

Hope Lutheran Church Kid's Day Out INFO

5714 Callaghan Road 78228

(210) 433-8554

Director: Stephenie Staph

Mission Statement:

Hope's Kid's Day Out is dedicated to providing quality, loving, Christian care for preschool children, ages 8 weeks through 5 years so that you can take care of your needs.

Days and Hours of Operation:

We will be open most **Wednesday and Thursdays** when the NISD is in session and we observe most of their holidays. We do continue throughout the summer except for the Fourth of July week and sometimes the week in August prior to NISD's new school year. **Hours are 9:00 a.m. to 2:00 p.m.** Before 9:00 a.m. the teachers are here but are preparing for the day. Your child is expected to be picked up *by* 2:00 p.m. If you want to come and review your child's day with the teacher then please come before 2 p.m. A late charge of \$5.00 will be collected for pickups after 2:10 p.m., payable the same day. After 2:15 p.m., the fee will be \$1.00/per minute, also payable the same day. Please call if you realize you are going to be late.

Registration Fee:

KDO is divided into two sessions: Our regular school year of September - May, incurs a \$55.00 registration fee; and the summer session, which includes June - August and has a \$30.00 registration fee. Each session will require a new registration fee to be paid for *each* child enrolled in KDO and it is due at the time of enrollment and is not refundable.

Monthly Tuition:

The monthly fee for a registered child is \$155.00 for a full time child (two-days a week), and \$85.00 for a part-time child (one-day a week). This fee is to be paid in advance on the first day of KDO each month. *IF YOUR CHILD IS ILL, OR AN EMERGENCY PREVENTS HIM/HER FROM ATTENDING, please call Ms. Stephenie at 433-8554. If you get the recorder please leave a message.* There are no refunds or credits for absent/missed days. We still need to pay the teachers that we had here for your child. If you expect a prolonged absence due to illness then talk with the director as soon as you realize this and we will see what we can work out. Late fees will be assessed for tuition paid after the 15th of the month, \$1.00/per late day.

Drop-Ins:

Drop-ins will be accepted if a class is not full for the day. To drop-in a child is \$25.00 per day, payable that day. To make a drop-in reservation, contact Ms. Stephenie at (210)-433-8554, as soon as you think you want to drop in the child, or after 9:30 a.m. on Wednesdays and Thursdays to see if there are any absences for that day that you may fill. The drop-in rate is not intended to be another payment method for children coming regularly, they are to pay the monthly tuition.

Health Requirements:

A current record of immunization for each child must be provided within one week of the date that the child begins attending KDO. Children who are obviously ill or taking medication for any contagious illness, that have a temperature, or a runny nose, cannot be accepted into a KDO class. KDO *will not* administer any medication to children.

Drop-Off & Pick-up:

The teachers are prepared to care for your child at 9:00 am. We highly recommend that you be on time when dropping off and picking up your child - they do not want to miss out on any activities that are scheduled for that day. Furthermore, to help your child adjust, please make your *good-byes* brief. It is much easier for the child, if you simply tell the child you love them and that you will be back later to pick them up. Long good-byes only make it harder on the child to adjust. When departing from dropping off or picking up your child, please drive slowly and cautiously in the parking lot. Also, please do not block the traffic from moving through the parking lot.

Snack/ Lunch:

Please label the lunch box, any bottles and lids or sippy cups, plastic containers, and silverware that is with the lunch box. For the **younger infants** please provide a little more baby food and/or bottles than you might feed them in a typical day at home. We do have a refrigerator and a microwave in the nursery so that food and bottles can be kept cold and warmed up. For the **older babies** snack time in the nursery please bring a *variety* of foods that they *can handle themselves* like goldfish crackers, cut up cheese, raisins, whatever you know they like. We want a variety, as at this age they can be finicky. All fruit except bananas should be cut and peeled, ready for the child to eat. Grapes, carrots and hot dogs, are the most common food that small children choke on. Please make sure they are cut so that they are not a round, easy to choke on size.

KDO provides a snack to **the 2's, 3's, and 4's classes** in the morning. If you wish to send cookies or cupcakes to celebrate your child's birthday, please notify your child's teacher in advance. Please send lunches that the children can manage by themselves. For instance, all fruit, except bananas, should be cut and peeled, ready for the child to eat. Also, if your child is not a skillful expert with a spoon, please do not send yogurt, soup etc., and do not send carbonated drinks, even in a thermos. Please get an insulated lunch box or have a frozen cold pack in the lunch, as our refrigerator cannot hold twenty lunches. Juice boxes and pouches freeze nicely and keep everything cold until lunchtime when they are thawed and cold. We prefer that the food **not** need to be warmed. Please label everything.

