

Mother Doves Academy
2022-2023 Tutoring Service
Parent Handbook



"Where Young Doves Are Taught To Fly"

Tutoring Services 2022-23

Mission Statement

Our mission here at Mother Doves Academy is to foster a love for learning in ALL young minds (doves). We are here to cultivate the mindsets of children 2 to 10 years of age and help them become confident and competent learners who are not afraid to fly.

Purpose of MDA

The purpose of Mother Doves Academy is to provide tutoring and child services for children ages 2 to 10 years.

- We provide quality instruction to each of our students in areas of Language Arts, Mathematics, Social-Emotional Learning, and Character Development.
- We promote an environment of mutual respect, safety, and appreciation of diversity.
- We believe ALL students can achieve whatever they set their thoughts and hearts to once given the opportunity.
- We encourage students to see failures as opportunities to learn, and, here at Mother Doves Academy, we provide those opportunities for children to be who they dream to be.

MDA is a place where children can come learn to be their best selves by creating and nurturing a safe place for them to learn, grow and build self-awareness and self-confidence.

Child Care Licensing

MDA is in the process of obtaining licensing by the Illinois Department of Children Family Services (DCFS).

Special Needs

If your child has special needs, please make a note of it during the application process so that we may be sure we can service him/her.

Registration

Mother Doves Academy will provide quality tutoring services for children ages 2 to 11 years of age in the areas of Reading, Math, and Social Emotional Learning. When registering your child in MDA, a registration application must be filled out in its entirety. Please be sure all information is accurate when registering and updated as needed. Upon registration, your student will receive an at-grade-level diagnostic assessment in both reading and math. This will help to determine an individualized plan for your student. After the completion of the assessments, we will communicate about the areas of focus.

Payment Policy

Payments are due on a weekly basis. All payments are due before or on the date of service. **For example, all payments for January 5th tutoring sessions are due on January 5th or before.** Any payments received **3 days after payments are due** will be considered late and a \$15 late fee will be applied. After **one week of past due payments**, any family with an outstanding balance may be excluded until the account is current. If payment is not received by the following business day, the provider may terminate service without notice. Pro-rations for missed weeks are not given. With the email address or phone number provided during the registration process, you will receive an invoice weekly to secure your child's spot on the calendar with a gentle payment reminder.

Meals

Meals are not provided during the tutoring sessions. However, on an as needed basis, Mother Dove may provide a snack to the young doves. If your child has numerous dietary restrictions and life threatening allergies please send a preferred light snack with your child as needed. Please make sure we are also aware of these allergies.

Children's Records

All information collected about each child is confidential and cannot be released without written consent from parents. Health and Human Services has the right and responsibility to review all records at a reasonable interval.

Media Release of Child

MDA will take photographs, videos and audio of children in the program as they participate in lessons, activities, workshops, free time, etc. MDA's sole use of your child's images, videos and/or audio are as follows: MDA pamphlets, brochures, newspaper recognition, meetings, lectures, workshops, and/or online MDA platforms. Consent from parent(s)/guardian(s) is necessary in order for media to be used. No use of media with names and other personal information will be disclosed, unless it is discussed with the parent or guardian prior to the media being used.

Note: a consent form is in the registration packet.

MDA Days of Operation

MDA days of operation during the school year are as followed:

One on one tutoring- Monday- Thursday 4:30pm to 7:30pm and Sundays 2:00-6:00pm (upon scheduling)

Child care services- Fridays 6:00pm- 12:00am and Saturdays (as needed, upon scheduling)

Special Closings (Covid 19)

In the unfortunate event there is a covid case, all families will be notified and MDA will close its doors for 2 days following the notice to ensure the appropriate cleaning of the

facility takes place. During this time, please get your child tested to lessen the spread. The family which has contracted the virus will be asked to quarantine for a total of 5 days, according to the CDC. No proration or refunds will be issued in the specific case of a quarantine. Unfortunately, in the event your child has to quarantine for a number of days, no refund or proration for next billing week can be granted. CDC recommends universal indoor masking in ECE programs for everyone 2 years of age and older, regardless of vaccination status, combined with multiple layers of other strategies to prevent spread of COVID-19, especially in communities with moderate-to-high community transmission. **Therefore, we are suggesting all persons to wear a mask to ensure the spread of the virus is less likely here at MDA.**

MDA-Parent Communication

MDA will have proficient and regular correspondence with parents. Timely notification of updates to the program, concerns, meetings, etc will be given. In addition, parents are responsible for addressing all concerns in a timely manner. ***Please be sure that your email address and phone number is updated when and if it changes.***

Daily Activities and Schedules

MDA's weekly tutoring schedule follows the same schedule as Chicago Public Schools. A photo of the schedule is provided at the end of the handbook. Please see page 11.

