

SILOAM SPRINGS KIDS DAY OUT
**PARENT HANDBOOK
ACKNOWLEDGEMENT FORM**



By signing below, I confirm that I have read, understand, and commit to collaborating with SSKDO to provide a productive and successful experience for my child(ren) by positively carrying out the policies in this handbook.

Child Name _____

Child Name _____

Child Name _____

Parent/Guardian Signature

Date



PARENT HANDBOOK
January 2019

COLLABORATING WITH
PARENTS
TO LEAD THE NEXT
GENERATION TO
SUCCEED
SOCIALLY, COGNITIVELY,
PHYSICALLY,
AND SPIRITUALLY.

**511 West Tulsa St.
Suite 110
Siloam Springs, AR 72761**

**855-456-KIDS
www.sskdo.com**



SILOAM SPRINGS KIDS DAY OUT

Our purpose is to nurture your child in a loving and safe environment by providing a Christ-centered program for learning that is developmentally appropriate for their age. We plan activities that encourage development in social, cognitive, physical and spiritual growth. SSKDO is a full time, licensed childcare facility:

MONDAY-FRIDAY 7AM-5:30PM

Our entire staff desires to demonstrate our faith in Jesus by serving the families of Siloam Springs Kids Day Out as we serve Him.

ADMISSION AND REGISTRATION

Siloam Springs Kids Day Out is open to all families wishing to enroll their child in a Faith inclusive learning environment. Every family will be advised of our policies through the parent handbook.

Children admitted to Siloam Springs Kids Day Out must be able to participate in group activities, utilize and benefit from the curriculum and follow behavioral guidelines.

Siloam Springs Kids Day Out serves children two months of age through five years of age. Classrooms are arranged according to the child's age as of August 1st. The following requirements must be met before a child may attend SSKDO:

- 1) Pay registration fee at the time of registration
- 2) Complete and return the application form
- 3) Provide a copy of immunization record
- 4) Medical Release form completed
- 5) Media Release form completed
- 6) Handbook Acknowledgement

THANK YOU

Everyone involved with Siloam Springs Kids Day Out appreciates the opportunity to serve your family and collaborate with you in leading your child to succeed in his/her social, cognitive, physical, and spiritual development.

We are dedicated to providing you a place that you feel comfortable with in leaving your child. We are committed to making your family's SSKDO experience one that is fun, safe, and positive.

We are committed to praying for each family that is part of the SSKDO program. If you have a specific prayer request, please share this with your child's teacher or our director and we would be honored to pray for you during our staff prayer time.

We believe that we are better together and know that parents may have access to resources or experiences that would benefit others in the SSKDO program and further enhance everyone's SSKDO experience. (a parent that is a firefighter in our community willing to arrange a surprise visit from a fire department.) We believe that the collaboration between parents and SSKDO is so fundamental in carrying out our mission. Therefore, if you have a suggestion you or someone in your family would be willing to do or share, we would love to hear about it.

NAME: _____

SUGGESTION: _____

If you have any questions about anything regarding SSKDO, please contact us at 855-456-5437 or email our director at mai@sskdo.com

SSKDO TOILET TRAINING

We know that potty training is an important milestone in your child's life! Just a few key potty readiness signs to look for:

- The child is able to communicate when they need to use the bathroom
- The child's diaper is dry after nap times and for long periods of the day
- The child is able to pull up and down their pants and underwear/pull-ups on their own

When your child does potty train, we ask that you provide plenty of extra clothing and remove soiled clothing daily. We will always encourage children to use the potty regularly. Please communicate with your child's teacher about potty training and any specific needs.

NAP/REST TIME

All children in Siloam Springs Kids Day Out will have a supervised rest period. We understand that not all children take naps, but they will be required to remain in their cots with a quiet time activity.

ACCIDENTS AND INCIDENTS

Accidents and incidents will be communicated to the parents if any injury occurs and a report will be sent home. All parents are required to have a signed copy of the medical consent form on file.

MEDIA CONSENT

Photographs and/or video will be taken at Siloam Springs Kids Day Out during daily activities and events. These will be used to post on SSKDO's social media outlets and/or the SSKDO website. All parents are required to have a signed copy of the media consent form on file designated whether or not you give permission to use these pictures/videos in this manner.

TUITION AND ENROLLMENT

Registration Fee: There is a \$75 non-refundable registration fee per child for the year, due at registration. There is a \$45 re-enrollment fee for children who leave KDO and return. This fee applies to all children whether they are placed in a class or on a waiting list.

Tuition: Tuition is based on the number of KDO days you have enrolled for and holds your child's spot in their classroom. Tuition is due on the first day your child attends Kid's Day Out each week. This can be paid online through the email invoice or at the front desk. A weekly auto-pay option can also be set up.

The weekly tuition cost remains the same regardless of holidays and your child's attendance; even if your child goes home or calls in sick. Example, if you chose to enroll for Mondays and Wednesdays, you will pay for all of the Mondays and Wednesdays in that month. Tuition pays for your child's spot not the amount of time they attend. You may pay weekly, biweekly, semester, or for program year (special discount fees and discounts), but payments must be made on the due date or in advance or a late fee may be charged.

| | Registration Fee | KDO 9AM-2PM | KDO AM 7:00-9:00 | KDO PM 2:00-5:30 |
|-----------------------------|---|--------------|--|-----------------------|
| 1st Child | \$75 | \$20 per day | \$5 add on, \$7 alone | \$5 add on, \$7 alone |
| Sibling | \$60 | \$18 per day | \$5 add on, \$7 alone | \$5 add on, \$7 alone |
| Example | Full day -\$30/day or \$150/week 7:00 AM-5:30 PM | | After school till 5:30PM \$7/day or \$35/week | |

*Table reflects the increased tuition rates that will begin February 4th, 2019 to accommodate the minimum wage raise.

DISCOUNTS AND FEES

SSKDO strives to provide quality childcare to minister to families in our community and for that we must cover our payroll and supply costs for the program.

Sibling Discounts: Families who enroll more than one child will receive a \$2/day discount for each subsequent child enrolled.

Yearly Payment: A special discount is available if tuition is paid for in quarterly payments or for the entire year (AUG-JULY). Please let us know if you are interested in this option.

Late Payments: Tuition is *past due* if not received on the first day of the week your child attends SSKDO. Late payments received will have a late fee of \$5 per day added to the tuition owed starting the following week. If tuition is late for four cumulative weeks, the child(ren) will not be able to attend until a payment is made (at least two weeks' worth of the late tuition).

Lunch Fee: You are requested to have all four food groups (protein, vegetable, starch, and dairy) with your lunch. If inadequate or no lunch is provided, we will provide a catered meal at your cost of \$3.50 per meal.

Withdrawal: A two-week notice is required for withdrawal of a child from Siloam Springs Kids Day Out. Tuition will be pro-rated on a weekly basis until the date of withdrawal. Tuition for the two week time period is due regardless of attendance.

SNACKS AND LUNCHES

A morning snack will be provided for all children in KDO as well as afternoon snacks provided for those enrolled in KDO PM, excluding infants. Water will be provided during snack time.

Parents are required to provide a sack lunch or order lunch for their child(ren). Lunches need to include a protein, vegetable, fruit, and bread. Please make sure all these are included and please do not just send chips, cookies, cupcakes, etc.

No Microwave or Refrigerator Is Available.
Please utilize ice packs/hot cold containers to ensure food/milk stays at the appropriate temperature. (Refrigeration of infant formula, milk, and breast milk is available ONLY for the infants.)

We have partnered with “Meals on wheels” ministry to offer a catered meal delivered fresh each day for \$3.50 per meal. If a child comes without an appropriate lunch or forgets to bring one, a catered meal will be provided and added to your invoice. All meals will be recorded and you will be invoiced at the end of the month, payable at the beginning of the next month.

PERSONAL ITEMS

Children are welcomed to bring toys from home to the center, but we ask that it be limited to one toy and fit in their bag. Children will be asked to share these toys from home with the other children. If they do not wish to share, the item will be put away. We ask that no toy guns or play weapons be brought to the center.

Children can bring a special stuffed animal or blanket they like to nap with, but those items will be kept in their bags and only be taken out of their bags for that specific time and purpose.

DISCIPLINARY PHILOSOPHY

Please remind your child of appropriate behavior and respect for others. When a child is not obeying or is disruptive, the following steps of correction are taken:

Step 1: The child is talked with by the teacher to make sure he/she understands the rules for proper classroom behavior.

Step 2: If improper behavior persists, the child is separated from the other children and must sit in a chair away from activities to take a break from the class activities.

Step 3: If improper behavior still persists, the SSKDO director will be consulted. The director talks with the child, lovingly telling them that his/her behavior must improve. After an age-appropriate break, the child is allowed to return to the classroom.

Step 4: If improper behavior continues after this point, the director will consult with the parent and ask for assistance in guiding the child. All discussions will be in private.

Step 5: If all efforts have been made to correct negative behavior by parents and teachers, and a child's behavior is a physical or emotional threat to other children or the teachers, the child will be discharged from the program.

