



TRINITY RHEMA CHURCH

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Kidz Day Out Parent's Handbook

**KDO Handbook**

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# **Kidz Day Out**

## **Parent's Handbook**

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“Train up a child in the way he should go: and when he is old, he will not depart from it.”

*Proverbs 22:6 KJV*

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Church

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Grace and Peace to you,

Welcome to the Trinity Rhema Church *Kidz Day Out [KDO] program*. We are pleased that you have chosen our program. We hope that your association with us will be a delightful experience for your family. At TRI Church, we believe that children are precious gifts from God. Thank you for sharing your precious gift with us.

This handbook contains the information on What We Believe and policies of our Kidz Day Out (KDO) program. Please keep this handbook as a handy reference. Please feel free to contact us If you have any questions after reading the handbook at (432) 458-3690, (432) 652-2777 or [trikdo@trinityrhema.org](mailto:trikdo@trinityrhema.org)

Thank you,

Sincerely,

Director,

TRI KDO

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## What We Believe

Trinity Rhema Church *Kidz Day Out* offers a program where children learn and grow in a safe, nurturing environment filled with God's love.

Children are unique and at different stages in their developmental process. We will work to assess and meet the needs of our students on an individual basis in order to optimize their experience in our program.

Our curriculum reflects many types of activities including Bible stories, music, art, crafts, finger plays, games, and other experiences to stimulate all types of learning. There is a balance between free and structured play, group and individual experiences, quiet and active times, and indoor and outdoor activities.

Our desire is that each child will become an enthusiastic learner and will be encouraged to express themselves in positive and godly ways.

You will find that our team comprise of people with experience and a heart for children. It is our prayer that your children will experience love, joy and care as they go through our KDO program.

## Program Days and Hours of Operations

The KDO program follows the Greenwood Independent School District (GISD) calendar. We are open on Mondays and Wednesdays 9:00 am - 2:00 pm, beginning September and ending in May.

A Summer program may be available beginning in June and ending in July of each year per demand.

## Enrollment

TRI KDO program does not discriminate against any child or family member because of race, color, sex, creed, or political beliefs.

Children are enrolled in classes as space permits. Placements of children will be on a 'first come first serve' basis.

However, TRI KDO maintains a waiting list and parents on the waiting list will be notified when space becomes available.

## School Year Registration

Registration for the fall season will begin each year in April. We encourage parents to register their children on time due to limited spaces in each class.

There is a non-refundable \$100 Supply fee per child and an additional \$50 Security fee per child which is refunded at the end of each school year. These are due at the time of registration.

## Summer Enrollment

TRI KDO program will consider offering a 6-8-week summer program depending on parents' demand and availability of staff. The date of the program will be announced to interested parents sufficient time to enroll their children.

Additional activities such as music lessons may be offered for older children.

Admission to the summer program will be on a first come first serve basis.

## Holidays

The TRI KDO program will observe the same holidays stated on the Greenwood ISD calendar. We encourage parents to familiarize themselves with the GISD calendar, but the program will also notify the parents about all holidays in advance as they come up.

## Documentation Requirements

Proof of your child's immunization will be required as consideration for enrollment. In addition to filling out the enrollment form, parents must present a copy of each child's most current immunization record which will be kept on file at the TRI KDO office. Parents must also update the record as needed.

## Tuition

The current tuition rates for the Spring and Fall is \$225.00 per month per child.

A 10% discount will be given for a second child from the same household. This discount will only apply to one sibling.

Tuition is paid in equal monthly installments. Installments remain constant regardless of the number of classroom days, holidays, or absences in any given month. **Therefore, no reductions or refunds are given.**

Tuition payments may be paid by check, cash, or online through the TRI KDO page on the Trinity Rhema Church website, [www.trinityrhema.org](http://www.trinityrhema.org). Recurring monthly payment can be set up online.

Tuition is due in full the first day of school of each month. A \$25.00 late fee will be charged if payment is not made by the second day of school of the month. The child will be withdrawn from the KDO program if tuition and accrued fees are not paid in full by the end of the month.

Please note that Return checks will attract a \$35.00 fee payable in the same month.

## Withdrawal Procedures

We acknowledge that parents' interest can change, and live events can cause children to be withdrawn from our KDO program. We however request a two-four weeks' notice be given in writing to the KDO Director before your child's withdrawal from the program. This will give the director ample time to contact other interested parents on our waiting list.

## Child Arrival and Release Policy

### Arrival:

At TRI KDO, class begins at 9:00 am. Children will be received from their parents at the front lobby and walked into their classroom by a designated TRI KDO staff member. Prompt arrival is highly encouraged so your child can participate fully in the day's activities.

Parents will be allowed to walk their child to class on their first day of school.

