

Kid's Day Out

First United Methodist Church
308 Church Street, Wagoner, OK 74467
918-485-3059
KDO@Wagonerfumc.org

Dear Parents,

Welcome back to those of you who have been here before, and a big welcome to all of you who are new this year!

KDO hours are from 7:00 a.m. – 5:30 p.m. on Monday through Friday. The program is a DHS licensed Full Time Children's Program. An immunization record is required to be on file and the form is enclosed. Enrollment is not complete until the \$50 non-refundable registration fee is paid. Please see the "School Closings" notice in this packet for inclement weather information as well as a list of holidays in which our program will be closed.

Enclosed is a supply list and forms that must be **completed, signed, and dated** before your child will be admitted to the program. If you have any questions, call me at 485-3059.

Thank you for your interest in Kid's Day Out. We are looking forward to a wonderful year.

Deanna Carey
Director

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

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 axillary 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.

Curriculum

Our teachers are dedicated to making the Kid's Day Out program a positive learning experience for children. We strive to meet the emotional, mental, physical, and social needs of your child in a Christian, loving and caring environment. Our rooms are arranged into play/learning centers where children can make choices for individual and small group activities. All classes are designed around age appropriate stories, sensory development, music, and movement activities and healthy living practices.

Birthdays

Your child's birthday may be recognized at school. Parents may bring refreshments as arranged with the child's teacher.

Compliance File

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

Kid's Day Out

SUPPLY LIST

1 & 2 yr olds

Sleep Mat – Two inch thick with cover & blanket – labeled with name

2 boxes baby wipes – per semester

2 Clorox wipes – per semester

1 box of disposable gloves – per semester

1 box of Kleenex

Copy Paper

3 & 4 yr olds

Sleep Mat – Two inch thick with cover & blanket – labeled with name

2 box baby wipes – per semester

2 rolls paper towels – per semester

1 box washable markers

1 box colored pencils

2 Clorox wipes – per semester

1 box of Kleenex

1 bag individually wrapped candy (kid friendly)

Copy Paper

KID'S DAY OUT

WEEKLY TUITION RATES

MONDAY – FRIDAY

7:00 A.M. – 5:30 P.M.

Tuition is due each Monday. A late fee of \$15.00 will be assessed for payments received after Monday. Full tuition is due whether your child is in attendance or not.

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

DROP – IN RATE

\$40.00 PER DAY

Drop in will be taken **if prior approval (24 hours)** has been given by the Director. Approval will be determined by the number of student/staff ratio.

ABSENCES

Please notify the Kid's Day Out office or message through the Brightwheel app if your child will be absent. If your child is absent due to a contagious disease, please let us know. **There will be no refund or reduction in payment if a child is absent.** We must charge, regardless of attendance, in order to support the enrollment space guaranteed for your child. We hope you understand our need for financial stability, and we greatly appreciate your cooperation in the matter.

Table 1

Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger, United States, 2021

These recommendations must be read with the notes that follow. For those who fall behind or start late, provide catch-up vaccination at the earliest opportunity as indicated by the green bars. To determine minimum intervals between doses, see the catch-up schedule (Table 2). School entry and adolescent vaccine age groups are shaded in gray.

Vaccine	Birth	1 mo	2 mos	4 mos	6 mos	9 mos	12 mos	15 mos	18 mos	19-23 mos	2-3 yrs	4-6 yrs	7-10 yrs	11-12 yrs	13-15 yrs	16 yrs	17-18 yrs
Hepatitis B (HepB)	1 st dose	2 nd dose			3 rd dose												
Rotavirus (RV): RV1 (2-dose series), RV5 (3-dose series)			1 st dose	2 nd dose	See Notes												
Diphtheria, tetanus, acellular pertussis (DTaP <7 yrs)			1 st dose	2 nd dose	3 rd dose		4 th dose					5 th dose					
<i>Haemophilus influenzae</i> type b (Hib)			1 st dose	2 nd dose	See Notes		3 rd or 4 th dose	See Notes									
Pneumococcal conjugate (PCV13)			1 st dose	2 nd dose	3 rd dose		4 th dose										
Inactivated poliovirus (IPV <18 yrs)			1 st dose	2 nd dose	3 rd dose							4 th dose					
Influenza (IV)					Annual vaccination 1 or 2 doses												
Influenza (LAIV)																	
Measles, mumps, rubella (MMR)					1 st dose							2 nd dose					
Varicella (VAR)												1 st dose					
Hepatitis A (HepA)																	
Tetanus, diphtheria, acellular pertussis (Tdap ≥7 yrs)																	Tdap
Human papillomavirus (HPV)																	See Notes
Meningococcal (MenACWY-D ≥9 mos, MenACWY-CRM ≥2 mos, MenACWY-TT ≥2 years)																	1 st dose
Meningococcal B																	2 nd dose
Pneumococcal polysaccharide (PPSV23)																	See Notes

Range of recommended ages for all children

Range of recommended ages for catch-up immunization

Range of recommended ages for certain high-risk groups

Recommended based on shared clinical decision-making or *can be used in this age group

No recommendation/ not applicable



NOTICE TO PARENTS

Please review the following records on a regular basis at child care centers, day camps, drop-in programs, out-of-school-time programs, part-day programs and programs for sick children.

Posted:

The program is required to post:

- ✓ **This Notice to Parents**
- ✓ Child Welfare Investigative Summary, with confirmed and substantiated findings for 120 calendar days from the date the investigation is completed as indicated on the form

Compliance file:

The program is required to make accessible in a prominent location the following documents, maintained together, with the most recent on top and all child-identifying information removed. The compliance file includes items within the last 120 calendar days, at a minimum, from the date on the document or the investigation completion date on the form, unless requirements state otherwise.

The compliance file **only** contains:

- Compliance monitoring from Licensing, Stars and tribal agencies, such as:
 - ✓ **Monitoring visit forms**, including the most recent visit.
 - ✓ **Case status information**, such as forms and correspondence regarding:
 - o Issuance of permits and licenses
 - o Non-compliances and Stars violations
 - o Notices to comply
 - o Complaint findings
 - o Office conferences with Licensing, Stars and tribal agencies
 - o Stars alternative settlements and reductions
 - o Consent agreements, denials of a request for license, and revocations of a license
- Child Welfare Investigative Summary, regardless of findings; however, confirmed or substantiated findings are maintained in the file for 12 months.
- Granted criminal history restriction waiver notifications are maintained in the file for as long as the individual is employed or is living in the facility.
- Other documents indicating placement in the compliance file.

Online

Child care locator and case summary: Access at the below web address.

Licensing requirements for child care programs: Access at the below web address or contact the local DHS office below for a mailed copy.

At the DHS local office

Public licensing file: Contact the local office below to schedule an appointment.

Case summary: Contact the local office below for a faxed or mailed copy.

If you believe licensing requirements are not being met or you have questions, please contact a child care licensing specialist from DHS Child Care Services at:

**DHS local office
Child Care Services**

Address: 102 NE 7th St.
Wagoner, OK 74467

Phone: 918-614-5000

<http://www.okdhs.org/services/cc/Pages/ChildCareMain.aspx>

Kid's Day Out School Closings

First United Methodist Church
308 Church Street, Wagoner, OK 74467
918-485-3059
KDO@Wagonerfumc.org

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.

The following are holiday breaks that KDO will be closed:

- Labor Day – Sept. 6th
- Fall Break – Oct. 14th & 15th
- Thanksgiving Break – Nov. 24th-26th
- Christmas Break – Dec. 22nd-24th
- New Year's – Dec. 30th & 31st
 - We will return to school Jan. 3rd
- Spring Break March 17th & 18th
- Memorial Day – May 30th

Kid's Day Out

First United Methodist Church

Wagoner, Oklahoma

Our objective is to build...

Guidance... for the individual child in a learning environment. Experiences, behavior, and communication in loving and nurturing tone and actions between teacher and child reflect this positive and reasonable guidance.

Sense of Trust... for the child toward those who care as a foundation of ultimate trust in God; in the environment as it provides physical, social, emotional, and intellectual needs; and in self to discover independent learning.

Control... of the classroom by the teacher through constructive guidance of the child in learning activities, and self-control as the child learns what can and cannot be done within the learning environment and the group situation.

Love... that is appropriately physical – a hug, a smile, a touch; that is emotional – the act of caring; that is intellectual – the provision of curriculum suitable for the child at individual levels; that is spiritual – modeled after the love of God shown through His Son.

Self- Respect... That acknowledges each child created in the image of God and worthy of respect from peers, teachers, and parents and that in turn give respect to others.

Independence and Dependence... as the child learns to depend on the teacher and have confidence in the guidance, to depend on self, and the ability to do things independently, and to demonstrate a developing responsibility and sense of competence.

Acceptance... from others so that the child can love and accept himself; from the teacher who treats each child impartially, and yet individually; from the child to promote healthy development and self- image.

Security... in self, self-image, personality, in the peer group; in the teacher who is consistent, patient, and secure.