

# 2023 – 2024 Children’s Day Out Policy

KIRKWOOD UNITED METHODIST CHURCH

201 West Adams, Kirkwood, MO 63122

314-966-0155      <https://kirkwoodumc./cdo>

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## **Overview**

### **MISSION**

As a ministry of Kirkwood United Methodist Church, the purpose of Children's Day Out is to serve families of the church and community by providing a loving and caring Christian atmosphere for the child while away from home by offering:

- Quality child care in a non-daycare setting
- A trusted and caring staff
- Socialization
- A safe environment
- Meaningful, age-appropriate activities

Children aged 6-weeks through Pre-kindergarten will be accepted for care.

### **ADVISORY BOARD**

Children's Day Out is governed by the **Children's Day Out Advisory Board**. There are two (2) parent representatives on the Board, one for members of KUMC, and one for non-members. Parents desiring to speak with either of these persons may obtain the name(s), email address(es) and phone number(s) from either Children's Day Out or the KUMC church office.

### **OFFICE HOURS**

The CDO Director is not a full-time director. Some days are spent working in the classroom. During the program year Tuesdays and Thursdays are dedicated to administrative duties. Scheduling tours and requesting information about the program on these days will ensure you get our undivided attention. During the summer someone will be in the office from 9:00 am to 12:00 pm on most Tuesdays.

### **COMMUNICATION**

When a child attends CDO, we believe that a partnership has been established between our caregivers and the parents. Communication is an important aspect of this partnership. CDO communicates with our families through email, Facebook, newsletters, and the REMIND text app. To receive information in a timely manner we request that each family ensure CDO has a current email address, follow Kirkwood United Methodist Children's Day Out on Facebook, and sign up and accept notifications from the REMIND app. (Instructions to sign up for REMIND are included on p.16 of this packet.)

## **When Are We Open?**

### **CALENDAR (CDO NO LONGER follows the Kirkwood School District calendar.)**

Children's Day Out will be available from Tuesday, September 5, 2023 through Friday, May 17, 2024. The program operates Monday through Thursday from 9:00 am to 3:00 pm and on Fridays from 9:00 am to 12:30 pm. See Calendar on p. 15.

**Any changes to the calendar will be posted outside each classroom, the Kirkwood United Methodist Children's Day Out Facebook page, on our website, and emailed to those on our mailing list.**

## SNOW DAYS

There will be no CDO when Kirkwood Public Schools are closed in the morning for a snow day. CDO will determine on a case-by-case basis whether to close when Kirkwood Public Schools close early for weather. Notification of CDO closings will be emailed, posted on Facebook, and listed on Local TV stations as KUM Preschool.

## SUMMER CDO

Since the summer of 2008 (when construction schedules and pandemics have allowed,) Children's Day Out has operated a Summer Program for 6 weeks each summer beginning after the close of the program year and ending before the end of July. Dates of Summer CDO are determined during the program year to coordinate with KUM Church and KUM Preschool programs. These dates and all related registration fees will be publicized as soon they are available and are independent of the program year.

## **Building Security**

The safety of the children in our building is of primary concern. All doors to the building will be locked when CDO is in session except from 8:45am – 9:20am, 11:15am – 11:45am, 12:15pm – 12:45pm, and 2:45pm – 3:15 pm. If a parent / guardian must enter the building at other times, they may ring the doorbell at the North Entrance (see map below), and a KUM Preschool or CDO staff member will escort them into the building to sign in at the Welcome Desk.

**DROP-OFF / PICK-UP PROCEDURES-** All children must be checked in /out with the director / asst. director.

Parents / guardians will have access to the CDO wing through the “CDO Entrance” at drop-off and pick-up times (see Map at the end of this section) when the doors are scheduled to be unlocked. Check-in begins at 9:00 am through the check-in line or in room 204 unless other arrangements have been made in advance with the director. All families will line up outside the Pollywog classroom (room 204). Once emergency numbers are confirmed, parents /guardians will take children to the classroom door where they will be met by a caregiver. Families with children in both CDO and KUM Preschool may drop off their preschooler with a KUM staff member at the interior hallway doors connecting CDO and the Preschool Welcome Center. Children coming from KUM Preschool will be escorted to the classroom by an adult. A daily attendance form must be filled out by the parent / guardian each day for each room. These will be available on the website or at the classroom entrance upon your arrival. This form contains necessary information for the care of your child each day. **If a child is late and the door has been locked, please use the North Entrance, sign in at the Preschool Welcome Desk and proceed to check your child in at CDO. Pick-up:** Please check out your child in room 204 before getting your child from the classroom. Always bring a picture ID. We will not release a child until we can verify the identity of the person picking up.



