The Mustard Seed Early Learning Center
11555 Galm Rd. Ste 200 •San Antonio, TX 78254
(210) 688-7003 Fax (210) 688-7013

We are very excited that you are joining The Mustard Seed Early Learning Center family. The following information will help you understand our program and how we strive to serve our families. The following topics should address all you need to know, but if at any time, please do not hesitate to ask questions or seek more information from our staff.

The tour will consist of an introduction to administrative/office staff and your child's teaching staff as they are available during the tour. Families may request to extend their visit in their child's classroom after the tour has concluded, depending on classroom activities that are occurring. Families may also request the opportunity to schedule a meeting with their child's teacher prior to enrollment.

Tour Date _____

The parent handbook is available online on our website. It details all the policies and procedures. The last page of the handbook is an acknowledgement of receipt of the handbook. This will need to be signed before or on the child's first day of enrollment. (Printed copies of the Parent Handbook are available upon request in the office) www.mustardseedelc.com

The following topics will be discussed during the tour or within the parent Handbook, as applicable:

- ☐ Tuition and Registration Fees
- ☐ Meals are provided onsite. The menu is posted on our website monthly and available in the entryway of the buildings.
- ☐ Daily Schedule – The daily schedule is posted in each classroom.
- ☐ Arrival procedures
- ☐ Child development Milestones checklist for child's applicable age and Parent Conferences
- ☐ Texas Rising Star certification
- ☐ Importance of family involvement
- ☐ Technology Free Zones

I acknowledge that I received a tour and that I was provided the above opportunities and/or information prior to completing enrollment for my child.

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Parent Signature Date