### Departure:

The TRI KDO program ends at 2:00 pm. Children will be gathered in the sanctuary at this time. Children will be called out and escorted to the front lobby by a designated staff member as parents arrive to pick up their children.

Children are to be picked up ONLY by an authorized adult. Parents are encouraged to make every effort to pick up their child(ren) promptly. A \$5.00 late fee will be charged every 5mins after 2:00 pm. This fee is due the following school day. Please notify the KDO office before 1:30pm if extended supervision is required for your child.

### Pick-Up Authorization:

A Pick-Up Authorization must be completed and submitted to the TRI KDO office along with valid state issued licenses or photo IDs. Only person listed on the form will be allowed to pick up your child from the program. For any adult not listed on the enrollment form as an authorized person, you must complete and turn in a separate authorization form which will be included in your file.

In the event of an emergency, you may call the KDO director and give verbal pick-up authorization. However, in this case, you will be asked to verify your identity by your Texas driver's license number or another piece of personal information. Any individual picking up your child will be asked to verify their identity with a driver's license. We will not release your child to an individual that has not been previously authorized.



Please understand that these precautions are for the protection of your child.

If a parent has legal custody of a child and does not want the other parent to pick up the child, the KDO director must have the request in writing and a copy of legal custody papers.

If you would like to speak with your child's teacher, please schedule a parent/teacher conference. Please avoid using arrival and departure times as a conference time.

## What to Bring Daily

### Ages 3 months - 24 months

- Diapers- Please send enough disposable diapers for the day. Write your child's name on each diaper.
- Diaper rash medication (if necessary)
- Bottles, pacifiers, and food- Please send what your child needs
- Sippy cups- (if needed, spill proof)
- Change of clothes (for mishaps)
- Wet wipes
- Bibs, blankets, and burp-rags.

\*Spoons will be provided by the KDO program

\*\*Kindly ensure that ALL your children's items are properly labeled.

### Ages Two-Four

- Diapers- If your child is yet to be potty-trained, please send adequate disposable diapers for the day with their names on them.
- Food- Please send a lunch that does not require refrigeration or heating and can eating and drank without assistance.
- Send special utensils for lunch items (If needed).
- Sippy cup or cups

- Nap mat and blanket
- Change of clothes

\*Spoons will be provided by the KDO program

\*\*Kindly ensure that ALL your children's items are properly labeled.

## What NOT to bring

Please do not bring the following items to Kidz Day Out unless specially requested by the teacher for educational or special activities.

- Toys from home
- Money
- Gum/candy
- Toy/Pretend weapons

\*\*Kindly ensure that ALL your children's items are properly labeled.

## Morning Snack

TRI KDO will serve a mid-morning snack daily. Please ensure that you fill out any allergies your child(ren) may have on the registration form. Also, be sure your child's teacher is notified of any allergies on the form. Previously undisclosed allergies should also be documented with the KDO director as soon as you become aware of them.

## Dress Code for Children

TRI KDO activities can sometimes be messy. Activities such painting, coloring, gluing, etc., may require a change of clothing for your children. Hence, children are urged to wear play clothes in order to comfortably participate in all of the creative activities the program offers.

The weather permitting, children will be going outdoors daily. So please send a jacket, hat, or sunscreen when necessary. We do ask that footwears appropriate for the daily activities be worn to school. We highly encourage Tennis shoes and socks.

## Health Policy

KDO teachers will assess your child's health each morning. A child will not be allowed in the classroom if he/she has any of the following symptoms:

- Cold (runny nose, green drainage, cough/congestion)
- Fever (100.4 degrees or more)
- Sore throat, earache, or headache
- Reddened eyes with discharge or crusted eyelids
- Upset stomach (vomiting or diarrhea)
- Rash of any form (small pinpoint or large blisters)
- Lice- immediately removed and classes will be notified of a student infected.

If your child has had any of these symptoms, please wait 24 hours after symptoms have ceased before returning to KDO.

If your child becomes ill while at KDO, you will be called immediately, and your child will be separated from the other children. Any child with a temperature of 100.4 degrees or higher will be sent home. Please ensure the names and phone numbers provided on the enrollment form is accurate in case you are unavailable for pick up in this situation.

In the event of an emergency situation, we will obtain emergency medical care and then notify the parents or an emergency contact. The KDO director or the Executive director will accompany a child to the hospital if parents are not present. If a child sustains a minor injury while in the care of KDO (eq. scraped knee or elbow), the teacher will inform the parents when the child is pick up.

## Medication Policy

TRI KDO will NOT be administering prescribed, over-the-counter medications or special medical procedures to your children. Parents (or the authorized representatives) are encouraged to come by during program days to administer medications if necessary or as prescribed.

Lifesaving, emergency medications such as EpiPens, etc., will be administered at the parent's request by signing and a signed Release Form. Note that there are no trained medical staff available at TRI KDO. All medicines to be administered to the child are to be turned into the KDO director.

## Allergies

On the TRI KDO enrollment form, please be sure to complete the allergies and medical condition section.

## Bad Weather Policy

TRI KDO will follow the Greenwood Independent School District's (GISD) decisions for inclement weather.

We encourage parents to tune in to one of the local radio or television stations for current school information in the inclement weather conditions.

In Inclement Weather conditions, the TRI KDO program will close should the GISD close schools.

TRI KDO will remain closed for the school day however, should GISD start 2 hours late on a bad weather day. The TRI KDO program will NOT open 2 hours late. The KDO program will also dismiss early if GISD dismisses early due to inclement weather.

A KDO GroupMe will also be created for information dissemination to parents.

\*Please note that tuition will not be refunded for school day(s) missed due to inclement weather.

## Funerals

Please be aware that on special days such as Church funerals, the KDO program will be closed. However, parents will be informed ahead of time to allow for alternative arrangements to be made for their children's care for that day.

## Curriculum

Our goal is to prepare your children for kindergarten. Our curriculum includes but is not limited to language development, reading, writing, and numbers.

Teachers select materials and activities developed around themes that provide opportunities for children to learn themselves and the world. Each child's daily routine will incorporate a balance of free and structured play, group, and individual experiences, quiet and active times, and indoor and outdoor activities.

Classrooms include learning environment appropriate for each age level. The classroom environment includes Reading books, Puzzles, Coloring books, Crafts, Music, Exercise, and much more. Children are able to play, talk, move around, and engage in meaningful activities among themselves.

## Outside Play

TRI KDO's learning environment include playing outdoors. The weather permitting, children will play outside with supervision of a KDO staff.

## Celebrations

We celebrate all holidays in the spirit of Christianity. If you would like us to help you celebrate a child's birthday, we'd love to. Birthday invitations must be distributed to the entire class or mailed individually. If you would like to bring a birthday cookies, etc. to celebrate in the classroom, please coordinate this with your child's teacher at least one class day in advance regarding what you would like to bring.

## Classroom Management

TRI KDO staff will patiently and lovingly work with your child(ren) to teach them acceptable social behavior, understanding that they are learning and discovering social skills that are appropriate to their age, growth and development.

TRI KDO staff are committed to providing a safe learning and fun environment.

TRI KDO Staff will use positive reinforcement as a way to encourage self-esteem, self-control, and self-direction. KDO staff will seek to address any inappropriate and unacceptable behavior displayed in the classroom or playground by any child which includes but not limited to: biting, spitting, hitting, kicking, name calling, use of profanity, or any other type of bullying behavior.

In any case where a child(ren) engages in any of the above mentioned inappropriate behavior, the steps mentioned below will be followed to redirect and correct the child(ren):

- Give a verbal request to the child to stop the inappropriate behavior and provide an explanation as to the appropriate/inappropriate behavior.
- Redirect the child's focus.
- A brief supervised time-out may be used if necessary. KDO staff may have the child removed from the classroom if the first two steps above fail to correct the inappropriate behavior.
- If these efforts have been exhausted and the child's behavior is totally unacceptable, then the parents may be asked to pick up the child.

**SPECIAL NEEDS:** If a child has special needs that needs to be brought to that attention of the staff, the parents are required to discuss them with KDO director to see if we have the capacity to accommodate the particular need prior to the child's registration.

## Parent Participation

### Parent Communications

When necessary, teachers will send home a daily activity report. The KDO director will send home a monthly newsletter. Please check your child's backpack/bag daily for important communication.

### Parent Visitation

Parent visitation is welcomed! We encourage you to schedule visits ahead of time in order to avoid classroom disruptions. Please stop by the KDO office and check in before entering a classroom.

### Parent Involvement

Parents are encouraged to participate in the KDO program. Examples of opportunities to participate are: helping with class parties or special days and helping with special projects, sending goodies for parties or special days.

## Meet the Teacher

Back to school night is held before KDO begins. Both the parents and children are invited to attend. This is a good opportunity for everyone to meet the staff and visit classrooms.

## Praise, Suggestions, or Concerns

We encourage input from parents! Parent's inputs are vital to the success of the KDO program. Please express your praises and suggestions to any staff member at KDO. The KDO director is available if you have a concern. TRI KDO has an Executive Director who is available to hear any praise, suggestions, or concerns. To reach the Executive Director, please call any of the church office lines and leave a message. Your call will be returned in a timely manner.

## Disclaimer

This document may be revised or modified at any time.

## Acknowledgement Of TRI KDO Program Policies

I have received, read and understand the Trinity Rhema Church Kidz Day Out Program Policies.

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Parents Signature