



**kidzone**

**Participant Information  
Guide**

**2012-2013**

# Your Kids and kidzone

We are so excited you have chosen to utilize kidzone! In order to have a great time for both ourselves and our little ones, we have developed a few guidelines to keep your children safe, having fun, and learning about God's World in our specially designed program for kids called kidzone.

## Enrolling and Un-enrolling in Kidzone

When you filled out your registration for the Ministry Event you are attending, you were asked to enroll your children who needed childcare in the Kidzone program. The Kidzone program is, the excellent childcare program at Irving Bible Church. Because any quality program for children relies on strict caregiver to child ratios, it is important that our information is accurate. Your child will be enrolled in a Kidzone class according to their age on September 1<sup>st</sup>.

In addition, it is important that if your child is enrolled for a spot in Kidzone that they actually use it. Each ministry here at IBC is set with the intent of reaching out and touching the lives of as many adults and children as possible. Waiting lists for our Kidzone spots can be the limiting factor for each ministry.

## Visitors/Guests

Only those children that have been pre-registered in Kidzone may attend Kidzone. We are unable to accommodate "one" time tagalongs. This is due in part for the safety and well-being of the registered children, and for the fairness of those families that might be on a waiting list. Thank you for your understanding on this matter.

**You are only allowed to register either your own biological children or those that you are a Legal Guardian of. Please contact Michelle Tibbatts for clarification of this policy.**

***IMPORTANT - \*If your kids are unable to attend Kidzone, you must contact the Kidzone hotline at (972) 560-4639 or by e-mail to [Kidzone@irvingbible.org](mailto:Kidzone@irvingbible.org) as soon as possible or at least by 9am on the day of the meeting to indicate that your child or children will not be able to attend***

# Infants at

**BIRTH - 3 MONTHS:** From birth through the day your child turns 3 months old, you may bring your infant into the Ministry Event you are attending. We have found this to be an effective way to accommodate those first few months for some moms.

**AFTER 3 MONTHS:** Starting at 3 months, your child should attend their assigned Kidzone room. If you are called by the Kidzone staff because your child is not feeling well or cannot settle in, please attend to your children by taking them home or by comforting them outside the Ministry group meeting room.

## **Kidzone Curriculum**

Kidzone is structured to partner with you in providing the loving care and guidance that preschool children need. Kidzone offers an age-appropriate Bible-based program for your children while you are participating in other Ministries here at IBC. We provide the atmosphere and experiences necessary for children to grow mentally, emotionally, socially, physically, and spiritually. Information about what your child will be learning each month will be in the Irving Bible Church's Children's Ministry publication, "Chitter Chatter". This publication comes out monthly and can be accessed on-line at [www.childrens.irvingbible.org](http://www.childrens.irvingbible.org) (Children's Ministry web page at [www.irvingbible.org](http://www.irvingbible.org))

## **Contact List**

Please contact Kidzone Director, Michelle Tibbatts

Michelle Tibbatts: [mtibbatts@irvingbible.org](mailto:mtibbatts@irvingbible.org)

- Absences - the morning of the meeting or as soon as possible
- Changes in personal information
- Change in status, so you don't need Kidzone - child going to preschool, moving, etc.
- Changes in child's allergies
- If your child has attended Kidzone and is subsequently diagnosed with an illness from a communicable disease
- For any questions you may have 😊

# Detailed Procedures for Kidzone

## What to Bring

### Clothing

Children should wear play clothes that are comfortable and appropriate for the season or the weather. They should be durable, washable clothes that will not be ruined in active outdoor play or with art materials. **All clothing that is to be removed (sweaters, jackets, hats, etc.) should be clearly labeled with the child's name.** Shoes should give support and be appropriate for playing. Loose sandals, flip flops, jellies, and cowboy boots inhibit activity and may cause accidents. A complete change of clothes, including socks, should be provided in case of an emergency. Place labeled clothes in a large zip-lock bag labeled with the child's name.

### Bag or Back Pack

Each child should bring a bag or back pack large enough to carry their change of clothes and papers and art projects to be sent home.

### Playthings, Toys, and Other Materials

Comfort toys, such as bears, blankets, etc, may be brought if absolutely necessary. Any such items must be labeled with the child's name. (Guns, ropes, knives, and other toys which encourage rough and violent play are never permitted).

## **Arrival and Dismissal Procedures**

Parents are responsible for the safe arrival and departure of their children. Your child should be "checked in" at an available Kiosk in the Irving Bible Church lobby outside the Kidzone area. You will check in using the last 4 digits of the phone number you provided on your registration forms. Once you check in, identification tags, including a name tag for each child and a security tag for the parent will be printed. Place the name tags securely on your child's shirt and place your security tag in a safe place, as this will be required to pick-up your child.

**Children should arrive at their classrooms no earlier than 15 minutes before your Event start time.** All children must be accompanied by their parent to the classroom. Children should use the restroom shortly before coming to the classroom. No child should enter the classroom without the acknowledgment of the teacher.

**Children should be picked up at the classroom door no later than 15 minutes after the end of your event.** To pick up your child, you must show the security tag you received upon check in, and then the teacher will release your child to you. You must have your security tag even if the teachers recognize you by sight. Should you lose your tag, you must come to the office of the director on duty and show proof of identification before your child will be released to you. Although you may consider this a hassle should you ever lose your security tag, you will no doubt be comforted by the protection this policy provides for your children at Kidzone.

## **Discipline Policy**

We attempt to create a positive, stimulating, and supportive classroom atmosphere that involves children in interesting and developmentally appropriate activities which greatly reduces the need for strong disciplinary action. We will consistently and clearly communicate specific boundaries to children and provide gentle but firm guidance and enforcement by redirecting the child, spending time talking with the child, or giving the child time away from the activity or group.

## **Snacks**

For children ages 0-2, we will provide an age-appropriate snack, such as Cheerios, crackers or bananas. If your child needs an alternate snack, you may provide it and discuss any details with your child's teacher. For children over the age of 2, the snacks will vary. As peanut allergies are often life-threatening and so many children have allergies to peanuts, we WILL NOT be serving any snack containing peanuts.

**If you are packing a snack for your child it is also IMPERATIVE that it be Peanut free!**

## **Wellness Policy**

Every child must adhere to the Wellness Policy. Please see the Wellness Policy attached for further details.

## **Allergies**

If your child suffers from on-going allergies that cause them to exhibit signs of sickness such as constant runny nose, small cough, etc., please provide a signed statement from your child's physician indicating his or her condition, so that we do not needlessly remove the child from the room due to our Wellness Policy.

## Wellness Policy

Every effort possible is made to protect the health and safety of the children in our care. Parent cooperation in helping prevent the spread of communicable disease is of great importance. For the child's own protection and of others in the program, parents should keep sick children at home. A child who is ill upon arrival to the classroom will not be admitted. If your child starts exhibiting any signs of illness after being dropped off you will be notified immediately and will need to take your child home. In addition, if your child has attended Kidzone and is subsequently diagnosed with an illness from a communicable disease, please let us know immediately by calling the Kidzone hotline at (972) 560-4639. We are required to notify all parents of children who have been exposed to a communicable disease.

**If your child is exhibiting any of the following symptoms, please be considerate of others and keep him/her in your care.**

- Fever - within the last 24 hours
- Vomiting and/or diarrhea
- Runny nose, Sore Throat
- Unexplained rash
- Croup
- Skin infections (boils, ringworm, impetigo, etc.)
- Conjunctivitis (Pink eye)
- Childhood diseases (measles, mumps, chicken pox, etc) from onset through ten days.

Our goal is to provide a safe and healthy environment benefiting all those concerned - children, workers, staff, and your family.