## Classrooms

In order to provide age-appropriate activities for our attendees, CDO is divided into three different units:

Tadpole Room (ages 6 weeks to 18 months)

Pollywog / Frogling Rooms (ages 18 months to 3 years)

Frog Room (ages 2 ½ through Pre-K)

### CAPACITY

In order to help assure a safe environment for the children, CDO will accept no more than a total of forty (40) children at any given time with a maximum of sixteen (16) in the Frog Room, a maximum of sixteen (16) in the combined Pollywog and Frogling Rooms, and a maximum of eight (8) in the Tadpole Room. Parents are always welcome to phone ahead to see whether or not the maximum has been reached.

### ADULT/CHILD RATIO

A total of at least nine (9) adults are present each day when all rooms are open. Two (2) adults working in each of our rooms and one (1) adult working as a "floater" in whichever room has the greatest need. The staff / child ratios established for each age range are:

Under 2 years of age                      1 staff member for every 4 children

2 and 3 years of age                      1 staff member for every 8 children

Ages 4 and up                              1 staff member for every 16 children

Due to capacity restraints and mixed age groups, the number of children for each staff member could be lower than those established.

## How to Attend CDO

### LIMITED ENROLLMENT

In order to serve families that have the occasional need for CDO, we have limited the number of spaces available for enrollment to five (5) in the Tadpole room, twelve (12) in the combined Pollywog and Frogling rooms, and twelve (12) in the Frog room. Once the maximum number of enrollments has been reached, we will form a waiting list for spots as they become available.

Enrollment is for a certain day(s) of the week for the program year and will be on a first come, first serve basis. Enrollment openings will begin at 9:00 am, 11:30 am, and 12:30 pm for a minimum of 2 ½ hours. A child will be considered enrolled once registration is submitted, and all enrollment and supply fees are paid. **These fees are non-refundable.**

Persons wishing to extend the time of pick up must make arrangements in person or by phone no later than fifteen (15) minutes of the scheduled expected return, or it will be considered a late pick up and penalties will be charged. (Example: must contact before 11:15pm if scheduled pick-up time is 11:30am.)

### Withdrawals

Children may drop out of the enrollment program with a two-week notice. Childcare fee refunds will be made for days paid beyond this notice.

CDO reserves the right to request the withdrawal of a child whose enrollment presents disadvantages for his/her own development and progress or whose presence causes injury or impedes the developmental progress of other children.

### ADVANCE RESERVATIONS

CDO will accept reservations up to two weeks in advance (four weeks for KUM Church members) in each of our rooms: two (2) in the Tadpole room, three (3) in the combined Pollywog and Frogling rooms, and three (3) in the Frog room. **Reservations should be made in person in room 204 or by phone at 314-966-0155.**

**Reservation requests will not be accepted via email or text.**

Once the maximum number of enrollment plus reservations has been reached, no other advance reservations will be accepted. **All reservations are for a minimum time of 2 ½ hours with starting times of 9:00 am, 11:30 am, or 12:30 pm.**

Persons needing to cancel advance reservations should do so as soon as possible by calling 314-966-0155 or by email to [beth@kirkwoodumc.org](mailto:beth@kirkwoodumc.org). Voice mail and email are accepted 24 hours a day / 7 days a week. If cancellations are made by 2:00 pm the preceding business day, there will be no charge. After that time and before 9:00 am the day of the reservation, parents will be charged for one hour's service plus a one-dollar (\$1.00) administrative fee. Parents failing to cancel by 9:00 am will be charged for the full amount of time reserved plus a one-dollar (\$1.00) administrative fee.

Reservations will be held for one-half hour past the scheduled time. If we have not been notified by then that you are coming, the reservation will become a drop-in or same day reservation space, and the penalty for not canceling will go into effect.

Parents picking up their child(ren) before the scheduled pick-up time will be charged for the entire time reserved.

Persons wishing to extend the time of pick up must make arrangements in person or by phone no later than fifteen (15) minutes of the scheduled expected return, or it will be considered a late pick up and penalties will be charged. (Example: must contact before 11:15pm if scheduled pick-up time is 11:30am.)

Any changes to the policies regarding reservations, which may be deemed necessary during the year will be posted outside the classrooms and on the website.

- KUMC Members – Members of Kirkwood United Methodist Church may make reservations up to four weeks in advance.
- KUM Preschool – In a spirit of cooperation with the Kirkwood United Methodist Preschool, reservations for parent volunteering dates, parent orientations, field trips, and other pre-approved preschool functions may (and SHOULD) be made as soon as the dates are known. (All other reservations made by the preschool parents will fall under the "General Public" rules below.)

Persons trying to make a reservation after the maximum has been reached will not be allowed to do so even though it is for a pre-approved KUM Preschool function.

- General Public – These persons may make their reservations no more than two weeks in advance.

## **DROP-IN SERVICE**

Reservations are limited in order to leave space available for those persons needing to use Children's Day Out on a same day drop-in basis. Spaces available each morning at the time of opening are at least: one (1) each in the Tadpole room, the combined Pollywog and Frogling rooms, and the Frog room.

These spaces are on a first come, first serve basis. Priority is given to those persons physically in the building when we open at 9:00 am. Dropping off a bag doesn't hold your spot in line unless you remain in the building. You can call after 9:00 am to see if spots are still available.

The minimum charge for drop-in service is one hour.

Parents picking up their child(ren) before the scheduled pick-up time will be charged for the entire time requested.

Persons wishing to extend the time of pick up must make arrangements in person or by phone no later than fifteen (15) minutes of the scheduled expected return, or it will be considered a late pick up and penalties will be charged. (Example: must contact before 11:15pm if scheduled pick-up time is 11:30am.)

## **Illness**

Keeping ill children at home helps prevent the spread of communicable illnesses and ensures that CDO has adequate staff to care for all children. The one-on-one care that a sick child can require negatively affects CDO's staff-to-child ratios. Please read p. 17, *CDO Illness Policy for Children and Staff*. **If an enrolled child misses due to illness, child care fees are still owed.**

## **Fees and Penalties**

**Childcare fees for enrolled children are to be paid at the beginning of each month unless arrangements have been made with the director or assistant director.** CDO charges for the time a child is enrolled on days CDO is scheduled to be open. **These fees are owed regardless of sickness, quarantine, vacations, or weather-related closings.**

**Childcare fees for those using CDO through reservations or drop-in are due on the day of service unless other arrangements have been made with the director.**

**Statements for all fees paid in the previous month along with fees owed for the current month are available on the first day of the month. Please keep these for your tax / childcare reimbursement records.**

Fees may be paid either by:

- cash,
- check made payable to CHILDREN'S DAY OUT or CDO,
- or your bank's on-line bill pay feature.
  - Account Number    *Your Child's Name*
  - Biller                CDO
  - Address             201 W. Adams Ave. Kirkwood, MO 63122
  - Phone                314-966-0155

### Registration Fee

There will be an annual registration fee charged of \$75.00 per family for those families enrolling children. The annual registration fee for families using CDO through reservations or drop-ins will be \$60.00. These fees apply to the program year and are separate from the CDO Summer Program. **These fees are non-refundable.**

### Supply Fees

There will be an annual supply fee charged for each child enrolled of \$25.00 for the first day enrolled plus \$7.50 for each additional day enrolled. The annual supply fee for each child attending CDO through reservations or drop-ins is \$25.00. **These fees are non-refundable.**

### Hourly Rates

Hourly rates apply as follows:

First Child – \$8.00 / hour

Each Additional Sibling KUMC Members – \$5.50 / hour

Each Additional Sibling Non-Members – \$6.00 / hour

Minimum Charges are for 2 ½ hours for Enrollment and Reservations and 1 hour for Drop-ins.

### Late Payment Policy

If a family owes Childcare fees for more than two months, or they owe more than \$600.00, they must meet with the Director to discuss a payment plan. **The director may refuse to allow a child to attend until payment is received.**

### Late Pick-up Penalties

- Pick up times scheduled before 3:00 pm (12:30 pm on Friday) – Persons failing to make arrangements to extend the time of pick up will be charged at the rate of one hour's service for every additional fifteen (15) minutes beyond the scheduled return time. Penalties for scheduled 3:00 pm pick up will be added if actual return time runs past 3:00 pm. All penalty charges are in addition to that day's charges.
- Pick up times scheduled for 3:00 pm (12:30 pm on Friday) – Parents will be charged for one hour's service for child(ren) picked up between 3:00 pm and 3:15 pm. Anytime thereafter, parents will be charged an additional penalty of thirty dollars (\$30.00). All penalty charges are in addition to that day's charges.

### Sick Child Pick Up Policy

When a parent is called to pick up a sick child, they will have a maximum of one (1) hour from the time of the call to pick their child up. **During this time CDO must have a valid emergency number, and this person must be available to receive calls.** Failing to pick up the child in this amount of time will result in a penalty fee of thirty dollars (\$30.00).

### Insufficient Funds

There will be a fee, equal to what the bank charges CDO, for all checks returned due to insufficient funds.

### Childcare Reimbursement / Tax Statement

Receipts for all fees paid in the previous month are available on the first day of the next month. Please keep these for your records. **If CDO is asked to calculate the childcare fees for a reimbursement / tax statement, there will be a \$15.00 charge per request.**

### **Forms**

Children's Day Out requires registration forms for each child attending the program. These may be obtained in the CDO office, classroom or on the website:

- Enrollment Form – due on first day
- Emergency Card – due on first day
- Notice of Parental Responsibility (NPR) – due on first day
- CDO Parental Notice of Policies and Procedure – due on first day
- Medication Authorization Form – due on first day
- Photo Release Form – due on first day
- Health Form – due 30 days after first day. **Must include immunization records which need to be updated whenever new vaccinations are received.**
- Classroom Daily Attendance Forms – new form each day

### **Medications**

CDO requires a signed *Medication Authorization Form* to administer an Epinephrine Auto-injector or to apply diaper rash cream and hand sanitizer. These are the only “medications” CDO will administer. (Epinephrine Auto-injectors and diaper rash ointment must be in the original container and labeled with your child's name.) **Please do not put medications in bottles or food and send with your child.**

### **Lunch**

**CDO does NOT provide lunch for the children staying through the lunch hour (11:30 am – 12:30 pm).** A packed lunch with the child's name clearly marked must be sent with the child. Refrigerators and microwaves are available to keep lunches cold and warm them up. If a drink is not sent with the child, tap water is provided.

### **Potty Training**

Children do not need to be potty trained to attend CDO in any of our rooms. When potty training starts, we ask that caregivers be informed. CDO makes every effort to take potty trainers regularly to the bathroom, but please continue to **send pullups or diapers until they can tell us when they need to go, or the need to take the child to the bathroom is every 1½ hours or more.** Having to take one or more children to the bathroom more frequently negatively affects our staff to child ratios.

### **Do's and Do Not's**

DO **LABEL EVERYTHING** including diaper bags, back packs, individual diapers, bottles, lunches, jackets, hats, clothing, etc. This is a must! (Imagine trying to keep track of all



articles for eight to sixteen children!)

- DO sign-in each child staying that day and leave an emergency number.
- DO bring only disposable diapers, and make sure the child is in a disposable diaper upon arrival.
- DO send a change of clothes including socks for ALL children. Spills can happen to anyone – even someone who is completely potty trained.
- DO **send children in appropriate footwear (Tennis shoes are best):** NON-WALKERS need socks, Robbies, or booties to protect their feet. ALL WALKERS need to wear shoes (Tennis shoes are best). **Crocs, sandals, Keens, and Cowboy boots are not considered appropriate footwear.**
- DO **send appropriate outerwear for your child.** See p. 18. CDO tries to go outside for gross motor time even when temperatures are in the 40°s. (Temperatures under 50° - winter coat required, between 50° and 60° - jacket required.) The American Academy of Pediatrics recommends dressing children in one more layer than an adult would wear in the same conditions.
- DO send a snack, if you want your child to have a snack and don't want them to have Cheerios or graham crackers.
- DO bring and label security items (lovies, pacifiers, blankets) for rest time. All other toys should be left at home or in the car.
- DO note any special instructions on the daily attendance form to ensure caregivers receive the information. \*(Diaper rash ointment is considered a medication by the state. We will apply your ointment in original container with a signed *Medication Authorization form*.)
- DO apply sunscreen at home and send a sunhat.
- DO accompany your child to the classroom and make sure a caregiver is in the room before leaving
- DO NOT bring glass containers, except unopened jars of baby food.
- DO NOT put medication in bottles or food. We cannot administer any medications.
- DO NOT bring or send chewing gum.
- DO NOT bring toys other than those which are security for rest time.
- DO NOT bring a child who doesn't feel well enough to benefit from the program and/or may be contagious. Any child who has been ill must be fever (greater than 100.4 degrees) diarrhea and vomit free for at least 24 hours before he/she may return.
- DO NOT hesitate to call if you ever have any questions or concerns regarding the program. The phone number is 314-966-0155.

## Daily Schedules

- 9:00 am The program opens and caregivers are ready for the children. Upon arrival, parent(s) must sign-in each child staying that day and ensure emergency phone numbers for the day are accurate.
- 11:30 am Lunchtime. (This is the only time we eat lunch in the Pollywog, Frogling and Frog Rooms.) Please provide your child with either a lunch or a snack if you will not be back by 11:30 am. If a drink is not sent with the child, tap water is provided. Refrigerator space is limited, but lunches for the children will be given priority.
- 12:30 pm Rest time (children under 3 years of age in the Tadpole, Pollywog, and Frogling rooms). All children are expected to rest for 45 minutes.
- 3:00 pm Children's Day Out closes promptly - **CHILDREN MUST BE PICKED UP BY THIS TIME!** Anyone picking up their child(ren) after 3:00 pm will be charged a Late Pick-up Penalty.

### CHILDREN AGED 6 WEEKS TO 18 MONTHS DAILY SCHEDULE GUIDELINES

(We do our best to follow YOUR child's schedule at this age.)

8:00 – 8:45 am

Prepare room

Fold laundry and get out daily supplies and equipment

Check floors and equipment for cleanliness

Clean anything that is unacceptable and do 3-step cleaning and sanitizing on high chairs, swings, changing table, cribs and exersaucers

9:00 am

Check In

Make sure a daily attendance form has been filled out for each child

Ask parent if everything is labeled

Make sure each child has his/her name on

9:00 – 9:30 am

Supervise (and enjoy) children as they play

9:30 – 9:45 am

Offer snack if needed

Clean hands and faces, and clean and sanitize high chairs

9:45 – 10:00 am

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child

10:00 – 10:15 am

Prepare cribs and put down AM nappers (ON BACKS)

Bathroom breaks

10:15 – 11:00 am

Gather older infants (12 to 18 months) for semi-structured song and game time or gross motor play

Continue supervised play trying to give some individual attention to each child

Clean and sanitize toys and surfaces as needed

11:00 – 12:00 noon

Serve lunch – be sure to clean each child's hands and face before and after eating

Clean and sanitize high chairs and sweep floor when lunch is over

Make sure all lunch containers are returned to diaper bags or put in refrigerator

12:30 – 12:45 pm

Pick up and sanitize toys

12:45 – 1:00 pm

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child

Prepare for naptime

1:00 – 1:30

Prepare beds and put children in beds (ON BACKS) and encourage them to sleep

After children are asleep complete any cleaning duties left unfinished (chairs, floors, diaper table, swings, and empty beds, etc.)

Straighten room and clean & sanitize toys as needed

2:00 – 2:30 pm

Give snack if needed

2:30 – 3:15 pm

Change diapers as children wake up

Clean and sanitize changing pad and wash hands (child and employee) after each child

Check refrigerator and make sure all items are put in appropriate diaper bag

Strip sheets and clean and sanitize bed and mattress as children leave

## **CHILDREN AGED 18 MONTHS TO 3 YEARS**

### **DAILY SCHEDULE GUIDELINE**

(Times may vary according to playground schedule.)

8:00 – 8:45 am

Prepare room

Get out daily supplies and equipment

Check bathroom floor for cleanliness, and clean and sanitize toilet and potty-chair

Clean anything that is unacceptable and do 3-step cleaning and sanitizing on changing tables, high chairs, tables, chairs and cots.

9:00 – 9:30 am

Check In

Make sure a daily attendance form has been filled out for each child

Ask parent if everything is labeled

Make sure each child has his/her name on

Supervise (and enjoy) the children as they play, trying to give some individual attention to each child

9:30 – 10:00 am

Offer snack if needed

Clean hands and faces, and clean and sanitize high chairs and tables

10:00 – 10:30 am

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child

Encourage older children to use the bathroom and wash hands – sanitize toilet / potty chair after each use

Lead children in a planned activity or free play

10:30 – 11:15 am

Encourage children to help pick up toys

Clean and sanitize toys and surfaces as needed

Gross motor play outside or in the indoor activity room

11:15 – 11:30 am

Gather children into a "circle" for a time of songs and finger plays

11:30 – 12:00 pm

Serve lunch – be sure to clean each child's hands and face before and after eating

Supervise as they eat

12:00 – 12:30 pm

Clean and sanitize tables and high chairs and sweep the floor

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child

Encourage older children to use the bathroom and wash hands – sanitize toilet / potty chair after each use

12:30 – 2:00 pm

Have children lie down and rest

Encourage the children to sleep

Complete any cleaning and sanitizing duties left unfinished

2:00 – 2:50 pm

Supervise children as they awaken

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child

Encourage older children to use the bathroom and wash hands – sanitize toilet / potty chair after each use  
Read books, do puzzles, coloring, or some type quiet activity until most of the children are awake.  
Weather permitting, take children outside.  
Check refrigerator and make sure all items are put in appropriate bags

2:50 – 3:15 pm  
Complete any cleaning and sanitizing duties left unfinished  
Put away equipment for the day

## **CHILDREN AGED 2.5 YEARS THROUGH PRE-K DAILY SCHEDULE GUIDELINE**

(Times may vary according to playground schedule.)

8:00 – 8:45 am  
Prepare room  
Get out daily supplies and equipment  
Check bathroom floor for cleanliness, and clean and sanitize toilet  
Check other floors and equipment for cleanliness  
Clean anything that is unacceptable and do 3-step cleaning and sanitizing on changing tables, and tables

9:00 – 9:30 am  
Check In  
Make sure a daily attendance form has been filled out for each child  
Ask parent if everything is labeled  
Make sure each child has his/her name on  
Supervise (and enjoy) the children as they play, do crafts, artwork, puzzles or etc., trying to give some individual attention to each child

9:30 – 10:00 am  
Offer snack if needed  
Have children wash hands  
Clean and sanitize tables and sweep floors

9:45 – 10:15 am  
Diaper checks and changes  
Clean and sanitize changing pad and wash hands (child and employee) after each child  
Encourage older children to use the bathroom and wash hands – sanitize toilet.

10:15 – 10:45 am (time might vary according to playground schedule)  
Take children outside or to the gym

10:45 – 11:15 am  
Lead children in a planned activity

11:15 – 11:45 am

Have children put toys away

Clean and sanitize toys and surfaces as needed

Gather children into a circle for a time of songs and finger plays

Prepare for lunch / Make sure all lunches are accounted for

11:30 am – 12:15 pm

Serve lunch – be sure to clean each child's hands and face before and after eating

Supervise as they eat

Encourage children to pack up their lunch box and clean up any mess they made while eating

12:15 – 12:45 pm

Clean and sanitize tables and sweep the floor

Diaper checks and changes

Clean and sanitize changing pad and wash hands (child and employee) after each child

Encourage older children to use the bathroom and wash hands – sanitize toilet.

12:45 – 1:30 pm

Supervise children in centers, artwork, crafts, puzzles, etc.

1:30 – 1:45 pm

Have children pick up toys

Clean and sanitize toys and surfaces as needed

1:45 - 2:15 pm (time might vary depending on playground schedule)

Take children outside or to the gym

2:15 – 2:45 pm

Supervise children in centers, artwork, crafts, puzzles, etc.

Give children snack if necessary

2:45 – 3:15 pm

Check refrigerator and make sure all items are put in appropriate bags

Read to or sing with children

Complete any cleaning and sanitizing duties left unfinished

## **The Kindness Code**

Children's Day Out uses The Kindness Code to teach appropriate behavior. The Kindness Code is an approach to supporting children's behavior using:

- Active learning,
- Supportive environments,
- Building Relationships with children,
- Empathy,
- Direct teaching of social skills,
- Guidance and redirection, and
- Positive language.

The Kindness Code does not use threats, anger, punishing, or shaming to ensure cooperation. By using and modeling kindness through the Kindness Code we increase the likelihood that our students will have positive social / emotional growth as well as increased compliance.

## **Questions and Concerns?**

Kirkwood United Methodist Church and Children's Day Out are committed to providing a positive and safe environment for children. If you have questions about our program, please contact the director. If you have any concerns or need to report any dangerous or inappropriate situation, please contact the director of this program or the church's Lead Pastor or Executive Director immediately.

Kirkwood United Methodist Children's Day Out is a tax-exempt organization. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its policies.

## CDO 2023 – 2024 Calendar

Month	Su	Mo	Tu	We	Th	Fr	Sa	Important Dates	
Aug 2023			1	2	3	4	5		
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19	8/1	Office Hours - 9:00am - 12:00pm
	20	21	22	23	24	25	26		
Sep	27	28	29	30	31	1	2	8/8	Office Hours - 9:00am - 12:00pm
	3	4	5	6	7	8	9		
	10	11	12	13	14	15	16	8/15	Office Hours - 9:00am - 12:00pm
	17	18	19	20	21	22	23		
Oct	24	25	26	27	28	29	30	8/21	Office Hours - 9:00am - 12:00pm Reservations taken for 9/5 - 9/15
	1	2	3	4	5	6	7		
	8	9	10	11	12	13	14	8/22 - 8/25	Cleaning Days - Office Closed
	15	16	17	18	19	20	21		
Nov	22	23	24	25	26	27	28	8/29	Office Hours - 9:00am - 12:00pm Reservations taken for 9/5 - 9/15
	29	30	31	1	2	3	4		
	5	6	7	8	9	10	11	9/5	Opening Day
	12	13	14	15	16	17	18		
Dec	19	20	21	22	23	24	25	10/19 - 10/20	CDO Closed Fall Break
	26	27	28	29	30	1	2		
	3	4	5	6	7	8	9	11/22 - 11/24	CDO Closed Thanksgiving Holiday
	10	11	12	13	14	15	16		
Jan 2024	17	18	19	20	21	22	23	12/20 - 1/3/24	CDO Closed Winter Break
	24	25	26	27	28	29	30		
	31	1	2	3	4	5	6	1/4/2024	CDO Reopens
	7	8	9	10	11	12	13		
Feb	14	15	16	17	18	19	20	1/15	CDO Closed Martin Luther King Holiday
	21	22	23	24	25	26	27		
	28	29	30	31	1	2	3	2/16 - 2/19	CDO Closed Presidents' Day Holiday weekend
	4	5	6	7	8	9	10		
Mar	11	12	13	14	15	16	17	3/18 - 3/22	CDO Closed Spring Break
	18	19	20	21	22	23	24		
	25	26	27	28	29	1	2	3/25	CDO Reopens (KWD School Closed)
	3	4	5	6	7	8	9		
Apr	10	11	12	13	14	15	16	3/29 - 4/1	CDO Closed Easter Break
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30	5/17	CDO Last Day of Program Year
	31	1	2	3	4	5	6		
May	7	8	9	10	11	12	13	5/21 - 6/6	Summer CDO Session One
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27	6/18 - 6/27	Summer CDO session Two
	28	29	30	1	2	3	4	7/9 - 7/11	
Jun	5	6	7	8	9	10	11		
	12	13	14	15	16	17	18	7/16	Summer Office Hours 9:00 am - 12:00 pm
	19	20	21	22	23	24	25		
	26	27	28	29	30	31	1	7/23	Summer Office Hours 9:00 am - 12:00 pm
Jul	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15	7/30	Summer Office Hours 9:00 am - 12:00 pm
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
Aug	30	1	2	3	4	5	6		
	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
Aug	28	29	30	31	1	2	3		
	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
Aug	25	26	27	28	29	30	31		

CDO Closed
  CDO Summer Session One
  CDO Summer Session Two
  Summer Office Hours
  CDO Reopen
  End of School Year
  Saturdays
  Sundays



## Remind



# Sign up for important updates from B. Seley.

Get information for CDO Parents right on your phone—not on handouts.

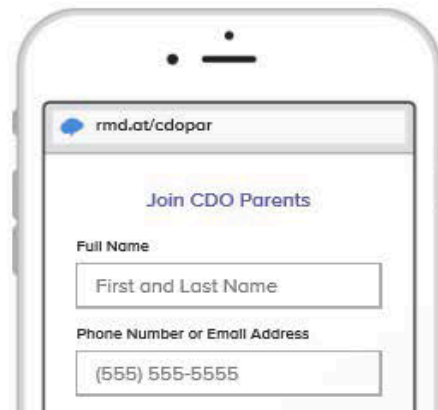
Pick a way to receive messages for CDO Parents:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/cdopar](http://rmd.at/cdopar)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

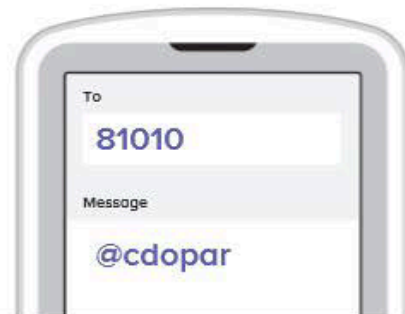


**B** If you don't have a smartphone, get text notifications.

Text the message **@cdopar** to the number **81010**.

If you're having trouble with **81010**, try texting **@cdopar** to **(856) 347-4182**.

\* Standard text message rates apply.



Don't have a mobile phone? Go to [rmd.at/cdopar](http://rmd.at/cdopar) on a desktop computer to sign up for email notifications.

## CDO Illness Policy for Children & Staff

Certain symptoms in children may suggest the presence of a communicable disease. Excluding an ill child may decrease the spread of the disease to others in the childcare and school settings. Recommended exclusion varies by the disease or infectious agent. **Children / Staff with the symptoms listed below should be excluded from the childcare or school setting until symptoms improve; or a healthcare provider has determined that they can return; or children can participate in routine activities without more staff supervision than can be provided.**

### **Exclude children / staff with any of the following:**

- **Illness** – Unable to participate in routine activities or needs more care than can be provided by staff.
- **Fever** – Excluded when temperature taken with **Ear, Temporal or Rectal** is over 100.4°F. **Must be fever free without the aid of fever reducing medicine for 24 hours** or a medical exam indicates that a child may return.
- **Signs/Symptoms of Possible Severe Illness** – Until a healthcare provider has done an evaluation to rule out severe illness when a child is unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, or other unusual signs for the child.
- **Diarrhea** – Until a child has been diarrhea free for at least 24 hours or until a medical exam indicates it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus.
- **Vomiting** – Until a child has been vomit free for at least 24 hours or until a cause is determined to be by a noncommunicable condition, and the child is not in danger of dehydration.
- **Mouth Sores with Drooling** – Until a medical exam indicates the child may return or until the sores have healed.
- **Rash with Fever or with Behavior Change** – Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.
- **Eye Drainage** – Until purulent (pus) drainage and/or fever or eye pain is not present or a medical exam indicates that a child may return.
- **Unusual Color of Skin, Eyes, Stool, or Urine** – Until a medical exam indicates the child does not have Hepatitis A. Symptoms of Hepatitis A include yellow eyes or skin (jaundice), gray or white stool, or dark (tea or cola colored) urine.

# Outdoor Play Temperature Guidelines

## Understand the Weather

### Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 20° to 0° is *bitter cold* with significant risk of *frostbite*
- 20° to -60° is *extremely cold* and *frostbite* is likely
- 60° is *frigid* and exposed *skin will freeze* in 1 minute

### Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

## Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
40	40	36	34	32	30	29	28	28	27	
30	30	25	21	19	17	16	15	14	13	
20	20	13	9	6	4	3	1	0	-1	
10	10	1	-4	-7	-9	-11	-12	-14	-15	
0	0	-11	-16	-19	-22	-24	-26	-27	-29	
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	

<div></div>	Comfortable for outdoor play	<div></div>	Caution	<div></div>	Danger
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Heat Index Chart (in Fahrenheit %)												
Air Temperature (°F)	Relative Humidity (Percent)											
	40	45	50	55	60	65	70	75	80	85	90	95
80	80	80	81	81	82	82	83	84	84	85	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100
90	91	93	95	97	100	103	105	109	113	117	122	127
94	97	100	103	106	110	114	119	124	129	135		
100	109	114	118	124	129	130						
104	119	124	131	137								

### Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months – lightweight cotton, colder months – wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

**Condition GREEN** – Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all age groups. INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors. YOUNG CHILDREN – remind children to stop playing, drink a beverage and apply more sunscreen. OLDER CHILDREN – need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats, or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

**Condition YELLOW** – use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time. INFANTS AND TODDLERS – use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play. YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats, or mittens), applying sunscreen and drinking liquids while playing outdoors.

**Condition RED** – most children should not play outdoors due to the health risk. INFANTS/TODDLERS should play indoors and have ample space for large motor play. YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions. OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed and have plenty of fluids. Child Care providers may be vigilant about maximum protection of children.

### Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words

**Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

**Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

**Relative Humidity:** The percent of moisture in the air.

**Temperature:** The temperature of the air in degrees Fahrenheit.

**Wind:** The speed of the wind in miles per hour.

**Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets, and livestock.

**Winter Weather Advisory:** Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

**Winter Storm Warning:** Severe winter conditions have begun in your area.

**Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.