

Immunization Record

Attach a copy of the child's immunization record. An immunization record or exemption is obtained prior to the first day of attendance and is to be updated when the child receives additional vaccines.

Parent/guardian must provide a copy of the current updated immunization record to the child care program. Refer to Appendix II, Immunizations, in Requirements for Child Care Programs for immunization and exemption procedures.

Health Record

Child's physician or clinic

Phone

Oklahoma

Street address

City

State

ZIP

- I understand that a signed parent/guardian permission is obtained prior to administration of any medication to any child.

Does your child have any specific needs involving routine care, behavior modification, communication, eating, or sleeping activities? When yes, describe:

Does your child have any known allergies?

YES NO

When yes, list:

Does the known allergy require special precautions, actions, or medications?

YES NO

When yes, describe:

Describe any special precautions for diet, medication, or activity, when applicable:

Are there any other special considerations that would assist this program in providing care to your child?

When yes, describe:

Will your child receive any specialized services from professionals outside of this program's personnel?

YES NO

- When yes, I understand that a signed and dated parent permission is required.

I give my permission for program personnel to consult with specialized personnel regarding the needs of my child?

YES NO

Pick Up Permission

Individuals who have permission to pick up my child:

Name	Phone

Signature

I understand this form is supplied by the Department of Human Services (DHS) for the convenience of the child care program and me to assist with care of my child. Supplying this form in no way imposes any responsibility or obligation upon DHS.

Program policies are provided to parents upon enrolment and when revisions are made.

Selecting Quality Child Care - A Parent Guide, DHS publication 87—91, Licensing Requirements for Child Care Programs, DHS publication 14-05, and the program compliance file are all made accessible to parents in a prominent location.

Parent/guardian signature

Date

Child Care Program Use

Date child entered program: _____

Date child withdrawn: _____

AUTHORIZATION FOR EMERGENCY CARE TO MINORS

Reference: Title 10 O.S. (1974 Supp.) Section 170-1

I/We the undersigned, parent(s) or legal guardian of the minor(s) listed below:

(Minor's Name and Birth Date)	(Minor's Name and Birth Date)
(Minor's Name and Birth Date)	(Minor's Name and Birth Date)

I/We do hereby authorize Kid's Day Out, in an event of a medical emergency, to contact Wagoner EMS to transport my child to the nearest medical facility and for the following treatment if needed; any x-ray examination, anesthetic, dental, medical or surgical diagnosis or treatment by any physician or dentist licensed by the State of Oklahoma and hospital service that may be rendered to said minor under the general, specific or special consent of

_____ Deanna Carey _____ Kelly Turley _____
(Name of Adult Persons who are Temporary Custodians of Minor)

the temporary Custodian of the minor in the absence of the parent/legal guardian; whether such diagnosis or treatment is rendered at the office of the physician or dentist, or at a licensed hospital. I/We authorize the physician or dentist to call in any necessary consultants, in his/their discretion. We further authorize said physician or dentist to exercise his/their discretion in authorizing the disposal of any severed tissue or member.

It is understood that this consent is given in advance of any specific diagnosis or treatment being required, but is given to encourage those persons who have temporary custody of the minor, and said physician or dentist to exercise his/their best judgement as to the requirements of such diagnosis or medical or dental or surgical treatment.

I/We also understand we are financially responsible for any and all expenses that may occur during transport and/or treatment due to a medical event.

This consent shall remain effective from the first Tuesday in August until the last Friday in May unless sooner revoked in writing, delivered to said physician or dentist or to said persons entrusted with the custody, care, and control of said minor child or children.

Father (or Legal Guardian)	Mother (or Legal Guardian)
----------------------------	----------------------------

Doctor's Name _____ Dr. Office Phone _____

Known Allergies _____

Health Insurance Company & Number _____

In Case of Emergency, call: _____ DATED: _____

Kid's Day Out
First United Methodist Church
Wagoner, Oklahoma

Please initial each section that you have read and understand.

Days and Hours of Operations

Hours and operation are from 7:00a.m. – 5:30p.m. on Monday through Friday. Please see the "School Closings" page for holiday breaks. Advance notice will be given for the days the program is closed through the Brightwheel app and Facebook.

Inclement Weather

The Wagoner Public School District policy will be followed in the event of icy or snowy weather. If the school closes or has late arrival, KDO will be closed also. If the District has a regular school day, we will be open as scheduled. Payment in full is due even in the event of school closings.

Enrollment

KDO maintains a waiting list for all age groups. This is our primary means of filling the classes each semester. An enrollment fee of **\$50 per child** is charged each year and is payable upon enrollment to ensure a spot for your child. This fee is non-refundable.

Arrival Time

Children are to arrive at 7:00a.m. but no earlier than 6:45a.m. each morning so that the teachers may have time to prepare for the day. We understand that separation from parent and child can be difficult at times. If a child is having difficulties separating, a quick drop off is usually best. In most cases children usually calm down before their parents even leave the parking lot. Your child will be comforted by the teacher and reminded that their parent will return.

Children will not be permitted to attend for the day if they are not there by 9:30a.m. This allows our classes to have less interruptions in their schedules.

Pick-Up Time

Children are to be picked up at 5:30p.m. Please be prompt to pick up your child. If your child has not been picked up by 5:45p.m., they will be taken to the Director's Office and a **\$25 late fee** will be charged.

Security

Each day you will need to check your child in using the Brightwheel app and leave a number where you may be reached if it is different from the number on file. When picking up your child you will need to check them out as well. This ensures that every child leaves with an authorized person.

If there are occasions when someone other than those listed on your child's enrollment form is to pick up your child, please let us know. Your child will be released to another individual only after:

- A phone call, Brightwheel message, email, or note is left with the director with the name, telephone number, and relationship to the child.
- Proper identification must be shown and copied at the time the child is picked up.

KDO is released from any responsibility for accident or injury while a child is at Daycare.

The KDO doors will remain locked during the day. If you need to pick up your child early, check in at the church office.

Clothing

Dress your child appropriate for play and outdoor activity. Select clothing that is washable, sturdy, free of complicated fastenings, and weather appropriate. **Please bring an extra change of clothes for your child to be left at school.** Flip-flops are difficult to wear during an active day at school. **All outer garments, including coats, hats, gloves, etc. should be labeled with your child's name.**

Toys and Personal Belongings

We request that you leave your child's toys at home or in your car. We cannot be responsible for toys brought to KDO. However, if your child has a security blanket or toy to sleep with and needs during rest time, please **label it clearly. Please label pacifiers, diapers, sleep mats, and blankets.**

Toilet Training/Diapering

We consider this to be a "team effort". Please communicate with your child's teacher when you prepare for potty training. When training, we ask that extra underwear and clothing be sent to school. A three-year-old child will be expected to be potty trained by the end of the Christmas Break. **If not, you will be asked to withdraw your child until training goals are met. If you would like your enrollment to be held, you may continue to pay tuition.**

Health

In the interest of every child's well-being, only healthy children will be cared for at KDO. If a child has symptoms of illness such as an ancillary temperature of 101 degrees or more, rash, extreme nasal or eye discharge, constant cough, vomiting or diarrhea within the last 24 hours or headlice, **parents are requested to keep them at home until a period of 24 hours has passed since the last occurrence.** If symptoms of illness are observed, the child will be isolated in the Director's Office and a parent will be called. If the parent cannot be reached, directions will be taken from the enrollment form on who to contact. You may be asked to bring a note from a physician to notify KDO that the child is healthy to return. Medications will not be dispensed to any child without **written consent from the parent/guardian.** Direction for giving the medication must be in writing on the medication form with the date and time indicated. All medications must be given to the Director and will be kept in her office and dispensed by the Director.

Discipline Policy

In an effort to encourage a positive, productive learning environment for all children, the following guidelines are implemented within each classroom: The following behaviors are considered to be distracting and disruptive:

- ❖ Defiance/disobeying
- ❖ Inappropriate remarks
- ❖ Throwing objects
- ❖ Not following directions
- ❖ Hitting, biting, kicking and other physical contact
- ❖ Not laying quietly at naptime

Redirection is the first form of action taken. If behavior continues, time out is used – one minute per child's age. Taking away play time in the gym is also used.

If disruptive behavior continues and we as a collective team cannot find a solution, the child may be removed from our care.

Compliance File

The Licensing Compliance File is available for viewing at any time. It is located in the Director's Office.

FIRST UNITED METHODIST CHURCH

KID'S DAY OUT

I have received the Parent Handbook of the Kid's Day Out program at the Wagoner First United Methodist Church.

Parent/Guardian Signature:

Name _____ Date _____

Photography Policy

I agree that my child's photographs may be shared for church purposes.

Name _____ Date _____

KDO SCHEDULE INFORMATION

Monday – Friday

Monday

Tuesday

Wednesday

Thursday

Friday

The above schedule cannot be changed without prior approval (24 hours) by the Director. Approval will be determined by the student/staff ratio. For the safety and care of your children, this rule will be strictly enforced.

Child's Name _____

Parent's Name _____

Kid's Day Out
First United Methodist Church

308 Church Street
PO Box 394
Wagoner, Oklahoma 74467

Church: 918-485-3059
Website: www.wagonerfumc.org

E-mail: KDO@wagonerfumc.org
Fax: 918-485-7649

Parents:

Tuition is due every Monday. Payment will be in full amount whether your child is in attendance or not. A \$15 late fee is assessed for payments received after Monday each week. Full time rates are based on a 10-hour day. If your child is in attendance for more than 10 hours, you will be charged an extra ½ day rate. Non-payment of tuition may result in dismissal from the program.

0-12 Months	\$185	(\$200 After Monday)
13-36 Months	\$160	(\$175 After Monday)
37-60 Months	\$140	(\$155 After Monday)

Thank you,

Deanna Carey
KDO Director

I have read and agree to making my child's tuition payment and making it on time.

(Signature)