

Parent Policies Southcrest KDO

2017-2018

ORIGIN AND PURPOSE

Southcrest Kid's Day Out is a ministry of Southcrest Baptist Church, providing quality childcare for children ages 6 weeks through 4 years. Our program was established in 1991.

To Children: Satisfying experiences and loving relationships at church communicate God's love in terms preschoolers can understand. Our purpose is to provide the highest quality child care including developmental activities that encourage cognitive, social, physical, emotional, and spiritual growth. We have a Christian atmosphere that is non-doctrinal and non-denominational with an emphasis on Christian principles and the value of faith as a foundation for spiritual growth.

To Parents: Our Kid's Day Out program is a supportive ministry to families. The program provides parents time for shopping, doctor's appointments, volunteer work, part time jobs, recreation or involvement in church activities.

To the Community: Our Kid's Day Out program can provide a means of outreach when the program is open to the community. A good program can be an extension of Christ's love to families who might not otherwise look to the church for help. Southcrest is active with the ActNow program at Southcrest which has a focus on local missions. This is a valuable way to teach our preschoolers the importance of not only giving back, but being involved in our community.

The purpose of a preschool ministry is to help each child...

- * Associate God, Jesus, and the Bible with wonder, love and happiness.
- * To know the Bible is a special book.
- * To develop a positive feeling of self worth.
- * To begin thinking of others and learning to share.
- * To feel comfortable, happy, loved and secure with adults and other children in a variety of situations.

OUR PROGRAM

Our goal is to help your children develop spiritually, mentally, physically, emotionally, and socially. To reach this goal, we have chosen a curriculum which promotes "hands on" learning experiences and emphasizes total development. Your child will be taught through learning centers. These centers include art, blocks, books, listening, home living, music, nature, writing, puzzles, and hands on activities that are age appropriate. Our goal is to transition each child to be completely prepared for their next step/age. Bible stories, verses, and truths are required lessons each day.

Our 4's classes emphasize numbers, letters, phonetic sounds, language development, and writing. We are working to prepare your child for Kindergarten. We are also proud to offer Stretch-n-Grow in our Three and Four year old classes for an additional charge. Stretch-n-Grow is a Fabulously Fun Fitness program for kids.

All classrooms (excluding bed babies) will have a scheduled snack, lunch, rest, music and indoor/outdoor activity time. Field trips for 3 & 4 year old classes and special activities are also included in our program. The 4 year old classes will have a graduation ceremony in May at a small additional cost.

HOURS

Tuesday and Thursday 9:00a.m. to 2:45p.m.

Parents are requested not to bring their children before 9:00a.m. as the teachers are preparing for the day.

EARLY BIRD

If you need early childcare beginning at 8:00 a.m. for KDO, please contact the director. There will be an additional charge of \$25.00 per month per child.

ADMISSION

We accept children 6 weeks to 4 years old. Children are accepted without regard to race or religion. Special needs children will be considered on an individual basis and admitted as our facilities and capabilities will allow.

DROP-INS

Drop-ins will be admitted on a space available basis, subject to the following restrictions:

- (a) You will need to call in advance to see if space is available.
- (b) Completed drop in application and release forms.
- (c) Drop in fee is \$35.00

Do not leave your child as a drop-in without first talking to the Director or Assistant Directors of KDO.

REGISTRATION

Registration for Southcrest KDO will be on a first come - first serve basis for the upcoming school year (September - May). **Registration is only secure with a paid registration fee and completed on-line application for admission.**
Registration fees are non-refundable.

FEES

Registration Fee - Due upon Admission with completed on-line forms.

Summer (June 20 th - July 27 th) all ages	\$75.00
Fall (Sept-May) all ages	\$125.00

Your registration fee covers: wipes, snacks, craft supplies, curriculum books, and several misc extras for the year.

Rates

\$200.00 per month tuition

\$15.00 additional per month for Stretch-n-Grow in the Three and Four year old classes only.

Summer tuition is \$400.00 for the 6 week summer session. The first payment will be due June 20th, 2017 and the second payment will be due July 6th, 2017.

