

Mustang Church of the Nazarene

Kid's Day Out & Preschool

2018-2019 Handbook



2018-2019

Dates to Remember

August 16	Meet Your Teacher/Orientation at 10:00am
August 21	First day of Fall semester
September 4	Closed for Labor Day
October 16, 17, 18	Closed for Fall Break
November 20, 21, 22	Closed for Thanksgiving Break
December 24-31	Closed for Christmas Break
January 1-4	Closed for Christmas Break
January 8	First day of Spring semester
March 1	Open enrollment for Summer programs
March 1	Pre-Enrollment for 2019-2020 School Year
March 19, 20, 21	Closed for Spring Break
May 14	Spring Program & Family Fun Day/ Last Day of Spring Semester

Parents are also encouraged to attend the Fall Party, Christmas program, and End of the Year Program. Dates and times are to be decided.

This handbook is written to let parents know more about our school and its' policies. By enrolling your child, you signify your willingness to comply with these policies. Please read this handbook carefully and keep it available to reference.

Hours

Kid's Day Out classes are in session on Tuesdays and Thursdays, Preschool & PreK classes are also in session for S.T.E.A.M Wednesdays, except as noted on the calendar. During the summer semester, we will only have class on Tuesdays and Thursdays.

Check-in is open at 9:15 each day, and the doors to our classes are open at 9:30. Before 9:30 teachers are preparing for the day. Do not drop students off in class early. Due to the structure of our day, please try to have your child to his/her class on time. If your child arrives after 9:45, they will be missing instruction time. After 10:00, the doors will be locked, for security purposes, and you will need to call the director to open them.

Pick up time is between 2:15-2:30 p.m. Please make sure that you pick up your child promptly by 2:30 p.m. After 2:35, late fees of \$1/minute will be charged.

Fees

Enrollment Fee- There is a non-refundable \$25 enrollment fee per child (\$50 maximum per family) per semester. It will be due when enrolled for fall & summer semesters and the first class day in January. This fee helps buy snacks, wipes, craft supplies, curriculum, etc.

Monthly Fee- KDO rates are \$160 per month for Little Creations and Two by Two classes and \$150 for Daniel's Den & The Palace classes. Students in Daniel's Den & The Palace class have the opportunity to also attend S.T.E.A.M Wednesdays for an addition \$70 per month. Tuition for the PreK class is \$210 per month.

Part-time enrollment (one day/week) is \$100 per month and the drop-in rate is \$30 per day.

TUITION FOR YOUR ENROLLED CHILD IS DUE THE FIRST DAY OF CLASS EACH MONTH.

Late Fees- At 2:35 pm, the doors will be closed. This will indicate that the late fee is in effect. You will be required to pay the late fee when you pick up your child. You will not be able to leave your child again until the late fee is paid. **The late charge begins at 2:35 and is \$1.00 per child for every minute.** Please understand that many of our teachers have their own children to pick up from school and need to leave on time. Therefore, we ask you to be diligent and prompt in picking up your little ones. If, however, an emergency occurs (flat tire, wreck, medical condition, etc.) please call us and let us know! This will help us take care of your child better...they do know when they are the last one here!

IOUs- We are unable to accept IOUs from drop-ins.

Children who attend one day a week will not be able to trade for a different day within that same week, but a child attending one day a week may be "dropped in" the other day, if space is available. The fee will be the drop in rate and should be paid that day.

If you have not paid or made contact with us by the 10th of month, a late fee of \$10 will be added to your account. After the 20th of the month your spot will not be secure and may be filled. Paid tuition guarantees your child a spot in our program for the month paid, and is non-refundable.

Payment is accepted in the forms of cash, check, credit/debit cards, and savings/checking transfer. To use a card or do a transfer visit www.mustangnaz.org and click on the "online giving" tab. **There is a \$5 charge per transition to use a credit/debit card.** Please manually add this to your total. Savings/checking transfers can be done at no additional charge. Please see director if you have any questions about payment.

