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| Parent Handbook |
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| Wesleyan Kiddie College  1780 Silver Lake Rd Bartlesville, OK 74006  918-333-8630 \* Early Steps, Godly Walk \* |

Wesleyan Kiddie College was founded in 1976 to serve local families and children. The state has continuously licensed Kiddie College (KC), which holds a five-star rating and accreditation through the National Early Childhood Program Accreditation. KC regularly cares for children from birth to four years old and is licensed for up to 150 students.

**Mission Statement**

KC wants to foster a child’s Early Steps to become a Godly Walk. Our mission is to, according to Proverbs 22:6, “Train a child in the way he should go, and when he is old, he will not turn from it.”

**School Philosophy**

KC is here to connect with the community and families seeking a Christ-centered facility for their children. Our goal is to not only teach them academically but also to train them biblically in the knowledge of God.

Our program is designed to provide your child with opportunities for physical, mental, social, and spiritual development. KC recognizes the Biblical importance of developing each child's mind, body, and heart and strives to model that in each classroom.

**Program Description**

The core values of our early childhood program are personal responsibility, school readiness, experiential learning opportunities, and ministering to children and their families.

The early childhood staff members recognize each child's unique pattern of growth and development. KC is dedicated to establishing a positive attitude about education within each student by providing an atmosphere of love and understanding.

Kiddie College does not discriminate based on race, sex, or disability in its programs or services.

**Curriculum**

We utilize the Teacher Connect app, developed by Pro-Care Engagement, as part of our curriculum, which serves as our primary learning source for children. Infants through preschool will have their own developmentally appropriate curriculum. The curriculum will prepare them for school and help them develop essential life skills, while also understanding their social, emotional, physical, cognitive, and language needs. The curriculum provides teachers with possible lesson plans, activities, games, and art projects that actively engage children.

Children ages one and up attend chapel with the First Wesleyan Church Children’s Pastor every Thursday. Ages two and up are from 10 a.m. to 10:30 a.m., and the one-year-olds are from 3 p.m. to 3:30 p.m. The teachers reiterate the songs and Bible stories in their classrooms and incorporate them into the curriculum.

Children are taught to have personal responsibility through life skill development. They are guided through social interactions where they learn to respect others and develop good manners. Self-care skills are taught throughout the program, including but not limited to:

* Learning to feed themselves.
* Putting toys away
* Handwashing
* Toilet Training (i.e., unbuttoning pants & flushing the toilet)
* Opening containers
* Turning lights on/off
* Pouring & scooping
* Putting on a jacket

School readiness encompasses the development of fundamental learning skills essential for future academic success. Children learn through visual, auditory, and tactile experiences. Books and music accompany our themes to enhance language development for children who learn through visual and auditory senses. Hands-on materials are also provided for children who need kinesthetic stimulation.

Our teachers use ProCare Engagement for their lesson planning. In ProCare Engagement, they do their lessons and use them for parent-teacher conferences and child assessments/observations. Child assessments are used to identify areas where the child excels and where they may require additional support. Child observations on ProCare enable teachers to document events they observe the child doing, allowing them to refer back to these observations for their assessments. The observations objectively show what the child was physically doing and saying at that time.

Through play, as children use materials in learning centers, they can experiment with new information, which enables the development of reasoning and logical thinking skills. Interest areas include written and oral language, math, science, music, dramatic play, art, writing, and physical education. KC holds all educational activities and presentations on-site.

We hope that by providing experiential activities, children will grow physically, mentally, socially, emotionally, and spiritually. An example of a daily classroom schedule is in Appendix A.

**Assessments**  
At Wesleyan Kiddie College, we believe that regular child assessments help us better understand your child’s growth and development. These assessments guide our teaching and ensure that each child receives personalized support to achieve important milestones, while also ensuring that we meet the needs of each child during classroom lessons.

**What We Assess**  
We observe and assess our child’s development in areas such as:

* Cognitive and language development
* Physical growth and motor skills
* Social and emotional well-being
* Self-help and adaptive skills

**How We Assess**  
Assessments are done through:

* Ongoing observations
* Developmental checklists
* Portfolio collections of work samples
* Age-appropriate screening tools

**Communication with Families**  
We share assessment results during regular parent-teacher conferences, which occur twice a year, in October and April, and through progress reports. If any concerns arise, we will work with you to create a support plan or referral, as needed.

**Confidentiality**  
All assessment records are confidential and are only shared with parents and authorized staff. You may request to review your child’s assessment file at any time.

**Educational Objectives**

Our goals are to provide an opportunity for each child to:

Including but not limited to:

* Develop self-confidence.
* Work and play cooperatively.
* Develop respect for himself/herself and others.
* Develop intellectual curiosity.
* Become aware of his/her behavior.
* Establish social relationships outside the family.
* Development of fine and gross motor skills.
* Develop physical skills.
* Develop good communication skills.
* Develop an awareness of his/her relationship with God.

**Screen Time**

Multimedia may be used to engage children in learning. Teachers typically use their discretion when choosing videos and music for their classroom based on the age range of children in care. Classes are permitted to use educational media for a limited period (not exceeding 30 minutes per week). Children under two (2) years will not have visual access to media. Preschoolers (ages three and up) will have tablet time once a week for 15 minutes to engage in educational activities.

**Admission Criteria**

Kiddie College does not discriminate based on race, sex, disability, color, national origin, or ethnic background. KC will consider accepting all children with special needs on a case-by-case basis. The KC administration will only accept enrollment if KC is equipped to meet the child's needs. **All specific needs regarding a child’s care/demeanor should be clearly defined in writing when enrolling or updated as needed while the child is in care.** KC is a faith-based childcare center. We practice and teach Christianity; for children to attend, parents must be ok with their children being taught Christian practices. By sending your child here, you acknowledge that this will be taught, and we will adhere to this commitment.

**Enrollment Procedures**

An enrollment contract must be signed and accompanied by a non-refundable fee of $150.00 per child. If the family is on a tuition subsidy, a non-refundable enrollment fee of $50.00 applies. KC will also need ALL enrollment forms filled out and completed before the child can be left in care. A **current** immunization record must be on file for each child on or before the date of admission to our facility; please refer to DHS licensing for the **required scheduled immunizations**. You will receive notices if your child is due for a vaccine. It is the parents’ responsibility to bring an updated shot record when more vaccinations are completed. If an up-to-date immunization record for your child is not provided within a reasonable timeframe, it may result in the prevention of continued enrollment. If parents choose not to vaccinate their children or opt not to give them certain vaccines, a certificate of exemption must be completed and submitted to the state health department.

**Hours of Operation & Fees**

7:30 a.m. – 5:30 p.m. Monday through Friday

Effective June 1st, the rates are as follows.

A $100 discount is applied to the second sibling enrolled in KC.

$1,100 for birth -12 months

$1,050 for 13 months - 36 months

$1,000 for 37 months & older

Rates are subject to change at the start of our physical year. Notices of increase will be given in February of each year (June is the start of our physical year).

**Family Orientation Process**  
At Wesleyan Kiddie College, we believe that a strong foundation lays the groundwork for lasting trust. All new families are required to attend an orientation before their child’s first day. This session is designed to help parents/guardians become familiar with our center, staff, routines, and policies. This orientation will last approximately an hour and is essential for the enrollment process, enabling new families to learn more about us and how we operate. This is the time to ask questions.

**During Orientation, families will**

Tour the facility and classrooms. Meet the administrative team and lead teachers. Review the Parent Handbook and important policies (e.g., illness, late pick-up, tuition, communication). Complete all required paperwork (emergency contact forms, health records, etc.). Discuss the child’s individual needs, routines, and preferences. Schedule a short visit for the child to explore their classroom, if possible.

**Benefits of Orientation**

* Helps children transition more comfortably.
* Sets clear expectations and practices.
* Builds a foundation for a strong family-centered partnership.

**What to Bring**

* Child’s up-to-date immunization record.
* Completed enrollment packet.
* Any comfort items or necessary supplies (labeled).

**Continuity of Care**  
This policy supports our philosophy that young children develop best in stable, secure relationships with consistent caregivers. Continuity of care fosters children’s emotional well-being and promotes optimal development through attachment-based, relationship-driven practices.

**Guidelines for Implementation**

**Primary Caregiving:** Each child is assigned a primary caregiver who leads in providing routine care and communicates regularly with the child's family. Primary caregivers are responsible for building a responsive relationship with the child and family.

**Minimal Transitions:** Children remain with their primary caregiver and consistent peer group for as long as developmentally appropriate. Infants through 18 months typically stay in a classroom for up to 6 months. Children aged 2 years and up typically stay with the same teacher/class for up to a full year. In some cases, if there is a need to move a child earlier, the teacher and director will schedule a meeting and communicate with the parents to gauge their feelings about the move.

**Transition Planning:** When a move to a new room is necessary, it is based on developmental readiness (not solely on chronological age). Teachers must collaborate with the Director and families to create and follow a written transition plan.

**Family Engagement:** Teachers should foster open communication and respect for each family’s insights and concerns throughout the continuity process and during any classroom transitions.

**Professional Responsibility:** Staff are expected to support this policy through ongoing observation, documentation, and intentional teaching practices. Stability in staffing is key; staff should communicate any concerns that may impact continuity, such as potential time off or classroom transfers.

**Exceptions**  
In some cases, due to staffing adjustments, family requests, or unique developmental needs, variations may be made. These decisions will be made collaboratively, with administrative oversight and clear communication among all parties involved.

Any child not potty trained will remain at the 13–36-month rate. The rate will not go down until the month following your child’s third birthday.

If you have more than one child enrolled at KC, you will receive a $100 monthly discount for each additional child. Rates are subject to change at any time, with a minimum of one month’s notice.

Payment Information

A payment agreement will be filled out upon enrollment in the center. Families will be billed on or before the last day of each month for the following month. All payments are due in advance, before the first service day of the following month. Parents are responsible for keeping their child’s accounts up to date. Private pay families may pay tuition in two installments. Payment should be made in advance of service. No less than half of the required tuition is to be paid within five service days of the 1st of each month, and the remaining balance is to be paid no later than the 15th of each month. If the payment is not received by the fifth service day and payment arrangements have not been made, care will be discontinued, and your child’s enrollment will be terminated. Termination of enrollment may occur without notice for failure to pay.