Naptime in the Nursery:

All of the younger infants are laid down to nap when they show signs of tiredness. If they have not napped during the morning, then they are encouraged to take a nap after lunch when the older babies nap. Each child needs to bring their own blanket for naptime *with their name on it*.

Rest/Naptime for 2's and older:

Each toddler, 2, 3, and 4 year old is encouraged to take a nap after lunch. If they do not nap that is ok but they are encouraged to rest quietly and allow other children to nap. Each child needs to bring their own blanket for naptime *with their name on it*.

Label EVERYTHING:

Please label all personal items with the child's name; this includes jackets, blankets, lunch boxes, diaper bags, wipes containers, baby bottles and their lids, plastic food containers, silverware, and pacifiers. We cannot be responsible for lost items that are not properly marked.

Toys:

Hope Lutheran KDO has many toys and books that are age appropriate. Therefore, please allow only a favorite blanket or nap toy to be brought. Be sure your child's name is on the item.

Discipline:

Parents will be informed of any unusual occurrences affecting their child and the response taken by the KDO staff. It is one of our goals to work with and help the children learn proper social interaction. We understand that at this age, when a child misbehaves they are usually not doing it on purpose and we talk with them, explain the correct behavior, and redirect children as needed. For willful and repeated disobedience, Time Out is used sparingly and only after numerous attempts to correct inappropriate behavior by explaining and re-directing. Children who incur three or more incident reports signed by the parent due to extreme inappropriate behavior are subject to being expelled.

Biting

Biting sometimes occurs with children this age. We cannot be held liable if your child is bitten. We will work with the biter and their parents to discourage it. We will be extra vigilant in watching the biter and try our best to prevent it. If the biter persists, or if skin is broken or swollen and red, we will have the biter's parents sign an incident report. After three such reports a child is subject to being expelled from the program.

Accident or Illness while at KDO:

You will be contacted by KDO if either of these problems occur during the day. In case a parent cannot be contacted, if your child requires a physician in the judgment of the Director, the child's doctor will be contacted at the parent's expense. In any emergency, the teacher/director will promptly take such reasonable measures as are, in her judgment, in the best interest of your child, and the parents will be notified as soon as possible. Furthermore, if your child is diagnosed with a contagious illness, please call and notify us. We will attempt to notify the parents of any children who may have been exposed to the sick child.

What to Bring:

Diaper Bag Suggestions: Suggestions for contents of your diaper bag: (1) at least 4 disposable diapers, (2) wipes or wet cloths for changes, (3) a change of clothes, (4) food for a snack *and* lunch, (5) a blanket for naptime, and (6) any special instructions for feeding and/or naps. Please label all contents (bottles, caps, pacifier, bib, blankets, etc.). No glass items, except baby food jars, please!

2's and Older Bag / Backpack Suggestions: (1) at least 4 disposable diapers or pull-ups if your child is not potty trained, (2) wet wipes for changes, (3) a change of clothes including extra underwear or panties, (4) lunch including a non-soda drink, (5) a blanket for naptime, and (6) any special instructions. Please label all items (lunch box, sippy cups, blankets, winter coats etc.).

Class Field Trips:

In the summer the older children in the Falcon's class will go on fieldtrips. They will be transported in private vehicles. A permission form must be signed when your child registers. Field trip fees must be paid in CASH by the date stated on your monthly calendar. Children who do not have permission to attend a field trip will be assigned to another class until his/her class has returned to KDO. If your child is not yet eight or is under 36 inches we will need you to put their car seat into our vehicle when you drop off your child the day of the field trip. Proper installation of the car seat will be your responsibility.

General Information for the Nursery:

Our nursery teachers will sit and play with the babies and read, color, teach numbers and letters and such *if they have the time*. Sometimes this is not possible if a little one is crying due to teething or separation anxiety in which case the teachers will be spending time cuddling, rocking, and comforting whoever is crying. It is our goal that all our babies will be happy and enjoy the extra stimulation that this KDO environment will provide for them. We will seek to express through all our activities the love that Jesus has for them, and the love that we have for them, too.

General Information for the 2's and Older:

Our daily program for instruction and play involves all ages. The 2's thru 5' will have a more structured time, involving a story, singing, daily art activity, lessons such as learning letters and numbers, and playground time (if weather permits). We will seek to express through all our activities the love that Jesus has for them, and the love that we have for them, too.

*In order for us to better care for your child, please read and abide by all the rules. **After reading and understanding these policies, please sign, and date the last page of this form and return it to the KDO director.** Our goal is for this to be a happy time for both the parents and children involved in Hope Lutheran Church's KDO.*

Thank You!
Stephenie Staph
KDO Director
Hope Lutheran Church

Please remove, sign, and return this page to the director.

I have read and understand the information contained in this Kid's Day Out Information pamphlet for Hope Lutheran Church and agree to abide by its policies.

Date:

Parent's Signature: