



First Kids

Early Childhood Center

A ministry of First St. Charles United Methodist Church

2025-2026

Parent Handbook



801 First Capitol Drive
St. Charles, MO 63301

636-947-9380

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2025-2026 calendar

JUNE

June 2: SUMMER
SESSION BEGINS

S	M	T	W	T	F	S
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JULY

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July 2: Dismiss at 12pm
July 3-4: CLOSED

AUGUST

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31						

Aug. 8: Last day of Summer Session
Aug. 9-19: CLOSED
Aug. 18: OPEN HOUSE
Aug. 20: First Day of SCHOOL YEAR

SEPTEMBER

Sept. 1: CLOSED

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OCTOBER

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Oct. 30 - 31: FALL BREAK: CLOSED

NOVEMBER

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Nov. 26 - 28: Thanksgiving Break - CLOSED

DECEMBER

Dec. 19: Dismiss at 11

Dec. 20 - Jan. 4: Christmas Break - CLOSED

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JANUARY

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Jan. 5: SCHOOL RESUMES
Jan. 19: CLOSED

FEBRUARY

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MARCH

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March 30 - April 6: Spring Break/Easter - CLOSED

APRIL

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April 7 - School Resumes

MAY

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31						

May 20: Pre-K Graduation
May 21: Dismiss at 12
May 22 - 31 - CLOSED

WELCOME

Welcome to the First Kids Early Childhood Center in St. Charles, Missouri!

As an extension of the home, children at First Kids Early Childhood Center grow socially and academically, while deepening their love for God and one another.

This handbook describes our program, goals, policies, and the myriad of practical details that go into making each day at First Kids as enjoyable and successful as possible. Please review it and keep it for reference as it will answer many of your questions.

ABOUT FIRST KIDS EARLY CHILDHOOD CENTER

- First Kids is a nonprofit program of First St. Charles United Methodist Church.
- Contact information is :

First Kids Early Childhood Center

Phone: 636-947-9380

801 First Capitol Drive St. Charles, MO 63301

Fax : 636-947-7478

E-mail: FirstKids@firststcharlesumc.org

- *Employer Identification Number (EIN)* is 43-6013700
- The First Kids Early Childhood Center hours are 9:00 a.m. to 3:15 p.m. Early Care is from 7:30–9:00 a.m. Late Care pick up is between 3:15 & 4:30 p.m.
- The First Kids Early Childhood Center is inspected annually by the Missouri Department of Health.
- The state capacity guideline is 108 children, ages 6 weeks to 5 years.

Staff/Child Ratios for childcare are:

<u>Age</u>	<u>Staff/Child Ratio</u>
6 weeks to 12 months	1/3
12 to 24 months	1/4
2 & 3 year olds	1/8
3 & 4 year olds	1/8
5 year olds(children who are not Kindergarten – aged)	1/15

- We place a very high priority on the security of First Kids and the safety of all the children and adults who participate in our programs. For additional information on this topic, please read the section titled **FIRST KIDS EARLY CHILDHOOD CENTER AND BUILDING SECURITY**.

ADMINISTRATION AND STAFF

Director: The First Kids Director is the person responsible for the on-site administration of this center. Parents are encouraged to use the “open door” policy of the Director (Kerri Johnson).

Classroom Teachers: Our qualified, Christian teachers are eager to help your child make an effortless adjustment from home to the school environment. They are responsible for implementing curriculum as well as observing and evaluating your child’s progress. Our teachers have a wide range of experience and education and are required to continue their professional growth in the field of early childhood education through ongoing training. All teachers are trained in both CPR and First Aid, and have undergone background checks, Safe Gatherings Certification, physicals and tuberculin tests.

ABOUT FIRST ST. CHARLES UNITED METHODIST CHURCH

First St. Charles United Methodist Church is a mission-focused congregation of the United Methodist Church. The church website, www.firststcharlesumc.org, contains a wealth of information regarding the programs supported by First St. Charles UMC.

The “Community Impact” section under “Serve” lists their ongoing community service programs, and a monthly calendar, which provides a detailed timeline of the events and groups First St. Charles is hosting, can be viewed in the “Calendar” section.

“For the love of God by the Holy Spirit, we gather new people to Christ, grow in Christ, and go for Christ,” is the mission of the church.

If you have any additional questions regarding the church and their programs, you are invited to contact the church office at 636-947-0066 any time. First St. Charles UMC invites you and your family to truly experience the church through the traditional Sunday worship services at 9:00, or 11:00 a.m. You are always welcome.

FIRST KIDS EARLY CHILDHOOD CENTER AND BUILDING SECURITY

We place a very high priority on security, and a number of measures are in place to ensure that your child remains safe while in our care.

- First Kids families are provided with a door code and/or a key fob. This code or key fob may be used to enter the building through the door on the handicap-accessible ramp, and to enter the First Kids secure area. Exit only through these doors when leaving the building.
- Visitors to the building who do not have a key fob must use the main atrium entrance, identify themselves using the speaker system, and are then escorted by the Director.
- First Kids Early Childhood Center students are under constant teacher supervision while in the classroom, on the playground, and in the gym.
- The Early Childhood Center students will have access to restrooms located within each room.
- There are separate restrooms for adult and student use in the First Kids area; these will be designated by signs and are to be used only by the appropriate persons. (Adults and students will not share the same facilities.)
- The outdoor playground is surrounded by a 6-foot metal fence with a locked gate.
- Fire and tornado drills are conducted quarterly to prepare the children for these emergency situations.
- First St. Charles United Methodist Church hosts a variety of programs throughout the year that support many different groups within the community of St. Charles. Although these programs may occur while First Kids is in session, they take place in areas of the building that are not used by the First Kids Early Childhood Center.