Arrival and Departure

Please notify the MDA staff upon the arrival or departure of your child of any pertinent information or concerns that might affect your child's day. Once the child has been signed out or taken off MDA premises, the parent is responsible for the safety and supervision of the child. Children must be dropped off and picked up at the designated entrances and exits only by an adult. The parent should inform the MDA staff as soon as possible if the child is to be late for arrival, early departure, or absent due to illness, or vacation.

Pick-up Authorization Policy

A current list of people who are authorized to pick up each child or who should be called in case of an emergency is required and should be updated as necessary. MDA is not responsible for releasing children to any individual that is listed as authorized but should not be. Adults not on the list will not be allowed to pick up the children from MDA until staff has the parent's written consent via email or text. Also keep in mind that authorized persons must show a current photo ID with them upon pick up. You may add names to the list as frequently as necessary by notifying the staff in person.

*It is not appropriate for you to text or call your child's cell phone for them to come out while you wait in the car. If there is in fact an emergency please contact a staff member. (We also limit the children's cell phone usage.)

Cell Phone Policy

Children are only allowed to use their cell phones with permission from a staff member. Cell phone usage is limited to classwork and authorized free time. During class work time cell phones must be used for research purposes and online assignments only. Students who violate this policy may be banned from using cell phones during their scheduled time.

Late Pickup Policy

Here at MDA, students should be picked up on time. In the event that a parent, guardian or responsible individual arrives at or after 10 minutes of the scheduled pick up time, a late fee of \$1.00 per minute will be charged per child for every minute after. For example, if your pick up time is 6:00pm and your child has not been picked up at 6:10pm, a late fee of \$1.00 per minute will be charged. This fee is due at pick-up or prior to the start of the next business or program day. If the child is still present after 6:30pm, the service fee will enter into MDA's child care rates, which are listed on the website at motherdoveskids.com. If any discrepancies regarding these fees arise, please address all concerns at the time the fee is given, keep in mind that time and fee is non-negotiable and based on the designated staff person's time given.

If by 10:00pm the MDA staff has not been successful in contacting a guardian, parent or emergency contact listed in the child's file, MDA's staff is mandated to contact The Department of Children and Family Services (DCFS) and or the Chicago Police Department to report that the child has been abandoned. Your child will then be released to either of these services and a report will be written. After 10:00pm the parent of the child released to DCFS or CPD should call the MDA director to obtain any additional information regarding the child.

please keep all phone numbers and emergency phone numbers updated

Cancellation Policy

All services may be canceled or rescheduled for a full refund up to 24 hours prior to the start of the service. No shows or cancellations within the 24-hour of your service time are non-refundable and clients will be charged the full amount of the service.

Transportation

Not applicable

Personal Belongings

Please label extra articles of clothing such as sweaters, caps, scarves, gloves, umbrellas and uniform clothing. Other items such as water bottles, lunch pails, etc., should also be labeled to make it easy for staff, children and parents to identify lost items. MDA urges parents or guardians not to send children with expensive games and or toys.

MDA IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Absence Notification Policy

If your child for any reason is absent from MDA, or you need to add or change days, please email us with that information.

In case of an Emergency

Emergency plans and procedures have been developed to deal with fire, natural disasters, active shooters, the loss of power, heat, and water. In the event that the program cannot continue because of the mentioned circumstances; MDA will contact parents and guardians in a timely manner for arrangements to be made for timely pickup of their children.

Procedure in the Case of an Extreme Medical Emergency

In the case that a child has an injury or illness that requires immediate medical attention beyond our scope, MDA will call 911, then notify the parent or guardian. If for any reason the parent or guardian is unable to be reached, MDA will call the emergency contact number that is listed on the registration and emergency card. MDA is not responsible for any medical bills. Therefore children are required to have insurance. In more serious cases where the child needs to be transported immediately he will be transported by ambulance to the closest neighborhood hospital and accompanied by a MDA Staff person until the parent or guardian arrives.

Medication

MDA staff will not dispense any medication under normal circumstances, if medicine must be given to a child during child care program hours, the parent must complete a written medication consent form authorizing MDA staff to administer medication to the child (this form will be kept in your child's file). The prescribed medication must be in its original container and made out to the child, along with a written record and instructions of usage, any expired medication will not be administered.