Returned Payment- There will be a \$15 return check/electronic payment fee. After the second returned payment, we will only be able to accept money orders and cash.

Tuition Receipts

In January, we will be happy to supply you with a receipt for your taxes upon request. We can also get you monthly receipts if needed.

Lunch

Little Creations:

Bottles and baby food brought by the parents will be given to each baby according to parent's instructions, as closely as possible. (Please remember, group dynamics sometimes change a baby's needs.) As your child transitions through different stages of eating, please communicate with the teachers.

We will make every effort to support you in successfully breastfeeding your child. However, if your baby is breastfed, please plan to bring us a 'back-up' bottle or frozen milk that we can use just in case of an emergency. There is a small refrigerator that can be used for milk. Also, if your child is not old enough to eat solid foods, we ask that they are able to take a bottle or cup in a consistent manner.

We are not able to warm food or keep it cool. If your baby is eating solids, please plan accordingly.

Snacks of Goldfish or Cheerios will be provided daily.

Label all lunch boxes, bottles, cups, & pacifiers.

Toddlers-PreK:

Parents should send a sack lunch and drink. Lunches should contain foods that the child is able to manage alone. Please remember that what your child can manage on their own at home can vary from what they can manage in a group setting. Also, our experience shows us that children have a more successful day if their lunch is light on sugar! Label sacks, lunch boxes, thermoses, cups, lids, etc., with the child's name.

Here are some suggestions for lunch:

Cubed cheese/meat	Peanut butter crackers	Chopped veggies
Diced fruit	Raisins	Squeeze pouches
Small sandwiches	Crackers	Hummus
String cheese	Fruit snacks	Hard boiled eggs

If your child is in the Little Creations, Two by Two, or Daniel's Den classes, please do not send food that requires a utensil. Also, please remember that some choices, such as Go-Yurts & Lunchables with sauces, can be hard for little ones to manage without one on one attention.

Lunches should be in their own bag/lunch box, easily separated from your child's other belongings. Drinks should have a lid/straw/sports top (i.e. spill "proof"). No open cups or bottles. Even if your child is able to manage these at home, in a group setting it tends to be very messy. If an open cup or bottle is being sent on a regular basis, your child will be provided water in a sippy cup in lieu.

If your child's lunch needs to be kept cold, please send an ice pack. We do not have access to refrigeration (or a microwave).

We recommend sending more than you think your child will eat. Sometimes the day's activities or growth spurts leave them extra hungry!

Pizza Day

On the last Thursday of class each month we will provide cheese pizza, a side, and a drink for \$3/month. Payment can be included with tuition. Cost for the year is \$27, if paid in August. This is available to all students and is not required. If you choose not to participate, please send your lunch as normal this day.

Clothing

Dress your child in appropriate clothing/footwear for crafts, play, and outdoor activities. We believe in learning through playing and children will on occasion get messy. If weather permits, children will play outside. There is no provision for an individual child to remain inside. Because of the wind in Oklahoma, send a coat and hat labeled with their name when weather is cold.

We utilize our outside play areas as much as possible. For safety purposes, no "church"/dress shoes and all sandals must have a strap around the ankle. Tennis shoes are best.

Shorts should be worn with dresses/skirts. Girls' swimsuits should cover midriff.

Each child needs a complete extra set of clothes, including socks & underwear. This set of clothes should be put in a Ziploc bag with the child's name on it and will be left in the classroom. This includes children that are potty trained. If the spare set of clothes is used, please send a new set back the next school day.

Diapers

Please send enough diapers for your child to last the day. We ask that you make sure that they are labeled with your child's name. Because drop off time is so busy, please make sure your child has on a clean, dry diaper when you drop them off.

If you chose to use cloth diapers, we will do our best to accommodate your choice but ask that you bring a wet bag every day. Teachers will not be responsible for rinsing or cleaning diapers in any way.

