

KIDS DAY OUT  
HANDBOOK  
WATERLOO ROAD BAPTIST  
CHURCH  
2018 - 2019



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Dear Parents,

We are so honored that you have chosen to entrust us with your children. It is a great privilege and responsibility to care for them. We believe that Children are an incredible blessing from God and that their spiritual journey begins at infancy. The Bible speaks often about the importance of teaching Children about God's love and His plan for their lives.

We are dedicated to providing a loving, educational, and safe Christian environment for your children. We will guide your child in building Christian principles, attitudes & character traits. We will partner in your child's development of age-appropriate skills by teaching through individual & group based curriculum. Our methods are hands-on and our activities are engaging.

In Christ's Love,

Emily Townley & Katie Bell

## SCHEDULE

KDO is held weekly and follows the Edmond Public Schools' Calendar. Our weekly schedule is as follows:

Tuesday	9:30 a.m.—2:30 p.m.
Thursday	9:30 a.m.—2:30 p.m.

## WEATHER CLOSINGS AND HOLIDAYS

Kids Day Out will not be held on days of inclement weather. **Our program follows the Edmond Public Schools' weather cancellation policy.** Our program will be closed if Edmond Public Schools are closed. You can confirm weather closings on TV channels ABC, NBC, or CBS.

Kids Day Out will not be scheduled during Edmond Public School vacations or holidays. You will be provided a KDO calendar of scheduled days prior to the first day of class.

## AGE REQUIREMENTS

The age requirement of children attending is three months and vaccinated through Pre-Kindergarten. Classes are defined according to age and ability.

## TUITION POLICIES

Your child's monthly tuition is based on the actual number of days that his/her class is scheduled during the 10 months of the school year so that you are not charged for holidays. **The total yearly tuition is divided into equal monthly payments for your convenience. There is no price reduction for days absent from Kids Day Out, whether absence is due to illness or vacation.**

August's tuition is due on the day of open house. Thereafter, tuition fees are due and payable on the first class day of each month. Payments need to be placed in the tuition box at the check-in desk. If a receipt is needed, please contact a Director. Do not send payment in a lunch box, school bag, or give it to a classroom teacher. More than one month of tuition may be paid at one time.

Notify the director if you are unable to pay at the appropriate time; if possible, other arrangements may be made. If payment is not received by the 10th day of the month, a late fee of 10% will be charged to your account. If by the last day of the month tuition has still not been received, your child's spot will be forfeited and the spot will be given to the next child on the waiting list.

Make checks payable to: WRBC (Waterloo Road Baptist Church). So that proper credit may be given, indicate "KDO" and your child's name on the memo line.

**There is a \$25.00 fee for all returned checks.**

## TUITION RATES/FEES

	<u>First Child</u>	<u>Additional Child(ren)</u>
1 Day/Week	\$90.00/month	\$ 80.00/month
2 Days/Week	\$180.00/month	\$155.00/month

A non-refundable enrollment fee of \$50 per child per year is due at the time of registration. A refund will not be issued if you withdraw prior to the end of the year.

## WITHDRAWAL

If it becomes necessary to withdraw your child from the program, please contact one of the directors, and provide a **two week written notice**. A **refund** will be given to you if a two week notice has been given and if the child's position can be filled immediately. We consider your commitment to our program as a contract, and request your fulfillment be met in an acceptable business manner. Notice of withdrawal should be given only to a Director, not to the classroom teacher.

## CURRICULUM

WEE Learn Curriculum, a Lifeway Christian resource, is used to assist our teachers in meeting the educational and spiritual needs of your children. Our teachers also use additional resources to enhance the learning environment. Some of the activities in the classroom include songs, stories, teaching pictures, Bible thoughts, and learning centers. Some examples of the learning centers include blocks, puzzles, books, nature, music, sensory, and art.

## ATTENDANCE

Regular and timely attendance is essential to your child's success. However, please do not send your child if he or she is ill, has a fever, or is overly tired. Please carefully note the list of Wellness Guidelines below for further details. Parents will be called to pick up ill children. If your child will be absent, please notify a Director as soon as possible.

## WELLNESS GUIDELINES

To reduce the spread of contagious illnesses, the following guidelines **MUST** be abided by:

1. Do not bring children who are ill or contagious. Parents will be called to pick up ill children. Do not send your child if he or she has the following symptoms:
  - a. Fever (must be fever-free for 24 hours without medication)
  - b. A cold
  - c. Persistent nasal discharge with green/yellow coloring
  - d. Skin rash (boils, ringworm, impetigo, etc.)
  - e. Nausea, vomiting within the last 24 hours
  - f. Diarrhea within the last 24 hours
  - g. Sore throat or constant cough
  - h. Inflammation or discharge from the eyes
2. When in doubt, apply the Golden Rule: "Do unto others as you would have them do unto you."
3. It is our policy that no medication be administered by the WRBC staff except for emergency allergy medication such as an EpiPen or asthma inhalers.
4. Please note all allergies or food limitations for your child on the "Information Sheet."
5. Contact a director immediately if your child contracts chicken pox, German measles, or any other contagious disease.