Sick Child Policy

These guidelines have been established for the comfort and well being of your child as well as the other children and staff:

- Children who are sick or do not feel well should stay at home.
- Parents or guardians of children who become ill during the child care program will be notified to pick up the ill child immediately.
- Children will not be permitted to the program if he poses a significant health risk to other children and or they feel so poorly that they require an excessive amount of attention from staff.
- Children who have rashes, ringworms, pink-eye, and are drowsy will not be permitted to MDA. He must be picked up from MDA premises immediately, also a doctor's clearance will be needed upon his or her return.

Covid 19 Protocols (*Mother Doves Academy will operate using protocols established by CPS and The CDC.*) **They include:**

- All staff and students are highly encouraged to wear masks at all times except when eating and drinking regardless of vaccination status. Students may relax their masks outside only to get “fresh air” momentarily and must be done away from other students.
- Extra masks will be dispensed when needed.
- Children will be kept 3 feet apart when possible.
- MDA staff will consistently clean and sanitize each area.
- MDA will notify families of any positive Covid cases or exposures of staff.

Notes**** CDC recommends universal indoor masking in ECE programs for everyone 2 years of age and older, regardless of vaccination status, combined with multiple layers of other strategies to prevent spread of COVID-19, especially in communities with moderate-to-high community transmission. **Therefore, we are suggesting all persons to wear a mask to ensure the spread of the virus is less likely here at MDA.**

Suspected Child Abuse Policy

Any MDA staff in contact with children in the program are required to complete a thorough criminal background check by DCFS and CPS. MDA staff is trained during the course of their employment to recognize child abuse and neglect. Child Care personnel also are legally obligated to report any suspicion of child neglect or endangerment.

Alcohol and Drug Policy

MDA reserves the right to deny any authorized person under the influence of alcohol or any substances, from taking a child from a MDA site. When a MDA employee identifies abnormal behavior, smells alcohol or other substances he will identify a secondary person authorized to pick-up the child. These precautions are taken so that MDA staff are not liable for putting child(ren) at risk of danger. If the parent or child becomes belligerent, and the staff feels there is a possibility of injury to the child(ren), other children in the program and MDA staff, the MDA staff will be required to call the police. Such incidents will be documented and placed in the child’s file.

Discipline Policy

It is vital to the well-being and successful development of children that they have clear, consistent, and appropriate limits on behavior. MDA believes that a discipline policy and plan is necessary to ensure the safety, comfort, and accountability of the children. MDA focuses on two areas of importance: not hurting oneself or others, and respecting everything in the physical environment. We also set up the environment to minimize the necessity of limits, and share control with the children in the decision making process.

In disciplining a child, MDA’s primary goal is to support the child in developing awareness in these two areas and then establishing effective inner discipline or self-control. This reduces their dependence on adult-imposed control. Since developing inner discipline is our primary objective, setting limits is treated as a learning process. If a child’s behavior is inappropriate or unsafe, an educative consequence appropriate to the behavior, age, and individual child, is applied.

MDA's first course of action is positive redirection, for instance a child may simply be directed to another activity. If redirection is not a successful method other strategies are utilized, which may include removing a child from an area, limiting access to materials for a brief time, or giving a child reflection time (time out) until the child is more in control and able to respond to and/or follow expectations and safety guidelines. Reflection time is defined as time that the child sits away from other children no more than 5 minutes as an opportunity to reflect on their behavior and think of better solutions to their previous decision(s).

Note: Reflection time is not a punishment and is not intended to be humiliating or alienating. It is used as a mechanism to assist the child in calming down, reassessing the situation, and re-establishing some inner control. It also provides the teacher and child an opportunity to talk about feelings. The child will also be provided with calming resources to help them regulate their emotions and decide what could be done differently next time.

Behavior Policy

The guidelines in this behavior policy have been established to provide every child in MDA an environment with fun, social boundaries, structure, relaxation, appreciation of diversity and intellectual activities, where the children have rights and choices, and where respect and safety to all children and staff is ensured. These guidelines will be discussed with all children attending the program. These expectations will be enforced through encouragement and praise on a regular basis.

Behavior Guidelines are as follow:

- Respect yourself, each other, MDA staff and property.
- Behave safely and practice safety awareness at all times.
- Use your words to express emotions such as happiness, excitement, anger and frustration.
- Treat others as you would like to be treated.
- Use your inside voice when inside designated areas, absolutely no screaming and shouting or loud voices.
- Running and sport activity are only allowed outside or inside at designated play area(s).
- Use manners, such as saying please, thank you, no thank you, excuse me or I'm sorry.
- Take pride in our program space, pick up after yourself and one another; everyone needs to pitch in to help keep our space nice and clean (remember we are all members of the MDA community).
- Hitting and fighting is not tolerated.
- Do not take or touch things that do not belong to you.
- Throwing things is not permitted at all.

