

**WELCOME TO
ST. THOMAS THE APOSTLE EPISCOPAL CHURCH**

**PARENT'S DAY OUT
PARENT HANDBOOK**

Meghan Chaney – DIRECTOR
12251 ANTIOCH RD
OVERLAND PARK, KS 66213
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913-451-0512 ext. 230

Mission Statement

To provide an atmosphere that is safe, healthy and secure where children are free to develop their enthusiasm and self esteem.

Our Philosophy

- Caring for children is a privilege.
- To nurture and guide children as they learn to play and communicate with peers and adults.
- To develop social, emotional, physical and creative skills.
- To foster laughter, happiness and self-confidence.

We will provide an atmosphere that is safe, stimulating and comfortable with activities that are interesting and developmentally age appropriate.

Admission Policy

- St. Thomas the Apostle Episcopal Church does not discriminate in regard to race, color, religion, national origin, gender or physical handicap in accordance with Kansas Civil Rights Statute K.S.A. 44-1009.
- All policies adhere to the “Regulations for the Licensing” set forth by Health Department of State of Kansas.

Child Abuse or Neglect

The state of Kansas requires all childcare centers to report any evidence of neglect, suspected abuse or unusual injuries.

Enrollment

- A child will be enrolled for an entire school year, which runs from 9/10/18 to 5/23/19.
- A child may enroll at any time during that year if space is available.
- A registration fee of \$50 first child/ \$25 additional child is due at time of enrollment and is non-refundable (unless we are unable to place your child).
- You may enroll your child or children in more than one day.
- St. Thomas Parent’s Day Out will confirm your child’s enrollment upon receipt of registration form and fee provided space is available. All children currently enrolled in the program will have first preference and enrollment opportunities.

Forms

There are three State of Kansas forms that are required. They need to be on file with our program to be able to attend. All forms are available at www.stthomasop.org under the children’s tab and Parent’s Day Out.

- Child health assessment requiring physician signature
- A medical records form requiring immunization history (request a copy from your doctor’s office) Immunizations must be up to date.
- Authorization for emergency medical care requiring notarization.

Additional forms for you to complete are:

- “All About Me” Form
- Parent’s Day Out Identification Emergency Information sheet
- Photo Consent Form

Tuition

- Paid monthly in nine equal payments 8/1/18, 10/1/18 through 5/1/19. There are no credits or make up days for classes missed.
- Monday-\$90 a month, Tuesday-\$94 a month, Wednesday-\$92 a month, or Thursday- \$92 a month, variation is due to holidays influencing number of days attending.
- In order to attain an accurate enrollment count; the August payment is non-refundable.
- A check payable to St. Thomas Parent’s Day Out is due the first of the month. Please include your child’s name in the memo section.
- Payments received after the first week of the month may be subject to a \$5 late fee for each day that it is late.
- Your child may be withdrawn and payments stopped after one month’s notice is given to the director in writing. Any past due tuition will still be expected to pay, even if your child is no longer enrolled.

Our Day at a Glance

- Your child’s day will be filled with excitement and stimulation.
- Children will explore all areas of early learning including: social, emotional, physical, and cognitive growth in a nurturing environment.
- We promote self-help to boost self-esteem.
- The rooms are configured into centers to promote all types of early learning.
- The daily schedule is posted in each classroom. It consists of free play, craft, outdoor play (weather permitting), story time and music and movement, snack and lunch.

Age Groups

2 ½ - 3-year-old (turning 4)

- The objective of this group is to provide a pleasant and safe environment where the children feel comfortable and secure.
- We help with basic learning experience, which encourage and guide a child’s development and self-confidence.
- We help them learn to share, take turns and how to compromise while working and playing with peers.
- Each day your child is in our care they will work on a take home craft or art activity. This will help with their fine motor skills plus let them explore their creativity.
- We will also have music and movement each day of the program. Your child will have the opportunity to express themselves by singing and dancing to an assortment of children’s songs.
- We will focus on language and literacy.

15-months and walking – 2 ½ year old

- The objective of this age group is to provide a pleasant and safe environment. We want your child to feel comfortable and secure.
- We help children learn how to play with peers, take turns and follow simple instructions.

- We will have music and movement each day of the program.
- We will provide activities to help children learn to express themselves.
- Children will transition from parallel play to interacting with peers.
- We will focus on language and literacy.

Daily Notes

This is an important communication tool between the parents and the teachers. It will include:

- Your child's attitude and behavior in their play.
- The monthly theme and the activities that they did that day.
- The time your child's diaper was changed or when your child used the restroom.
- What book was read for the day: title and author provided.
- What the child learned during circle time.

Please speak with your child's teacher if you have any questions or concerns. You may speak with them before or after class. If you need to contact the teacher during classroom hours please call the school number provided. 913-451-0512 ext. 230.

Arrival and Dismissal

- Hours of the program are 9:00 a.m. – 1:00 p.m.
- Children should not be dropped off prior to 9:00 a.m.
- Arrival is the first ten minutes of class and is your time to talk to the caregivers about any issues or questions you might have for your child.
- Dismissal is the last ten minutes of class. You may pick up your child earlier. Please arrange that with your child's teacher at the beginning of class.
- Please be aware that during pick-up the parent or authorized person needs to remain outside of the classroom. We will hand you your child's belongings and then walk your child to the door. This avoids congestion inside the classroom.
- Please be prompt in picking up your child. There will be a \$5 charge for every 5 minutes past their regular dismissal time.
- Parent Visitation: You always have access to your child, however we request you refrain from visiting your child during our learning day to interact or observe as this can confuse, upset and/or distract your child and other children.

Authorization to Pick Up a Child

- Children are only released to an adult authorized to pick up that child.
- Written authorization required from the parent or guardian if anyone other than a parent is to pick up the child. This note should be given to one of the teachers when your child arrives at school.
- Parents or persons authorized to drop off and pick up the child must sign in and out each child.
- Person other than parent or guardian will be asked to show a drivers license for identification.
- Under no circumstances will a child be released to anyone not known to the center without authorization from the parents or guardian.

Absence

- Call the Director of Parent's Day Out at 913-451-0512 ext.230 if your child is ill or cannot attend. Please provide information as to the reason for the absence. This is especially important in cases of communicable illness.
- Email the director at mchaney@stthomasop.org if you are aware prior to the night before the absence.
- There are no credits or make up days for classes missed. This includes extended absences. If you will be gone for a month or longer, you have the option of providing written notice you are discontinuing your enrollment or you can continue to pay your normal monthly fee to hold your place in the class.
- "No-call absences" (when we have received no word regarding a child's late arrival or absence) cause us a great deal of concern. Upon 10 "no-call" late arrivals or absences, you may be asked for a personal conference or call with the Director of Parent's Day Out. A significant number of "no-call" late arrivals or absences may result in giving up your space in Parent's Day Out. We consistently have a Wait List of over 10 children from families who are eager to have their child regularly attending our program. We need to be sure that our spaces are valued and being used faithfully.

Illness

The following are some guidelines and reminders set by the State of Kansas Health Department.

Reasons to keep your child home:

- If your child has a fever. Child must be fever free for 24 hours before attending.
- If your child has been on antibiotics for less than 24 hours
- If your child has a rash (other than diaper rash)
- If your child has diarrhea, liquid stools or has vomited within 24 hours
- If your child has green nasal discharge
- If your child has a deep constant cough
- If your child has red inflamed eyes

Our goal is to provide a safe and healthy environment for your child.

- Children wash their hands before and after eating and after having a diaper changed or using the restroom.
- We do not administer medications. Please plan your child's dosage around school hours.
- In the occasion severe of allergies, you will be able to leave an EpiPen with an "Allergy Action Plan" from your doctor.

Guidance and Discipline

- The caregivers at St. Thomas Parent's Day Out know that as children grow and develop that rules and limits may be tested.
- We will use positive guidance techniques, which include redirection when inappropriate behavior occurs.
- Inappropriate behavior is defined as physical harm to self or peers, and aggression when playing and sharing with peers.
- On occasion when redirection does not work we will place your child in a "time out" to remove him/her from the situation in order to calm himself/herself.
- Please feel free to call the teacher involved if you have any questions or concerns.

Lunch/Snack

- We are a safer environment. Families should not send nuts or nut products in snacks and meals.
- You are responsible for sending a morning snack and lunch for your child.
- Pack in a lunch box with a cold pack or food items that do not need refrigeration or to be heated. Allergies may influence restricted items.
- Pack utensils your child will need to eat their lunch.
- A drink in a spill proof cup.
- A bib (if needed)
- Food should be cut into small pieces to avoid a choking hazard.
- Make sure all items are labeled with your child's name.
- If you would like to send treats for your child's whole class for a birthday or special celebration, please visit with the Director got any specific restrictions or nutritional needs.