FIRST ST. CHARLES SAFE GATHERINGS CERTIFICATION

First St. Charles United Methodist Church affirms that all children, youth, and vulnerable adults have the right to a safe place, known as a safe gathering, and the church is determined to provide an environment in which these persons are safe from neglect or abuse.

To achieve this result, the church requires the staff, volunteers and all other adults who have direct care,

supervision or contact with children, youth, or vulnerable adults to complete First St. Charles Safe Gatherings Certification. The certification must be completed **prior to** the interaction with the child, youth or vulnerable adult.

First St. Charles UMC Safe Gatherings Certification requires the completion of the following:

- an online course
- a background check
- a personal recommendation
- approval by the Local Church Safe Gatherings Associate

A complete copy of the *Safe Gatherings Policies and Procedures* is available from the Church office.

ARRIVAL

First Kids Early Childhood Center classes begin at 9:00 a.m. Children are admitted to the classroom at 8:55 a.m. Please bring your child into the classroom so that the teachers are aware that he/she is present and so that you may receive any special message or information.

Parents will sign their child in and out of the classroom through the Brightwheel app when dropped off and picked up. Children do well when they follow a predictable routine such as consistent arrival time. If you will be arriving after the scheduled time, please message through the Brightwheel app to inform the teacher so they can plan for your child.

Entry into the building and exit is through the church atrium.

BREAKFAST, LUNCH, AND SNACK

We ask that all parents pack a balanced lunch with a drink and an ice pack. The foods packed must be age appropriate and the children must be able to feed themselves (exception for 6 week-12 month room).

Parents will bring a snack for their child's room on a rotating schedule developed by your child's teacher.

The snack schedule will be sent in the Brightwheel app. The approved snack list is at the back of this book – select your snacks from this list.

Children will not be allowed to bring in food to eat in the Early Care Room.

First Kids requires all children 1 year to 5 years old to have breakfast before arriving in the morning.
Snack time does not start before 9:30 a.m.

BIRTHDAYS AND HOLIDAYS

Each room will have a party for Halloween, Christmas and Valentine's Day— parents will be asked to bring items for these celebrations.

Birthdays are special and we will celebrate them at snack time. If you wish to send party treats, please feel free to do so. First Kids will try to schedule everyone's snack day on their birthday.

First Kids Early Childhood Center requests that no cupcakes be sent. Acceptable birthday treats include cookies, cookie cakes, Rice Krispy treats and donuts.

TREASURES AND POSSESSIONS

Each child has a special area for his/her bag, jacket, extra clothes, and treasured art projects. Please check your child's area each day to take items home that do not need to remain at First Kids Early Childhood Center. When a child begins the program, he/she may need the comfort of bringing a special security object from home. This is acceptable during the adjustment period and nap time, and/or until your child feels secure in the room.

Other than during the adjustment period, we ask that your child not bring anything to First Kids unless the teacher has requested it. This includes gum, candy, food, money, and toys. At First Kids, all things are shared, and the child may not be ready to share a favorite toy. There is also the risk of loss or breakage.

Please remember that First Kids Early Childhood Center is not responsible for any personal belongings that may become lost or broken.

We understand that there are times when a child may insist on bringing an item from home. Do not let this cause an issue between you and your child. Please inform the teacher and she will have the child keep the item in their bag.

There are a few exceptions about possessions for infants. You may bring items for the crib that will help it feel like his/her crib at home. Please label all pacifiers, bottles, blankets, etc. To eliminate choking hazards, stuffed animals or dolls cannot have button eyes or loose pieces.

CLOTHING

It is our intention to have your child "experience" his/her education. Please dress him/her in comfortable, washable play clothes and shoes suitable for all activities both indoors and outdoors.

Children must wear socks and lace-up or Velcro shoes. **Flip flops, sandals, crocs, boots, and "jelly" shoes do not provide enough security or protection when children are running, climbing and jumping. PLEASE TRY TO AVOID THESE SHOES AT FIRST KIDS.** Hoods with strings are choking hazards for children on playgrounds.

Shorts are required to be worn underneath dresses or skirts to help cover diapers or underwear during active play. This helps ensure comfort & modesty for all children during their day.

Lost clothing is a problem that most of us cannot afford, so please help yourself and us by clearly marking your child's name on all outerwear, sweaters, changes of clothing and lunch boxes.

The parent/guardian is responsible for labeling all belongings of their child to avoid confusion over ownership.

First Kids Early Childhood Center is not responsible for any personal belongings that may become lost or left after withdrawal from First Kids Early Childhood Center.

OUTDOOR POLICY

Generally, any child well enough to attend First Kids Early Childhood Center is well enough to tolerate at least a short period of time in the open air.

State regulations stipulate that children in First Kids Early Childhood Center must spend part of their day outside.

In addition, healthcare professionals state that fresh air, even cold air, will aid the body in killing disease-causing germs. First Kids Early Childhood Center is, therefore, unable to honor a request by a parent/ guardian to keep a child inside for the entire class time.

A doctor's statement is required if a child is to be kept inside because of health reasons.

Please put Sunscreen on your child before they arrive at school.

The children will not play outside during the weather extremes of colder than 30 degrees Fahrenheit or warmer than 95 degrees Fahrenheit. In addition, we will not play outside in the rain or the snow.

SCHOOL CLOSING — INCLEMENT WEATHER

In case of inclement weather, First Kids Early Childhood Center closings will be announced on Channel 4 (KMOV) and Channel 5 (KSDK) as **First Kids Early Childhood Center-St. Charles**. When the City of St. Charles School District closes for inclement weather, First Kids will also be closed. We reserve the right to close early due to unsafe weather conditions. The First Kids Early Childhood Center staff will contact parents by messaging through the Brightwheel app in case of an early closing. Parents must pick up their child within 30 minutes of a Brightwheel message or phone call notification of an early closing.

There will be no refunds for closing due to inclement weather.

HEALTH CARE AND EMERGENCIES

Health Records

All parents must complete the Missouri State Health form, which is available on our website or from the First Kids Early Childhood Center Director. Please request your child's doctor fill out the doctor's portion of the form after an examination of your child and return it before the first day of First Kids.

Immunizations

Missouri state law requires all students to be fully immunized before attending First Kids Early Childhood Center. If your child is behind in his/her immunizations, you will need to submit a doctor's note stating that you are in the process of getting the immunizations updated. For infants and toddlers, the immunization record will need to be updated with each series of immunizations. First Kids does not accept Immunization Exemptions.

Medical Conditions

If your child has a special medical condition, such as food allergies, asthma, or seizures, please have your doctor include this condition on your child's health form. Parents will be required to provide a snack each day for children with food allergies as well as a medical plan from the doctor which is to be followed if a reaction occurs.

HEALTH CHECK

If the First Kids Early Childhood Center teacher suspects that your child may be ill when he/she arrives for class, you may be asked to remain in the classroom while a health check is performed on your child.

Children who show evidence of an illness **as determined by the First Kids Early Childhood Center teacher** will not be admitted to attend First Kids Early Childhood Center that day.

ABSENCES

Please call to let us know when your child will be absent. We appreciate knowing when your child will be gone whether it is due to illness, family vacation plans, or other circumstances.

We prepare for every child each day whether the child attends or not. **Therefore, there will be no refunds for days absent, holidays, First Kids Early Childhood Center closings due to inclement weather, or utility outages.**

There will be no substituting of days. Additional days may be purchased if they are available. Please contact the Director for times and prices.

SICK CHILDREN

We understand that it is sometimes difficult to stay home with a sick child, but by following the Missouri State Regulations regarding illness, parents and the First Kids Early Childhood Center staff can help keep illnesses from spreading among children.

A member of the First Kids Early Childhood Center staff will always contact parents/guardian as soon as a child shows signs of an illness.

We will request an immediate pick-up of your child from First Kids Early Childhood Center only when the symptoms warrant it or we are unable to make or keep your child comfortable.

To protect the safety and well being of all of the children in our First Kids Early Childhood Center, please do not send your child to school if he/she has any of the symptoms listed below.

Also, children who exhibit any of the following symptoms while at school will be sent home:

1. Diarrhea — More than one abnormal loose stool.
2. Severe coughing — If the child gets red or blue in the face or makes high pitched croupy or whooping sounds after coughing.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Pinkeye — Tears, redness of eyelid lining, irritation, followed by swelling or a discharge of pus.
6. Unusual spots or rashes, including a bad diaper rash.
7. Sore throat or trouble swallowing.
8. An infected skin patch, or crusty patches, bright yellow, dry or gummy areas of the skin.
9. Unusually dark, tea colored urine.
10. A fever over 101°F; (or 100°F, if taken under the arm) within the past 24 hours while not on any medication.

11. Headache and stiff neck.
12. Vomiting.
13. Overtired or an unusual unwillingness to come to First Kids Early Childhood Center.
14. Upset stomach, vomiting, or diarrhea during the night or the morning.
15. Greenish nose discharge
16. Earache

If your child has been sent home with any of the above symptoms, he/she **may not** return to First Kids Early Childhood Center until remaining **symptom-free for 24 hours without** the aid of medication.

If your child has an infection and is placed on an antibiotic, it is necessary that he/she be on this medication for **at least 24 hours** before returning to First Kids Early Childhood Center.

Some conditions may require a physical examination and/or a note from the doctor declaring that the condition is non-contagious.

Now is the time to make back-up plans for childcare before your child becomes ill.

First Kids Early Childhood Center is not equipped to care for ill children, nor would a sick child feel comfortable at First Kids Early Childhood Center.

If we contact you to pick up your sick child, we need you to come to get him/her **immediately**.

Once First Kids Early Childhood Center has called to request an early pickup, parents have 30 minutes to pick up the child before the people on the emergency contact list are called.

If no one is available to pick up a sick child, emergency medical personnel will be contacted in order to ensure proper care of the child.

Due to liability restrictions, First Kids Early Childhood Center personnel are not able to administer medications to children.

COMMUNICABLE DISEASES

If your child is exposed to or contracts a communicable disease, it is essential that this information be reported to the First Kids Early Childhood Center Director. Information of possible exposure to a communicable disease will be posted for the classrooms involved.

Please be aware of the following communicable diseases and their associated restrictions:

<u>Disease</u>	<u>Isolation Period</u>	<u>Incubation Period</u>
Chicken Pox	Until all blisters are scabbed	2-3 weeks
Impetigo	24 hours after treatment is started	2-5 days
Pink Eye (Conjunctivitis)	24 hours after treatment is started	2-5 days
Strep Infections	24 hours after treatment is started	2-5 days
Lice	Cannot return until <u>no</u> nits/eggs are found in the hair	
Hand, Foot, Mouth	24 hours after fever ended <u>and</u> until entire rash is scabbed	

Medication Policy

First Kids Early Childhood Center does not supply or dispense any medication with the exception of diaper cream.

ILLNESS AND ACCIDENT PROCEDURES

The First Kids Early Childhood Center staff makes every effort to ensure the safety of all children. However, should your child become ill or have an accident, we will adhere to the following procedures:

A Non-Life Threatening Illness or Accident

- Non-life threatening events include minor falls, minor cuts, scrapes, bumps, bites, upset stomach, etc.
- Treat the illness or accident if possible– the Director has first aid kits. Injuries that break the skin are washed and bandages are applied, if necessary. Bumps and bruises are treated with an application of ice.
- Notify the Director of the illness or accident.
- The staff member who observed the accident will fill out an accident report in the Brightwheel app which will immediately be sent to the parent.
- The Director will telephone the parent/guardian if necessary.
- The staff member will discuss the injury with the parent/guardian at dismissal time.

A Life Threatening Illness or Accident

- Call 911 and follow the instructions given by the 911 operator.
- Move the other children to another classroom.
- Notify the Director.
- The staff member who observed the accident will fill out an accident report in the Brightwheel app which will immediately be sent to the parent. The Director will telephone the parent/guardian.

EMERGENCY PROCEDURES

We have regular fire, tornado and earthquake drills at First Kids Early Childhood Center. We urge you to plan what you will do if disaster strikes during First Kids Early Childhood Center hours.

During emergency drills, the children are taught to listen to the teacher's directions.

In a real emergency, we will assemble and count everyone and give aid as needed. We will stay with your children until you can arrive at the First Kids Early Childhood Center.

We have stored flashlights, a radio, first aid supplies, and food and water. The Early Childhood Center staff has received training in first aid and CPR, and will receive regular recertification, as necessary.

In case of a fire, the entire First Kids Early Childhood Center will assemble on the rear parking lot and front lawn of First St.Charles United Methodist Church.

COMMUNICATION

Parents are welcome to visit our First Kids Early Childhood Center at any time. Our primary method of communication is an easy-to-use mobile app called Brightwheel. Brightwheel provides real-time updates on your child delivered to your mobile device. Receive photos, message teachers, view upcoming events, and use the secure online billing system. Turn on notifications for this app to receive immediate information on your child. First Kids Director and Teachers will only be available on this app during business hours when The Learning Center is open (Monday – Friday 7:30am – 4:30pm). The brightwheel app is available on iPhone, iPad, an Android.

BEHAVIOR POLICY

Our Early Childhood Center is committed to helping children learn how to cope with real life situations. Therefore, the goal of our discipline policy is self-discipline.

When a situation arises that causes conflict between children, or when a child becomes frustrated with a situation, the following steps are taken:

1. The teacher intervenes with the children and tries to help them communicate with one another about what they are feeling and how the situation has impacted them. For example, *When you took the train I was playing with, that hurt my feelings and made me mad.*
2. Next, the teacher will remove the child from the situation and suggest an alternative. For example, *Let's play with a puzzle while you wait for your turn with the train.*
3. Then the teacher tries to help him/her understand the reason for the rule that was broken. For example: *Chairs are for sitting and the floor is for standing. If you stand in the chair, you might fall and hurt yourself.*
4. Should the child continue to need intervention after he/she is given a chance to redeem himself/herself, the child will be removed from the situation and placed in time-out.

Time-out starts with two minutes or less. Additional time will be added should it become necessary.

During our conversations with children regarding discipline situations, the following guidelines are used:

- ☐ Children are never embarrassed or humiliated in front of others. Conversations are as private and discrete as possible.
- ☐ Corporal punishment is never used, nor is snatching, pulling or yelling.
- ☐ On rare occasions it might be necessary to remove a child from the classroom due to extreme disruptions. An adult will always be with the child who has been removed and will work toward successfully re-introducing the child into the routine of the classroom.
- ☐ Withholding food as a punishment is not permitted.
- ☐ Children are not punished for toilet accidents.

In the rare instance when a child is having ongoing trouble in our First Kids Early Childhood Center environment, we will request that the family meet with our staff to discuss the situation. Together we will work toward a mutual approach to help the child develop self-control and to have positive experiences at First Kids Early Childhood Center. At all times, the First Kids Early Childhood Center staff are required to be in compliance with Missouri Guidelines, which prohibit the use of physical abuse and verbal abuse and humiliation of any type. We request families follow the same requirements while they are in the First Kids facility.

FAMILY RESPONSIBILITIES

An understanding of the following parent/guardian responsibilities is an essential part of the relationship between the family and the First Kids Early Childhood Center:

- Knowledge of the Parent Handbook and acceptance of the First Kids Early Childhood Center's policies and procedures.
- Volunteering current important information such as address or phone changes or medical examination results.
- Responding to the First Kids Early Childhood Center staff's requests for information.
- Exchanging essential information with the First Kids Early Childhood Center staff concerning the care of your child.
- Respecting the First Kids Early Childhood Center Director and teachers as professionals who will work with you to provide a quality early childhood education for your child.
- **First Kids requires a two-week notice of resignation or unenrollment. If you choose not to attend after you've given your two weeks' notice, your two weeks' tuition will not be refunded.**

FAMILY PRIVILEGES

We want you to know that your child's enrollment in First Kids Early Childhood Center is very important to us and is accompanied by the following rights and privileges:

- ☐ Assurance that your beliefs, concerns, and values are sought out and respected and reflected in your child's care.
- ☐ Access to information about all aspects of the First Kids Early Childhood Center program.
- ☐ Access to information about your child's experience in the program.
- ☐ Freedom to visit and observe at any time.
- ☐ Freedom to ask questions of the First Kids Early Childhood Center staff.
- ☐ Confidence in the confidentiality of all matters involving the welfare of your child and family.

DIVORCED/SEPARATED PARENTS

We realize that this is a difficult time in the life of your family. Our position is to be supportive of your child and to meet his/her needs. Both parents are important in a child's life. First Kids Early Childhood Center cannot deny any parent access to his/her child unless we have a copy of a current court order limiting access.

PARENT/GUARDIAN BEHAVIOR

Physical abuse or verbal abuse directed toward the First Kids Early Childhood Center staff, other parents or children will not be tolerated. First Kids Early Childhood Center reserves the right to cancel the enrollment of any child when physical or verbal abuse has occurred. If this extreme action becomes necessary, **tuition will not be reimbursed.**

PARENT/GUARDIAN UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

First Kids Early Childhood Center shall not release a child to a parent/guardian if we believe that the person is under the influence of alcohol or drugs. If we are concerned for the safety of a child, **we will contact the police.**

REPORTING CHILD ABUSE OR NEGLECT

Please note that the entire First Kids Early Childhood Center staff is mandated by law to report any suspected case of child abuse, child neglect, or sexual abuse. If a member of the First Kids Early Childhood staff suspects abuse or neglect, he/she will notify the First Kids Early Childhood Center Director and call the Missouri Department of Social Services as well as the Children's Abuse and Neglect Hotline

DISCHARGE POLICIES

Sometimes it is in the best interest of a child, or the other children in the First Kids Early Childhood Center, to cancel an individual child's enrollment.

The reasons for this unfortunate situation may include one or more of the following situations:

- ◆ The First Kids Early Childhood Center staff feels that our program cannot meet the child's needs or the child is not able to adjust to the First Kids routine after a 4 week trial period.
- ◆ The First Kids Early Childhood Center Parent Handbook policies have not been followed.
- ◆ The child is a threat to himself/herself or to others.
- ◆ Health or medical concerns that make the child's continuation in the First Kids Early Childhood Center program inadvisable.
- ◆ The parent's/guardian's conduct has disturbed the peace and order of the First Kids Early Childhood Center, or the parent/guardian has exhibited conduct which threatened the safety or welfare of other children, parents, volunteers, or members of the First Kids Early Childhood Center staff.
- ◆ The tuition payment is past due.

Prior to the cancellation of enrollment, the First Kids Early Childhood Center Director and, if applicable, the classroom teachers, will meet with the parent/guardian to create an action plan to address the problem. If the action plan is unsuccessful or any party fails to meet the plan's requirements, a recommendation for alternative early education will be made.

CHILDCARE PERSONAL ITEMS LIST

Each child is required to bring certain items to school everyday– this list of personal items depends on your child’s room. Please see the following lists to find your child’s class.

Octopus Room — for children who are 6 weeks to 12 months old

- 4-6 disposable diapers (**no cloth diapers**)-daily
- 1 box of wipes to be shared by the class (monthly)
- 1 box of tissues to be shared by the class (monthly)
- **Prepared bottles**
- Cold lunch (Finger foods that a child can feed himself/herself; if applicable)
- A change of clothes- including socks
- Anything he/she might want to sleep with
- 2 small blankets, or a blanket and sheet for a nap (State regulations)

Label everything (including diapers)

Seahorse Room — for children who are 1 year old and able to walk

- 4-6 disposable diapers (**no cloth diapers**)-daily
- 1 box of wipes to be shared by the class (monthly)
- 1 box of tissues to be shared by the class (monthly)
- Non-spill sippy cup for snack time filled with your child’s snack beverage.
- Cold lunch brought in an insulated lunch box with ice packs (Finger foods that a child can feed himself/herself and beverage)
- A change of clothes- including socks
- Anything he/she might want to sleep with
- 2 small blankets, or a blanket and sheet for a nap (State regulations)

Label everything (including diapers)

Starfish Room — for children who are 2 years old

- 4-6 disposable diapers (**no cloth diapers**)-daily
- 1 box of wipes to be shared by the class (monthly)
- 1 box of tissues to be shared by the class (monthly)
- Cold lunch brought in an insulated lunch box with ice packs (including beverage)
- A change of clothes- including socks
- Anything he/she might want to sleep with
- 2 small blankets or a blanket and sheet for a nap (State regulations)

Label everything (including diapers)

Whale Room — for children who are 3 years old(miss the preschool cut-off and/or not fully toilet trained)

- Pull ups or disposable diapers (**no cloth diapers**)-daily
- Cold lunch brought in an insulated lunch box with ice packs (including beverage)
- 1 box of wipes to be shared by the class (monthly)
- 1 box of tissues to be shared by the class (monthly)
- A change of clothes- including socks
- Anything he/she might want to sleep with
- 2 small blankets or a blanket and sheet for a nap (State regulations)

Label everything (including diapers)

CHILDCARE TOILET LEARNING

FIRST KIDS DOES NOT TOILET TRAIN CHILDREN. First Kids will work with the parents by taking the child to the bathroom regularly and other reasonable requests. **Please do not use pull-ups on your child before he/she is actually using the toilet.** When pull-ups are used, they must be pull-ups with Velcro. All children that are toilet learning are required to wear a pull-up until they are fully toilet trained.