- Always ask for permission to leave a designated area or take part in other activities outside of MDA.

MDA reserves the right to suspend or terminate child care services when the health, behavior, welfare and safety of children are at risk.

Additionally service may be suspended for the following reasons:

- Excessive past due fees
- Child's inappropriate behavior at the program (i.e. stealing, fighting)
- Chronic tardiness when picking up child(ren) from the program
- Flagrant disrespect of staff by a parent or child

Behavior Termination Policy

MDA participants will be terminated due to repeated or severe inappropriate behavior. In dealing with misbehavior, the following steps will be taken by MDA staff:

- Verbal warning to the child.
- Verbal communication with parents or guardians.
- Written incident report signed by staff, parent/guardian and program director.
- If a child earns two incident reports where they are the antagonist they will be suspended for three days or removed from the program.
- If the child's inappropriate behavior progresses and the child receives a write up, the child will be terminated from the MDA program. (a referral to another daycare center is available.)
- As a final measure, your child will not be allowed to attend MDA program

Tutoring Termination Policy

The parent or guardian of MDA participants are required to provide a two week notice to MDA stating that your child will no longer be attending. Parents who fail to do so will still be responsible to pay for the next two scheduled week's. Cancellations after the week has begun will not receive prorations or refunds.

Additional Information:

Please share with the MDA staff any work the student is working on in school and at home. Also, share any suggestions you may have to best support your child. Lastly, please feel free to check with staff about any concerns regarding volunteering, donations, sponsoring, reviews, referrals etc, it's always welcomed!

Concerns regarding Mother Doves Academy, LLC program should be directed or discussed with the program or site director.

Parent Handbook Agreement

I, _____ have read the Mother Doves Academy, LLC Parent Handbook in its entirety and understand all of its content. In addition, I understand that I am responsible for all of the aforementioned policies and procedures. Additionally, my child's files are updated appropriately.

Please initial each line as an acknowledgment that you and your child have read and agree to adhere to each policy.

1. Registration Policy _____
2. Payment Policy _____
3. Authorized Pick up Policy _____
4. Late Pick up Policy _____
5. Cancellation Policy _____
6. Cell Phone Policy _____
7. Sick Child Policy _____
8. Mandated Reporter Policy _____
9. Behavior Policy _____
10. Discipline Policy _____
11. Termination Policy _____

Children's name(s) and signatures
*children must write his or her own name

Parent/Guardian Signature

Date

Yearly Schedule

AUGUST				
1	2	3	4	5
8	9	10▲	11	12
15*	16+	17+	18+	19+
22	23	24	25	26
29	30	31		

NOVEMBER				
	1	2	3	4
7	8*	9	10	11
14	15	16	17	18
21PT	(22)	(23)	24*	25*
28	29	30		

FEBRUARY				
		1	2	3*
6	7	8	9	10
13	14	15	16	17
20*	21	22	23	24
27	28			

MAY				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29*	30	31		

SEPTEMBER				
			1	2
5*	6	7	8	9
12	13	14	15	16
19	20	21	22	23*
26	27	28	29	30

DECEMBER				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22Q	23#
/26/	/27/	/28/	/29/	/30/

MARCH				
		1	2	3
6	7	8	9	10
13	14	15	16Q	17#
20	21	22	23	24
27	28	29PT	30	31

JUNE				
			1	2
5	6	7Q	8#	9*
12E	13E	14E	15E	16E
19	20	21	22	23
26	27	28	29	30

OCTOBER				
3	4	5	6	7
10*	11	12	13	14
17	18	19	20Q	21#
24	25	26	27	28
31				

JANUARY				
(2)	(3)	(4)	(5)	(6)
9	10	11	12	13
16*	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
/3/	/4/	/5/	/6/	/7/
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

JULY				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

LEGEND	
Q	End of Quarter
+	Teacher Institute Days
#	School Improvement Days
*	Holiday
	Day of non-attendance for students
	Anticipated Window for Summer Programs
//	Schools closed—salary paid except as provided by budgetary action
()	Schools closed-- no salary paid
PT	Elementary and High School Parent-Teacher Conference Day (Report card pickup)
E	Emergency day-school in session if student days fall below state requirement
*	Each school is provided 4 professional development days
▲	School clerks begin working on Wednesday, August 10, 2022

*HOLIDAYS			
September 5	Labor Day	February 20	Presidents' Day
October 10	Indigenous People's Day	May 29	Memorial Day
November 8	General Election Day		
November 24, 25	Thanksgiving Holiday		
January 16	M. L. King Day		