Supplies

- Pack in a clearly marked bag (preferably a back pack).
- Three diapers each day as well as diaper wipes.
- Two extra sets of clothes in case of an accident or if they get dirty. Please make sure they fit and are in season.
- A light sweater or sweatshirt for temperature fluctuations.
- All items need to be labeled with your child's name.
- Please do not bring any toys from home.

Clothing

- Dress your child for playtime. We want them to be comfortable. Have them wear shoes that are appropriate for play. Please make sure that your child's shoes are CLOSED-TOED.
- Arts and crafts can be messy and we do not want their best outfits to get ruined.
- If your child is toilet training, clothes that are easy for them to remove themselves will help the teachers as well as help your child feel proud if they are able to quickly ready themselves for the potty.
- Please label all clothing. As the weather changes it is important to dress your child appropriately. We will be playing outdoors. They will need coats, gloves and hats. These items need labeled as well.

Toilet Procedures

- Child should wear pull-ups or diapers until completely potty trained and able to let the caregivers know when he/she needs to use the potty.
- Please keep in mind the activity level at our program may distract your child from normal potty use.
- Dress your child in "user friendly" clothing so they can undress themselves with help in a hurry.

We do our best to maintain strict cleanliness and hygiene.

- Caregivers and children clean their hand thoroughly with soap and water after toilet use. Caregivers use disposable gloves for diaper changing and wash hands after each diaper change.
- If a child soils their clothing, the caregiver will place the clothes in a plastic bag and return to you for laundry. Fresh clothing you've provided will be placed on your child.
- The toilet, potty, and diaper changing surfaces will be sanitized after each use.

Fire Drills and Tornado Drills

- We are required by the state to have a fire drill every month.
- Time and day vary to help children and caregivers evacuate the building safely. No fire drills in temperatures less than 20 degrees.
- All staff and children will meet in the field across from the parking lot of the church.
- Tornado drills will occur three times a year, one in the fall and two in the spring.
- Our "Tornado Shelter" is located in the basement meeting room. With help of other church staff our PDO teachers will guide the child quickly, but safely down the hall and stairs to this space. We stay there for a brief time and then return to our room.

First Aid and Medical Emergency

- Minor bumps and scratches are inevitable, but we make every effort to keep all children safe through supervision and childproofing.
- Minor injuries receive appropriate first aid.
- In the case of an emergency injury or illness the director will call 911 and then call you immediately.
- The child will be taken to the nearest hospital and the director or a staff member will meet you at the hospital with the child's file.
- We must have all phone numbers readily available.
- If a physical accident occurs there will be an Incident Accident Report form you will receive. You will be asked to sign that form, and one will go in your child's file while a copy will be sent home with you.

Inclement Weather

In case of inclement weather, Parent's Day Out will be cancelled if the Blue Valley School District or if St. Thomas Episcopal Church is closed.

- Listen to the local media for school and church closings. District weather line is 913-239-4600 or www.bluevalleyk12schools.org.

Holidays

Parent's Day Out will be closed:

- Thanksgiving: Wednesday November 21st 2018 (class will resume on Monday November 26th)
- Winter Break: Thursday December 20th 2018 – Thursday January 3rd 2019 (class will resume on Monday January 7th 2019)
- Martin Luther King: Monday January 21st 2019
- Spring Break: Monday March 11th – Thursday March 14th 2019 (May change due to Blue Valley schedule)
- Easter Monday: April 21st 2019

IMPORTANT DATES

- Thursday September 6th Open House from 6:00-8:00 pm (Feel free to stop by at anytime)
- September 10th-13th 2018: first week Parent's Day Out
- May 20st- 23th 2019: last week Parent's Day Out

CONTACT INFORMATION

Please contact Meghan Chaney 913-451-0512 ext. 230 or mchaney@stthomasop.org to report an absence or if you have any questions.

THANK YOU FOR ENTRUSTING ST. THOMAS PARENT'S DAY OUT TO CARE FOR YOUR CHILDREN.

I have read and agreed to the information provided in the parent handbook.

Signature

Date

I have read and agreed to the information provided in the parent handbook.

Signature

Date

Please sign and return this page to the Director.