

# Kids Day Out

A Ministry of First Irving

## Parent Handbook



“Let the little children come to Me, and do not hinder them, for the Kingdom of Heaven belongs to such as these.”

Matthew 19:14

Kids Day Out cell phone 972-822-9034 (Text or Call)  
403 South Main Street / Irving / Texas / 75060

## **OUR VISION:**

In KDO we aspire to be innovators of theologically based learning. We are looking to become a place where children are commissioned to carry the torch of Christ to their families, communities and into future academia.

## **OUR MISSION:**

KDO aims to implement biblically based curriculum that inspires confidence, a love of learning, and a strong identity in Christ.

## **ENROLLMENT POLICY:**

Enrollment is open to any preschooler, provided our program can meet the needs of the child. We do have limitations and a balance in meeting individual needs and the needs of the group. Parents will be notified of concerns. A student may be removed from the program for a season to allow growth and/or utilizing behavioral resources before returning. Example: Where a child may need time to grow regarding negative physical contact and biting. (No refund will be given for that month; no additional fees will be accrued.)

A NON-REFUNDABLE enrollment fee is due at the time of registration. Children are enrolled as Registered Members for the program session (September-May) or summer session (June-July). If a child is removed from the KDO program early by a parent (not finishing out the session) and re-enrollment is requested later, tuition payment or payments for the absent time could be required.

If your child is not able to complete the session, we require one month's notice prior to departure. Monthly tuition continues to accrue until 30-day notice is given.

The enrollment process begins in February or March for both the summer and fall/spring sessions.

It is the responsibility of the parent/legal guardian to update the KDO office with any changes regarding enrollment information. When possible, please contact KDO by phone, text, or email if a child will be absent. This is a big help in assisting the staff with planning their day. KDO cell phone number 972-822-9034.

**TUITION:**

Tuition for the fall/spring session is due by the fifth of each month. If a family has special circumstances, please discuss them with the Director.

A yearly budget has been established based on each child enrolled. Tuition is due and payable on the designated day whether or not the child has been in attendance. For example: if a child is absent due to family vacation, illness, etc., tuition will still be due in full for the time missed.

If tuition is not received by the 5th of the month or second KDO day of the month, a \$10 late fee is applied. If monthly tuition is not received by the 1st of the following month, then your child's spot will be relinquished.

If KDO is not able to hold classes due to an unscheduled event/weather, credit will be given on next month's tuition payment.

**SNACKS:**

KDO provides morning or afternoon snacks. It is the responsibility of the parent/caregiver to provide lunch for each child. If your child has a special diet, please discuss this with the Director and his/her teacher.

**BIRTHDAYS:**

You may send a special snack, drink, and age-appropriate favor. Please DO NOT send cupcakes, they are simply very messy. Be sure and discuss plans with the teacher so they may be aware of the event and plan accordingly.

**COMMUNICATION:**

We encourage close communication and cooperation between parent/legal guardian and teachers/Director. In the event that a significant change should occur in the home, please consider informing KDO. KDO will keep families informed of any significant changes in our environment that may affect the children.

**VISITORS:**

If parents, caregivers, legal guardians, extended family and/or friends would like to visit the classroom, you are always welcome provided a current background check has been performed in advance ensuring the children's safety. Please see the Director for the appropriate form well IN ADVANCE of a possible visit. Keep in mind that not all children separate well from family/friends in the middle of their day.

**NAPS/REST TIME:**

Most classes have a designated rest time each day. Most age groups are encouraged to nap or rest. If a child does not nap, a time of quiet may be required. Any sleeping items brought from home MUST be cleaned regularly before coming to KDO. These items MUST also be clearly labeled with the child's name.

**CURRICULUM:**

Christ-centered topics and academic curriculum. Our activities are organized around these topics:

- Bible stories, devotions, and songs
- Learning Centers: art, blocks, books, dramatic play, music, nature, science, puzzles, manipulatives, textures, home living, matching games, creative thinking, sequencing and more.
- Group experiences that occur weekly for ages 2-5 years:
  - Chapel is a time to gather and worship together. We pray, sing songs, and read devotions or Bible stories and is conducted all year round.
  - Music teaches the children songs with movement and beats.
  - Rec Time is offered along with going outside or to the gym.

**BAD WEATHER:**

In the event of bad weather, KDO will follow the direction of Irving ISD. Tune in to official weather instructions via internet, television, or radio. If Irving schools close, KDO will close as well. In the event of a delayed start, KDO will open 30 minutes after the Irving ISD delayed start time not to exceed 10:00 a.m. For example: If Irving ISD issues a delayed start time of 9:00 a.m., KDO will open at 9:30 a.m. If Irving ISD issues a delayed start time of 10:30 a.m., KDO could be closed.

### **POTTY TRAINING:**

During the special season of potty training, please inform your child's teacher they are interested in using the potty and send your child in pull ups. Due to cleanliness of the environment and caring for multiple children, we require children to use pull ups until they are accident free and use the potty for both urine and fecal matter for two weeks before sending in only underwear. We will gladly consistently take your child to the bathroom during the transition time and desire to encourage you and your child during this milestone achievement. Children must be fully potty trained before entering the Pre-K Class.

### **WHAT NOT TO BRING**

To avoid confusion and frustration for the children it is best to leave personal play purses, toys, cars, dolls, action figures, money, candy, etc. at home. For the safety of our children please leave any electric/recording devices at home. KDO furnishes the items and supplies needed for their daily activities.

### **BITING & HITTING POLICY**

We understand biting and hitting can be a normal season for preschoolers to communicate. The KDO Director and Asst. Director team will join you in this time and encourage your child in using words as they grow. If excessive biting or hitting continues, the KDO Director will decide if the child needs to be sent home for the day and could be removed from the program to have more time to grow at home. Reentry to KDO is encouraged and based on available openings.

### **LICE POLICY**

KDO has a no nit and no egg policy in attending class. If a child is noticed with evidence of activity, the child will be asked to go home and be treated. Before returning to class, a head check will be conducted to confirm all signs are removed. We conduct random checks throughout the session. Notification will be given if activity is confirmed in your child's class.

### **RUNNY NOSE POLICY**

A child at KDO with a clear, continual, runny nose will be given one hour for the condition to dry up. If the continual runny nose persists, parents/caregiver could be contacted to pick the child up. A child with a runny nose with any color present should remain at home.

## **CLOTHING AND BELONGINGS**

Dress children in appropriate clothing for active and creative play. Clothing should be clean, comfortable, washable, and easily fastened.

NO MATTER THE CHILD'S AGE, a change of clothes should accompany all children each day they attend.

- Girls are expected to wear shorts under skirts and dresses.

Please help by NOT sending children wearing the following:

- Cowboy or western style boots (not allowed on the gym floor)
- Sandals (dangerous while running and on playground due to wood chips present)
- Clothing that prevents them from caring for their bathroom needs

Comfort is necessary for children to have a successful day. We recommend athletic style shoes.

CLEARLY LABEL EACH ITEM BELONGING TO A CHILD including blankets, jackets, diapers, nap mats, lunch boxes, and lunch containers.

## **WHAT TO BRING**

15m-23m: Diaper bag with plenty of disposable diapers with Velcro sides—write child's name on each diaper with a permanent marker.

- Pacifier (if applicable).
- Lunch: baby foods, bottles (already prepared), finger foods, and/or sippy cup. Please do not send anything that needs to be microwaved or refrigerated. If lunch items need to be cold, place a frozen cold pack inside the lunch. If sending grapes, bananas, carrots, hot dogs, etc., please have them already cut into small pieces. Peanut butter sandwiches should be cut into small pieces & a filler added such as jelly or butter to moisten for easy swallowing.

2 yr and older: If needed, send plenty of disposable diapers and/or pull-ups—write child's name on each with a permanent marker.

- Backpack or large bag
- Lunch box or sack: finger foods and sippy cup. Please do not send anything that needs to be microwaved or refrigerated. If lunch items need to be kept cold, place a frozen cold pack inside. A thermos is a great investment. It will keep foods hot or warm well beyond lunch time.
- Please send a nap mat with your child/ren daily. Optional: Security blanket, sleeping buddy, or pacifier may be sent.

## **HEALTH**

This policy is in place for the comfort of the affected child as well as the safety and health of the other children. Thank you, in advance, for your support and understanding as we strive to provide a healthy environment for all children.

- Any suspicion of Child Abuse will be reported to the appropriate authorities.
- For the children's protection, the KDO Director reserves the right to refuse a child due to illness, continued unruliness, or the display of extreme emotional discomfort as well as inappropriate behavior.
- Current immunization records are required for each child enrolled. Please visit [www.dshs.state.tx.us/immunize](http://www.dshs.state.tx.us/immunize) for exemptions.
- Teachers are not permitted to dispense prescription medication. Notify the Director if there is a special need. Parent/ legal guardian will have to give permission in writing for special requests.
- Notify the Director should your child become ill with an infectious illness or contagious parasite so that other parents may be notified. All correspondence will be confidential.
- Children MUST be fever (99.5 or above), vomit, and/or diarrhea free for 24 hours without medication before he/she may return to KDO. A child is considered contagious if they have fever. To return to KDO sooner than 24 hours please provide a doctor's note.
- Parents or caregivers will be contacted during KDO hours if a child becomes ill.
- PLEASE pick the child up as soon as possible if called.
- For the safety of all children and KDO staff, please take symptoms seriously. **DO NOT BRING CHILDREN TO KDO IF THEY APPEAR ILL.**
- The Texas Department of Health defines infectious as any illness that is susceptible of spreading from one person to another. Infectious illnesses include, but are not limited to, the following:
  - · Vomiting or diarrhea
  - · Any symptom of the usual childhood diseases and illnesses:
    - Scarlett fever, German Measles, Mumps, Chicken Pox, Whooping Cough, and cloudy runny
  - · nose with any color.
  - · Croup
  - · Some eye infections (pink eye)
  - · Strep throat
  - · Lung infections/sinus infections
  - · Cold with frequent coughing, sneezing, nasal drainage
  - · Tuberculosis, Hepatitis, Meningitis, and Influenza (Flu)

- Coronavirus, Covid-19 (Sore throat, headache, diarrhea, cough, stuffy nose, fever, fatigue)
- Some skin infections: (ringworm, impetigo, fever blisters). If we suspect a contagious skin infection, a parent/caregiver will be notified by phone and asked to pick the child up.
- If a child becomes ill with a contagious illness and/or rash, a doctor note may be required before being allowed to return to KDO.

Children may be sent home in the event of the child displaying signs of lethargic or simply not feeling well. The Director will make a final decision with each case.

### **COVID-19 POLICY**

Before sending your child to KDO please check their temperature before leaving your home. Temperature must be 99.5 or below to stay on campus. If your child/ren begins to show any symptom of coronavirus a parent or guardian will be contacted for pick up. Your child/ren must be symptom free for 48 hours without the assistance of medications. Your child/ren may return to KDO sooner if a doctor's note is provided. High touch items such as doorknobs, toys, and bathroom areas are being cleaned in between the days that we meet. We are continuing to wash hands often for both our staff and children. If a child or staff member contracts the coronavirus KDO may need to close classes to disinfect rooms and play areas. Local health officials may be contacted to help assure proper steps to a safe return. If closure is needed, a credit will be applied towards the following month to reflect any missed days.

### **SUMMER TUITION**

A NON-REFUNDABLE enrollment fee is due at the time of registration. Summer tuition can be paid monthly between the months of March and July. Otherwise, tuition is due in full for this session. Summer Tuition is non-refundable. If a family has special circumstances, please discuss them with the Director.

### **FALL/SPRING SCHEDULE and SUMMER SCHEDULE**



FALL/SPRING KDO meets each Monday and Friday from 9:00-2:30 P.M. KDO loosely follows the Irving ISD school calendar for most holidays and school closings. Please check the KDO calendar for such events.

SUMMER KDO Kids Kamp meets each Monday and Friday from 9:00-2:30 P.M.

### **ARRIVAL AND DEPARTURE**

Our day begins at 9:00 A.M. If you arrive early, please wait outside the KDO area until the doors have been opened and the staff is ready to receive children. KDO has a well-planned day that begins promptly at 9:00A.M. Please have your child come to class as close to the start time as possible. The doors will be locked after 9:30A.M. Children thrive when they are present for centers and adjustment period prior to 9:30 A.M.

Please confidently say goodbye to your child at the classroom door and allow the teacher to take them into the room. Please do not enter the classroom with your little one.

During the Fall/Spring Session, we dismiss at 2:30 P.M. Many members of the KDO staff have children in grade school that need to be picked up directly after KDO lets out. Beginning at 2:35 PM a LATE FEE of \$10 will be charged along with \$1 per minute until child/ren are picked up.

For the Summer Session, we also dismiss at 2:30 P.M. IT IS IMPORTANT that parents/caregivers arrive on time to pick up children. Beginning at 2:35 PM a LATE FEE of \$10 will be charged along with \$1 per minute until child/ren are picked up. We would appreciate your promptness. We do understand that there are times when being late simply cannot be avoided. In this case, please contact our office as soon as possible with the estimated time of arrival. Children are signed in and out on the form provided at the classroom door. PLEASE DO NOT sign "Mom, Dad, Aunt," etc. We do require a full name of the individual dropping off or picking up. If a change is made in the designated pick-up person, please contact KDO and let us know. No child will be released to a person not previously authorized to pick up. It is the responsibility of parent/legal guardian to insure that authorized pick up names are current in the KDO office. A Driver's License will be required as proof of identification for anyone other than documented parents or designated person picking up a child. In some instances, a Driver's License may be required of a parent or legal guardian as well. If a child is picked up earlier than the normal pick-up time, please notify the child's teacher at drop off so that we may have the child prepared and ready.

