



# Parent Handbook



**kidsconnection**  
Preschool & Daycare

*Helping families flourish.*

This handbook is written and approved by the Kids Connection Preschool and Daycare Board of Directors under the authority of One Life Church of the Nazarene.

**One Life Church**

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## Kids Connection: Helping Families Flourish

### Hello, Parents!

The staff at Kids Connection Daycare and Preschool welcomes you and your family to our center! It is our vision to transform our community for generations to come by partnering with parents to provide the linguistic, cognitive, spiritual, and social development children need to flourish in life.

The childcare service we provide to the community is driven by our mission and the vision of how the little things we do each day can change the future of every family and every child we serve. Therefore, it is our goal to accomplish the following objectives:

- » To provide a loving Christian environment for every child
- » To provide the best education possible for every child
- » To partner with parents to ensure that the Christian environment we are creating is to allow children to grow to their potential. This is done through intentionally modeling loving Christian behavior, educational curriculum and Biblical learning.

Parents and children are very important to us, and we hope to make you feel like a part of our loving, caring community!

This handbook provides you with the policies and procedures that help our daycare best serve you, care for your child, and comply with all state regulations. Please read the following handbook carefully and thoroughly, knowing that these policies were instituted so that we can excel as a childcare center, and therefore provide the best care possible for your child.

Once you have read the handbook in its entirety, please sign the agreement page and return it to the office.

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## **Basic Information and Policies**

Kids Connection Daycare and Preschool is open **Monday through Friday, 7:00 AM to 6:00 PM** year-round, except for holidays listed below.

We currently offer three separate classes for ages two, three, and four years old. *Our curriculum is selected from a variety of age-appropriate sources.* Each classroom has a maximum capacity of 7-8 children, while our large indoor play area can hold 48 children.

Our **daily schedule** is as follows:

- 7:00-9:00 a.m. -- Kids Connection opens; free play and music time\*
- 9:00-9:45 a.m. – Circle time and language
- 9:45-10:00 a.m. – Hand-washing and snack time
- 10:00-10:45 a.m. – Math/discovery/art
- 10:45-12:00 p.m. -- Outdoor play (recess may go shorter or longer, as weather permits)
- 12:00-12:30 p.m. – Hand washing and library time
- 12:30-1:00 p.m. – Lunch
- 1:00-3:00 p.m. – Quiet time / nap time
- 3:00-3:30 p.m. – Hand washing and snack time
- 3:30-4:30 p.m. – Outdoor play
- 4:30-5:00 p.m. – Books/blocks/puzzles/dramatic play
- 5:00-6:00 p.m. – Free play

\* Please note that all “free play” is always teacher-supervised, and often contains many teacher-led activities.

\*\*To avoid interruptions to our daily schedule, we cannot allow children to be dropped off after 10:00.

### **Your child should bring (to keep at the daycare):**

- A pencil box with crayons, safety scissors, glue sticks, and pencils
- A blanket (and pillow, if desired) for quiet time; goes home weekly/Fridays for cleaning
- Two sets of clothes in case of accidents
- Plenty of diapers and wipes (if not potty-trained)

## **Tuition and Fees**

Kids Connection offers the following scheduling options:

<b>Schedule</b>	<b>Weekly Tuition</b>
Full time: M-F, full days	\$135.00
4-Day time:	\$116.00
Part time: M/W/F, full days	\$95.00
Part time: T/Th, full days	\$65.00

A 10% sibling discount is applied to all tuition paid for multiple children from the same family.

Referral Discounts - \$50.00 discount for full time schedule and \$25.00 discount for part-time schedule; after 30days.

**Tuition must be pre-paid for the next week.** For your convenience, Kids Connection accepts cash, check, debit and credit cards, and auto payments. **A late fee of \$10 will be charged if tuition is not paid by Monday and your child may not attend until payment is made.**

*Written and approved by Kids Connection Daycare Board  
07/2017*

**We cannot offer refunds or discounts for absences.** You will be charged regular tuition each week, regardless of absences due to sickness, holidays, or other circumstances. Full time children will receive credits for 9 days per year. (The days the center is closed for holidays.)

**We charge a late pick-up fee of \$25.00 for any child left after 6:00 pm.**

At the time of enrollment, you will be charged the **registration fee of \$50.00**, which is to be paid annually. Prorated during the months of October through August; (\$5.00 per month).

**To hold your child's spot over the summer, you may reduce your schedule to a minimum of 3 days.** However, if your child is completely disenrolled over the summer, we cannot guarantee your child's spot will be available for the fall.