Potty Training

We will assist with potty training; however, we will not force any child to go. We will take scheduled potty breaks and take them when he/she tells us he/she needs to go. If your child is potty training, he/she must wear pull-ups or underpants with a leak resistant cover until he/she is accident free for one month. Because there is so much activity during the drop off time, please take your child potty and/or make sure they have a clean, dry diaper when you drop them off.

PreK class- For the benefit of your child, the teachers, and the other children, your child must be fully potty trained to enroll in this class. We define potty trained as "able to consistently manage all bathroom needs on his/her own."

With the exception of buttons/snaps/zippers/etc., students who wear underwear to class should be able to manage bathroom needs on their own. Our policy states that teacher involvement should be minimal for these students, regardless of age.

Personal Belongings

PLEASE BE SURE TO CLEARLY LABEL DIAPER BAGS, BLANKETS, DIAPERS, JACKETS, LUNCHES, PACIFIERS, BOTTLES, TOWELS, ETC. WITH YOUR CHILD'S NAME.

If your child has a security blanket or toy that he/she needs during naptime, please label it clearly and bring it. If possible, mark items with permanent marker instead of tape. If items are not labeled, the director or teachers will do so using masking tape.

Toys

Educational toys and teaching materials are furnished in each classroom. We request that you leave your child's toys at home or in the car. We cannot be responsible for toys brought to KDO. Do not allow your children to bring small items that could be a choking hazard (such as coins, blocks, toys, etc.).

Birthdays

We love celebrating our students. Feel free to make arrangements with your child's teacher to bring snacks on his/her birthday. We do ask that you do NOT bring cupcakes or frosted cookies.

Rest Time

Please explain to your child that there will be a rest period each day and that he/she, along with all the other children, will be required to rest. We do not force any child to sleep, but do want to create an environment in which those that need to sleep, can. Please encourage your child in this area. We do not have the staff available to give your child an alternative during rest time.

Children need to bring a small blanket to leave in class. "Lovies" and pacifiers are also encouraged if needed.

Learning Through Play

Our goal is to provide and engage children in developmentally appropriate activities. Many of the skills they need can be learned through "play". Please remember that even if your child is not coming home with worksheets, they are learning. If you would like to know more about the activities your child is participating in, let the director know.

Recess

We believe active play is an important part of development. We will utilize our outside play areas as much as possible. Please make sure your child is dressed accordingly. Tennis shoes are recommended every day.

There is no provision for an individual student to remain inside during recess. Please dress your child to play outside. If weather is yucky, we will have inside recess. This decision will be made daily on a class by class basis.

During the warm months, the splash pad may be utilized during recess time. Sunscreen, towels, swim diapers, and clothes/swimsuit for water play will be needed. Water shoes are highly recommended.

Discipline

We view discipline not as a form of punishment, but as a lesson in self-control.

Students are expected to:

1. Be responsible.
2. Be safe.
3. Be respectful.

If students do not meet these expectations we will adhere to the following procedures:

1. Try to distract the child with another activity.
2. Verbal warning.
3. Time Out.
4. Ask Director for intervention.
5. Call to parents.
6. Temporary removal from KDO.
7. Permanent removal from KDO.

Pictures

We will, on occasion, take pictures of the children at play and doing activities, which may be used in KDO publications (brochures, KDO Facebook page, website, etc.). If this is not acceptable to you, please make note of it on your enrollment form.

Substitutes

If you would like to be a substitute this year, please see the Director. When you sub, one child will come free for that day, and you get paid! Especially during the "sick season", if you are well and would be willing to be available for just a few weeks, let us know!

Safety

We take our responsibility to keep your children safe very seriously. The following procedures are not because we do not trust or like you. They are because we believe they are needed to keep all of our children safe. If you have any questions about the procedures and policies, please ask the director.

Arrival

The KDO entrance is unlocked at 9:15am, but drop off is not until 9:30 am each day. Because teachers are preparing the day, please wait in the foyer until this time. Teachers and staff are not responsible for your child until they have been dropped off, in class, at 9:30am.

Each student must be checked in through our electronic system and receive a name tag with code each. Students are expected to wear their name tag until released to an approved adult at the end of the day.

Please walk your child to class every day. There is an elevator available on the west end of the building, if you are not able to use the stairs.

Departures

The safety of your child is our foremost concern. Doors will be locked from 10:00 am until 2:15pm. Children will be released to the individual with that day's unique code. If a code is not available children will only be released to the following people:

1. Parent/legal guardian whose names appear on the enrollment form.
2. Individuals listed as emergency contacts on the enrollment form.

Individuals picking up children need to be at least 18 years of age and be prepared to show a photo ID to the director. ID will also be required if a code is misplaced or not available.

Teachers will not release a student without the daily code or director's approval.

Protecting Your Child

If you have custody of your child, and have a court order showing that the non-custodial parent or anyone else cannot have access to your child, please provide us with a copy of the court order. If we do not have a copy in your child's file, it is more difficult to help you protect your child.

If the person, who comes to pick up your child, whether it is you, a grandparent or friend, appears to be impaired either mentally and/or physically, we will not release your child. This will be a judgment call from the Director and/or Children's Pastor. We will make every effort to find the child's other parent, a grandparent or friend to help us out. As a last resort, if we feel the child's life is in danger and we cannot find help from the family, we may call DHS to help with the situation.

Illness

1. Children who are ill or contagious cannot be brought to KDO. Call/text the director if your child will not be present. A parent will be asked to pick up a child if symptoms begin or are observed during the day. Your child must be symptom free for 24 hours (without the aid of medication) before returning him/her to KDO.

Symptoms would include:

- a. Fever (over 99.5*)
 - b. Vomiting
 - c. Diarrhea
 - d. Yellow/Green discharge from eyes/nose with a fever and/or cough
 - e. Contagious skin rash (boils, ringworm, impetigo, poison ivy, etc.)
 - f. Lice (Child must be both nit and lice free)
 - g. Pink eye
 - h. Strep throat
 - i. Mumps, measles, whooping cough, chicken pox, pneumonia
2. **MEDICATIONS CANNOT BE ADMINISTERED BY KDO STAFF.** If your child must receive medication during the KDO, you will need to arrange your schedule so that you can give the medication personally. No medication should be left in the diaper bag or lunch box. **DO NOT ADD MEDICATION TO A BEVERAGE CUP.**
EXCEPTION: Diaper rash medication, teething gel/tablets or 'gas drops' may be applied with a signed form obtained from your child's teacher.

For children with severe reactions, we will gladly keep an 'epi-pen' or other rescue medication in a high cabinet, and meet an EMT at the door with the medication and your child, should a need occur during school hours. **Note all allergies/conditions on your enrollment form. If allergies/conditions are discovered throughout the year, notify the director and teacher/s.** Parents will be notified immediately in the event that a child requires the use of any rescue medication. Emergency Medical Personnel will also be summoned.
 3. If your child becomes ill after drop off, you or an approved adult must pick him/her up. Illness that warrants early pick up includes but is not limited to:
 - a. Diarrhea (from illness or medication)
 - b. Fever 100* or higher
 - c. Vomiting

Severe Weather/Emergency

Winter weather- KDO classes will be canceled if Mustang Public Schools are closed. You can watch local news reports or check our Facebook page for updates.

Tornado- We take all children to the safe room, located in the church offices. Children will not be released after we have taken shelter. If you would like to see where it is located, please ask! Because space in the safe room is limited, we ask that it be reserved for teachers, staff, and enrolled students only. Feel free to pick your children up early on high alert days.

Fire- We will evacuate all students to the small, fenced in playground behind the church.

Biting Policy

Being bitten is a scary thing for children and their parents, as well as frustrating to the parents of the child that bites. Unfortunately, nothing can insure biting does not occur. While infants may bite due to teething or exploring, by 18 months children are old enough to be taught that biting hurts and to make better choices. For the safety and well being of each child who attends our KDO, we have the following policy in dealing with this issue for children 18 months and older.

1st offence- We will distract, redirect, talk to the child about how much biting hurts our friends, and how to make better choices when they are upset. The parents of both the child who bit and the child who was bitten will be notified verbally and in writing.

2nd offence-The child will be put in time-out away from the group for one minute per year of age. They will be counseled again about the pain of biting and making better choices. The parents will be notified and the child will be suspended for one week of classes (two class days).

3rd+ offence-The child will need to take a break from attendance at Mustang Church of the Nazarene KDO until the biting has stopped. The behavior will pass, and we will welcome them back in a few weeks!

If students younger than 18 months develop a habit of biting, teachers, parents, and the director will work together to develop a plan to help keep all students safe.

The same policy will be followed for students who hit, push, scratch or otherwise inflict injury on other students or teachers.

Classroom Security

There should be no one in the classroom except for teachers, staff, and enrolled students. Every teacher and staff member has passed and has on file, with MCN, a background check. This is part of the MCN Safe Kid's Policy and is place to protect your children.

Text Alerts

If you would like to receive text alerts and reminders text MUSTANGMDO to 41411. This service is used to remind you about special events, changes in schedule, and closings.

Like Us on Facebook

To get information and see updates, like us on Facebook. Go to www.facebook.com/mustangnazmdo.

Mustang Church of the Nazarene

If you and your family are looking for a place to worship, we would love to have you as part of our family at MCN. There are programs for children (6 weeks to grade 6), teens, and adults during each service time. For more information call (405)376-2892 or visit www.mustangnaz.org.

Sunday School	9:30 am
Sunday Service	10:30 am
Wednesday	7:00 pm

Supply Fee: Check ___ Cash ___ Online ___

Date enrolled: _____

Mustang Church of the Nazarene KDO Registration 2018-2019

Child's Last Name _____ First Name _____

Address _____ City _____ Zip _____

Home Phone _____ Birthdate _____ Age _____

Father's Name _____ Mother's Name _____

Work Phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

Email Address _____

Church Affiliation _____ Where did you learn about our program? _____

Doctor's Name/Phone _____

Allergies _____

Limitations or Medical Conditions: _____

Emergency Contacts/ Authorized for Pick Up (other than parents)

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

RELEASE, INDEMNITY AND WAIVER FOR ALL KDO ACTIVITIES

I hereby give permission for my minor child to participate in the Kid's Day Out Program at Mustang Church of the Nazarene.

I know of no physical or emotional reason why my child should not participate in this program.

In consideration of letting my child participate in this program and other good and valuable consideration, I hereby release Mustang Church of the Nazarene, a corporation, its agents, employees, officers and instructors of any and all liability and/or claims whatsoever arising out of or related to my child's participation in said Kid's Day Out.

I hereby agree that I and my child will be bound by this release, and I agree to defend, hold harmless, and indemnify Mustang Church of the Nazarene, a corporation, its agents, employees, officers and instructors for any claim, lawsuit, or liability that arises from or is related to this Release and the subjects fairly encompassed herein.

This release shall also constitute authority to any person connected with Kid's Day Out program at Mustang Church of the Nazarene to give consent to any doctor, nurse and/or hospital to administer medical aid and treatment for my child enrolled in said program if an injury is sustained or an emergency exists.

Parent/Guardian Signature _____ Date _____

RELEASE OF PHOTOS

I give my permission for my child's picture to be taken and used in KDO documents (i.e. brochures, KDO Facebook page, website etc.).

I give my permission for my child's picture to be taken for outside publications (i.e. Mustang Times, Mustang News)

Parent/Guardian Signature _____ Date _____