



## The Church at Rock Creek Kid's Day Out Parent Handbook

**Purpose:** We exist to show families of preschool age children that "You Matter to God" through a structured program consisting of social, emotional, cognitive, and spiritual activities designed to allow children to experience God's love in a safe, nurturing environment.

### General Information

**Location:** Kid's Day Out is held in the upstairs Children's wing at The Church at Rock Creek, 11500 West 36th St, Little Rock, AR. 501-291-9882

**Ages:** Four months to 5 years old, not yet in Kindergarten

**Hours:** Tuesday and Thursday from 9:00-2:00 beginning the second week in September and ending the second week in May, except for designated holidays. We will follow the Little Rock School District for inclement weather days and holidays.

**Registration and Tuition:** A \$50 registration fee is due at the time of online registration. Monthly tuition is \$170 month, due on the first Tuesday of each month (September-May). For families with multiple children enrolled, there is a \$20 discount per month for second or third child. Payment is considered late the first Thursday of each month after 2pm and subject to a \$20 late fee. If payment is not made by the 2<sup>nd</sup> Tuesday of each month, your child will not be allowed to attend Kid's Day Out until payment is received unless prior arrangements have been made with the Kid's Day Out director. We will staff according to enrollment numbers; therefore, no refund or credit will be issued for absences due to illnesses or vacations.

**Withdrawing a child:** A two-week notice to the Director is required prior to withdrawal of a child from the program.

**Arrival and Pick up:** Check in is from 9:00-9:15. Parents will need to walk their child to class and sign them in. Pick up is from 1:45-2:00. We ask that you be respectful of the teacher's time and arrive on time to pick your child up. Only the people listed on your child's registration card will be allowed to pick up your child. If there is an

emergency, please call 501-291-9882 to notify us of early pick up, change in pick up persons, or delays in getting your child.

## Health Policies

**Immunization:** A record of immunization is required for all children attending Kid's Day Out. Parents are required to update records as necessary.

**Illness:** Children showing signs of illness, such as coughing, rashes, sore throat, etc. should be kept at home until symptoms disappear. A child should be fever, vomit, and/or diarrhea free for 24 hours before attending Kid's Day Out. If your child become sick at school, he/she will be isolated from the other children and made as comfortable as possible while staff notifies you to come and pick up your child.

**Medicine:** The Kid's Day Out Director will administer all medication and only if written permission from a parent or guardian is given. A complete and signed parental permission form must be provided. No medicine may be kept in diaper bags except for diaper rash cream.

**Food Allergies:** Please let the Director know if food allergies exist so that we may accommodate as needed.

**Medical Emergency:** In case of emergency, the Director will:

1. Contact the child's parent(s) using the emergency phone number contact form.
2. If there is no answer, the Director will contact the physician listed on your child's medical consent form and follow instructions given.
3. In case of serious emergency, if possible, your child will be taken to the nearest hospital and your physician will be contacted.

## Discipline Policies

**Behavior Management:** It is our policy to provide discipline that is individualized, consistent, and appropriate to the level of understanding for each child. Discipline will be directed toward teaching the child acceptable behavior and self-control through the following methods:

- Positive reinforcement
- Reminder of expectations
- Redirection
- Brief supervised time outs (for ages 3 and up only)

Children will never be subject to any form of physical, verbal, or corporal punishment.

In the event a child's behavior is such that the teacher can no longer follow the discipline policy with corrective results, parents will be notified to collaborate a plan of action. We do reserve the right to remove a child from our program when every manner of behavior management has been used and the child's behavior has not improved and is harmful to self or others.

**Biting:** If a child bites another child, both children will be separated immediately. The parents of both children will be notified about the incident. If the bite has penetrated the skin, the bite area will be cleaned and covered.

### What to Bring to Kid's Day Out

Parents should label all items clearly with their child's name.

#### Infant Room (4mo-12 mo)

- At least 2 bottles and/or cups
- Food for lunch and utensils
- Diapers and change of clothing
- Comfort items such as pacifiers and/or blankets

#### Toddler One & Toddler Two Classes:

- 1 sippy cup
- Lunch and utensils (send lunch in bite-size pieces)
- Diapers, training pants, extra underwear and change of clothing
- Comfort items such as pacifiers
- Crib sheet and blanket for naptime (send to school on Tuesday, sent home for washing on Thursday each week)

#### Pre-school Three and Preschool Four Classes: (4 yr – 5 yr)

- 1 sippy cup (P-3 only)
- Lunch, utensils, and drink
- Change of clothing and extra underwear if necessary
- Bedroll or crib sheet and blanket for rest time (send to school on Tuesday, sent home for washing on Thursday each week)

## Parent Handbook Acknowledgement

I acknowledge that I have received a copy of the Parent Handbook for The Church at Rock Creek Kid's Day Out and that it is my responsibility to read, understand, and follow the policies and procedures contained in the parent handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

## Permission to Photograph Child

(please initial)

\_\_\_\_\_ I give permission for my child to be photographed for use within The Church at Rock Creek Kid's Day Out for the purpose of check in and identification {REQUIRED}

I give permission for my child to be photographed for use in such things as:

\_\_\_\_\_ yes \_\_\_\_\_ no Classroom use

\_\_\_\_\_ yes \_\_\_\_\_ no KDO Facebook page

\_\_\_\_\_ yes \_\_\_\_\_ no KDO webpage

# Church at Rock Creek Waiver and Medical Release

Name of Child: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Child's Social Security: \_\_\_\_\_

Kid's Day Out Medical Release:

I, on behalf of myself, my personal representatives and my heirs, hereby voluntarily agree to release, waive, discharge, hold harmless, defend and indemnify The Church at Rock Creek and its staff (employed and volunteer) from any and all claims, actions or losses for bodily injury, property damage, wrongful death, loss of services or otherwise which may arise out of my child's participation in The Church at Rock Creek's activities revolving around Kid's Day Out. I specifically understand that I am releasing, discharging and waiving any claims or actions that I may have presently or in the future for the negligent acts or other conduct by the staff (employed or volunteer) of The Church at Rock Creek. I have read the above waiver and release and by signing it agree it is my intention to exempt and relieve The Church at Rock Creek from liability for personal injury, property damage or wrongful death caused by negligence or any other cause.

Signature: \_\_\_\_\_ (parent or legal guardian)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## ASSISTANCE PERMISSION:

I hereby give my permission for the church staff or sponsor to obtain and approve the services of a licensed physician for my child in the event of an emergency or any medical event where medical treatment is required.

Signature: \_\_\_\_\_ (parent or legal guardian)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Please list any allergies or medical information necessary in the event of needed medical treatment. Please use separate page if necessary.

---

---

---