

· KID'S DAY OUT ·

# KDO

FIRST PRESBYTERIAN HOUSTON



# Parent Handbook 2016-2017

# Description

## What is Kid's Day Out (KDO)?

KDO is our weekly Bible-based program that is a division of First Presbyterian Houston's Children and Family Ministry. We are dedicated to the enrichment and development of each child. We minister to children ages four months through Pre-Kindergarten. Our program operates Monday, Wednesday, and Friday from 9:00 am until 2:30 pm with before and after school care options. We are on a 9 month school calendar with optional summer camps.

## What is the Kid's Day Out Mission Statement

The mission statement of Children and Family Ministry is to lead children and families in a life changing relationship with Jesus Christ, and equip them to share Jesus with others. "...Love the Lord your God with all your heart and all your soul and with all your strength and with all your mind..." Luke 10:27

## What Kind of Curriculum Does Kid's Day Out Use?

Our curriculum is thematic and incorporates art, science and math, writing and language skills, literacy, dramatic play, sensory experiences, block building, Bible and more. We provide enrichment classes such as Art, Gross Motor Skills and Music. Children two years and older attend chapel once per week.

## What Will My Child's Day Be Like In Kid's Day Out?

**Our day begins promptly at 9:00am and ends promptly at 2:30pm.** Students will be received in the classroom starting at 8:55am. Parents may begin picking up students at 2:20pm. This is a sample schedule that may change based on the individual teachers for the specified age group.

### **8:55 – 9:05 am**

#### **Arrival**

9:05 – 9:30 am

Free Play or Welcome Activity

9:30-10:00 am

Enrichment Class

10:00 – 10:30 am

Outside Playground/Gross Motor

10:30 – 11:00 am

Circle Time: Songs, literature, letter and number concepts, community sharing....

11:00 – 12:00pm

Centers Rotation - with a teacher pull-out component

12:00-12:45 pm

Prayer, Lunch Time, Bathroom Break

12:45-2:00 pm

Nap (Nap will be shortened for our older three year old class and Pre-K class.)

2:00-2:20 pm

Snack Time, Story Time

**2:20-2:30 pm**

**Dismissal**

### Licensing Information

We are a licensed child-care facility with the Texas Department of Family and Protective Services. We are required by law to follow the “Minimum Standard Rules” for licensed child-care centers. KDO employees are screened under the requirements put forth by the state, as well as, trained in Minimum Standards.

KDO staff members are required by Texas State Law and TDFPS licensing requirements to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect or exploitation. The person who observes or suspects abuse is the person who reports to the proper authority. Some examples of abuse and neglect are unexplained marks/bruises on the body, leaving a child in a vehicle unattended, and child-hygiene issues.

Staff members are trained in First Aid/CPR and are required to take a minimum of 24 hours of annual training in various topics related to early childhood.

## Enrollment Process

### What Is The Enrollment Process for KDO?

Registration opens for our currently enrolled families, waitlisted families, and Presbyterian School staff the first week of February prior to the next fall semester in that order of priority. The second week of February, First Presbyterian Church members who are not currently enrolled in our program may register. Open enrollment begins the third week of February.

Applications are time and date stamped in the order they are received. A \$25 application fee must accompany all new registrants (including siblings of current students).

Church members and Presbyterian School staff will be given priority on the waitlist over families from the community.

Acceptance letters will be mailed out in mid-March. All registration forms and non-refundable fees must be turned in to secure your child’s spot by the date stated on the letter. If you do not submit all necessary forms and non-refundable fees by the date they are due, your spot will be forfeited to a family on the waiting list.

You must provide a current copy of the child’s immunization record along with a signed health statement from your pediatrician. Your child must be examined within the past year by a physician and be approved to participate in our program. Your child can not participate in our program without these state required documents.

We want to accommodate all children that apply to attend KDO and we will assess children with special needs on a case-by-case basis.

### What Happens If The Classes Are Full And I Must Apply For The Waiting List?

You will be required to complete the application only. You will pay the non-refundable \$25 application fee. The application fee is good for one school year. We do our best to put every child in a class but there are no guarantees.

### What Happens If I Want To Withdraw My Child From the KDO Program Before May?

If you withdraw from the program before school ends in May, you will need to provide a 30-day written notice stating your exit date and permission to release your spot to another child. Please note that tuition is automatically drafted on the 5<sup>th</sup> of each month. Tuition and fees already paid will not be reimbursed.