Please dress your child in clothing that they can undo easily such as elastic waist pants. Also, please pack several sets of cloths including socks and a pair of shoes.

We encourage the children to be independent in the bathroom. Please help us by going over the following procedures with your child at home.

The children are expected to:

- be able to tell the teacher when they need to use the bathroom
- be able to pull down their underwear by themselves
- be able to wipe themselves after using the toilet (help will be given in difficult situations)
- male students should be able to hold their own penis down in the toilet

If a child has 2 accidents in one day, he/she will be changed into a pull-up or a disposable diaper.

CHILDCARE REST OR NAP TIME

The First Kids Early Childhood Center afternoon schedule has a time set aside to allow the children to rest or nap. State regulations require that young children be given time to rest or nap during the day.

The children rest quietly, or sleep, on cots, provided by the Early Childhood Center, using either 2 small blankets or a blanket and sheet which must be brought from home.

Every child is expected to stay on his/her cot and either rest quietly or nap. The teachers will make every attempt to help the children relax and rest during the rest period.

Parents should be aware that the program's facilities do not provide an alternate location for children who will not remain quietly on the cots.

Sleeping Sacks are not permitted in the rooms serving children who are one year old and older.

CHILDCARE DISMISSAL

Children must be picked up from Childcare between 3:00 pm and 3:15 pm or by 4:30 pm for late care.

Please arrive early enough that you may collect your child and his/her belongings, discuss your child's day, and **exit the classroom** by 3:15 pm/4:30pm. If someone other than a parent is picking up, please notify the Director and Teacher and have that person bring a photo id.

As a courtesy to our teachers, please be on time to pick up your child. **A late fee of \$2.00 per minute will be assessed for each minute you are late.**

We trust families will make every effort to pick up their children on time. Families who are habitually late will be asked to meet with the Director.

Please be aware that the church doors are locked each day at 4:35 p.m. Door codes will no longer gain access to the building at this time.

PRESCHOOL PROGRAM

The following are the **GOALS** which have been set for each child enrolled in First Kids:

- ◆ Develop a sense of self worth.
- ◆ Develop Christian principles.
- ◆ Develop language skills.
- ◆ Develop listening skills.
- ◆ Develop curiosity and an appreciation of our world.
- ◆ Develop social skills—sharing, manners, and cooperation with peers and adults.
- ◆ Develop a degree of independence—an ability to choose activities, to complete tasks, and to return materials.
- ◆ Develop gross motor skills—climbing, running, jumping, hopping, catching, balancing, and marching.
- ◆ Develop fine motor skills—buttoning, zipping, pouring, and the manipulation of crayons, pencils, scissors, and a paintbrush.
- ◆ Develop academic readiness—shape and color recognition, sequencing, math concepts, classification, left-right orientation, rhyming, alphabet recognition.

Our goals and philosophies are accomplished through a program born of and nurtured with love.

Our teachers believe it's their responsibility to provide an atmosphere where each child may develop his/her potential to the maximum. We want each child to experience an early childhood education based on the Christian principles of love and sharing.

Each child is a unique individual who is presented with a program geared to allowing him/her to realize that he/she is a child of God and an important person.

We believe our program is unique. One of our most important goals is to develop a curiosity for learning in each child that will encourage him/her to want to learn.

Our program features a variety of special days which may include:

- | | |
|--|--|
| <input type="checkbox"/> Birthdays | <input type="checkbox"/> Halloween Party |
| <input type="checkbox"/> Donuts for Dudes | <input type="checkbox"/> Mom's Day Breakfast |
| <input type="checkbox"/> Thanksgiving Observance | <input type="checkbox"/> Christmas Programs |
| <input type="checkbox"/> Graduation | <input type="checkbox"/> Christmas Party |
| <input type="checkbox"/> Valentine Party | |

Our program consists of a well-balanced integration of:

- | | |
|---------------------|--|
| ● Music | ● Language development |
| ● STEM | ● Reading readiness |
| ● Physical activity | ● Dramatic play |
| ● Free play | ● Food, nutrition, & simple cooking activities |

Since we are a Christian Early Childhood Center, we have weekly Bible stories and music. As part of our Christian outreach, we will schedule mission outreach opportunities so our children can experience giving love, and our neighborhood friends will know we care.

PRESCHOOL CLASSES

Preschool: A Preschool student must be 3 years old by August 1 of the current school year.

The student:

- must be completely toilet trained and be able to independently wash/dry their hands
- will participate in those activities which are appropriate for their age. (i.e. sit quietly during circle time and listen to teacher for 15-20 minutes, keep hands to themselves and be able to follow a simple 1 to 2 step direction)

Preschool meets Mondays through Fridays from 9:00 a.m. to 12:00 p.m. or 9:00 a.m. to 3:15 p.m. Children in Preschool may attend 2-5 days per week.

Pre-Kindergarten: A Pre-Kindergarten student must be 4 years old by August 1 of the current school year.

The student:

- must be completely toilet trained and be able to independently wash/dry their hands
- will participate in those activities which are appropriate for their age.

Pre-Kindergarten meets Mondays through Fridays from 9:00 a.m. to 12:00 p.m. or 9:00 a.m. to 3:15 p.m. Children in Pre-Kindergarten may attend 2-5 days per week.

PRESCHOOL DAILY SCHEDULE

Our day begins with a ***Sharing Time*** during which the children have an opportunity to relate important experiences or special information.

This is followed by an introduction of the day's activities to the children.

We have ***Free Choice Time*** which allows each child to choose and initiate his/her own play activities within the following classroom centers:

- Housekeeping and Dramatic Play
- Manipulation and Movement
- Library
- Blocks and Building
- Art, Science, and Discovery

Outside play, creative movement, music and snacks are also important parts of our daily schedule.

Small Group Time utilizing games, stories and hands-on activities is used to teach readiness skills including math and number concepts, language development, and cognitive and social skills.

PRESCHOOL LUNCH

The students in preschool are working towards independence. Lunches must be in containers the children can open themselves. The teachers are here for assistance but want them to learn to do these things on their own. During lunch we teach about good nutrition, so please send a healthy balanced lunch with a filled water bottle. If utensils are necessary for their lunch please send them in their lunchbox.

PRESCHOOL QUIET TIME

Rest Time during the afternoon is an important and necessary part of the day. Three year old Preschool will use cots that are essential for a comfortable rest time and provided by the Early Childhood Center and assigned to each child weekly; they are cleaned with a disinfectant after each use. Please provide a sheet and blanket, or 2 blankets, for your child daily to use during this time. Pre-Kindergarten Preschool will have a quiet time during Rest Time at First Kids. They will listen to music, books on cd or watch an educational video during this time.

PRESCHOOL BATHROOM NEEDS

Toilet Trained

To attend First Kids Preschool, your child must be independent in the bathroom.

- This means being completely toilet trained (**no pull-ups**), able to wipe after bowel movements, and able to handle his/her clothing with a limited amount of help.
- Please help us by going over these procedures with your child at home.
- Accidents do happen occasionally, and we will assist in difficult times.
- Please dress your child in clothing that can be undone and changed easily.
- Please send a complete change of clothes appropriate for the season— these extra clothes will be left at school in case of accidents and returned at the end of the school year.

PRESCHOOL SHOW & TELL

Each day a specific child will be chosen to bring a **Show and Tell** item.

Please encourage your child to participate and send only items that will fit into our Show & Tell Bags.

By telling the class about a favorite object or experience, your child will develop his/her vocabulary and language skills. Nature treasures such as a bird's nest are always welcome. Please do not bring toys or other possessions from home on other days unless the teacher has requested it.

At First Kids Early Childhood Center all things are shared, and your child may not be ready to share his/her possession.

PRESCHOOL FIELD TRIPS

Because it is our philosophy that children learn by doing, First Kids Preschool will have in-house fieldtrips and educational programs in our building that enhance our curriculum.

PRESCHOOL PROGRESS REPORTS

Progress reports will be sent home during the school year. If you have concerns, please feel free to message in Brightwheel your teacher or the Early Childhood Center's Director; they are here to help you and your child anytime.

PRESCHOOL DISMISSAL

First Kids Preschool children are dismissed from their classroom between 3:00 p.m. and 3:15 p.m.

Please arrive early enough that you may collect your child and his/her belongings, discuss your child's day, and **exit the classroom** by 3:15 p.m. If your child attends the Late Care Program, please arrive early enough that you may collect your child and his/her belongings, discuss your child's day, and **exit the classroom** by 4:30 p.m.

As a courtesy to our teachers, please be on time to pick up your child. **A late fee of \$2.00 per minute will be assessed for each minute you are late.**

We trust families will make every effort to pick up their children on time. Families who are habitually late will be asked to meet with the Director.

Please be aware that the church doors are locked each day at 4:35 p.m. Door codes will no longer gain access to the building at this time.

First St. Charles United Methodist Church

PARTICIPANT LIKENESS RELEASE STATEMENT

I understand that audio and/or video recordings and photographs may be made of me and my name, likeness, image, voice, statements (in audio or print form), appearance, and biographical information (the "Images and Sounds") during my participation one or more programs with First St. Charles United Methodist Church.

I grant to First St. Charles United Methodist Church and their agents, licensees, and assigns (collectively "Releases"), the perpetual, royalty-free, worldwide rights to make, use, publish, perform, copy, alter, distribute, register as a copyright, and make and license derivative works from, the Images and Sounds, in any media, now known or hereafter developed, for promotional or any other lawful purpose. I also authorize the use of any printed material in connection with the Images and Sounds.

I waive any right to inspect or approve the finished materials, or the promotional or other copy that may be used in connection with the Images and Sounds, or any use to which they may be applied.

I release, discharge, and agree to hold harmless Releases from any liability arising out of any use of the Images and Sounds, and from any claims sounding in defamation, right of privacy, right of publicity, misappropriation, or similar proprietary right.

I have the authority to grant Releases the rights granted herein. I have read the above Release prior to its execution and understand the contents hereof.

I grant all rights above in consideration of permission to participate in one or more programs with First St. Charles United Methodist Church and other good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge. I acknowledge that I will not receive any further consideration for any of the rights granted under this Release.

PARTICIPANT

PARENT/GUARDIAN

If the person signing is under age 18, there must be consent by a parent or guardian, as follows:

I am a parent/guardian of the Participant who has signed this release and I hereby agree that I and the Participant will be bound by all provisions contained herein.

Printed Name

Printed Name

Signature

Signature

Date

Date

SNACK LIST

Please bring a Fruit **and** one snack from **either** the Dry Snacks or the Other Snacks list.

Fruit

Bananas (don't cut up)
 Apples (cut up)
 Strawberries (cut up)
 Grapes (cut up)
 Blueberries
 Watermelon (cut up)
 Oranges (peeled)
 Raisins
 Dried fruit (like Craisins)
 Fresh pineapple (cut up)

NO canned fruit

NO fruit cups

NO applesauce cups

NO pouches

Dry Snacks

Cereal
 Goldfish
 Pretzels
 Graham Crackers
 Bugles
 Cheezits
 Animal Crackers
 Ritz Crackers (any kind)
 Rice Cakes (any flavor)
 Chex Mix

Other Snacks

Cheese slices or sticks (**not shredded Cheese**)
 Granola Bars
 Bagels & topping
 Veggies
 Nutri-Grain Bars

NO gogurt

NO pouches

The products called Fruit Snacks are **not acceptable**.

Products **like**:

Welch's Fruit Snacks

Kellogg's Fruit Flavored Snacks

Kellogg's Fruity Snacks

Fruit Roll-ups

Fruit by the Foot

Gummy Bears

Acceptable *sample* snack combinations from the lists:

Grapes & Animal Crackers

Apples & American Cheese slices

Oranges & Chex Mix

Bananas & Granola Bars

BIRTHDAY SNACKS

Birthday snacks may be something special such as donuts, cookies, Rice Krispy treats, etc.

Please do not send cupcakes.

PANDEMIC EMERGENCY RESPONSE

Pandemic

1. *(of a disease) prevalent over a whole country or world*
2. *An outbreak of a pandemic disease*

First Kids Early Childhood Center will implement the Pandemic Section of the Health Care and Emergencies Section under the guidance and direction of the CDC, federal and local governments, and the Missouri Department of Health and Senior Services Section for Child Care Regulation.

To ensure the safety of children, families, and staff the center will monitor the situation and take into account the guidance and suggestions from the authorities on the situation. Decisions made by the center will consider the safety of children, families, and staff. Decisions may include:

- Closure of First Kids Early Childhood Center
 - Length of closure to be determined by center, CDC, federal and local governments, the Missouri Department of Health and Senior Services Section for Child Care Regulation.
 - If closed for 2 weeks or less, full tuition will be charged.
 - If closed for 3- 4 weeks, 75% of tuition will be charged.
 - If closed for 5- 8 weeks, 50% of tuition will be charged.
 - If closed for 9 weeks or longer, 25% of tuition will be charged.

The above amounts are charged to retain your enrollment in the program.

- Adjusted hours of service.
- Daily health checks of children and staff.
- Limited entry into the building.
- Limited access to the property.
- Limitations on what the children may bring into the center, such as:
 - Blankets
 - Stuffed animals
 - Pillows

First Kids Early Childhood Center will communicate these plans through a variety of methods such as mass emails, Brightwheel and Facebook.

DAYS ATTENDING	2025- 2026 SCHOOL YEAR <u>CHILDCARE</u> 6 weeks - 3 years 9 AM - 3:15 PM	2025- 2026 SCHOOL YEAR <u>PRESCHOOL</u> 3 & 4 year olds <u>FULL DAYS</u> 9 AM - 3:15 PM	2025- 2026 SCHOOL YEAR <u>PRESCHOOL</u> 3 & 4 year olds <u>HALF DAYS</u> 9 AM - 12 PM
ATTENDANCE DATES	AUGUST 20, 2025- MAY 21, 2026	AUGUST 20, 2025 - MAY 21, 2026	AUGUST 20, 2025 - MAY 21, 2026
ENROLLMENT FEE Enrollment fees are non refundable	\$150	\$150	\$150
PAYMENT SCHEDULE	9 Monthly Payments September - May August 2025 Prorated	9 Monthly Payments September - May August 2025 Prorated	9 Monthly Payments September - May August 2025 Prorated
2 days per week	\$430	\$400	\$230
3 days per week	\$540	\$520	\$280
4 days per week	\$680	\$650	\$360
5 days per week	\$825	\$790	\$430

★ Multi-child discount available

DAYS ATTENDING	2025-2026 EARLY CARE SCHOOL YEAR 7:30 -8:55AM	2025-20256 LATE CARE SCHOOL YEAR 3:15 - 4:30 PM	2025-2026 EARLY & LATE CARE SCHOOL YEAR
PAYMENT SCHEDULE	9 Monthly Payments September - May August 2025 Prorated	9 Monthly Payments September - May August 2025 Prorated	9 Monthly Payments September - May August 2025 Prorated
2 days per week	\$80	\$80	\$160
3 days per week	\$120	\$120	\$240
4 days per week	\$145	\$145	\$290
5 days per week	\$170	\$170	\$340

★ Multi-child discount available

Registration Fee: All parents will be required to pay the non-refundable registration fee of \$150.00 per child. This registration fee reserves your child's place in the program.

Additional children in the same family will receive a tuition discount.

Tuition Payment Policy

Tuition is due on the **27th of the month prior** to the month of service (e.g., February tuition is due by January 27th). All tuition payments **must be made through the Brightwheel app**.

A fee of \$30 will be added to late payments.

Tuition is paid on a monthly basis regardless of attendance.

Missed Payment Policy

If **two tuition payments are missed by the due date**, your account will be **automatically enrolled in autopay** through Brightwheel to remain enrolled in the program.

Declined Payment Policy

After **two declined payments** through the Brightwheel app, families will be required to **make all future payments in cash** by the 27th of each month.

Non-Payment Policy

Childcare services will not be provided if tuition is not paid by the 27th of the month. Timely payment is required to maintain your child's enrollment.

First Kids requires a two-week notice of resignation or unenrollment. If you choose not to attend after you've given your two weeks' notice, your two weeks' tuition will not be refunded.