

2017 - 2018 CHILDREN'S DAY OUT POLICY

**KIRKWOOD UNITED METHODIST CHURCH
WWW.KIRKWOODUMC.ORG/CDO
201 West Adams
966-0155**

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

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

Children aged infant through five (5) years will be accepted for care.

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

Children's Day Out will be available from September 5, 2017 through May 18, 2018. The program operates Monday through Thursday from 9:00 am to 3:00 pm and on Fridays from 9:00 am to 12:30 pm. A listing of scheduled closings follows:

- October 16 and 17, 2017 (Preschool open October 16)**
- November 22, 23, and 24, 2017**
- December 21, 2017 through January 3, 2018
(Program resumes January 4, 2018)**
- January 15, 2018**
- February 16 and 19, 2018**
- March 19, 2018 through March 23, 2018
(Program resumes March 26, 2018)**
- March 30 and April 2, 2018**
- April 20, 2018 (Preschool open)**

Any changes to this listing of scheduled closings will be posted on the bulletin board in Room 204, emailed to those on our mailing list, and on our website. There will be no CDO when Kirkwood Public Schools are closed for snow days. Closings may be verified by calling 966-0155.

CAPACITY

In order to help assure a safe environment for the children, we will accept no more than a total of forty (40) children, with a maximum of sixteen (16) in the three-five year old room, a maximum of sixteen (16) in the toddler unit, and a maximum of eight (8) in the crib room. Parents are always welcome to phone ahead to see whether or not the maximum has been reached.

ADULT/CHILD RATIO:

A total of nine (9) adults are present, with the room breakdown as follows:

Two (2) adults in the crib room

Four (4) adults in the toddler unit

Two (2) adults in the three-five year old room

One (1) adult as a "floater", working in whichever room has the greater need.

LIMITED ENROLLMENT:

We will accept four (4) enrollments for the crib room, twelve (12) enrollments for the toddler unit, and twelve (12) enrollments for the three-five year old room. Once the maximum number of enrollments has been reached, we will form a waiting list for spots.

Spots for limited enrollment can be made for a certain day of the week for the year. Enrollment spots will be: 9:00 am- 11:30am, 9:00 am - 12:30pm, 11:30am - 3:00pm, 12:30pm - 3:00pm, and 9:00am - 3:00pm. Enrollment will be on a first come, first serve basis. There will be an enrollment limitation in both the toddler unit and the three-five year old room. A child may enroll for a maximum of two (2) times a week in the toddler unit and a maximum of three (3) times a week in the three-five year old room. A child will be considered enrolled, once a registration card is turned in and registration is paid. There will be no refunds if a child does not show. Spots not used for enrollment will revert back to reservation spots.

WITHDRAWALS:

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

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

ADVANCE RESERVATIONS:

We will accept three (3) advance reservations for the Crib Room (6 weeks to eighteen months), which allows for one (1) drop-in; three (3) reservations for the Toddler Unit, which allows for one (1) drop-in, and three (3) reservations in the three through five year old room, which allows for one (1) drop-in. Once the maximum number has been reached, no other advance reservations will be accepted.

All reservations are for a minimum time of two and one-half hours with advance reservations having starting times of 9:00 am, 11:30 am, or 12:30 pm.

Persons needing to change or cancel advance reservations should do so as soon as possible. If done by 2:00 pm. the preceding business day, there will be no charge. After that time and before 9:00 am the day of the reservation, parents will be charged for one hour's service plus a one-dollar (\$1.00) administrative fee. Parents failing to cancel by 9:00 am will be charged for the full amount of time reserved plus a one-dollar (\$1.00) administrative fee. Cancellations may be left on voice mail 24 hours a day by calling 966-0155. Cancellations will not be accepted by email.

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

KUMC Members

Members of Kirkwood United Methodist Church may make reservations up to four weeks in advance.

KUM Preschool

In a spirit of cooperation with the Kirkwood United Methodist Preschool, reservations for parent helping dates, parent orientations, field trips, and other pre-approved preschool functions may (and SHOULD) be made as soon as the dates are known. (All other reservations made by the preschool parents will fall under the "General Public" rules below.)