Note: Parents will be informed of any contagious outbreaks within your child's class. All information regarding the ill child will remain confidential.

## EMERGENCY CONTACT INFORMATION

If there is a change in Emergency Contact Information, specifically phone numbers, it is crucial that the KDO Office be informed immediately. If there is a change in who is allowed to pick up your child, please inform us immediately and provide proper documentation if required. This is for the safety of your child.

## CLASS ARRIVALS/DEPARTURES

Promptness and dependability are appreciated by our teachers and your children. Class check-in begins at 9:30 a.m. The doors will not be opened before 9:30.

Children must be picked up no later than 2:30 p.m. A late fee of \$10.00 per child will be charged for those who pick up their child between 2:36 – 2:40 p.m., with the fee increasing \$1.00 each minute thereafter. If there is an emergency that prevents you from picking up your child at the proper time, please contact the KDO Office so that an alternate plan can be arranged (late fee charges may still apply).

## ALTERNATE PICK-UPS

Children are released only to the parent(s), unless written authorization was previously given to the director, such as the enrollment form. A director must be informed of your arrangements so that your child will be released to the proper caregiver(s). In case of emergency, call the KDO Office and give verbal authorization to the director. Be aware that the person picking up your child will be asked to give proper identification, i.e. driver's license, before the child will be released. If there is a change in who is allowed to pick up your child, please inform us immediately and provide proper documentation if required.

## DISCIPLINE PROCEDURES

The purpose of the disciplining procedures is to partner with parents to develop self-disciplined children within a nurturing and secure environment. WRBC wants to ensure that each child has a positive experience.

### **Teachers will not:**

- Leave a child or children unattended (e.g. isolation, removal to hallway or to a different room).
- Engage in physical punishment with a child (e.g. spanking, hitting, pinching, biting).
- Use verbal abuse (e.g. embarrassment, belittling, shouting, threatening, shaming).

### **Teachers will:**

- Redirect the attention of the child to stop the focus of the wrong choice being made (i.e. introduce something different to distract the child).
- Give the child **one** warning – make eye contact on the child's level and explain why the child's choice is wrong (holding their hands – gently – if needed to help them focus). Allow the child to continue participating with a reminder to make right choices. Affirm right actions that follow.
- Confront the child on his/her second offense **WITHOUT DELAY**. The teacher will again make eye contact on the child's level and explain the consequence of his/her wrong choice (holding their hands – gently – if needed to help them focus). The child loses his/her privilege to that particular activity and must choose something different.
- If a child continues to make wrong choices, the Director(s) will be contacted.

**Important Notes:**

- Teachers view themselves as trainers and not punishers. They will speak low and confidently with love (not anger) and with the desire for learning to take place.
- Every class has two teachers and the teachers take responsibility for discipline issues and ensuring the safety of the classroom.
- If the child cries or throws a tantrum, the teacher reminds the child of his/her choice. The teacher allows space and time for the child to cry. After sufficient time has passed, the teacher will invite the child to join the others which shows love, forgiveness, and acceptance.
- If behavior escalates beyond the control of the teachers or if other children are at risk, a Director will be notified immediately. The teacher will complete an incident report and give it to the Director(s).

Continued disruptive behavior will be reported to the parents and a conference scheduled with the teachers and Director(s). After three incident reports (for incidents other than biting), a conference will be scheduled with the teachers and Director(s).

## BITING POLICIES

We know from experience that biting in a preschool setting typically begins between the ages of twelve and twenty-four months. This is an age when children are teething and a great deal of learning is taking place. A toddler is easily frustrated and may perform an act of biting, not to be mean, but to observe the reaction it creates. Toddlers may also bite other children or adults to protect their property or territory. We will work with young children who bite and will make every attempt to prevent bites from occurring. This situation requires extra effort and cooperation from the parent/guardian at home. There may be times when the parent/guardian will be called for a consultation with the teacher and director(s) to develop a consistent and acceptable way of dealing with the child's biting behavior.

Because biting is harmful to the child being bitten, our teachers will abide by the following procedures to help the biter learn acceptable behavior(s).

1. The first time a child bites, the teacher will verbally discourage the behavior and redirect the child to an appropriate outlet for their frustration. This may include giving the child chew toys, teething rings, etc. Teachers will then observe the child for warning signs in order to prevent another bite. The teacher will fill out an incident report and the parents will be informed.
2. If biting continues and the child bites three times within a week, the parent/guardian will be contacted and asked to meet with the teacher and directors concerning the matter.

## TOYS

In an effort to avoid unnecessary conflict, toys from home are not allowed unless requested by the teacher for show and tell. We provide a variety of toys for the children's use during play time. If your child does bring a toy from home, it will be placed in the child's bag until the end of the day.

## CLOTHING AND PERSONAL ITEMS

Please label everything! This includes clothing, coats, hats, diaper bags, cups, blankets, etc. Please dress your child in comfortable clothes that are suitable for both indoor and outdoor play. Please bring a jacket once the weather turns cooler so that your child will be comfortable outside. It is our policy to play outside as long as the temperature is 40° or higher. For safety reasons, we request that you do not send your child to Kids Day Out wearing shoes without backs (i.e. clogs) or flip flops. Also, whether potty trained or not, each child needs to bring an extra change of clothing (including socks and shoes).

## SACK LUNCHES

Each child is expected to bring their own sack lunch. The lunch should be simple and easy for the teacher to distribute. Have sandwiches, fruit, cheese, etc. already cut in the appropriate size pieces. Do not bring items that need to be microwaved, red drinks, or messy items. For infants and young toddlers, please send specific instructions for your child's food. **We do require that you refrain from bringing peanut products, since peanuts are a common food allergy.**

## NAP TIMES/REST TIMES

All children have a scheduled rest period. While children are not required to sleep, they are expected to lie quietly on their mat until the rest period is over. If a child falls asleep, the teachers will not wake up the child until the rest period is over.

Comfort items are welcome, (blanket, bear, pacifier, etc.). However, all items must fit into your child's bin. Label each item clearly so that it will be placed in the correct bin following rest time. Each child (excluding those in the infant or toddler rooms) will be expected to provide a nap mat. A list of suggested places to purchase a mat is available upon request. Nap items will be sent home at the end of each month to be washed.

## POTTY TRAINING

Your child does not need to be potty trained to participate in our Kids' Day Out program. Children in the Pre-K program are expected to be potty trained. Every child needs to bring an extra change of clothing (including socks and shoes), whether potty trained or not. All clothing must be labeled.

Please let us know when your child is potty training and what methods you are using at home (i.e. sitting vs. standing, words for potty training, how often you take your child, etc.) Children who are potty training must wear pull-ups to KDO. They may transition to regular underwear after they have been accident free (during day time hours) for at least three weeks.

## OTHER MINISTRIES AVAILABLE

Waterloo Road Baptist Church provides numerous opportunities for our preschoolers to learn & grow in their physical, emotional, and spiritual development. Your family is invited to join us for the following activities.

Worship Services	Sundays at 8:15 & 10:45 a.m.
Sunday School	Sundays at 9:30 a.m.
*AWANA	Wednesdays at 6:15 p.m.
Adult Bible Studies and Choir	Wednesdays at 6:30 p.m.

*\* For children ages 3+. Worship Care provided for those 2 and below.*

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# Handbook Agreement

(must be turned in to KDO office)

I have read and accept the policies described under the following headings.  
Please initial each item.

- \_\_\_\_\_ Schedule
- \_\_\_\_\_ Weather Closings & Holidays
- \_\_\_\_\_ Tuition Policies
- \_\_\_\_\_ Tuition Rates/Fees - I understand that a late fee of 10% will be applied after the 10<sup>th</sup> of each month.
- \_\_\_\_\_ Withdrawal - I understand that if I choose to withdraw, I must provide 2 weeks written notice and that a refund for the current month may not be made
- \_\_\_\_\_ Curriculum
- \_\_\_\_\_ Attendance & Wellness Guidelines
- \_\_\_\_\_ Emergency Contact Information
- \_\_\_\_\_ Class Arrivals & Departures
- \_\_\_\_\_ Alternate Pick-Ups
- \_\_\_\_\_ Discipline Procedures
- \_\_\_\_\_ Biting Policies
- \_\_\_\_\_ Toys
- \_\_\_\_\_ Clothing & Personal Items
- \_\_\_\_\_ Sack Lunches - I understand that for the safety of the children, peanut products are not allowed at WRBC KDO
- \_\_\_\_\_ Nap Times/Rest Times
- \_\_\_\_\_ Potty Training

I have read and accept all of the policies within the WRBC KDO Parent Handbook.

Enrolled Child(ren): \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian(print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian(print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(both signatures required)