### What Happens If I Want To Pick Up My Child Early?

We encourage you to let your child finish the day here at KDO. If you need to pick up early, please notify your child's teacher and the KDO office. When you arrive to pick up your child, if it is earlier than 2:20pm, please report to the office to sign your child out. The Director or Assistant Director will bring your child to you. This helps the other children in the classroom not get upset seeing a parent pick-up early.

### What is Early Care and Late Care (Previously Called Early Drop/Late Pick-Up)?

KDO provides an extra hour of care at 8 am and an extra hour and ten minutes of care until 3:45 pm for additional costs. Early Care and Late Care must be requested on the KDO application during the enrollment process and spots will be given on a first come, first served basis. Due to demand for before and after school care, your child may be put on a wait-list. Make sure to request what you need during the application process, as these spots fill up quickly. **Before and/or after school care is NOT a drop-in program and CAN NOT be requested on an as-needed basis.**

The children, during these extra hours of care, receive supervision and care as given in the actual program; however, these hours do not contain a structured lesson activity. All teaching lessons are during the 9am-2:30pm program.

## Tuition and Fees

### What Are My Financial Responsibilities For The KDO Program?

#### Annual Non-Refundable Registration Fee

- \$25 application fee
- \$140 registration fee

#### Annual Non-Refundable Annual Supply Fee

- \$160 for one day
- \$185 for two days
- \$210 for three days

#### Non-Refundable Monthly Tuition

- \$245 for one day (Infants only)
- \$345 for two days
- \$445 for three days

#### Non- Refundable Early Care Tuition (8:00am - 8:55am)

- \$90 for one day
- \$120 for two days
- \$150 for three days

#### Non- Refundable Late Care Tuition (2:35pm – 3:45pm)

- \$100 for one day
- \$125 for two days
- \$155 for three days

#### What Happens If My Child Is Too Young To Start?

If you are accepted into KDO and your child is not able to begin due to age (must be 4 months old), you can begin paying tuition to ensure that the position is secure when your child is of age to begin. You may also choose not to begin paying tuition, however, there is no guarantee that a position will be available when your child is old enough to begin.

#### What Happens If I Am Late Picking Up My Child?

Many of our teachers work in our Late Care program and need to transition to their assigned room promptly at 2:35pm. Many others need to leave campus once their rooms are sanitized according to Minimum Standards (which requires that there are no children in the classroom during the sanitizing process). You are provided a 5-minute grace period until 2:35 pm to pick up your child from the classroom. After 2:35 pm your child will be taken to the office, where you must sign out your child. Late pick-ups will be invoiced for \$25. After 2:45pm, you will be charged \$2 per minute in addition to the initial \$25 charge. Payment will be due no later than the next KDO school day. A parent that is late picking up more than 3 times in a school year will forfeit his/her child's spot at KDO.

Late Care ends promptly at 3:45pm. After 3:45pm your child will be taken to the office, where you must sign out your child. You will be invoiced \$25. After 3:50pm, you will be charged \$2 per minute in addition to the initial \$25 charge.

#### When Is Tuition Due?

Tuition will be auto drafted on the 5<sup>th</sup> of every month. If funds are not available in your account to auto draft on the 5<sup>th</sup> of the month, there is a \$25 late fee added to your tuition.

Families in need of financial assistance can apply for a partial scholarship toward tuition. These applications are submitted and processed in the summer for the upcoming school year. Contact the Director for a scholarship application, if interested.

# Parent Expectations

## What Are The Parent Responsibilities While A Child Is A Student At KDO?

As a parent, you are expected to follow the guidelines set forth by this program as outlined in the Parent Handbook. If you are not in compliance with our guidelines, we reserve the right to conference with you. If we are unable to come to a mutual agreement, your child could be in jeopardy of being dismissed from the program.

## Signing In

According to Child Care Licensing Standards you are required to sign your child in every day at drop-off. We will need an emergency contact number, special instructions, and who will be picking up your child each afternoon.

## Picking Up Your Child

Your child will only be released to you (the parent) or a designated adult specified prior to pick up. The adult's relationship to child, driver's license number, and contact phone number must be on file. You or the pre-approved adult picking up your child must be wearing a FPC issued ID badge. If you should need to pick up your child prior to the normal pick up time, or before 2:20pm, please call the office ahead of time.

## Attendance

Our school day begins promptly at 9:05am. Please plan to arrive with your child during our drop-off time of 8:55am-9:05am. If you have a schedule conflict that prevents you from arriving on time, please call or email the office. Late student arrivals upset the structure and routine for the children and the classroom. If you do arrive after 9:05am, please sign in through the front office and one of the directors will take your child to his/her classroom. If you arrive before 8:55 am we ask that you wait outside the classroom until the teacher open the door. The teachers attend a prayer time before the start of our school day to pray for each other, our students, and our program.

## Behavior and Student Expectations:

### Behavior

Teachers support children's social and emotional development, assisting them to be comfortable, happy and involved in play and learning activities. Teachers will help children work through frustration, anger, and/or sadness by comforting them and encouraging them to identify and verbalize the problem. Children will gain a sense of security by the setting of clear, consistent, and reasonable limits in our program. When children know what is expected of them, they feel secure and learn to make good choices and decisions. Mistakes become important learning opportunities and the child's sense of self-esteem grows as he/she experiences success in a variety of situations.

### Discipline

A child will occasionally lose control of his/her actions and emotions and removal from the group or activity is necessary. Most often this separation can happen in the classroom and will not exceed one minute per year of the child's age. In the instance of extreme aggression or disrespectful behavior towards a teacher or fellow student, a child will be brought to the office to see the Director. Depending on the situation, the student may return to the classroom after a short time-out in the office, or the parent may be contacted to take the child home for the remainder of the day. Parents must pick up the child within 30 minutes of the Director's phone call if the student is sent home for behavior.

The emotional and physical safety and well-being of everyone at KDO is of utmost importance, therefore, ongoing undesirable or inappropriate behavior will result in a conference with the parent(s). If, after the conference, the behavior(s) continues, the Director will determine the appropriate course of action. This may include either a break from KDO or dismissal from the program.

Our biting policy is separate and must be signed by all parents.

#### Potty Training

Children in our three year old classrooms (sections 3A and 3B) and Pre-Kindergarten must be fully toilet-trained by the first day of school in August. Many parents are concerned about their children (especially 3 year olds) having potty accidents. The teachers will assist your child if this happens. Please make sure your child keeps a spare change of clothes at school. Do not send your child to school in pull-ups as this communicates that is OK not to use the potty. Children will be given plenty of bathroom breaks during the day.

## Communication

#### Daily Updates

You will receive daily updates of your child's day in the form of a standard daily form, as we want to remain in constant and ongoing conversation about your child's growth throughout the school year. Any important dates or information about the program will be communicated to you via email from the director or assistant director.

#### Teacher Conferences

If you would like a conference with your child's teacher please feel free to schedule an appointment. If you would like the director present, please tell your child's teacher and she will make that time available so everyone can meet. Conferences are a time for you to communicate with your child's teacher regarding any concerns or specific questions you might have. We ask that you not address serious concerns during our KDO drop off or pick up time with children and parents present. Again, we want to give you the time and attention that you need to answer all your questions and concerns, while protecting your privacy.

#### Visiting the Program

We have an open door policy, meaning you may visit our center at any time to check on your child/children. For the safety and security of our students we ask that you check in at the office to let us know that you are on campus. Please allow the Director to accompany you to the classroom. If you have specific questions and/or concerns regarding your child's experience in KDO, please call the Director at 713-620-6549.

## Parent Involvement

### What Can I Be Involved In As A Parent?

Parent involvement is the key to your child's learning and success in KDO. We encourage all of our families to take an active role by participating in the following events and activities.

- Read a story to a classroom
- Share a hobby or talent you have
- Be a library parent and gather books from library for class
- Help coordinate special events such as Fall Festival, Rodeo Festival, and Fundraisers
- Pray for our program
- Participate in the GLOW parent committee (God Lights Our Way)

## Emergency Plan

### What Happens In The Event Of An Emergency?

Your child's safety is our primary concern. In the event of any emergency circumstance, the church will go on lock down. This means that no one will be able to enter or leave the building until the situation has been resolved. We know that this is un-nerving for parents but assure you that this is the best way to keep children safe. We will communicate with parents as soon as possible in all situations.

## Health

### Health or Developmental Issues:

Student confidentiality is strictly enforced by the staff at KDO. If your child has a health or developmental growth issue that you feel you would like to share with the director, please make an appointment to talk to her. Your child's development is our mission, and we will continue to look for ways to help him/her grow and flourish.

### When Can I Send My Child Back To School after Being Sick?

Your child must be free of infections, fever, diarrhea, green-runny nose, or cough for a 24-hour period. If a child becomes ill in our care, we will notify you immediately and you will be required to pick up your child. Your child will be removed from the classroom and will remain in the office until you arrive. Parents will be called to pick up a child if a child's temperature is 100.



What Happens If My Child Needs Diaper Rash Cream While At School?

We will apply diaper cream to your child with prior written consent given on the General Release Form. All creams or lotions must be labeled with your child's name on it. Written consent must be on file in the office.

What Happens During Mosquito Season? Will KDO Apply Bug Spray To My Child?

We will apply bug spray or sunscreen to your child with prior written consent on the General Consent Form. It is best to apply the bug spray or sunscreen to your child before entering the classroom.

What Happens if My Child Needs to Take Medication During KDO Hours?

We prefer not to dispense medication to a child; however, if it cannot be avoided, KDO has an authorization form that is to be completed and signed by the parent before any medication can be given. The child will be taken to the office and the director or assistant director will dispense any medication according to the authorization form.

What immunizations are children in KDO required to have?

KDO is required by the State to have a copy of **current** immunizations of all admitted children by the date of admission. You can find out more information about the rules of the Texas Department of State Health Services at [www.dsh.state.tx.us/immunize](http://www.dsh.state.tx.us/immunize).

## Necessities

What Should I Pack For My Child's Day at KDO?

Each teacher will supply you a syllabus at Parent Orientation stating what she wishes for you to pack for your child. Below will give you an idea of what a teacher might ask for.

Infants

- Extra change of clothes
- Extra pair of socks and shoes
- 2 Disposable Bibs
- Diaper bag labeled with child's name
- Pacifier
- Snack (If applicable to your child's food plan.)
- Lunch (Send a variety of food so your child may have choices.)
- Comfort Item for rest time
- 6 diapers labeled with child's name
- Pre-mixed bottles (Pack 1 extra than you think your baby will need.)

Toddlers through Pre-K

- Extra change of clothes
- Extra pair of socks and shoes
- Extra pair of underwear (for children who are potty trained)
- Backpack labeled with child's first and last name

- Snack (Goldfish, Graham Crackers, Fruit, Cheese. Etc...)
- Complete balanced lunch (Meat, Fruit, Cheese, Crackers, Etc...)
- 6 diapers or pull ups individually labeled with child's first and last name for children under the age of 3.
- Comfort Item for rest time
- A blanket or all-in-one nap mat with attached blanket (suggested) to go over the KDO provided vinyl nap mat.
- Sippy cup/water bottle with water labeled with child's first and last name

#### Do I Have To Label All Of My Child's Belongings?

You must label all of your child's belongings. They must be individually labeled with the child's first and last name. While this task can be quite tedious, it is for your child's safety and ensuring that all of your child's items are returned at the end of the day. We occasionally have more than one child in the class with the same first name. You can preprint labels with your child's first and last name in order to ease the labeling process. Please do not ask your teachers to label items for you.

#### If My Child Is Still On Formula Do I Have To Premix the Formula?

You must premix all of the bottles you send with your child. We do not mix any formula (powder or milk) for safety reasons. Bottles will be kept in a refrigerator. We have a bottle warmer to warm milk to the appropriate temperature.

## Meals

#### What Should I Bring for My Child's Lunch?

It is the responsibility of the parent to send a lunch with your child as well as a separate snack for snack time. **All items that you bring must be free of any peanuts, peanut products, peanut by-products, nuts, or nut containing products.** KDO encourages a nutritional lunch as we know well-balanced meals provide the food children need to grow, think, and fight infection. KDO will ensure a supply of drinking water is available for the children throughout the day. (Please send a water bottle to school each day.) We do not offer beverages with added sugars except for a special occasion in which a parent may have provided the beverage.

#### What are Some Healthy Ideas for My Child's Lunch?

- Meat and cheese sandwich
- Variety of fruits and vegetables (dried fruit is another idea)
- Rotate different kinds of breads (wrap, bagels, English muffins, pitas, etc...)
- Yogurt and fruit
- Variety of sandwich fillings (chicken salad, turkey/cheese, etc...)
- Pizza roll up
- Quesadillas
- Homemade snack mix with your child's favorites

# Bringing Things from Home

Please do not allow your child to bring toys from home unless requested by your child's teacher for a special event. These personal items are not easily shared but are easily lost. If your child needs a comfort item for naptime, you may bring one comfort item for rest time.

## Separation Anxiety

### What If My Child Is Having Trouble Adjusting To The Program?

This is very normal for children who are attending a program like KDO for the first time. They will go through separation anxiety during the first month or so. In order to ease the transition we ask that you do a quick drop off. Please hug your child and tell them that you love them and will see them soon. They will soon develop trust and security knowing that you will return as promised. It is important that you are consistent in bringing your child every day that they are enrolled. If severe separation anxiety occurs and the child cannot be consoled after 1 hour, we will call you to discuss how to proceed for the day. We may recommend that you consider only leaving your child for a half day for the first couple of weeks until they are adjusted.

## KDO's Responsibilities

### KDO Teacher Departure

We hire teachers for our August through May school year. If a teacher needs to step out of their covenant, we will notify you as quickly as possible. Teachers understand the importance of remaining with a class for an entire school year, but sometimes unforeseen situations arrive. We will provide parents with as much information as possible regarding the departure, but please understand that we cannot share personal information.

### Training our Teachers

We hire qualified Christian teachers to nurture and grow your children. Each teacher is required to complete 24 hours of professional development training annually on various topics relating to early childhood education. We meet every school day before school to have prayer.

### Animal Free Center

We are an animal free center. We do not have classroom pets. We do have an aquarium that is maintained from an outside source.

### Childcare Licensing

You may contact the local childcare licensing office located at 2221 West Loop South Houston, TX 77027. Their phone number is 713-940-5200. You may ask for the most recent licensing inspection and report for KDO.

You may obtain information regarding other operations in the area by accessing [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

### Abuse and Neglect

If you suspect a child is being abused or neglected, call 1-800-252-5400 to make an anonymous report.

## Minor and Major Accidents

### Will I Be Notified If My Child Is Hurt Or Injured?

We will treat any minor scrapes, burns, bumps, or bites with the application of water, ice, and/or bandages. If the injury is something we feel needs your immediate attention you will be notified immediately. We will fill out an incident report and send a copy home in your child's communication folder. An additional copy will be placed in your child's file.

In the event of a major accident, if your child is in need of emergency medical treatment, we will call an ambulance first and have your child transported to Texas Children's Hospital. We will then call you and/or your emergency contact. The Director or teacher will accompany your child to the emergency room with all of the contact and medical information. If necessary, a CPR trained teacher or Director will provide CPR until the medical ambulance arrives to assist in the care of the child.

Texas Children's Hospital  
6621 Fannin  
Houston, TX 77030

## Birthday Celebrations

We ask that you notify your teacher in advance regarding scheduling a special birthday celebration for your child. **All items that you bring must be free of any peanuts, peanut products, peanut by-products, nuts, or nut containing products.** All parties will be at 2:00 pm after naptime. Please do not bring balloons. Dismissal will still be promptly at 2:30 pm.

## Closings

### How Will I Know If KDO Is Closed If The Weather Conditions Are Severe?

You may check the morning news for HISD closings. If HISD closes due to severe weather we will be closed. If possible, an email will be sent to parents regarding a closure.

The KDO director reserves the right to close KDO early should the director deem the weather or the facility to be unsafe or unsuitable to remain open. If we know far enough in advance that we will close early, an email will be sent. We will contact you immediately via phone if an unsafe condition arises that requires immediate pick-up (air conditioning breakdown, severe weather mid-day, electrical outage) while your child is in our care. Your child will be kept safe until you arrive.

We will not make up days for KDO emergency closings.

#### What Holidays Will KDO Be Closed?

Labor Day	September 5
Columbus Day	October 10
Thanksgiving	November 21-25
Christmas	December 19-January 2
MLK Day	January 18
President's Day	February 20
Spring Break	March 13-17
Good Friday	April 14
Monday after Easter	April 17

## Policy Changes

#### What Happens If A KDO Program Policy Changes?

We set our policies and fees to run for the school year, August through May. We do however reserve the right to change or revise any of the above-mentioned policies. We will try give you a two-week notice via email of such changes.

## Resources

The following resources are available for parents with questions about KDO's Minimum Standards set by the state of Texas or policies given by First Presbyterian.

The Food Allergy and Anaphylaxis Network

[www.foodallergy.org](http://www.foodallergy.org)

Childcare Licensing

[www.txchildcaresearch.org](http://www.txchildcaresearch.org)

KDO's local licensing office 713-940-3088

(If you should have any questions about our inspection reports.)

The Child Abuse Hotline 1-800-252-5400

First Presbyterian Church

[www.fpchouston.org](http://www.fpchouston.org)

## Contact Information

Kid's Day Out  
First Presbyterian Church  
5300 Main Street  
Houston, TX 77004

Heather Homan – Director of Kid's Day Out  
[hhoman@fpchouston.org](mailto:hhoman@fpchouston.org)  
713-620-6549  
713-620-6520 fax

Stephanie Fregia – Assistant Director of Kid's Day Out  
[sfregia@fpchouston.org](mailto:sfregia@fpchouston.org)  
713-620-6488  
713-620-6520 fax