Because they are required to be in the classroom before 9:00 am for the morning sessions, parent helpers are allowed to make reservations with starting times of 8:45 am with pickup by 11:45 am.

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

General Public

These persons may make their reservations no more than two weeks in advance.

ALL RESERVATIONS:

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

Persons wishing to extend the time of pick up must make arrangements in person or by phone within fifteen (15) minutes of the scheduled expected return, or it will be considered a late pick up and penalties will be charged.

Any changes to the policies regarding reservations, which may be deemed necessary during the year will be posted on the Children's Day Out bulletin boards and on the website.

DROP IN SERVICE:

Reservations are limited in order to leave space available for those persons needing to use Children's Day Out on a drop-in basis. Spaces available each morning at the time of opening are up to:

- one (1) in the Crib Room (6 weeks - 18 months)
- one (1) in the Toddler Unit
- one (1) in the three through five year old room

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

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

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

Persons wishing to extend the time of pick up must make arrangements in person or by phone within fifteen (15) minutes of the scheduled expected return, or it will be considered a late pick up and penalties will be charged.

REGISTRATION FORM, EMERGENCY CARD, AND HEALTH FORM:

A registration form and an emergency card-hospital release form must be filled out and on file for each child on the first day that they use the program. Also a record of their shots needs to be shown (this can be a baby book, a shot booklet, etc.). A health form that needs to be filled out, dated and signed by the doctor must be on file within thirty (30) days of the first day that a child uses the program.

MEDICATIONS:

We cannot administer medications, even over the counter products like antibiotic ointments and sunscreen. (Diaper rash ointment is considered a medication by the state, but we will apply your ointment in the original container with a written signed permission slip from a parent.) Please do not put medications in bottles or food and send with your child.

SICK CHILD PICK UP POLICY:

When a parent is called to pick up a sick child, they will have a maximum of one (1) hour from the time of the call to pick their child up. Failing to pick up child in this amount of time will result in a twenty-five dollar (\$25.00) penalty fee.

DAILY SCHEDULE:

9:00 am The program opens and caregivers are ready for the children. Upon arrival, parent(s) must sign-in each child staying that day, and leave an emergency phone number for the day.

(KUM parent helpers who have reservations are permitted to leave their children at 8:45 am.)

11:30 am Lunchtime. (This is the only time we eat lunch in the Toddler Unit and the 3-5 year old Room.) Please provide your child with either a lunch or a snack if you will not be back by 11:30 am. Kool-Aid is provided. Refrigerator space is very limited, and lunches for the Toddler Unit will be given priority.

12:30 pm Rest time (Toddler Unit). All children are expected to rest for 45 minutes.

3:00 pm Children's Day Out closes promptly - CHILDREN MUST BE PICKED UP BY THIS TIME! Anyone picking up their child(ren) after 3:00 pm will be charged a Late Pick-up Penalty.

FEES AND PENALTIES:

It is expected that all fees will be paid at the time the child(ren) is (are) picked up. Enrollment fees are to be paid at the beginning of each month. Fees may be paid either by cash or check. Checks should be made payable to CHILDREN'S DAY OUT.

Late Payment Policy

If a family owes Enrollment fees for more than two months, or they owe more than \$600.00, they must meet with the Director to discuss a payment plan.

Registration Fee

There will be annual registration fee charged of \$35.00 per family plus \$10.00 supply fee per child for those families wanting enrollment. The annual registration fee for families using reservations or drop-ins will be \$20.00.

Hourly Rates

Members of Kirkwood United Methodist Church: \$6.50 per hour for the first child; \$4.00 per hour for each additional sibling.

Non-members: \$6.50 per hour for the first child; \$4.50 per hour for each additional sibling.

Minimum Charges

Reservations: 2 1/2 hours

Drop-ins: 1 hour

Late Pick-up Penalties

Persons failing to make arrangements to extend the time of pick up will be charged at the rate of one hour's service for every additional fifteen (15) minutes beyond the scheduled return time.

Parents will be charged for one hour's service for child(ren) picked up between 3:00 pm and 3:15 pm. Anytime thereafter, parents will be charged a penalty of twenty-five dollars (\$25.00). All penalty charges are in addition to that day's charges.

Children's Day Out clocks will be set according to Time and Temperature (321-2222).

No Show/Late Cancel Penalty

Reservations should be canceled as soon as possible. If done by 2:00 pm the preceding business day, there will be no charge. After that time and before 9:00 am the day of the reservation, parents will be charged for one hour's service plus a one dollar (\$1.00) administrative fee. Parents failing to cancel by 9:00 am will be charged for the full amount of time reserved plus a one-dollar (\$1.00) administrative fee. Cancellations may be left on voice mail 24 hours a day by calling 966-0155. Cancellations will not be accepted by email.

Insufficient Funds

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

Childcare Reimbursement/Tax Statement

If CDO is asked to calculate the childcare fees for a reimbursement/tax statement, there will be a \$15.00 charge per request.

DO'S AND DO NOT'S:

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

- DO sign-in each child staying that day and leave an emergency number in Room 204.

- DO check out your child in Room 204.

- DO bring only disposable diapers, and make sure the child is in a disposable diaper upon arrival.

- DO bring more diapers than you think will be used.

- DO send a change of clothes including socks for ALL children. Spills can happen to anyone - even someone who is completely potty trained.

- DO **send children in appropriate footwear (Tennis shoes are best):**
NON-WALKERS need socks, Robbies, or booties to protect their feet.

ALL WALKERS need to wear shoes (Tennis shoes are best). Crocs, sandals, Keens, and Cowboy boots are not considered appropriate footwear.

- DO send a snack, if you want your child to have a snack and don't want them to have Cheerios or graham crackers.**
- DO bring security items (within reason) for rest time. All other toys should be left at home or in the car.**
- DO note any special instructions and discuss with a caregiver before you leave. *(Diaper rash ointment is considered a medication by the state. We will apply your ointment in original container with a written signed permission slip from parent.)**
- DO NOT bring glass containers, except unopened jars of baby food.**
- DO NOT put medication in bottles or food. We cannot administer any medications.**
- DO NOT bring or send chewing gum.**
- DO NOT bring toys other than those which are security for rest time.**
- DO NOT send a child into CDO without being accompanied by an adult**
- DO NOT bring a child who doesn't feel well enough to benefit from the program and/or may be contagious. Any child who has been ill must be fever (greater than 100 degrees), diarrhea, and vomit free for at least 24 hours before he/she can be left.**
- DO NOT hesitate to call if you ever have any questions or concerns regarding the program. The number is 966-0155.**

CRIB ROOM

DAILY SCHEDULE GUIDELINES

(We do our best to follow YOUR child's schedule in this room.)

8:00 – 8:45 am

Prepare room

Sheets on beds

Fold sheets and get out daily supplies and equipment

Check floors and equipment for cleanliness

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

8:45 am

Children of KUM Preschool parent helpers with reservations accepted in Room 204

9:00 am

Children may come in

Make sure each child has his/her name on

Make sure a “Crib Room” slip has been filled out for each child

Ask parent if everything is labeled

9:00 – 9:30 am

Supervise (and enjoy) children as they play

9:30 – 9:45 am

Offer snack if needed

Clean hands and faces, and sanitize high chairs that were used

9:45 – 10:00 am

Diaper checks and changes

Sanitize changing pad and wash hands after each child

10:00 – 10:15 am

Put down AM nappers (ON BACKS)

Bathroom breaks

10:15 – 10:30 am

Gather older infants (12 to 17 months) for semi-structured song and game time

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

10:30 – 10:45 am

Pick up toys

10:45 – 11:00 am

Prepare food for lunch

11:00 – 12:00 noon

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

Sanitize high chairs and sweep floor when lunch is over

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

12:30 - 12:45 pm

Pick up toys

12:45 - 1:00 pm

Diaper checks and changes

Sanitize changing pad and wash hands after each child

Prepare for naptime

1:00 – 1:30

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

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

Straighten room and clean toys as needed

2:00 – 2:30 pm

Give snack if needed

2:30 - 3:15 pm

Change diapers as children wake up

Sanitize changing pad and wash hands after each child

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

Strip sheets and clean bed and mattress as children leave

TODDLER UNIT DAILY SCHEDULE GUIDELINE

8:00 – 8:45 am

Prepare room

Get out daily supplies and equipment

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

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

8:45 am

Children of KUM Preschool parent helpers with reservations accepted in Room 204.

