



**BridgeKids**

# **Handbook**

Information for Families and Caregivers

**St. Stephen's UMC**

**1801 W. Brooks St.**

**Norman, Oklahoma 73069**

## Welcome to BridgeKids!

BridgeKids is an early childcare program for children, 1-5 years of age. We offer small class-sizes, highly qualified and highly trained staff, and fun and engaging learning experiences!

We strive to provide a safe and welcoming atmosphere that celebrates the joys of early childhood and focuses on developmentally appropriate learning experiences and PLAY with a highly trained staff!

BridgeKids is made possible through a partnership between Early Foundation Replication Project and St. Stephen's United Methodist Church. We are very happy to have your child in our program and want your child's early learning experience to be exceptional. This handbook contains procedures and policies to assist you. We encourage you to ask any questions that you might have, and to take full advantage of the services we have to offer.

## Site Personnel

Julie Morris, M.Ed, BCBA, LBA  
Project Coordinator, Early Foundations  
Director, BridgeKids

Rev. Jinx Barber  
Reverend, St. Stephen's UMC

## Hours of Operation

### **Monday- Thursday 9:00-1:00**

With a few exceptions, BridgeKids will follow the [Norman Public Schools calendar](#) for scheduled holidays. Please consult the attached calendar for days when BridgeKids is not in session. All staff will arrive before the children to prepare for the day. We ask that you respect that this is a planning time, therefore, children are not to be dropped off before 9:00 am. Similarly, all staff stay after the children leave to prepare for the next day. We ask that you respect this time therefore, children should be picked up by 1:00. If someone other than a parent is picking up your child, please notify the BridgeKids Directors in writing or by phone. No child will be released to a person unknown to us without the permission of the parent. All new persons picking children up will be required to present identification. If your family has specific custody arrangements, please notify the BridgeKids Directors. A court order will be required for us to prevent one parent from picking a child up.

## Classes

BridgeKids provides care for children ages 12 months up to 5 years olds. There are 4 classes. Children are placed in a class based on birthday and age as of September 1<sup>st</sup>.

- 1's class for children age 12-20 months
- 2's class for children age 21-30 months
- 3's class for children age 31-40 months
- 4's class for children age 41 months plus

## Learning Experiences

BridgeKids uses activities and experiences that are designed to be developmentally appropriate for children ages 12 months to 5 years. Some examples include art activities, nature walks, hands-on sensory experiences, early literacy activities, read alouds, and, of course, PLAY!

All classes will attend a children's moment in the sanctuary once a week where they will sing songs and hear an age appropriate Bible message.

A calendar will be provided monthly that outlines the Bible stories, themes, literacy, numeracy, and early learning skills will be taught that month. The calendar will also reflect closings and special events.

## Enrollment Fee

- **Annual Fee:** \$150 due by August 1<sup>st</sup>, or upon enrollment  
(Please submit enrollment fees ASAP to guarantee your child's spot in the class.)
- **Summer only:** \$50 due by June 1st

## Supply Fee

- **Annual Fee:** \$75 due by August 1<sup>st</sup>, or upon enrollment
- **Summer only:** \$25 due by June 1st

## Tuition

BridgeKids uses a flat monthly tuition rate. Payments are due on the first of the month and can be paid by check, money order, credit/debit card, or through your online account. Late fees will be added if payment is not received by the fifth of each month. Late fees are as follows: \$25.00 fee assessed if payment is not received by the 5th. An additional \$10.00 per week will be added each Thursday until payment is received in full. If arrangements are needed, please contact directors and they will be happy to assist you.

Days per Week	Monthly Tuition Per Child
1 Day per Week	\$100 per month
2 Days per Week	\$200 per month
3 Days per Week	\$300 per month

**There is a Drop-In Fee of \$25 per day for currently enrolled students who would like to attend an additional day.**

## Financial Assistance

In an effort to make childcare available for all children, BridgeKids is offering scholarships for eligible families. Scholarships are provided on a first come first served basis and funds are limited. Scholarships are available for up to 4 children per family and are good for one school year. Families will need to reapply each year.

### **Eligibility:**

In order to qualify for a scholarship a family will need to provide verification of WIC/SNAP/TANF benefits received through the state.

### **Scholarships fund will be dispersed as follows:**

#### **Fees:**

Enrollment and supply fees will be covered for one child and each additional child in the family will be charged a \$50 annual enrollment fee.