All payments are due on the 1st of each month for the fall session. If your tuition is going to be late, please notify the director. **If full payment gets 2 months behind, your child will not be allowed to return to the program until monthly tuition is current.**

**Payment is expected for all children enrolled whether present or not. Space is reserved for enrolled children. Thus, to hold that place, payment must be made regardless of attendance. This includes illness, holidays, etc. Any exceptions must be approved by the Kid's Day Out Director.*

Late Pick-up Fees

\$5.00 per child per five minutes past 2:50 p.m. will be charged to the parent for late pick-up. You will be notified of the late charge on your next statement.

WITHDRAWAL/DISMISSAL

We ask for a verbal or written notification to the director two weeks prior to the date of withdrawal. All balances are considered due and payable upon withdrawal. You will be charged until notice is given.

Southcrest KDO reserves the right to dismiss a child, upon a two weeks notice, for serious behavior problems, non-compliance with KDO policies, or non-payment of fees for 2 months. Written or verbal notification will be given before dismissal notice is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

HOLIDAY/WEATHER CLOSINGS

KDO will be closed the following days: Thanksgiving, Christmas, New Year's, Spring Break and July 4th. The KDO program will be closed on all LISD holidays except for the Teacher In-Service days. In the event of inclement weather, please check the local TV stations for information. You may also call the KDO desk at 776-0509 or the church office at 797-9000 if you have any questions.

ATTENDANCE

The person who brings the child needs to:

- 1) Make sure all items that belong to your child are clearly labeled with your child's name including undergarments & socks.
- 2) Extra clothes need to be brought for all ages.
- 3) Give any special instructions to the teacher such as:
 - a. Someone other than a parent will be picking up your child
 - b. **Something traumatic that may have happened to the child since they were last at KDO.**
 - c. Special or exciting news to share.

The person picking up the child needs to:

- 1) Have the child's security sticker assigned that day.
- 2) Make sure they have collected all personal belongings.

SECURITY SYSTEM

Children will be released only to properly identified persons who have been listed on the enrollment forms and have proper identification with a security sticker. Please notify us if someone else will be picking up your child or if someone should not be allowed to pick up your child. Information of this nature should be kept current by the parents. **YOUR CHILD WILL NOT BE RELEASED TO ANYONE NOT ON THE FORMS unless we have written or verbal permission from you. Proper identification such as a driver's license is required.** This is for your child's safety.

For your child's safety, we have a security system. Please follow these instructions when dropping off or picking up a child at KDO.

1. Use the assigned bar code ID card to obtain a security sticker and name tag.
2. Please knock and wait outside for the teacher to answer the door.
3. Hand the teacher the name tag for their roll sheet.
4. When picking up your child, please show your security sticker to the teacher.
The teacher will not be allowed to release a child without a security sticker.

* In the event that you are unable to pick up your child, you may take a picture of the security sticker and send it via phone to whomever will be picking your child up. The person picking up your child will then be required to show validation of the child's security sticker. **NO CHILD WILL BE RELEASED WITHOUT A SECURITY STICKER** unless it is approved by the Director.

To avoid confusion and to make sure the teacher sees every security sticker, it is imperative that you knock and wait outside the classroom for the teacher. Please, please, please do not enter these classrooms; this will avoid upsetting the children and ensure a smooth end of the day. **FOR SAFETY REASONS, KDO doors will be locked at 9:30am until 2:15pm**

CONTACT INFORMATION

All phone numbers of parents, other numbers of adults to call if parents cannot be reached, and names and phone numbers of child's doctor must be kept current by the parents. In the event of an accident or emergency, the child's parents will be notified immediately after the welfare of the child is attended to. If the child's parents cannot be reached, then the child will be taken to the family's personal physician's office or the emergency room.

ILLNESS OR ABSENCE

Children MUST NOT be brought to KDO if they are ill. Parents will be notified to pick up their child immediately if signs of illness occur during the day. If the child is not responding as normal, (even if they have no fever) the Director or Assistant Director has the right to send a child home. Regular late fees apply after an hour elapses from the time a parent is notified that the child is ill.