9:00 am

Children may come in

Make sure each child has his/her name on

Ask parents if all items are labeled

Make sure "Toddler Room" slip has been filled out for each child

9:00 - 9:30 am

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

9:30 - 9:45 am

Offer snack if needed

Clean hands and faces, and sanitize high chairs and tables that were used

9:45 - 10:00 am

Diaper checks and changes

Sanitize changing pad and wash hands after each child

Encourage older children to use the bathroom

10:00 - 10:25 am

Lead children in a planned activity

10:30 - 11:15 am

Physical activity or outside play

11:15 - 11:30 am

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

11:30 - 12:00 pm

Wash each child's hands

Supervise as they eat

Make sure each child's hands and face are clean when they finish lunch

12:00 - 12:30 pm

Sanitize tables and high chairs and sweep the floor

Diaper checks and changes

Sanitize changing pad and wash hands after each child

Children who are potty trained should go to the bathroom and wash their hands

Sanitize toilet and potty-chair after each use

12:30 - 2:00 pm

Have children lie down and rest

Encourage the children to sleep

Complete any cleaning duties left unfinished

2:00 - 3:15 pm

Supervise children as they awaken

Read books, do puzzles, coloring, or some type quiet activity until most of the children are awake. Weather permitting, take children outside.

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

Put away equipment for the day

THREE TO FIVE YEAR OLD ROOM

DAILY SCHEDULE GUIDELINE

(Times may vary according to playground schedule.)

8:00 - 8:45 am

Prepare room

Get out daily supplies and equipment

Check bathroom floor and toilet for cleanliness

Check other floors and equipment for cleanliness

Clean anything that is unacceptable

8:45 am

Children of KUM Preschool parent helpers with reservations accepted in Room 204.

9:00 am

Children may come in

Make sure each child has his/her name on

Ask parent if all items are labeled

9:00 - 9:30 am

Supervise (and enjoy) the children as they play, do crafts, artwork, puzzles or etc., trying to give some individual attention to each child

9:30 - 9:45 am

Offer snack if needed

Have children wash hands

Sanitize tables and sweep floors

9:45 - 10:15 am

Diaper checks and changes

Sanitize changing pad and wash hands after each child

Encourage older children to use the bathroom

10:15 - 10:45 am (time might vary according to playground schedule)

Take children outside or to physical activity room

10:45 - 11:15 am

Lead children in a planned activity

11:15 - 11:45 am

Have children put toys away

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

Each child staying for lunch should wash his/her hands

Prepare for lunch

Mix Kool-Aid

Make sure all lunches are accounted for

11:45 am - 12:15 pm

Supervise children as they eat

Make sure each child's hands and face are clean before they leave the table

Children should be taught with each stay how to clear their lunch spot

12:15 - 12:50 pm

Sanitize tables and sweep the floor

Diaper checks and changes

Sanitize changing pad and wash hands after each child
Children who are potty trained should go to the bathroom and wash their hands
Sanitize toilet after each use

12:50 - 1:00 pm

Have children pick up toys

1:00 - 2:00 pm (time might vary depending on playground schedule)

Take children outside or to physical activity room

2:00 - 2:45 pm

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

Give children snack if necessary

2:45 - 3:15 pm

Read to or sing with children

Complete any cleaning duties left unfinished

CHILDREN'S DAY OUT'S DISCIPLINE POLICY:

Children's Day Out uses a Time Out Policy for discipline. Time Out should be used for any behavior that is hurtful to the child, other people, and/or property. If a child continues unwanted behavior after s/he has been asked to stop, then s/he will be placed in Time Out. In most instances, the child will remain in Time Out for one (1) minute per year of his/her age. When the behavior is serious in nature, no warning is necessary before placing the child in Time Out. Make sure the offended child receives attention and comfort, as well as taking care of the child who needs the discipline. The person who placed the child in Time Out is responsible for dismissing the child from Time Out.

QUESTIONS AND CONCERNS ABOUT THE PROGRAM

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

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