#### **Tuition:**

- 1 Day a week is \$25/month per child, up to 4 children per family
- 2 Days a week is \$50/month per child, up to 4 children per family
- 3 Days a week is \$75/month per child, up to 4 children per family

## Attendance

BridgeKids values your child's attendance! It is important to facilitate learning and keep a consistent schedule that your child attends on your specified days. When children attend inconsistently it is harder for them to make and maintain gains in their skills. Attendance is taken daily and is reviewed with parents/guardians once a

month. If a child's attendance is consistently poor (50% or less of scheduled days) for 3 consecutive months your child will lose his/her spot.

## Late Pick Up

BridgeKids closes promptly at 1 PM. A late fee of \$1.00 per minute, per child, will begin to incur at 1:05 PM. Parents will have a consultation with the directors on the 2nd occurrence and a 3rd occurrence may result in removal from our program.

In the event of an emergency, please contact the directors of BridgeKids.

## **General Safety Policies:**

### **Staff and Safety**

All BridgeKids and St. Stephen's UMC staff must pass a background check before they are hired to work with children. Staff will also be required to complete Ministry Safe training through the United Methodist Church. A staff member that is trained in basic first aid and CPR will be present in the building at all times.

### **School Closings for Bad Weather**

BridgeKids will be closed for bad weather when Norman Public Schools are closed. Please check local news stations on bad weather days to see if Norman Public Schools are closed. We will not list BridgeKids separately for closings.

### **Illness Policy**

In an effort to keep our students and staff healthy, please keep your child home if they have had a fever, vomiting, diarrhea, eye infection, or a rash (that is not allergy related) within the last twenty-four hours or if they have any type of contagious illness. If your child becomes sick at school you will be notified immediately. Your child may return after they have been fever, vomiting, diarrhea, eye infection, or rash free for 24 hours without the assistance of medication. BridgeKids also reserves the right to require a doctor's note clearing your child to return to school after being ill. BridgeKids's immunization policy is that all students should be immunized and families who choose to file for exemption will be considered for admission on a case by case basis at the discretion of the St. Stephen's UMC Board of Stewards.

### **Medication**

With the exception of lifesaving medication (ex: EpiPen), BridgeKids staff will not administer any medications to our students. Should your child require a dose of medication during hours, a parent will be required to come to school and administer it.

## Other General Policies and Guidelines:

### Personal Items:

**Please label all of your child's personal items with your child's name.** Specifically, water bottles or cups, lunch boxes, backpacks, and coats or jackets. Your child will have a labeled cubby to store diapers and/or underwear so you do not need to label them.

### Clothing:

Please dress your child in clothes appropriate for play. Our program includes activities that can be messy as well as outdoor play when the weather permits. Please send the appropriate coat or jacket. We try to go outside as much as possible so closed toe shoes/sandals are preferred for outdoor play. During the summer session there are some water-play days. If you wish for your child to participate in water-play please send him/her dressed in his/her swimsuit with a change of clothes for afterwards. Please pack at least one change of clothes in your child's bag for backup.

### Lunch and Snack:

Please send your child a lunch that is ready to eat. Being sure it is cut into bite size pieces, heated or cooled, and stored in a way that maintains the desired temperature. Snacks are communal and based on what is available. If your child requires a special diet, or restrictions, we will serve only food that comes out of his or her lunchbox, so please pack both a snack and lunch each day. Please also send a water bottle and any utensils needed for your child to eat his/her lunch or snack daily.

### Adjustment and Preparation:

We understand that separating from parents is a difficult transition for some children and can be especially difficult for children on the autism spectrum. We ask that parents make their goodbyes brief, even if your child is upset. Usually a child will calm down after their parent leaves. BridgeKids staff are trained to aid children with difficult transitions. Please remember that drop off is a busy time, so please keep your interactions with instructional assistants or teachers brief. Feel free to write down any special instructions or concerns for the day to give to the teacher or instructional assistant at drop off.

### Social Media

BridgeKids staff cannot accept invitations to be friends or followers on any social media platform while your child is attending our facility.

## Contact Us

Thank you for choosing BridgeKids! We are honored to come alongside your family in these important early years of your child's life. It is our mission to serve your family and strive to ensure a positive and affirming experience. Welcome to the BridgeKids family!

Julie Morris, M.Ed, BCBA, LBA

Director, BridgeKids

Project Coordinator, Early Foundations

Email: [bridgekids@ststephensnorman.org](mailto:bridgekids@ststephensnorman.org)

Phone: 405-310-9414

## Acknowledgement of Policies

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**I understand and agree to the payment schedule and rates.**

**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**I understand and agree to the pick-up and drop-off procedures and policies.**

**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**I understand and agree to the attendance policy.**

**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**I understand and agree with the policy for illness.**

**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**I understand the purposes of the learning experiences at BridgeKids.**

**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_