If your child is ill, please call and notify the KDO director with the type and reason for illness or absence.

Please keep the child home if they have a fever of 99 degrees or above, an unusual rash, matted eyes, diarrhea (2 or more loose bowel movements in an hour), vomiting or other symptoms of illness, such as a yellow or green runny nose.

Children are required to stay home until all symptoms are clear or the child has been free of fever or on medication for a 24 hour period.

Southcrest KDO reserves the right to request a doctor's permission before returning for certain contagious viruses.

Parents will be notified by the KDO Director after the first diagnosed case in a classroom of a communicable virus. All parents in KDO will be notified if a second physician-diagnosed case of a virus occurs. If you have questions about a communicable virus, please see the KDO Director.

Please let your judgment be on the side of caution as we know you would like other parents to be as considerate of your child. We hope these precautions will help us have a healthy environment for all our children.

MEDICATION

No medication will be given without filling out the proper forms. These forms can be obtained at the KDO desk. All medication must be labeled with the medication name, the name of the child, and dosage instructions. Instructions about storage must be clear. **Please bring your own dropper or dosage cup in a plastic bag.** Maintenance medications will be the only medication given. **Tylenol will only be given after immunizations.** The current shot record must be brought to show proof of immunizations. If your child is sick they must remain at home.

ALL MEDICINE MUST BE KEPT BY THE KDO DIRECTOR BECAUSE OF SAFETY ISSUES. **You are** responsible for bringing and picking up your medicine every day.

MEDICAL CONDITION

If your child has a medical condition, please give us written information on the on-line health form and instructions on how to deal with their condition.

NUTRITION

Children will be provided 1 snack each day. Please send a sack lunch with whatever finger foods your child likes. Please refrain from sending cokes or candy as they may cause problems with the other children. Sugar and caffeine may cause undue hyperactivity before nap time. The only items we will heat are bottles and baby food in our baby and toddler rooms. Anything else that is brought needs to be eaten cold. **We will not heat food .**

PERSONAL BELONGINGS

Please dress preschoolers in comfortable clothes. All children need to bring a complete change of clothing including a shirt, pants, socks, and underclothes. Please make sure these items are clearly labeled and brought each day. If a child soils his/her clothing, he or she will be changed and soiled clothing will be sent home for washing. *Cloth diapers are not allowed for sanitary reasons.*

All children (excluding bed babies) need to bring a nap mat, blanket, towel, or sleeping bag for rest time every day. **Younger children need to bring a well-stocked diaper bag full of disposable diapers, wipes, an extra change of clothing, bibs, pacifiers (if needed), baby spoon, and bottles needed for the day. Make sure all items are labeled.**

PARENT INVOLVEMENT

We strongly encourage our parents to be involved. Parents are welcome to come on field trips, attend special events or visit the classrooms anytime, however, if your child cries and is hard to leave during the day, an appointment to visit the classroom would be helpful. Please make appointments with the director. If your child cries when you leave them, say good-bye and leave. Often children are fine when you are out of sight.

MINISTRY

If our Pastor and/or any other ministers of our church can help you or your family, please call the church office at 797-9000.

David Wilson, Senior Pastor
Danny Henderson, Executive Pastor of Family Ministries
Jerry Newman, Executive Pastor of Worship
Ken Carter, Executive Pastor of Adult Ministry
Jack Loudder, Executive Pastor of Business Administration
Jerry Wilson, Associate Pastor of Senior Adults
Eric Chaffin, Associate Pastor of Singles Ministry
Brian Jones, Associate Pastor of Music
Gary Beaty, Pastor of Missions
Brandon Hays, Associate Pastor University, Internationals
Richard Crews, Associate Pastor of Middle School Students
Casey Withers, Pastor of High School Students
Pam Copeland, Director of Children's Ministries
Jerri Turney, Director of KDO and Preschool Ministries
Patti Rickman, Assistant Director of Preschool Ministries
Mary Kay Baker, Assistant KDO Director, Resource Coordinator
Shayna White, Assistant KDO Director