

Krum United Methodist Church
PO Box 266 310 W. McCart St.
Krum, Texas 76249; 940-482-3482
www.krumumc.org

Children's Day Out

Parent/Student Handbook

WELCOME

We are happy to have your preschooler enrolled in our Children's Day Out Program. Our program is designed to stimulate creativity and individuality, and to provide preschool experiences that help children develop and mature at their own level.

MISSION

The Children's Day Out Program is an outreach ministry of the Krum United Methodist Church. We believe that all children and adults deserve to be treated with dignity and respect, since all are created in the image of God. Our vision is to offer a nurturing, Christian environment for children aged 3-5 that will meet their physical, mental, emotional, social and spiritual needs while preparing the for eventual entry into Kindergarten.

In this Christian environment, we confess belief in the triune God – Father, Son, and Holy Spirit. This confession embraces the Biblical witness to God's activity in creation, encompasses His gracious Self-involvement in the dramas of history, and anticipates the consummation of God's reign. We also hold that Scripture is the primary source and revelation of Christian faith and practice. Jesus Christ, as the living Word of God, meets us in Scripture and offers the experience of redeeming grace.

All are welcome to worship with us every Sunday morning at 11:00 A.M. We offer Sunday School Classes for all ages at 10:00 A.M., and a number of ministries designed to nurture spiritual growth and discipleship in the context of Christian fellowship and community.

LEADERSHIP

Our staff has been carefully and prayerfully chosen, and each staff member is well qualified for her particular job. Our director and all of our teachers are college educated, and have successfully passed criminal background checks prior to employment. They possess a love for children and have experience in teaching and guiding children at the preschool level. Our goal

is to give your child the best of care and attention as we foster their emotional, social, physical, intellectual and spiritual growth.

ADMISSIONS AND REGISTRATION

We accept children who are between 3 and 5 years old as of September 1st of the entering year, without regard to race, color, nationality or religious preference.

At the time of registration, a parent needs to:

- complete enrollment, medical and emergency release forms
- pay a non-refundable registration fee of \$50.00.
- return an up-to-date immunization record signed by the child's physician.

REGISTRATION, TUITION, AND OTHER FEES

There is a \$50 non-refundable registration fee, paid at the time of enrollment, to hold the child's place in school for the upcoming year, and to help cover arts and crafts supplies for the year.

The monthly tuition fee is \$130 and \$115 for a second child. Tuition is due the first school day of each month. Full tuition is due all months, (except for any month that is specifically prorated by the director), including the months of December, January, March and May. Paying full tuition during these months helps keep the cost of the program at a minimum.

Children's Day Out offers an early bird program for those parents who wish to drop their children off between 8:00 and 8:50 A.M. The early bird fee is \$2.00 per child, and can be paid by the day, week, or month.

There will be a late fee of \$20.00 for tuition paid after the 15th of the month, and a late fee of \$1.00 per minute for picking up your child after 2:35 P.M. The late pick-up fee will be paid directly to the teacher who has stayed after school to watch your child.

We may encounter situations from time to time that require changes in fees and policies, and reserve the right to act upon those changes as the need arises.

PROGRAM SCHEDULE

Our CDO program meets each Tuesday and Thursday from 9:00 A.M. to 2:30 P.M. beginning Tuesday, September 2, 2008 through Thursday, May 28, 2009. Children must be picked up by 2:35 P.M. or a late fee will be assessed. We follow the Krum School Calendar and observe their holidays and days of inclement weather that fall on Tuesdays and Thursdays. In the event of inclement weather, tune to WBAP, KRU, or Channel 5 for news on KISD closing. You may also call Krum ISD at 482-6000, or Teresa Riggs at (940) 808-1132. A list of the scheduled holidays for the 2008-2009 school year on which Children's Day Out will be closed are:

- . • November: 25th and 27th (Thanksgiving)
- . • December: 23rd, 25th, and 30th (Christmas)
- . • January: 1st (New Year) and 20th (student holiday)
- . • March: 17th and 19th (Spring Break)

A daily schedule of the Children's Day out Program is available as a handout and can be obtained at Meet the Teacher's Night (Monday, September 1), or directly from the director or your child's teacher.

CURRICULUM

We believe play is the greatest mode for learning in the early years. Therefore, our program is semi-structured, and focuses on experience-oriented activities such as guided play, theme centers, creative art work, music, story time, group interaction, and Chapel. We provide surroundings that develop an awareness of God's love and encourage initiative and discovery of ideas.

Our content-based curriculum tracks the TEKS guidelines for pre-kindergarten, and is customized for each age group in consideration of the various stages of early childhood development.

FOOD PERIODS

We provide a mid-morning snack that includes one or more of the following snack foods: pretzels, cheese, crackers, goldfish crackers, apples, peanut butter, popcorn, animal crackers. During parties or special days, snack options may vary. If your child has an allergy or intolerance to any of these snack foods, please inform the director and the teacher at the beginning of the school year, in addition to indicating it on your enrollment form.

Children should bring a lunch that does not require heating. Please do not send glass drink bottles. A refrigerator is available for lunches to be kept in until lunchtime.

Our program follows a recycling plan to educate children on how to recycle their snack/lunch trash, and to challenge other programs in the community to do the same thing. We are very excited about this initiative. Do not be surprised if your child brings this "mission" home! We sort cardboard, plastic, and aluminum. It would be very helpful to send your child's lunch items in reusable containers, or a compartmentalized container.

REST/NAP TIME

Please provide a mat and towel, or blanket, and pillow, if desired, for nap time. We have found that the kinder vinyl nap mats (purchase at Wal-Mart) are the most sanitary and request that all nap mats used at CDO be of this type. (Save the sleeping bags and quilted roll ups for visits to Grandma's house!) Thank you for your cooperation in this because it really does make a difference for your children's health. Please make sure that your child's name is clearly marked on nap time articles.

Nap time is 12:30 – 2:00 P.M. for the 3s, and 1:00 – 2:00 P.M. for the pre-k classes. If your child is not a "napper", he/she will still be encouraged to hold still and rest for a quiet time, so as not to disturb the other children who are sleeping. Teachers may also allow the non-napping child to look at a book on their mat, or do a folder puzzle. Our experience has been that some children become nappers, while others "grow out of it," during the school year. We will be happy to discuss your expectations in this matter at the beginning of the school year.

DROP OFF AND PICK UP

Your child's safety is our paramount concern. Our drop off and pick up policies are designed for their protection, and must be followed at all times. Children must be left and picked up in their classroom only by a parent or a person named in writing by a parent. The authorized person must be 18 years or older, and will be required to show a picture ID before your child is released. In an emergency situation, the parent must contact the director at the church (940-482-3482) and give verbal authorization for the release of your child, along with a name and adequate description to identify the alternate person.

- No child should be allowed to come into the building alone, or go out to a car alone.
- Parents must sign their children in and out every day.

SCHOOL DRESS

We want your child to be comfortable at school. North Texas weather is often unpredictable, but in general, we do have regular season changes that make appropriate dress manageable. The following requests are based upon years of "trial and error" experience, and reflect our effort to ensure your child's comfort and well being.

Casual play clothes are preferred. We paint a lot with various mediums, and play on the playground. The program cannot be responsible for damaged clothing. Please keep in mind that difficult snaps, belts and buttons make potty time frustrating. Dressy shoes are slippery. Sandals and flip-flops should not be worn to school at all. They sabotage safe play and are too easy to take off. Closed toe shoes that slip on or have Velcro straps, and Crocs, are the very best, we have found.

Please send a sweater or coat for the change of weather, whether your child feels like he or she needs it or not. We have experienced a drop in temperature of as much as 40 degrees during one school day, and do not have extra coats on hand for children who do not bring them. You are welcome to keep a sweatshirt or jacket in your child's cubby for these types of situations.

All children must bring a change of clothes, including underwear, marked with their names on each article of clothing. A zip-lock bag with your child's name on it is convenient for storing in your child's cubby.

TOYS

We know how much your children love their toys, and we definitely want to encourage sharing. However, children are often disappointed when they lose or break their toys, or are made to put them up. In addition, inappropriate toys such as weapons, scary creatures, and toys that promote violence should never be brought to school. We have plenty of toys for your child to play with while at school. Please leave all toys at home except for a plush toy, labeled with your child's name, for nap time. Teachers will assign show and tell days, and inform parents in advance about what type of item to bring.

ILLNESS AND MEDICAL CARE

We want to ensure that the children and staff of the program stay as healthy as possible

throughout the school year. Your child's health is very important to us. Please do not send your child to school if he or she has an illness of any nature. No child who arrives noticeably ill, with a rash or fever, will be admitted for the day. If your child has a contagious disease, please notify the director so the other parents can be contacted. If one of the following symptoms is present, please do not bring your child to school: headache, nausea, or vomiting within 24 hours, listlessness and drowsiness, runny nose with green or yellow discharge, frequent cough or cough that is accompanied with green or yellow phlegm, sore throat, diarrhea within 24 hours of school, red eyes, eye drainage or sores on eyelids, unusual spots or rash, unusually dark urine, open, draining wound, or head lice.

We are trying to avoid or at least minimize infections and the spreading of illnesses to other children and staff. Thank you for your cooperation!

If your child becomes ill while at school, you or the person indicated on your emergency contact sheet will be notified to come and pick them up. Common symptoms which would require a pick up include temperature of 100 degrees or over, vomiting, diarrhea, or inability to function normally at school.

In case of an accident, such as a scrape, cut or bruise, we will clean the affected area and administer triple antibiotic and band-aid as needed. We cannot administer medications at school, so please keep your child at home until they no longer require medication. We will notify you of any accident that occurs at the school.

In case of medical emergency, we will immediately contact one or both of the parents. If it is impossible to reach either parent, the child will be taken to the nearest emergency room. An emergency release form must be executed and on file for each child enrolled in the program.

DISCIPLINE

Our philosophy regarding discipline is proactive. Our staff promotes good behavior through age appropriate strategies, including positive reinforcement and setting a good example, in order to minimize disruptive or inappropriate behavior. When unacceptable behavior occurs, a child is first given positive redirection. If this is not effective, we remove the child to another activity, with the understanding that she/he may return to the original activity when able to use proper behavior. If the problem persists, the child is removed to an adjacent area and given a time out of 3 to 5 minutes, depending on age, so that the child can gain inner control and take appropriate action for reentry into the activity or situation. If a child repeatedly disrupts the flow of the class routine, or seems overly hostile or angry, a conference with the parents will be requested to try to ascertain the causes of the behavior. In extreme cases where the disruption is of such magnitude that the child and staff can no longer work positively together, the parents may be asked to withdraw the child from the program.

EMERGENCY SCHOOL CLOSURE OR DISMISSAL

When an emergency occurs that warrants an emergency school closure (outside of regular school hours) or dismissal (during regular school hours), every effort will be made to notify parents by phone. Children will be released to parents and/or adults listed on the emergency contact sheets only. The school is equipped with fire extinguishers and we train our staff on

procedures. A fire evacuation chart is posted in each classroom, and we conduct fire drills periodically to acquaint the children with evacuation procedures

PARTIES

We have several parties during the school year, including Fall Festival, Thanksgiving, Christmas, Valentine's Day, Easter, and Field Day at the end of the year. Parents will be asked to participate by bringing something for the class or activity. We will have sign up sheets for these activities so the parents can volunteer to help.

BIRTHDAYS

Birthdays are always a wonderful event to celebrate with your child at CDO. Parents are welcome to bring special treats for the class for their child – just be sure to ask the teacher how many children will participate. Cookies, cupcakes, juice boxes and/or treat bags are ideal birthday party treats. In the event you would like to share your child's birthday with the whole school, please contact the director in advance so that we can prepare an appropriate time to celebrate.

CONFERENCES

We welcome a conference with parents and teachers or the director anytime parents feel the need. Please feel free to talk to us about any concerns, ideas, questions or comments you have regarding your child and Children's Day Out.

WITHDRAWALS

We realize that certain events occur in life that may require the withdrawal of your child from the program. As soon as possible, please provide us with written notice of the time you need to withdraw your child, so that we may provide the opportunity for another child on the waiting list to enroll in your child's place. Thank you for your cooperation!

PHONE NUMBERS

The phone number for Krum United Methodist Church is (940) 482-3482. This phone number will reach the church office and general area in the fellowship hall. CDO staff will try to answer it during CDO hours. If you have an urgent call please keep trying to call until you reach a staff person rather than the answering machine.

VOLUNTEERING

From time to time we need parent volunteers for field trips, copying, and activity supervision. If you would like to be on the parent volunteer list, please let the director or your child's teacher know so that we can contact you when the need arises.

EMPLOYMENT AT CDO

There are applications available for persons interested in teaching or substituting at Children's Day Out. Please contact the church, 940-482-3482, cdo@krumumc.org, for the forms.