If you withdraw your child from Kids Connection without notifying us in any way, we will disenroll him/her after two weeks of absence and mail you a billing invoice for those weeks. To avoid this, **please give us two weeks' notice before you withdraw your child.**

## **Preschool**

Kids Connection Preschool teaches Art, Bible, Math, Music, Phonics, Reasoning, Reading, and Writing using a variety of appropriate based curriculum sources incorporating Christian-based learning. We have classes for 2s, 3s, and 4s & 5s (Pre-K). Your child will be placed in a classroom based on his/her age as of August 1 and remain in that class for the academic year.

The **registration fee** covers the cost of teaching materials or classroom resources. Monthly curriculum will be posted in each classroom. If your child begins attending mid-school year, the full fee still applies.

## **Communication**

It is important that parents and staff work together, communicating openly with one another about your child. We would appreciate being informed of any life transitions or changes your child may be experiencing and how they may affect his/her behavior. It is important to us to understand the things that may be happening in your child's life so that we can provide them with the best care. We, too, will report any unusual changes in your child's behavior or mood.

We can also communicate via phone (417-882-5992) and email (hwest@417oneline.com). **You will often receive notes in your child's cubby.** Please look for them on a daily basis at time of pick-up.

## Discipline and Behavioral Policies

We commit to provide a positive, nurturing, and safe environment so that children may comfortably relate to one another and their teachers. We believe that helping each child to learn self-control and healthy self-expression is extremely important. Our hope is that the children will grow in these things through loving guidance and positive communication. **At no time will staff spank a child or use harsh discipline procedures.**

Staff will take the following actions for misbehavior: redirection, quiet time, child sent to the office, child sent home, child disenrolled. Most behavior can be resolved in the classroom using redirection and quiet time. However, these guidelines will be followed when the behavior escalates beyond the teacher's ability to control the child or compromises the safety of other children:

- Child sent to office if behavior is disruptive to the entire class and reasonable classroom discipline is ineffective.
- Child sent home if he/she has been sent to the office for two separate occasions on the same day and negative behaviors continue (or if child has caused injury to staff or another child).
- Child disenrolled if negative behaviors persist for two weeks without adequate improvement.

To ensure a fun, healthy, and safe environment, **Kids Connection has a strict policy regarding the following behaviors:**

- Pushing
- Hitting
- Kicking
- Biting
- Pinching
- Scratching
- Hair pulling
- Choking
- Any other violent or harmful physical contact

At Kids Connection this means that if any of these behaviors occur, they will be documented by a staff member and reported to the parent. Please understand that this policy is meant to include the parent as part of the Kids Connection team so we can work together to promote a fun, healthy, and safe environment for all our children at the discretion of the Director and Daycare Staff Board.

Kids Connection will communicate with parents early and often about any behavioral or other issues in an effort to construct a positive plan to reduce problematic behaviors. However, **disenrollment may occur due to:**

Child's Actions:

- Persistent violation of prohibited behavior (see above section)
- Child unable to adjust to the program after a reasonable amount of time
- Ongoing defiant, disrespectful, and uncooperative behavior toward staff and other children
- Ongoing uncontrollable tantrums/angry outbursts
- Potentially dangerous or destructive behavior

Parental Actions:

- Failure to abide by Kids Connection policies and requirements

- Non-payment of tuition
- Demand for special services that are not provided to other children and cannot reasonably be delivered by Kids Connection
- Lack of involvement and support when requested for behavioral issues
- Physical or verbal abuse or intimidation toward staff or children

If concerns about a child's behavior or other circumstances arise, they will be documented and shared with the parent by notes, phone calls, or meetings as necessary. Kids Connection wishes to establish a collaborative relationship with parents by involving them in all concerns.

## **Dress Guidelines**

Children should wear clothing that allows them to move, be creative, and fully participate in all activities. Children should be able to comfortably use all play equipment and supplies. Some craft activities may be messy and clothing may become stained. **Please bring two extra sets of clothing for us to have on hand in case of accidents.**

**Socks and shoes (with closed toes and heels) must be worn at all times.** To be in compliance with Health and Sanitation regulations, we may never allow bare feet, so please **do not** bring your child in flip flops, sandals, slippers, dress-up shoes, or any other shoe that may easily fall off or feel uncomfortable. Beyond state regulations, it is important to us to protect your child's feet and decrease chances of tripping or slipping.

## **Food Services**

Kids Connection offers a morning snack, lunch, and an afternoon snack. All food costs are included in your weekly tuition. We currently are approved to serve hot and cold meals. A weekly menu will be posted for your convenience.

All snacks and meals meet state nutrition regulations. These are available on file for your review. Please notify us of any food allergies or aversions your child may have.