All other options and attempts at reconciliation will be exhausted before discharging a child. There are only two reasons that a child would be discharged.

1. As outlined in the code of conduct, if all efforts have been made to correct negative behavior and the child's actions become a physical or emotional threat to other students.
2. Failure to meet financial obligations, including fees, tuition, and the like.

DROP IN PROGRAM

We are excited to offer a drop-in option for families in our community! Drop-in care is provided based on the availability in the classroom. Please call the morning of the day needing drop-in care and our director will check to see if space is available. This service is available for KDO families that have registered for the one day program; but may need to take advantage of the drop-in service on another day – as well as for families that are not registered in the SSKDO program.

\$25/day 9AM-2PM for kids already registered in the SSKDO program and just needing to add an extra day to their week.

\$7/day- for adding on AM and/or PM options to your day.

\$27/day 9AM-2PM for kids not registered in SSKDO program.

\$10/day- for AM and/or PM care alone for kids not registered in SSKDO program.

*Please note that an application and medical release will need to be completed at time of dropping your child off.

Drop in option for children already enrolled is only available if there is no late balance on tuition.

EMERGENCY CLOSINGS

If Siloam Springs Schools are closed due to inclement weather or health related reasons, Siloam Springs Kids Day Out will also close. If schools close during the day, parents will need to pick up kids one hour before that time. For example, if Siloam Springs Schools close at 1:30pm then SSKDO would close at 12:30pm.

ARRIVAL AND DISMISSAL

Full day enrollment: Doors open at 7:00AM for AM drop off. AM children will start the day in the Purple or Orange room and the child's belongings will need to be dropped off in their normal classrooms.

Full day enrollment pick up time is 5:30PM. It is very important that all children be signed out before picking up your child. If you have more than one child in the program please sign them all out and make sure all of your children are picked up by dismissal time. Late pick up fees may be assessed if a child is not picked up on time.

KDO enrollment: The KDO program begins at 9:00AM. Children enrolled only for the KDO session cannot be dropped off any earlier than 9:00AM, unless you have made prior arrangements for AM care that day.

The KDO program ends at 2:00PM. Children need to be picked up promptly at 2:00PM, unless you have made arrangements for PM care for that day. PM drop in price will be charged if a child is not picked up on time.

Please remember to sign in and out your child(ren) located by their classroom door. The center must be notified ahead of time about new pick up persons. They will have to show identification if unrecognized.

Please be aware that children will NOT be released under any circumstances to impaired individuals. If we have reason to believe that any persons picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child.

ALLERGIES

Please list all your child's allergies in completing the enrollment packet. Alternative snacks and drinks will be offered to children with allergies. Please note that SSKDO is a peanut free facility.

MEDICATION

SSKDO **does not** administer medication. Emergency Epi-pens will be kept and administered *only with a prescription*. Parents must specify this need on the medical form and verbally communicate the need to the director for all medication.

Please keep children home until they are well enough to attend. If a child needs medicine, such as Tylenol, pain relievers, or fever reducers, to treat any symptoms, they should remain at home. We value the children's health as well as the health of our amazing staff. Without healthy staff we are unable to provide effective care. Thank you for understanding!

IMMUNIZATIONS

All children in the Siloam Springs Kids Day Out program must have a current immunization record on file prior to attending SSKDO. Please bring an updated copy of the shot records if your child gets more immunizations after their initial enrollment.

ABUSE AND NEGLECT

Child care workers are mandated by law to report any suspicion of child abuse or neglect. Neglect is the failure, refusal, or inability, for some reasons other than poverty, to provide necessary care, food, clothing, shelter, or medical care. Staff and volunteers who report in good faith are immune from civil or criminal liability and will remain confidential.

SICK CHILD POLICY

Please be considerate of others and keep your child at home if any of the following symptoms exist:

1. Fever over 99.9 (*Parents will be notified if their child runs a 99 temperature and will need to be picked up if it reaches 100*)
2. Vomiting
3. Diarrhea
4. Any symptoms of any infections: excessive “green nose,” severe or persistent cough, sore throat, contagious disease such as measles, mumps, chicken pox, etc.
5. Any unexplained rash, skin infection or cuts that are pus-filled or oozing
6. Pink eye or other eye infections
7. Head lice (nit-free for 24 hours/if not sure, please do not bring child)
8. Excessive crying or if a child is unable to participate in classroom routine

If a child displays any of the above symptoms during his/her time at Siloam Springs Kids Day Out (even if on medication) the child must be picked up immediately and cannot return the following day. Sick children will be separated from their class and a place will be provided for the child to wait until they are picked up.

If your child has been sick, he or she may not return the following day and must be **symptom free** before returning to Siloam Springs Kids Day. If there are symptoms present upon return a doctor’s note must be provided.

Please be prompt with picking up or arranging pick up for your child if they become sick during their day at SSKDO. It is extremely important to prevent the spreading of sicknesses. If no pick-up arrangements are made within 30 minutes, emergency contacts will be called. We apologize for the strict guidelines, but we strive to keep everyone in our facility as healthy as possible! Thank you.

WHAT WE DO DURING THE DAY AT KDO

All classrooms have a structured schedule they follow during the day. For all classes, the day includes a Bible story, craft, songs, and other activities. The day also includes free play in centers. Older children attend chapel and participate in active play.

Below is a sample schedule of what your child’s day would look like. Our teachers all follow the same guidelines and objectives; however, they each have flexibility in adjusting their schedules to best serve their individual classes. AM and PM activities vary by day and ages, including snack and additional outside time. All lesson plans are approved by our SSKDO director.

| | |
|---------------|--------------------------|
| 9:00 – 9:30 | Free play/ Manipulatives |
| 9:30 – 10:00 | Chapel/Snack |
| 10:00 – 10:30 | Curriculum/ Crafts |
| 10:30 – 11:00 | Outside |
| 11:00 – 11:15 | Potty/ Clean up |
| 11:10 – 11:40 | Lunch |
| 11:40 – 1:00 | Rest/ Quiet Time |
| 1:00 – 2:00 | Centers/ Puzzles |

CHAPEL TIME

Spiritual development is one of our four areas of emphasis and we use chapel time each day at SSKDO to accomplish this objective. Chapel consists of singing and marching to worship music, morning snack, and a bible story/activity.

Chapel time may include people from our community throughout the semester and is open to parents and includes non-denominational, age-appropriate lessons.

WHAT TO BRING TO KID'S DAY OUT

LABEL EVERYTHING WITH YOUR CHILD'S NAME

1. Provide a nutritious lunch and drink/cup for your child.
(See lunch section of this handbook)

WE ARE A PEANUT-FREE FACILITY. You will be notified if other allergy precautions need to be taken. (Kid's Day Out provides a midmorning snack and afternoon snack if enrolled for KDO PM)

2. Each day please send a change of clothes with your child in a Ziploc bag, labeled with their name on it in their backpack. A blanket can also be brought as well for naptime.

3. Anytime the temperature is above 50 degrees, there will be outside play. You must bring a jacket or coat during the cold weather months so your child feels comfortable outdoors.

*Please make sure there are no inappropriate or personal items in their bags. ALL medications or items including; Tylenol, teething gel, cough drops, gas drops, bug sprays, ect. will be removed and kept in the office.

CLASSROOMS & CURRICULUM

Our classes are divided based on the below guidelines. Please note that the below breakdown is subject to change slightly based upon each semester's enrollment.

| | |
|-------------|---|
| Classroom 1 | 2months-18months <i>(15-18 mo transitional period)</i> |
| Classroom 2 | 18 months |
| Classroom 3 | 2 year olds |
| Classroom 4 | 3 year olds |
| Classroom 5 | Pre-K |

Siloam Springs Kids Day Out is a Christian-based program that uses the ABC Jesus Loves Me curriculum. The Preschool class integrates both the Pre-K readiness curriculum, Adventures in Learning with ABC Jesus Loves Me for an academically faith-based classroom.

SSKDO CODE OF CONDUCT

Teachers will establish classroom rules that are appropriate for the children's ages and stages of development that make up the class dynamics. Rules are for the safety and respect of both children and teachers. Rules will focus on the areas of respect for person, property, obedience, and safety.

Please help your child to understand and obey the rules set forth by Siloam Springs Kids Day Out. Children will adjust more quickly if they have some idea of what is expected of him/her when entering the classroom. Parents play an important role in our mission and helping your child understand appropriate classroom behavior. Basic classroom rules for all children in the SSKDO program are as follows:

- No gum allowed
- Walking or marching feet inside
- Keeping hands to ourselves
- Using inside voices
- Respecting supplies, toys, and books by treating them appropriately

PARENT INVOLVEMENT

Our mission is to be intentional in collaborating with parents to make sure the child's time at Siloam Springs Kids Day Out is a positive and productive experience. We look forward to providing an environment where you feel comfortable leaving your child(ren). We look forward to developing a relationship with your child and also with you. We believe a strong relationship with you will translate into a consistent and valuable experience for everyone.