



## Parent Handbook

### Greetings from the Director

Parents/Guardians,

Welcome to Bright Star United Methodist Church Kids Day Out. We are excited about this new ministry in our church. Thank you for enrolling your child here and giving us the opportunity to share in your child's future development. Our goal is to provide fun, active learning opportunities in a safe, caring environment.

Kids Day Out is a vital part of Bright Star United Methodist Church's ministry. As a church and preschool we look forward to serving your entire family.

We take seriously our responsibility and role in preparing your child for school. We pray that this year at Kids Day Out will be a successful year for your child. Please do not hesitate to contact us, should you have any questions, concerns, or suggestions.

In HIS service,

Judy Strickland

Director

### Our Mission

The mission of Bright Star United Methodist Church KIDS DAY OUT program is to provide children with the opportunity for physical, social, intellectual and spiritual development within a safe, loving and developmentally appropriate Christian environment.

There are opportunities for children to have individual instruction as well as participate within a group. Effective teaching meets children where they are developmentally and helps them grow. Children learn by doing. Our teachers will provide an environment that teaches while they play.

We believe that the family and our program should work together to provide experiences that lead to development of moral values, self-discipline and responsibility, along with, cognitive development.

### General Policies

#### Admission:

Bright Star KIDS DAY OUT is open to all children ages infant-4 years old, 2 days a week. Our fall classes begin September, 2018 and will be on Tuesday and Thursday from 9 am-12 pm. Applications are accepted on a first come, first serve basis. A non-refundable registration fee of \$50 must accompany each application. There is also a one-time only \$50 supply fee that should be paid prior to the 1st day of class. After the opening in September, we will follow the Douglas County School Calendar for Holidays and school closings.

We do reserve the right to dismiss any student for failure to pay monthly fees, severe discipline problems that persist and prevent a child from participation in his classroom or learning disabilities or physical limitations that we feel we are not equipped to handle.

**Tuition:**

Tuition is due on the first day of the month and should be paid no later than the 10<sup>th</sup> of the month. Arrangements should be made with our KIDS DAY OUT Director if payment cannot be made by the 10<sup>th</sup> of the month. The monthly fee to hold your child's position in the appropriate aged classroom two days a week is \$120 per month. Other arrangements for one day a week or "drop in" status will be assessed a higher rate and need to be discussed with our Director. A late fee will be assessed for pickup after 12 noon at a rate of \$10.00 for the first 15 minutes and \$1.00 per minute thereafter.

**School Attendance/Health Concerns**

We encourage your child to attend each day of KIDS DAY OUT and to be prompt. However, if your child shows any sign of illness, please keep your child home. When your child returns after any absence, please send a note giving the reason for the absence. The American Academy of Pediatrics recommends that if your child has had fever, vomiting, diarrhea or any symptoms of illness such as rash, sore throat, deep cough, eye discharge or skin infection in the 24 hours prior, he/she should be kept at home.

Medications can be administered only by the Director or teacher. No medication will be administered without written authorization signed by a licensed health care provider and parent.

If your child appears ill during school hours, you will be called immediately to pick up your child. If your child is diagnosed with a contagious disease while away from school, please inform the director so she may inform other parents to take preventive care.

If your child is involved in an accident during school hours, appropriate medical attention will be given. Incident reports will be sent home with your child and the teacher will inform you of the incident when you pick up your child. If the situation requires immediate emergency or medical attention, the office will contact 911. All efforts will be made to contact you immediately.

A valid, current Certificate of Immunization (Form 3231) must be on file within 30 days of your child's first day of attendance or a letter signed by your health care provider why immunizations have been delayed. If the immunization documentation is not received within 30 days of your child's 1st day of attendance, the child will not be allowed to return until it is received.

**Clothing and Personal Belongings**

Your child should wear loose and comfortable clothing that can be managed with little help and is appropriate for the weather. Please dress them in play clothes that you would not mind getting dirty or soiled. Rubber soled, closed toe shoes are preferred over sandals, Crocs, or flip flops. Socks should be worn at all times.

Please mark all items that can be removed (caps, jackets, gloves, pacifiers, sippy cups, etc.) Your child should also bring one complete change of clothes, appropriate to the season, in a Ziploc bag, marked clearly with your child's name on it to be left at school in case of an accident.

It is best not to bring personal toys or valuables to school. They may get lost, broken or mixed with our toys and returned to the shelf.

**Nutritious Snacks**

Each day a light snack will be served. Each parent will be assigned a week to supply snack for the class. No candy or gum will be served and we ask that you avoid sending sweets. Due to choking concerns, no popcorn, hot dogs, whole grapes or any other food that a small child might choke on will be served. Only water will be served with snack. Your child's teacher will send home a list of examples of possible snacks in the first few weeks of school.

**Classroom Visitation**

KIDS DAY OUT is a time for your child to interact with their teachers and peers. Most children will respond differently when they see their mom or dad and it can likely cause a disruption in the class schedule. If something needs to be delivered to your child or you need to get a message to your child's teacher, the Director can deliver these for you.

If you have any questions, regarding any of the information found in this handbook or concerns, please call Judy Strickland, KIDS DAY OUT Director at 770-843-2375 or call Pam Landers, Bright Star's Children's Director at 770-949-4685.