**Please note that for us to be in compliance with Health & Sanitation Regulations, we cannot permit your child to bring food or drink into the daycare after 8 a.m. A table is provided for children who need to eat before 8 a.m.**

## **Holidays**

Kids Connection will be **closed** for the following holidays:

- New Year's Day**
- Good Friday**
- Memorial Day**
- Fourth of July**
- Labor Day**
- Thanksgiving** (Thursday and Friday)
- Christmas** (Eve & Day)

Please note that, for your convenience, Kids Connection will **not** close on any other days unless Springfield schools are closed due to inclement weather. The center will not be closed for more than one day.

## **Medical, Illness, and Emergency Policies**

**If your child is ill, the daycare is not allowed to permit attendance.** If your child is noticed to be ill or becomes ill during attendance, you will be notified and expected to pick him/her up promptly.

**We are able to administer prescription medication** to your child only with the completion of the medical authorization form included in the registration packet. Medication must be in the original bottle/box with your child's name clearly labeled on it. We store all medication safely in a locked area, making it inaccessible to children. There will be a record on file of which staff administered medication and when.

Safety regulations require that parents be contacted immediately for all accidents and injuries. As a parent you have the right and the ultimate responsibility to decide what action you want taken when your child is injured.

If a parent cannot be reached in an emergency or if we feel that immediate emergency medical assistance is required, staff will seek medical attention by calling 911. Any expenses incurred with emergency medical transportation or treatment will be paid by the parents.

In the event of an emergency or national disaster, all children will be kept at the center until they are picked up by a parent or authorized person. Should we have an emergency such as a tornado or fire, children will be quickly and safely led to designated places as outlined in our Emergency Plan posted in our facility. We have fire drills and tornado drills every two months to create understanding and alleviate fear.

## **Personal Belongings**

Your child is welcome to bring **a favorite nap time friend** into the daycare with the understanding that the daycare is not responsible for anything that is lost or damaged. These personal belongings may not be kept at the daycare overnight. **Please empty your child's cubby every day at pick-up time. Please label all children's belongings.**

## **Sign In/Out Procedure**

It is imperative that you sign your child in and out each day. We cannot accept responsibility for any child who is not properly signed in. The parent or another authorized adult must accompany the child to and from the daycare lobby.

Children may leave the center with authorized persons only, no exceptions. Anyone that is not familiar to staff will need to identify themselves with a driver's license. This is to protect your child and ensure his/her safety. Any changes in the pick-up list must be submitted to the office in writing.

Parents receiving state assistance for child care are required by the state to sign their name below their child's name at the end of each week.

## **Supervision of Children**

At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, he/she may be isolated from other children, but under care of staff.

If our staff suspects that a child is being abused or neglected at home, staff are required by the state to report it to the local children's services agency. The safety of the children will always be our first concern. We appreciate your understanding in this matter.

## **Documentation Available for Review**

A file containing enrollment forms, documented information, and any other important information will be maintained for each child. These files are kept strictly confidential. Access will only be given to daycare staff, the state Childcare Regulation offices, and you, as the parent.

Kids Connection is license-exempt as a religious organization, but we are required to pass all inspections from Child Care Regulation, Health and Sanitation, and Fire Safety. We strive to exceed all requirements set forth by our state. All state rules and regulations are available for your review.

## **Staff and Administration**

Our center is staffed with responsible and caring individuals, with enough personnel to sufficiently meet the state-required teacher-to-child ratios. All staff are CPR & First Aid certified. Our current staff includes:

Halina West, Director  
 Kay Beatty, Lead-Teacher  
 Full & Part-time Teachers

All staff involved in childcare have medical and background clearances on file. The Kids Connection staff is accountable to the oversight and administration of the Kids Connection Daycare and Preschool Team:

Chad Clardie, One Life Church Pastor  
 Stephanie Phillips, Chairperson Board Member  
 Halina West, Director  
 Donna Alexandar  
 Heather Davidson

# Parent Policy Agreement with Kids Connection Preschool and Daycare

Please sign this form and return it with your enrollment forms. If we make any significant changes to the handbook, you will be notified in writing and asked to sign this form again.

**I acknowledge that I have read and understand this Parent Handbook in its entirety. I have discussed any and all questions or concerns that I have pertaining to these policies with the director of Kids Connection Daycare, and therefore agree to comply with all policies contained herein.**

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

EMAIL ADDRESS: \_\_\_\_\_

## Media / Promotion Permission Form

On occasion, Kids Connection may want to post pictures or videos of our students to highlight recent events or promote the child care center to potential parents through our website and other digital, print, or audio mediums. Please complete the form below to keep for our records which students can and cannot be included.

**Please check one of the options below and return to the daycare director.**

\_\_\_\_\_ YES, you have my permission to include my child in promoting the daycare.

\_\_\_\_\_ NO, you do not have my permission to include my child in promoting the daycare.

\_\_\_\_\_  
NAME OF PARENT/GUARDIAN

\_\_\_\_\_  
NAME OF CHILD(REN)

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE