

Early Steps Kiddie College Godly walk

Parent Handbook

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Wesleyan Kiddie College was established in 1976 as a service to the families and children in our community. Kiddie College (KC) has been continuously licensed by the state and currently holds a two star rating. KC regularly serves children birth to four years of age and is currently licensed for a capacity of 100 students.

Mission Statement

KC wants to foster a child's Early Steps to become a Godly Walk. Our mission is to be in accordance with 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 as an outreach to the community and those families who want a Christ centered facility for their children. Our goal is to not only teach them academically but to train them Biblically in the knowledge of God.

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

Program Description

The core values of our early childhood program are personal responsibility, school readiness, and experiential learning opportunities.

The early childhood staff members recognize each child as having his/her own 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.

Curriculum

KC uses a theme based curriculum that is used to help a child learn through the seasons, holidays, and everyday life (i.e. getting dressed, homes, and transportation). The teachers incorporate colors, numbers, and shapes into the themed curriculum as well as other aspects of the day (i.e. playtime and lunch time).

Children two years and up attend chapel with the First Wesleyan Church Children's Director every Tuesday from 10am-11am. The teachers reiterate the songs and Bible stories back to their classrooms and incorporate it into the curriculum. As they progress through the year it is possible they will participate in the Wesleyan Christian School chapel.

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

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

School readiness includes the development of basic learning skills needed for future academic success. Children learn through visual, auditory, and tactile experiences. Our themes are accompanied with books and music 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.

Through play, as children use materials in learning centers, they are able to experiment with new information. This allows for the development of reasoning and logic skills. Interest areas include written and oral language, math, science, music, dramatic play, art, writing, and physical education.

The hope is that by allowing children the opportunity to learn by doing; they will be challenged in physical, mental, social, and spiritual aspects of development. An example of a classroom daily schedule can be found in appendix A.

Educational Objectives

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

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

Screen Time

Multi-media may be used to engage children in learning. Teachers typically use their own discretion when choosing videos and music for their classroom based on the age range of children in care. Classes are allowed a short period of educational media (not to exceed 30 minutes per week). Children under two (2) years of age will not have visual access to media.

Admission Criteria

Kiddie College does not discriminate on the basis of race, sex, handicap, color, national origin, or ethnic background. KC will consider acceptance of all children with special needs on a case by case basis. KC administration will decline enrollment if KC is not equipped to meet the needs of a child. All needs specific special needs regarding a child's care should be clearly defined in writing when enrolling or updated as needed while the child is in care.

Enrollment Procedures

An enrollment contract must be signed and accompanied with a non-refundable enrollment fee of \$50 per child. KC will also need the child's registration form 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 of the child into our facility. It is the parent's responsibility to bring an updated shot record when more vaccinations are completed. If an up-to-date shot record for your child is not provided within a reasonable amount of time it can prevent continued enrollment. Waivers will not be taken in place of an up-to-date immunization record.

Hours of Operation& Fees

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



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 \$50/ month discount for each additional child. Rates are subject to change at any given point with a full months 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 account current.

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 18th 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.

If there are two payees responsible for an account it is the responsibility of the primary account holder to assure payment is made by both parties on or before the fifth business day of each month.

Withdrawal

A written notice is required a full month in advance when withdrawing a child from KC. You will continue to be billed for one month of care from the date a written notice is received. If your bill has been kept current and you are paying two weeks in advance of service then your notice of one month should already be partially paid.

Termination of enrollment may occur without notice for failure to pay.

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 and it will be processed within 30 days.

Cherokee Nation & Department of Human Services Subsidy

It is the responsibility of the parent or legal guardian receiving subsidy to ensure that the necessary paperwork is filled out and kept current. 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 card holder. If a swipe is missed and a previous in/out is not done within 10 days the responsible parties account will be charged the DHS daily rate. The payment is expected to be made 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

- Labor Day

- Thanksgiving & Friday

- Christmas Eve – Jan 1st

(KC will be closed the following business day if New Year's falls on a weekend-KC will be closed for one full week during this time so dates may vary from year to year)

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

Daily Arrival and Departure

Parents and/or legal guardians must check children in and out of the center using the keypad located outside the main office. This system allows us to account for all persons 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 need to accompany the child to their designated classroom. If the child is on state subsidy be sure to swipe the card at the front desk at drop-off and at pick-up.

Any person picking up a child at the center needs to be listed on the child's registration form and have a photo ID. Notify the center in writing if you are adding or removing 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 the age of 16 years of age.

Late Arrival

If your child is going to arrive in a manner different than his/her normal routine please let us know ahead of time. If your child will be arriving later than 9:30am or will be absent for the day please contact the office. A lunch count is taken and given to the kitchen daily to determine the number of meals served for the remainder of the day. The teacher to child ratio for the day may be affected based on the attendance of one child. If a child does not arrive by 9:30am without prior notification it is possible care will be refused for the day.

Late pick-up

It is very important that children be picked by 5:30pm. A late fee of \$1 per minute will be charged for the first five minutes and \$5 per minute for every minute following. The fee is due before 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 time stamp on the camera feed.

Emergency Procedures

Staff members have been trained in First Aid and CPR for emergency situations. All of 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 care giver cannot be reached, KC will contact the emergency contact/authorized pick up person in the order listed on the registration form. For this reason it is very important parents keep all contact information up to date. An emergency procedure manual (EPM) is attached in appendix E that includes procedures for emergencies including alternate shelter arrangements for fire, natural disasters, and building emergencies can be found in the EPM.

Restrictions

Smoking, illegal substances, and firearms are prohibited on premises at all times. No pets are or animals of any kind are allowed on premises.

Inclement Weather

Weather decisions are made at the discretion of the First Wesleyan Church, Kiddie College and Wesleyan Christian School Administrators. Efforts to notify each KC constituent will be made through electronic and media formats. If you have questions regarding weather related concerns, please call the main KC phone line (918-333-8630).

Safety of staff and families will be taken into consideration when making a decision. KC administrators want to respect the need of each parent to work. There may be times when KC will have a tentative start time of 10am in hopes that the weather will improve. If weather conditions do not improve, parents will be notified by 9am that KC will remain closed for the remainder of the day.

If KC will be closed for an entire day it will be posted on local television stations (KOTV-TV channel 6 & KTUL-TV channel 8) specifically as Wesleyan Kiddie College. An automated voice call or text will also be sent during inclement weather.

Safety of staff and families will be taken into consideration when making a decision to close the center due to weather. KC also wants to respect the need of each parent to work even when inclement weather arises.

Fire and Tornado Drills

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

Fire Alarm and Tornado Warning

All staff and children move to the safe zones according to the emergency plan posted in their classroom. It is our 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 as soon as it is safe.

Lockdown Drills

Lockdown drills take place twice a year. During a lock down drill, an announcement is made to each classroom using a designated phrase to indicate we are proceeding with a lockdown drill. Children will remain in the classroom with the doors locked and with the window 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

Anyone who believes that a child has been abused or neglected is required by law to contact the DHS or call the Child Abuse Hot Line 1-800-522-3511. Employees at KC will not at anytime be disciplined or terminated for reporting valid suspected 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 have to be actively pursuing continuing education in this area. Assistant teachers, aides, floats, and substitutes are properly trained to provide care in the accompaniment or absence of a lead teacher. Aides that are at least 16 years of age and have completed sophomore year of high school are counted in child: staff ratio. Volunteers are never counted in child: staff ratios.

Supervision

OKDHS staff to child ratios are followed at all times. These guidelines are posted in each classroom and can be found in appendix B. Caregivers are directly supervising infants, toddlers, and preschool children by sight and hearing at all times, including rest time. When necessary a float employee will provide additional supervision (i.e. hands on art 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 properly addressed, speak to the Business Administrator by calling 918-333-4760. Please remember, it is our desire to provide the best environment possible for your child. KC recognizes and supports you in being your child's primary provider.

Health Care

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

A child will be sent home for the following:

- Temperature of 100.4° or Higher
- Diarrhea- defined as runny or watery stools 2 or more times
- Vomiting
- Undiagnosed body rash
- Eye discharge or pink eye
- Severe coughing or runny nose
- Head Lice- a child may not return until he/she is nit-free.

It is the expectation for families that a child who is ill will be asked to be picked up within 30 minutes. 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. In most instances KC uses the Good Health Handbook provided by the Oklahoma State Department of Health as a guideline when determining if a child should be in care. There are times that 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:

- Haemophilus influenza invasive disease
- Hepatitis A
- Measles
- Meningococcal invasive disease
- E. Coli
- Rubella
- Salmonellosis
- Shigellosis
- Tuberculosis
- Whooping cough

Any other known communicable will also be reported.

Medication

If your child is taking medication and should need it during school hours please request a medication form in the office. All prescription medication should be checked into the office. The Assistant Director or Director will make a determination if the medication can be left in the classroom. Medication will only be administered by the lead teacher or 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. It is against Federal Law to give prescription medicine to anyone other than the person for whom it is prescribed.

KC will not give a child fever reducing medication without a doctor's note. If you feel your child needs a fever reducing medication (i.e. Tylenol or Ibuprofen) but you do not have a doctor's note please see the director.

Diaper cream is considered a medication and needs to be signed in with your child's teacher. Teachers will document when it is applied on your child's daily record sheet for reference.

You may leave sunscreen with your child's teacher during summer months to be applied as needed.

Accident Insurance

Wesleyan Kiddie College carries supplemental coverage on 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.

Biting

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

The following steps will be taken if a biting incident occurs at our center:

- 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 bitten child will be comforted.
- Staff will remove the biter from the situation.

The first occurrence will be seen as a typical occurrence and each parent will receive an accident/observation report. If a child bites a second time within one month the director or assistant director will meet with the parents and determine what the next steps will be in an attempt to prevent further biting. If a child bites a third time within one month they will be sent home for the remainder of the day (and potentially the next day) while the center's staff determine what steps need to be taken to prevent further occurrences.

As mentioned previously, KC's primary focus is to provide a safe atmosphere to 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 prevent the biting then enrollment of the child will be terminated. If a parent is actively working with the KC staff to prevent future biting and other preventative measures can be taken the child's enrollment will continue.

Discipline

Kiddie College believes that discipline and training of children is the primary responsibility of the parents. KC will model appropriate ways for children to express emotions, which includes the use of our words and not our hands. Inappropriate behavior will be redirected whenever possible. KC encourages children to use words instead of hurtful hands/feet/mouth, etc.

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

Prevention - We structure activities and the environment so that the confrontation is less likely to happen.

Redirection - We encourage children who are having difficulty interacting with others to become involved with another activity or toy and/or help the child to verbalize his or her feelings. If redirection is not successful, and the child continues to act out we will remove

the child from his or her immediate area and ask them to go to another area in the classroom.

KC uses redirection as our primary means of correction. Time out (we refer to this as time to calm our body) and the loss of privileges are used as an alternative if redirection is not working.

Removal – In extreme circumstances, when the safety of the child and/or others is jeopardized the child will be removed from the classroom and be taken to the office. Parents may be called and asked to have their child picked up. The parent and teacher 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 ask that a more suitable program be found 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 at the receiving end of aggressive behavior and with the parents of the aggressive child. The name of the children who have been the aggressors will not be given.

Personal Space

Each child will have a hook or cubby for their personal belongings. Children are not to bring money, valuable items, or personal toys from home unless authorized by the teacher for a special occasion.

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 in contact with the hands

The hand washing method used in our facility can be found in Appendix C. Sanitation and hygiene is a priority in the facility. Daily, weekly, and monthly cleaning lists can be found in Appendix F.

Diaper Changing

Diapers are checked upon arrival, every hour following, or when a child exhibits behavior that suggests a wet or soiled diaper. Diapers are changed promptly when wet or soiled. We will use latex gloves when changing your child. The diaper changing procedures used in our facility can be found in Appendix C.

Toilet Training

A major milestone in early childhood is toilet training. Kiddie College realizes the importance of correct and gentle toilet training. This process should be completed while the child is enrolled in our two-year old classrooms.

While working with your child, KC desires to maintain sanitary conditions. Your child will need to remain in pull-ups or diapers until they no longer have accidents on a daily basis. The teacher will ask you to bring underwear when they feel the child is ready. Due to licensing regulations and to help keep things sanitary, KC is not able to 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 the parent is ready to begin toilet training at home. It is important that the child have consistency between school and home. Please understand that if your child is progressing in age but is not ready to potty train there may come a time where KC can no longer accommodate their needs based on the set up of our older classrooms.

Nutrition

KC follows the meal requirements set by the Oklahoma Department of Human Services (OKDHS). OKDHS monitors and mandates balanced nutritious meals for everyone enrolled in our center. 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.

There is an exception made for an infant parent that wishes to provide homemade baby food until that child reaches the age of one or is eating table food.

Milk is a mandated nutritional component and KC is required to serve it during lunch. Children 1 year of age are served whole milk and children 2 and above are served 1% milk. Monthly menus are posted in the kitchen, in each classroom, and on the parent board located near the entrance. Meal times are as follows:

Breakfast	7:45-8:15
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 Department of Human Services regulation. Please let your child's teacher know ahead of time if you are planning a special time for your child.

Occasionally KC has children enrolled who are unable to eat certain foods due to allergies. In order to assist parents with these special needs we use the following procedures.

- Parents need to provide us with 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 to have on file 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 very important to an infant/toddler's growth and development. Close attention to the general and individual nutritional needs of the children in our care is our goal.

Formula Preparation:

- Formula should be brought to the facility in a factory-sealed container and labeled with the child's full name.
- Preparation surface will be sanitized before preparing formula or food.
- The teacher's hands will be washed before preparing formula or food.
- One of your child's clean bottles will be used to prepare the formula in.
- Formula will be prepared according to the directions on the container.
- Microwave ovens will not be used to 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 a 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 properly cleaned in the kitchen.
- All bottles, nipples and other equipment for bottle preparation will be cleaned and sterilized before each use.

Breast Feeding:

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 child care program.

- Your child's full name and 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 first frozen then thawed in refrigerator must be used within 24 hours.
- Frozen breast milk will be thawed under running water in the sink or put into the refrigerator to be used later in the day.
- Preparation surface will be sanitized before preparing to heat breast milk
- The teacher's hands will be washed before preparing your child's bottle.
- One of your child's clean bottles will be used to prepare the breast milk.
- Microwave ovens will not be used to heat breast milk.
- A bottle warmer will be used to heat your child's breast milk.
- Breast milk will be gently mixed not shaken.
- Any breast milk remaining in a bottle or food remaining in a serving container.
- 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 properly cleaned in the kitchen.
- 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 product 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 high chairs 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 food that is uneaten 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 in this area.
- Food will be cut into ¼ inch pieces for finger feeding by children. Utensils will be offered to children who can use them.

Clothing/ Shoes

Please send your child dressed for comfort and play. KC encourages children to feed themselves and care for their own needs utilizing self-help skills. It is important that children be dressed in clothes that may get messy. You will want to make sure your child has a change of clothes in their cubby in case of an accident. Children will be going outside if weather permits and they should be dressed for the appropriate season. KC reserves the right to ask the parent to provide alternative footwear if current footwear warrants safety concern.

Rest time

All classes have a supervised rest time. Each child is provided rest equipment that is used assigned specifically to them. If the rest equipment is used on by the church it will be properly sanitized and re-dressed with clean linens.

Oklahoma Child Care Licensing requirements prohibit the use of blankets during rest time for children birth thru 11 months of age. An exception is made for children less than three months of age when a parent grants permission for their child to be swaddled with an infant sized, thin fabric, such as a receiving blanket. KC uses infant sleep sacks as an alternative to blankets. Each child has his/her own sleep sack and they are washed daily with the form fitting crib sheets. All infants are placed initially on their back for rest time.

Children may bring a cot sized blanket from home but pillows are not permitted. Please label your child's blanket. KC will provide a blanket to any child above the age of one that does not bring one from home. Blankets will be left in their cubby or on their cot until nap time. Blankets and sheets for children one year of age and older are washed on a weekly basis at KC and more often when necessary (i.e. drooling, potty accident, illness, etc).

A rest time routine is followed in each classroom. Infant classrooms do not have a required rest time but allow children to rest when tired. Children one year old and older have a scheduled rest time from 12:30-2:30pm. The teachers change diapers or take the children potty, wash hands, and read books before laying down for nap. There is low level music played while the children rest. For children that do not remain asleep for the entire rest time a quiet activity is provided to them at his/her cot or they are moved to a center for quiet play when possible.

Parent Visitation and Observation

Parents are always welcome to speak with a teacher about their child. KC encourages your child to participate in class activities and follow the teacher's instructions. Parents are encouraged to drop by to check on their child and the classroom at any time. We welcome parents to engage in classroom activities when possible. If your child struggles emotionally with you leaving please consider coming at the end of the day so that they may leave with you or please observe from outside of 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 in an appropriate way. KC wants to provide ample opportunities for our children and families to be successful. The books in our lending library cover many topics ranging from potty training, biting, tantrums, strong willed children, love languages and many other topics. In addition the lending library we also have a parent resource packet with information about resources in our community available upon request.

Health Education

Health education is very important to our program. Opportunities will be provided for parents and children 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.

Parent Communication

Parent conferences will be held on the second Tuesday of April and October. Forms of communication from the office staff include but are not limited to reminders sent thru Kid Reports communication system, newsletters are sent out monthly, and our website is updated with upcoming event information.

Change in Policy

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 see the director in an attempt to come to a resolution.

Records/Confidentiality

Information regarding children, parents, staff or volunteers shall be respected and handled confidentially. 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 authorized by law. Failure to abide by this agreement could result in termination of enrollment or employment.

To maintain compliance with OKDHS it is possible that your child's file will be reviewed at any time by a state licensing employee. Records including but are not limited to accident, observation, illness, and assessments. These will be shared with accreditation reviewers if requested. If you do not wish for your child's information to be shared to licensing or accreditation verifiers, please indicate so on your parent handbook acknowledgment form in the comments section.

Orientation Information

All orientation information should have been reviewed during the initial tour of the facility. If the information was not reviewed or you have additional questions please notify the director prior to signing the handbook. If the handbook acknowledgement form is signed it is an acknowledgment that all orientation material and policies have been reviewed. An orientation checklist can be found in Appendix D

Parent Committee

A parent committee will meet the fourth Monday of each month from 5:30-6:30 pm. This committee will take part in reviewing topics such as curriculum, assessment, policies, and future planning. There are set parents engaged in this committee but there is an open door policy if a parent wishes to participate. This committee may make recommendations of suggested change but does not hold the authority to carry out the changes.

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 in a professional and ministerial manner.

Thank you so much for allowing us the opportunity to partner with your family and share in the life of your child.

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/ Clean up 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

APPENDIX B



Accident/ Observation Report

Date: _____ - _____ - _____

Full name of child: _____

Circle One:

Accident

Observation

Time of Occurrence: ____:____ AM or PM

Location where incident occurred:

Description of Incident:

Area of Body Injured (if any):

Action Taken:

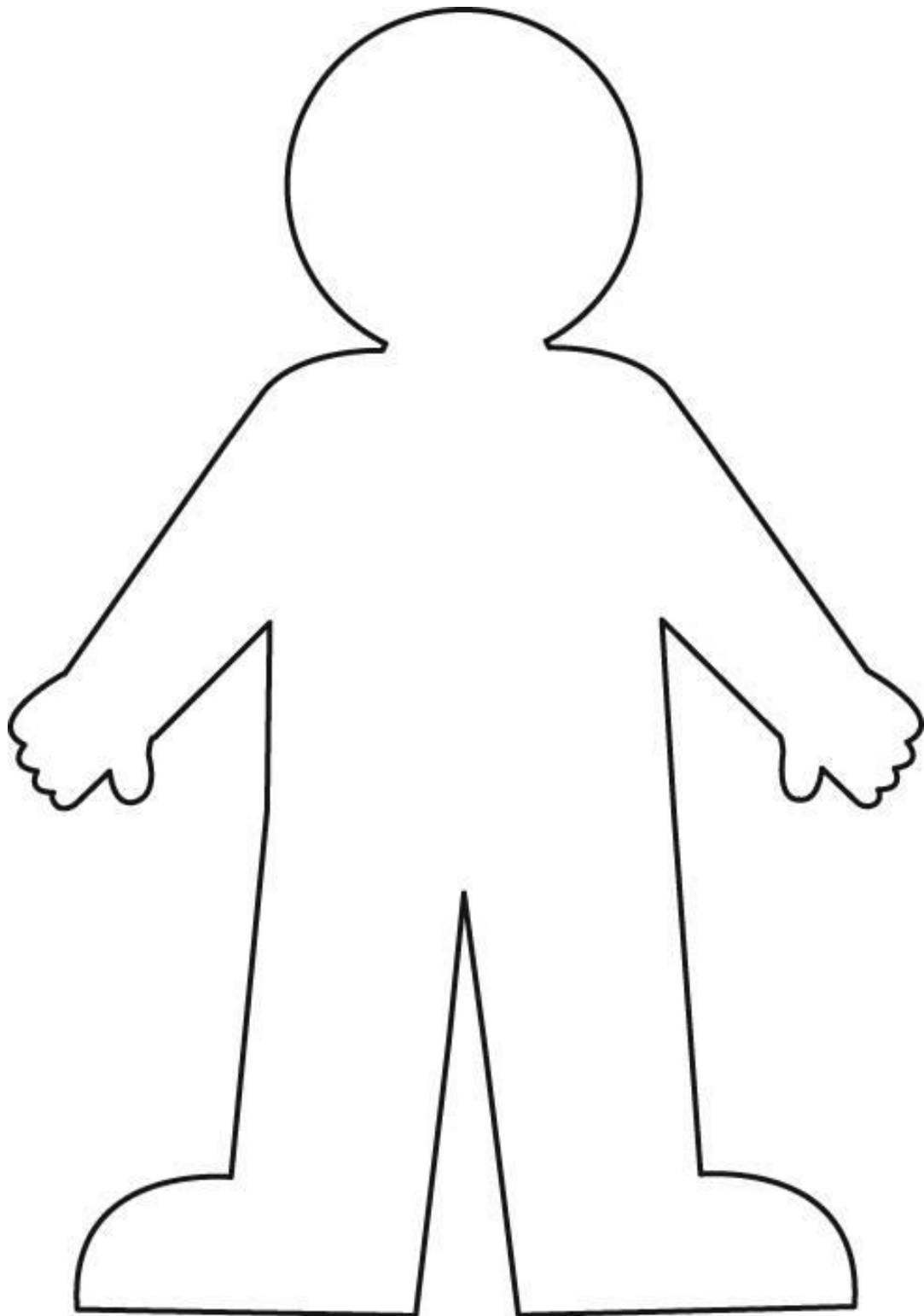
Washed Applied Cold Pack Bandaged T.L.C Called Parent Notified Director

Witness (if applicable): _____

Employee Signature: _____

Parent/Legal Guardian Signature: _____

A copy of this report will be provided upon request.



FRONT / BACK

(please circle)

APPENDIX D

Kiddie College Tour Check List

- ☐ Check in/out procedures including door security
- ☐ Discuss the hours of operation and late fee policy
- ☐ Take a walk thru of KC's facility
- ☐ View child's specific classroom
- ☐ Review classroom specific schedule
- ☐ Nutrition Policies & Menu
- ☐ Rest Time Procedures
- ☐ Diaper & Toileting Procedures
- ☐ Facility cleaning, bleaching, and maintenance schedules
- ☐ Inside and Outside Play Space/Schedule
- ☐ KID REPORTS
- ☐ Curriculum/ Lesson Plans
- ☐ Chapel/ Biblical emphasis
- ☐ Current Tuition Rates
- ☐ Payment due dates, late fees, and payment options