyed in writing, and a new signed and dated copy will be kept on file.

Social Networking and Outside Employment: Please note that employees of Mid-Cities Scholars are prohibited from participating in social networking with parents and children attending our center. Additionally, staff members are not permitted to engage in outside employment with families of children enrolled in the center, including but not limited to babysitting and nanny-type jobs.

Special Programs and Events (746.501) (12)

School Photographs

A professional photographer will take individual pictures of the students during the Spring and Fall.

Birthdays and Parties (746.501) (12)

Our classes celebrate several holidays with parties, including Valentine's Day, Easter, Halloween, Thanksgiving, and Christmas. A sign-up sheet or notice concerning the party will be posted on each classroom door. Parents are welcome to attend or help during these events.

Birthday Celebrations: Parents may bring cake, cupcakes, cookies, muffins, or donut holes as a birthday treat. All treats must be store-bought with the ingredient list available due to severe allergies. Please notify your child's teacher ahead of time so they can plan their afternoon snack time.



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Emergency Preparedness Plan (746.5206)

Mid-Cities Scholars is committed to ensuring the safety of all students and staff. Our Emergency Preparedness Plan includes procedures for fire drills, severe weather drills, lockdowns, and evacuations. All drills are practiced regularly to ensure that children and staff know how to respond quickly and safely in the event of an emergency.

Emergency Drills (746.5209)

- **Fire Drills:** Conducted monthly to ensure that all children and staff are familiar with evacuation procedures.
- **Severe Weather Drills:** Conducted regularly to prepare for tornadoes or other severe weather events. Children and staff are instructed to move to designated safe areas within the building.
- **Lockdown Drills:** Conducted periodically to practice procedures in the event of an external threat.

Evacuations (746.5208)

In the event of an emergency requiring evacuation, children will be moved to a safe location as determined by emergency personnel. Parents will be notified as soon as it is safe to do so. The designated evacuation site for each location is communicated to parents at the beginning of each school year.

References to Minimum Standards (746.501) (12)

Mid-Cities Scholars adheres to all state and local regulations, including minimum standards set by the Texas Health and Human Services (HHS). We are regularly inspected by HHS to ensure compliance with all applicable health, safety, and educational standards.

Parents may review a copy of the Minimum Standards for Child Care Centers at any time. A copy is available in the front office of each location, and parents are encouraged to familiarize themselves with these standards.



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Acknowledgement of Parent Handbook and Operational Policies (746.501) (6, 12)

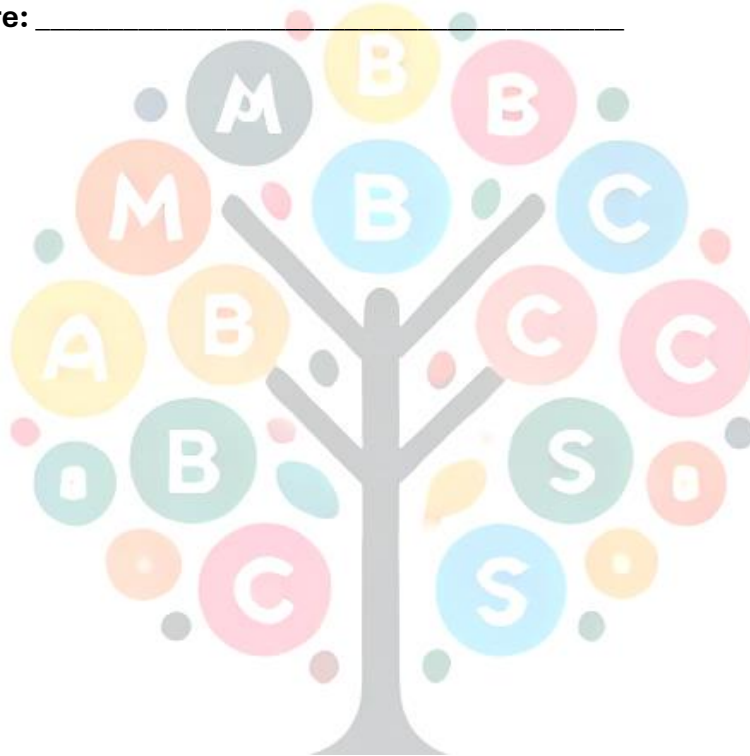
This acknowledgment must be signed and returned to Mid-Cities Scholars on or before the first day of your child's attendance or together with the enrollment packet. By signing this form, you acknowledge that you have received and read the Mid-Cities Scholars Parent Handbook and Operational Policies and agree to abide by all the policies set forth by Mid-Cities Scholars.

Date: _____

Child's Name: _____

Parent/Guardian Signature: _____

Director Signature: _____





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Summary of Changes to the Mid-Cities Scholars Parent Handbook – September 2024

1. Locations and Contact Information:

- **Updated:** Added information for the new Arlington and Euless locations, including addresses and phone numbers.

2. Holiday Closures:

- **Updated:** The holiday closure list was revised to include **Juneteenth** as an additional holiday.
- **Removed:** References to being closed the day before New Year's and the day after Christmas were removed.

3. Meals and Snacks Policy:

- **Updated:** Arlington location provides breakfast and lunch on-site. Parents in Bedford and Euless are required to provide lunch from home.
- **Added:** Clarification about no microwaves or fridges in all classrooms and instructions for parents to use thermos or freezer packs.

4. Classroom Ratios:

- **Updated:** Adjusted classroom ratios to reflect the following:
 - Toddler Room 1 (12 to 18 months): 1:5
 - Toddler Room 2 (18 to 24 months): 1:9
 - Pre-K Room (4 to 5 years): 1:16

5. Security Measures:

- **Added:** All centers are under 24-hour surveillance and have restricted access.

6. Curriculum and Lesson Plans:

- **Added:** Information on the MCS Foundations Curriculum and that lesson plans are posted to BrightWheel weekly.



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7. Transportation and Field Trips:

- **Updated:** Arlington location offers after-school pickup and offsite field trips. Bedford and Euless generally have onsite activities.

8. Emergency Preparedness:

- **Clarified/Expanded:** Additional details provided on emergency drills, lockdown procedures, and designated evacuation sites.

9. References to Minimum Standards:

- **Added:** Notations throughout the document, such as (746.501) (6, 12), to reference relevant Texas Health and Human Services minimum standards.

10. Other Minor Revisions:

- **Updated:** Contact information for the Arlington, Bedford, and Euless locations, including the Director's contact for each location.
- **Clarified:** Details about changing the card on file for autopay, requiring notification via email.

Acknowledgment of Receipt of Updated Handbook and Summary of Changes – September 2024

Parents are required to sign and acknowledge receipt of both the updated Parent Handbook and this summary of changes. By signing, parents confirm their understanding of the updates and agree to adhere to the revised policies and procedures.

Parent/Guardian Signature: _____

Date: _____