Suppose two payees are responsible for an account. In that case, the primary account holder is responsible for ensuring payment is made by both parties on and before the fifth business day of each month.

Withdrawal

When withdrawing a child from KC, a written notice is required at one month in advance. You will continue to be billed for one month of care from the date the written notice is received, provided your bill has been kept current and you are paying two weeks in advance for the service. Therefore, your one-month notice should already be partially paid. If you do not provide one month's notice, you will be automatically billed for the following month.

Refunds

Refunds are only given in the event of overpayment. A refund request should be in writing and given to the Director. The Director will submit it to the Accounts Payable department, which will process it within 30 days.

**Cherokee Nation & Department of Human Services Subsidy**

The parent or legal guardian receiving the subsidy must complete and keep the necessary paperwork up to date. All co-pays are due by the first service day of every month. If the payment is not received by the fifth service day and arrangements have not been made in writing with the director, care will be discontinued, and your child’s enrollment will be terminated.

DHS attendance swipes are the responsibility of the parent/legal guardian. If a swipe is missed and a previous in/out is not done within 10 days, the responsible party’s account will be charged the DHS daily rate. The payment is expected before the child can continue care the following month.

**Holidays**

The center will be closed on the following holidays:

* Presidents Day- Professional In-service for KC teachers
* Good Friday
* Memorial Day
* Independence Day- if this holiday falls on a Saturday, KC will observe it on a Friday; if it falls on a Sunday, KC will observe it on a Monday.
* Labor Day
* Thanksgiving & Friday
* Spring Break week (Thursday and Friday)
* Christmas Eve – Jan 1st

(KC will be closed for one week during this time, so dates may vary from year to year, and the day of the week on which Christmas falls may also determine prior days closed.

Monthly tuition rates are not prorated due to scheduled holidays or vacations taken by the family.

**Daily Arrival and Departure**

Parents or legal guardians must check children in and out of the center using the keypad outside the main office. This system enables us to track everyone in the center at any given time. The security system is only as secure as we make it; please do not give your ID number to unauthorized persons.

All parents or responsible parties dropping off a child must accompany them to their designated classroom. If the child is on state subsidy, swipe the card at the front desk at drop-off and pick-up.

Any person picking up a child from the center must be listed on the child’s registration form and present a photo ID. Notify the center in writing if you add or remove an authorized pick-up person from your list. For safety purposes, the center has the right to refuse the release of a child without proper photo ID and written documentation. KC will not release a child to someone under 16 years of age.

**Drop-off cut-off time.**

Children must be dropped off by 9 am. If children arrive past 9 am due to an appointment, we must be notified by 8:30 am of their late arrival via phone or ProCare. Late arrivals are only acceptable due to circumstances related to doctors’ appointments. Children must bring a doctor’s note on the day of their attendance. If your child has routine scheduled therapy/appointments, please get us a schedule of the appointments to avoid bringing a note every week. This is due to lunch counts being called into the kitchen at a specific time for the proper number of meals. We also need to plan for child/teacher ratios, as even one child can make a difference in our schedule.

**Late pick-up**

**Children must be picked up by 5:30 pm**. A late fee of $1 per minute will be charged for the first five minutes and $5 per minute for every minute following. **The cost is due before the care can be provided the following day.** This fee is charged per child. The time used to assess fees will be based on the time clock used to track the child’s attendance in the main office, and, if necessary, in conjunction with the timestamp on the camera feed.

**Emergency Procedures**

Staff members have received training in First Aid and CPR to respond to emergencies. All our first-aid supplies and classroom supplies contain latex gloves. If a child is injured and needs emergency care, the parent and 911 will be called immediately. If the primary caregiver cannot be reached, KC will contact the emergency contact/authorized pick-up person in the order listed on the registration form**. For this reason, parents must keep all contact information up to date.** An Emergency Procedure Manual (EPM) is available upon request and includes emergency procedures, as well as alternate shelter arrangements for fire, natural disasters, and building emergencies.

**Restrictions**

Smoking, illegal substances, and firearms are always prohibited on the premises. Pets and/or animals are also not allowed on the premises.

Toys from Home—We kindly request that no outside toys be brought into the center with the children. When outside toys are brought in, it can cause problems with the children not wanting to share their toys from home. There are exceptional circumstances for days like show-and-tell, but they will be kept away until then. If a child brings in toys without the teacher’s permission, they will remain in the child’s cubby until they are picked up.

**Inclement Weather**

KC might close or have a tentative opening at some point. Pro-Care will notify all parents about closing when and if this happens.

The safety of staff and families will be considered when deciding to close the center due to weather conditions. KC administrators want to respect each parent's need to work. There may be times when KC will have a tentative start time of 10 a.m. in hopes that the weather will improve. If weather conditions do not improve, parents will be notified by 9 a.m. that KC will remain closed for the remainder of the day.

**Fire and Tornado Drills**

Fire and tornado drills are conducted monthly; all children and staff evacuate the building to their designated area outside or the downstairs safe area, respectively.

**Fire Alarm and Tornado Warning**

All staff and children move to the designated safe zones in their classrooms according to the emergency plan. We request that no children leave the facility during this time. Parents are welcome to join us in our safe areas until the emergency is over. The Director or Assistant Director will give the all-clear when it is secure.

**Lockdown Drills**

Lockdown drills take place four times a year. During a lockdown drill, an announcement is made to each classroom using a designated phrase to indicate that the lockdown drill is proceeding. Children will remain in the school with the doors locked and the windows covered. Teachers will try to keep the children calm and quiet away from the doors until the ‘all clear’ announcement has been made.

**Mandatory Reporting**

Working with children makes us mandated reporters.

Anyone who believes that a child has been abused or neglected is required by law to contact the DHS or call the Child Abuse Hotline at 1-800-522-3511. Employees at KC will not at any time be disciplined or terminated for reporting valid suspicion of child abuse or neglect.

**Staff Requirements**

A national background check is conducted on all employees. Lead teachers have a background in early childhood education and must be actively pursuing continuing education in this area. Assistant teachers, aides, floats, and substitutes are appropriately trained to provide care in the absence of a lead teacher. At least 16 years of age and having completed their sophomore year of high school are counted in the child-staff ratio. Volunteers are never counted in children: staff ratios.

**Supervision**

OKDHS staff-to-child ratios are always followed. These guidelines are posted in each classroom. Caregivers supervise infants, toddlers, and preschool children at all times, including during rest periods. When necessary, a float employee will provide additional supervision (e.g., hands-on activities, water play, infant feeding times, and outdoor play).

**Grievance Procedures**

You are welcome to discuss your concerns with your child’s teacher. If you are unable to reach a plan of action together, speak to the Assistant Director or Director. If you have addressed a concern with the center director and feel your concern has not been correctly addressed, talk to the Business Administrator (Kent White) by calling 918-333-4760. Please remember that we strive to provide the best possible environment for your child. KC recognizes and supports you in being your child’s primary provider.

**Accident Insurance**

Wesleyan Kiddie College carries supplemental coverage for its children. This policy will cover only those items not covered by the family’s insurance. Accident reports will be made, parents will be asked to sign them, and they will be kept on file in the office. An accident/observation sheet can be found in Appendix B.

**Personal Space**

Each child will have a hook or cubby for their personal belongings. It is encouraged that children do not bring money, valuable items, or personal toys from home unless authorized by the teacher for a special occasion. If a child brings something from home, please be aware that KC is not responsible for lost, broken, or stolen items. We understand how vital some items are to your children, and that is why we do not encourage them.

**Health Care**

KC is required to provide a healthy environment for our students. KC will send your child home if we believe they are not feeling well or may be contagious.

A child will be sent home for the following, but not limited to

* Temperature of 101.0° or Higher
* Diarrhea- defined as runny or watery stools two or more times, accompanied by a fever. The child may be sent home without a fever if diarrhea is persistent, and the child is irritable/fussy. Infants/toddlers will be taken into consideration when teething.
* Vomiting- twice or more in a day. If a child vomits from choking/working up, the child will be monitored. If vomiting persists, the child will be sent home.
* Undiagnosed body rash
* Eye discharge, defined as thick mucus (fluorescent green) or pus draining from the eye or conjunctivitis (pink eye) without evidence of allergic reaction.
* Severe coughing or runny nose
* Head Lice- a child may not return until he/she is nit-free.

Suppose you have multiple children enrolled in KC living in the same household. In that case, the sibling of the sick child must stay out for the same duration (regardless of a doctor's note stating the sibling is symptom-free) if the following illness presents, but not limited to:

* COVID
* Strep
* Flu
* Hand, foot, and mouth
* RSV
* Lice

**While the symptoms above are the criteria for sending a child home, if the director and/or assistant director feel that the child is not well, the child will be sent home. If the child is sent home, they are expected to stay out for 24 hours. Families are expected to pick up their child who is ill within 30 minutes after being notified.**

Ill children are brought to the office to wait for a parent to arrive. A child must be symptom and fever-free for **24 hours without medication** before returning to class. If the child does not have a fever, they may return before the end of their 24-hour period, provided they are accompanied by a doctor’s note stating they are not contagious.

In most instances, KC uses the Good Health Handbook provided by the Oklahoma State Department of Health as a guideline when determining whether a child should be in care. Sometimes, contacting another health care professional is necessary, and when doing so, we typically contact local pediatricians.

The following illnesses will require reporting to the local health department and OKDHS:

* Hemophilus influenzae invasive disease
* Hepatitis A
* Measles
* Meningococcal invasive disease
* E. Coli
* Rubella
* Salmonellosis
* Shigellosis
* Tuberculosis
* Whooping cough

Any other known communicable disease will also be reported.

**Medication**

If your child needs medication during school hours, please request a medication form from the office. All prescription medication should be checked in the office. The Assistant Director or Director will decide if the medication can be left in the classroom. Medication will only be administered by the lead teacher, Assistant Director, or Director.

Medications prescribed for a specific child must be kept in the original container with the pharmacy prescription label containing the number, date filled, physician’s name, directions for use, and the child’s name. Possible medication side effects should also be provided or printed on your child’s medication log. It is against federal law to prescribe medicine to anyone other than the person for whom it is prescribed.

KC will not administer medication to a child without a doctor’s note if the child’s age does not meet the age requirements stated on the medication box. If you feel your child needs medication (i.e., Tylenol or Ibuprofen) but do not have a doctor’s note, please see the director. KC staff will not administer any medication to a child to reduce a fever. If a child has a fever, they must be seen by a doctor or be fever-free for 24 hours without medication.

Diaper cream, sunscreen, lotion, and bug spray are all considered medications and require a prescription or a medication form. Teachers will document when they are administered to your child in the daily report on the Pro Care app and in the medication logs.

**Biting**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition, the most common between the ages of thirteen and twenty-four months. The safety of the children at the center is our primary concern. The center’s biting policy outlines the actions staff will take in the event of a biting incident.

* The biting will be interrupted with a firm “NO… we don’t bite people” or “No bite - it hurts!”
* Staff will stay calm and will not overreact.
* The victim will be comforted.
* Staff will remove the bitter from the situation.

The first occurrence will typically be seen in children aged two and older. Each parent will receive an accident/Observation report that they must sign within 24 hours of the occurrence. If a child bites a second time within 1 week, the director will meet with the parents to determine the steps to prevent further biting. If a child bites a third time within a week, they will be sent home for the remainder of the day and may return the following day.

As mentioned previously, KC’s primary focus is to provide a safe atmosphere for all children. KC will take every precaution and step possible to prevent biting from occurring. A parent’s involvement is vital to finding a solution to eliminate biting. If a parent is unwilling to work with KC to stop biting, the child's enrollment will be terminated. If a parent actively works with the KC staff to avoid future biting, and other preventative measures can be taken, the child’s enrollment will continue.

**Discipline**

Kiddie College believes that disciplining and training children is the primary responsibility of parents. KC will model appropriate ways for children to express emotions, including using words instead of their hands. Inappropriate behavior will be redirected whenever possible. KC encourages children to use words instead of hurtful actions, such as hands, feet, and mouth.

At KC, we deal with inappropriate behavior in the following ways:

Prevention - We structure activities and the environment to minimize confrontation.

Redirection - We encourage children who are having difficulty interacting with others to engage in another activity or toy, and/or help the child verbalize their feelings. If redirection is not successful and the child continues to act out, we will remove the child from their immediate area and ask them to go to another location in the classroom.

KC uses redirection as our primary means of correction. Time out and the loss of privileges are an alternative if redirection is not working. The child will only be put into time out for 1 minute for every year of their age (ex, 2 years = 2 minutes)

Removal – In extreme circumstances, when the safety of the child and/or others is jeopardized, the child will be removed from the classroom and taken to the office. Parents may be called and asked to pick up their child. **The parents and teachers should work together to modify the child’s behavior.** Additionally, there may be circumstances where our program cannot meet a child’s needs, and a decision will be made to seek a more suitable program for the child.

Age-appropriate guidance will be given for the following behavior:

* Hurting others
* Willful disobedience
* Damaging property

Discipline will not be used in association with:

* Food, Rest, or Toileting
* Unintentional or childish behavior

Teachers will communicate with the parents of the children who are the recipients of aggressive behavior, as well as with the parents of the child exhibiting aggressive behavior. The names of the children who have been the aggressors will not be given.

**Expulsion Policy**

Removal – In extreme circumstances, when the safety of the child and/or others is jeopardized, the child will be removed from the classroom and taken to the office. Parents may be called and asked to pick up their child. **The parents and teachers should work together to modify the child’s behavior.** Additionally, there may be circumstances in which the program cannot meet a child’s needs, and a decision will be made to seek a more suitable program for the child.

The following reasons for expulsion include, but are not limited to:

* Inappropriate behavior by a student or parent/guardian that threatens the safety or well-being of themselves, other students, staff, or agents of the program.
* Failure to remit tuition regularly.
* Violation of any documented policy of the parent handbook
* Excessive late pick-up after closing time.
* Dishonesty on the part of the parent/guardian
* Failure to abide by the dress code.

And any other reason that would be deemed a violation of Wesleyan Kiddie College for the safety and well-being of all students, staff, and agents within Wesleyan Kiddie College and First Wesleyan Church.

**Dress Code**

Children are expected to wear clothing that allows them to move freely and does not restrict their play. The purpose of the dress code is to be obedient to the principles of God’s Word and to provide the best possible atmosphere for learning. God’s Word says that our dress should be modest and that our attention should be on improving the inner person more than the outer person.

Traditional styles of clothing are expected. Nothing that distracts from learning and draws attention to oneself will be acceptable. Research has proven that the way we dress affects our attitude and desire to learn. Extreme and/or inappropriate styles are discouraged (halter tops, strapless tops, off-the-shoulder tops, crop tops, short/extremely tight-fitting shorts, etc.).

For these reasons, Wesleyan Kiddie College requests that you consider the following guidelines regarding dress. All children in our programs are required to wear proper shoes. Shoes should be in good repair and have the correct fit. If wearing sandals, they should have a strap on the back for safety issues: NO slip-ons or flip-flops. Clothing should be in good repair and modest in appearance. Girls should wear shorts or leggings under their dresses or skirts. A parent will be messaged if their child is changed due to wearing inappropriate clothing on the first offense. If there is a second offense, the parents will be called to pick up the child and change clothing. On the third offense, it is grounds for termination.

**Hand Washing**

Proper hand washing is vitally important in maintaining sanitary conditions. Staff and children wash their hands:

* Before and after food handling or serving.
* After toileting or changing diapers/pull-ups/soiled clothing
* After assisting a child with toilet use
* After removing disposable gloves
* Before any activities involving food
* Before and after eating a meal or snack
* After blowing or wiping a nose
* Upon entering the classroom
* After outdoor play
* Anytime bodily fluids come into contact with the hands.

The hand-washing method used in our facility is posted in each classroom. Sanitation and hygiene are a priority in the facility. Daily, weekly, and monthly cleaning lists are also available in each school.

**Diaper Changing**

Diapers are checked upon arrival, every hour following, or when a child exhibits behavior that suggests a wet or soiled diaper. When diapers are damp or soiled, they are changed promptly; we will use latex gloves when changing your child. The diaper-changing procedures used in our facility are in the classroom.

**Toilet Training**

Toilet training is a significant milestone in a child's early development. Kiddie College recognizes the importance of proper and gentle toilet training, which should be initiated while the child is enrolled in our two-year-old classrooms.

While working with your child, KC desires to maintain sanitary conditions. Your child must remain in pull-ups or diapers until they have no accidents for a consecutive day. The teacher will ask you to bring underwear when the child is ready. Due to licensing regulations and to maintain sanitary conditions, KC cannot rinse out soiled underwear or clothing. It is placed in a plastic bag and sent home to be laundered.

Your child’s teacher will begin toilet training when you are ready to start at home**. The child must have consistency between school and home. Children must be potty trained before transitioning to the preschool room (Zebras). To move up to our oldest preschool room (Crocs), children must wear full-time underwear and be accident-free. Children should be able to use the bathroom independently in our oldest preschool room with minimal assistance.**

**Nutrition**

KC follows the meal requirements of the Oklahoma Department of Human Services (OKDHS). OKDHS monitors and mandates that all enrolled individuals receive balanced, nutritious meals. We do not allow parents to bring food for their child unless there is a dietary restriction based on an allergy that KC cannot accommodate.

An exception is made for an infant-parent who wishes to provide homemade baby food until the child reaches the age of one or is eating solid food at the table.

Milk is a mandated nutritional component; KC must serve it during lunch. Children under 1 year of age are served whole milk, and children two and above are served 1% milk.

Monthly menus are posted in the kitchen, in each classroom, and on the parent board near the entrance. Mealtimes are as follows:

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| **Breakfast** | **7:45-8:30** |
| **Lunch** | **10:45-11:15** |
| **Snack** | **2:30-3:00** |

Food should not be brought into the classroom unless it is a special occasion, such as a birthday party. The food must be purchased, commercially packaged, and have the content label intact. This is a regulation of the Department of Human Services. Please inform your child’s teacher in advance if you plan to have a special time with your child.

Occasionally, KC enrolls children who are unable to eat certain foods due to allergies. To assist parents with these special needs, we use the following procedures.

* Parents must provide complete information about the child’s food restriction. KC will try to make reasonable accommodations to meet dietary restrictions, but acceptable substitutions may need to be provided by the parent.
* Parents are asked to provide a doctor’s note about the restriction.
* The information will be given to the cook and will be listed in the sub notes of the child’s classroom.

**Infant Feeding**

Proper nutrition is crucial for an infant's/toddler’s growth and development. Our goal is to pay close attention to the general and individual nutritional needs of the children in our care.

We will start introducing food once the parents have done so at home. Parents can obtain a monthly menu and circle the items their child can have at the center. Parents are also welcome to bring food from home until their child is one year old.

**Formula Preparation:**

* Formula should be brought to the facility in a factory-sealed container and labeled with the child’s full name.
* The preparation surface will be sanitized before preparing the formula or food.
* The teacher’s hands will be washed before preparing formula or food.
* One of your child’s clean bottles will prepare the formula.
* The formula will be prepared according to the directions on the container.
* Microwave ovens will not heat formula, breast milk, or baby food.
* A bottle warmer will be used to heat your child’s formula.
* Any formula remaining in a bottle or food remaining in a serving container after feeding shall be discarded.
* If the feeding has taken over 1 hour to complete or the bottle has been unrefrigerated for 1 hour, the milk shall be discarded.
* Dirty bottles and equipment will be placed in a tub to be cleaned appropriately in the kitchen.
* All bottles, nipples, and other equipment for bottle preparation will be cleaned and sterilized before each use.

**Breastfeeding:**

Mothers will be supported by providing a place for nursing mothers to breastfeed.

**Breast Milk Bottle Preparation:**

* Breast milk will be refrigerated or frozen as soon as it arrives at the childcare program.
* Your child’s full name and the date the milk was expressed should be on each bottle or bag of milk.
* Refrigerated, but not previously frozen, breast milk must be used within 48 hours.
* Breast milk frozen and then thawed in the refrigerator must be used within 24 hours.
* Frozen breast milk will be thawed under running water in the sink or put into the refrigerator later in the day.
* The teacher’s hands will be washed before your child’s bottle is prepared.
* One of your child’s clean bottles will be used to prepare the breast milk.
* A bottle warmer will heat your child’s breast milk.
* If the feeding has taken over 1 hour to complete or the bottle has been unrefrigerated for 1 hour, the milk shall be discarded.
* Dirty bottles and equipment will be placed in a tub to properly clean the classroom with the bottle washer/sterilizer/dryer.
* All bottles, nipples, and other equipment for bottle preparation will be cleaned and sterilized before each use.

**Infant Feeding:**

* Infants will be held or fed sitting up.
* Infants will be fed “on demand” as much as possible.
* Formula and breast milk will be the only milk products served to children younger than 12 months of age unless medically indicated by the child’s health care provider.
* No medication or cereal will be added to the bottle unless medically indicated by the child’s health care provider.

**Baby Food & Solid Food**

* When highchairs are used, caregivers will use safety straps.
* Kiddie College will use commercially packaged baby food.
* Baby food is served in a separate dish from the original package unless the entire content of the container is going to be used.
* A separate spoon is used for each child.
* Any uneaten food will be discarded at the end of the meal.
* Food brought from home is:
  + Labeled with the child’s full name.
  + Not previously opened unless homemade or frozen
  + If food is left over, it will be sent home or thrown away at the end of the day.
* After 6 months, children will be encouraged to self-feed depending on their skills.
* Food will be cut into ¼ inch pieces for finger feeding by children. Utensils will be provided to children who can use them.

**Rest Time**

All classes have supervised rest time. Each child is provided with rest equipment that is specifically assigned to them. If any other child uses the rest of the equipment, it will be properly sanitized and re-dressed in clean linens.

Oklahoma Childcare Licensing requirements prohibit the use of blankets during rest time for children aged 6 weeks to 11 months. An exception is made for children less than three months of age. We go by the AAP guidelines for swaddling infants. The AAP states that infants may be swaddled until they begin showing signs of rolling (typically between 3-4 months of age, but this can occur earlier). Once the infant moves, we can no longer swaddle them, and they can be put in a sleep sack for a nap. KC uses thin blankets, such as receiving blankets or swaddle sacks, to swaddle. KC uses infant sleep sacks as an alternative to blankets. Each child has their own sleep sack, which is washed daily along with the form-fitting crib sheets. All infants are placed on their backs for rest time. Children may use binkies in their cribs, but nothing like binky clips or stuffed animals can be attached.

Children may bring cot-size blankets from home, but pillows are not permitted. Ensure that your child has their name on their blankets. KC will provide a blanket to any child above the age of one who does not bring a blanket from home. Blankets will be left in their cubbies or cots until nap time. Blankets and sheets for children one year and older are washed weekly and as needed (i.e., drooling, potty accident, illness, etc.).

A rest time routine is followed in each classroom. Infant classrooms do not have the required rest time, but babies can rest as needed. Children one year and older have a scheduled rest time (12:30 to 2:30). The teachers change diapers or take children to the potty, wash hands, and read books before putting children down for their naps. Low-level music is played while the children rest. Children who do not remain asleep for the entire rest time will be given quiet activities to engage in while the rest of their friends are sleeping.

**Parent Visitation and Observation**

KC has an open-door policy for parents to come and go as they please, regardless of whether they take the child. Parents are welcome to speak with their child's/children’s teachers anytime. KC encourages your child to participate in class activities and follow their teacher’s instructions. Parents are encouraged to come and interact with their child/Children in their classroom setting at any time throughout the day. We welcome parents to engage in classroom activities when possible. If your child struggles emotionally with your departure, please consider coming closer to the end of the day so they can accompany you, or consider observing from outside the classroom.

**Parent Resources**

There is a board directly outside the office that contains a lending library with materials to help understand and engage children appropriately. KC aims to provide ample opportunities for our children and families to achieve success. The books in our lending library cover a wide range of topics, including potty training, biting, tantrums, strong-willed children, love languages, and many more. Additionally, at the lending library, we offer a parent resource packet with information about community resources, available upon request.

**Health Education**

Health education is a vital component of our program. Parents and children will have opportunities to learn more about many health topics, including dental hygiene, local drop-in clinics, poison control, WIC (Women, Infants, & Children), Sooner Care, Safe Sleep for babies, and Breastfeeding.

**Health Screenings**

Each year, screenings are offered for vision and speech. The screenings are optional, but we encourage all families to take advantage of the opportunity to have their child screened at no cost. Prevent Blindness Oklahoma is an organization that conducts vision screening. A local speech pathologist is contracted annually to conduct speech screenings. A recommendation of services will be provided to all parents with a child who presents a need for early intervention services, as indicated on their Ages and Stages Questionnaire (ASQ).

**Parent Communication**

There will be two parent-teacher conferences a year in October and April (dates and times will be announced a few months in advance). Teachers will use the Teaching Strategies for parent/teacher conferences. It is designed to help the teachers meet and plan for the appropriate development of all age groups.

Office staff communication includes but is not limited to reminders sent through the Pro Care app communication system. You can also check the parent board at the front of the building for information about upcoming events. Parent surveys/suggestions will be sent out annually, and our center's goals will also be shared annually for parents to comment on.

When it is time for your child to transition to the next classroom, the director/teacher will contact you a month before the move-up. Your child will get 1-2 weeks of transition time to adjust to the new classroom and teacher before starting full-time. If the child requires more/less time, we will change the transition time as needed. Transition time consists of mornings and afternoons in the new classroom, during which they will eat lunch and nap in their current classroom. Before the transition begins, your child’s current teacher will share the child’s vital information (allergies, schedule, likes/dislikes, etc.) with the new teacher.

**Change in Policy**

The policy can change at any given time without notice. Every family situation is different, and the needs of children will be assessed on an individual basis. Unfortunately, working with children and families is not always a black-and-white area. The director may adjust policy or make an exception to a rule based on the needs of a specific situation without explanation. If you have questions or concerns, please consult with the director to resolve the issue.

Parent comments and suggestions are considered, but they may not be consistently implemented if the director does not believe they are in the best interest of the child.

**Records/Confidentiality**

Information regarding children, parents, staff, or volunteers shall be respected and handled in a confidential manner. All information concerning children, parents, and staff shall be confidential and shall not be disclosed to or discussed with anyone other than those authorized to receive such information unless disclosure is permitted by law. Failure to comply with this agreement may result in the termination of enrollment or employment.

To maintain compliance with OKDHS, a state licensing employee may review your child’s file at any time. Records include, but are not limited to, accidents, observations, illnesses, and assessments. These will be shared with accreditation reviewers if requested. If you do not wish your child’s information to be shared with licensing or accreditation verifiers, please indicate so on your parent handbook acknowledgment form.

**Orientation Information**

All orientation information should have been reviewed during the initial tour of the facility. If the information has not been reviewed or you have additional questions, please notify the director before signing the Parent Handbook Acknowledgment form. If the handbook acknowledgment form is signed, it serves as an acknowledgment that all orientation materials and policies have been reviewed. An orientation checklist is available in Appendix C.

**Parent Involvement**

We want you to participate in reviewing topics such as curriculum, assessment, policies, and future planning. Parents may make recommendations for suggested changes, but do not have the authority to implement them.

**Conclusion**

KC offers a quality early childhood program by providing customer service from well-trained, educated caregivers in a safe and nurturing atmosphere. KC makes every effort to meet the needs of families in our community professionally and as a ministry.

Thank you so much for allowing us to partner with your family and share in your child's life.

**Proverbs 22:6**

Train up a child in the way he should go, and when he is old, he will not depart from it.**APPENDIX A**

Class Schedule

7:30-7:45 Greet Parents

7:45-8:15 Breakfast

8:15-8:30 Clean Up/Free Play

8:30-9:00 Diaper Changes

9:00-9:30 Outside Play

9:30-10:00 Art/ Free Play

10:00-10:30 Diaper Changes

10:30-10:45 Free Play/ Cleanup for lunch

10:45-11:15 Lunch

11:15-11:30 Clean Up/ Free Play

11:30-12:00 Diaper Changes

12:00-12:30 Story Time/ Circle Time

12:30-2:30 Nap Time

2:30-3:00 Snack

3:00-3:30 Diaper Changes

3:30-4:00 Alternate groups Free Play/Big Room

4:00-4:30 Diaper Changes

4:30-5:00 Outside Play

5:00-5:30 Clean Up/ Free Play

* To see the classroom schedule for your child’s class, please check the parent board in your child’s class.

**Appendix B**



**Accident / Observation Report**

**Date**: \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_- \_\_\_

**Full name of child:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male/Female**

**Circle One: Accident Observation**

**Time of Occurrence: \_\_\_\_: \_\_\_\_\_\_ AM or PM**

**The location where the incident occurred:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of any consumer product involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Area of Body Injured (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action Taken:**

Washed Applied Cold Pack Bandaged T.L.C Called Parent Notified Director

**Recommendation of Preventative Strategies:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witness (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Legal Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix C**

Kiddie College Tour Checklist

* Locked doors/security with check-in/out
* Discuss the hours of operation.
* Take a walk-through of KC’s facility.
* View the child’s specific classroom.
* Cost/Age Group
* Payment due date, late fees, and payment options
* Layout of KC
* Classroom Schedule
* Eating schedule/Nutrition Policies and Menu
* Nap time/routine.
* Potty/diaper procedure
* Classroom sanitation/Laundry
* Inside/outside space and times
* Pro-Care
* Curriculum and lesson plans
* Chapel and Biblical learning