



**VILLAGE**  
*kids day out*

Parent Handbook

# Parent Handbook

Welcome to the Village Presbyterian Church Kids Day Out program. We look forward to getting to know you and your child. Our admission policies are nondiscriminatory regarding race, color, religion, national origin, ancestry, physical handicap or sex in accordance with Kansas Civil Rights Statute K.S.A. 44-1009.

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**VILLAGE CHURCH**  
Children & Family Ministry

## Our philosophy

We believe children are our most precious gifts. Our goal is to work with parents of our church and community by providing a safe, loving atmosphere where your child can grow and learn. Our faith-based program is designed to enhance your child's social, spiritual and emotional development in a relaxed setting. Your child will have fun while learning to interact with their peers and follow basic directions. Many opportunities are provided to explore and be creative through music, art, movement, and games.

## Tuition

At enrollment, the September tuition payment is due, along with a registration fee. These are **non-refundable**. Payments are to be made the first Thursday of the month (checks should be made payable to Village KDO), and may be mailed or dropped off at the child care office. Monthly tuition remains the same from September through May, regardless of the number of school days in the month. There will be **no refunds** for any missed days. If a child withdraws from the KDO program, a 30-day notice must be given to the director.

## Arrival & dismissal

KDO starts at 9:30 a.m. Please sign in your child and write down any information we may need including who will be picking the child up that day. Your child will only be released to their parent or person previously designated. The person picking up must sign the child out. If we are not familiar with that person, please let them know that we will request identification. Please pick up your child promptly at 2:30 p.m. **Please do not ask the teacher to remember verbal instructions.**

## Daily schedule

Our daily schedule is flexible enough to allow for adjustments depending on our activities and plans for that week. A typical daily schedule includes:

- Free play with friends
- Creative activity
- Snack
- Outside playtime (indoor playroom for inclement weather)
- Lunch
- Story time and rest time
- Monthly special activities

## Cancellation of school

We follow Shawnee Mission grade school schedule for our classes. We will not meet when grade school is out for holidays and spring break. We will also follow the Shawnee Mission school district's decisions regarding inclement weather. In any other case, parents will be notified.

## Communication

We hope you will think of us as a partner with you in caring for your child. Please help by giving us any information or tips that you think would be helpful. For example, if your child is extra tired on a day or is experiencing changes at home, etc.

## Illness

Please do not send your child to KDO if the child has a fever or is ill. If your child becomes ill while at KDO, you will be called immediately. If your child has a communicable disease, inform the teacher so parents of exposed children can be alerted. Keep your child home if they have:

- Temperature of 99 or higher
- Severe cold symptoms, including cough and/or shortness of breath
- Red, sore and/or discharge from the eyes
- Nausea, vomiting or diarrhea
- Undiagnosed skin rash
- General signs of illness

It is helpful to us if you let us know when your child will miss a day due to illness or another reason. **Please see the director if your child needs medication during KDO hours.**

## Emergencies & safety

In the event of an accident, the teachers will follow first aid emergency procedures. All staff have first aid and CPR training. 911 will be called if necessary. Please make sure that the emergency information we have on file (phone numbers, doctor name and contact information, etc.) is kept up-to-date throughout the year.

Our goal is to provide for the safety of your children while they are in our care. We have a crisis management plan in place and posted in each room for emergency situations. Feel free to speak with the director or a teacher directly for more detailed information.

## Discipline

We will keep expectations for behavior developmentally appropriate. Positive behavior will be modeled and praised; when needed, we will redirect behavior.

## Potty training

Your child does not have to be potty trained to participate in KDO. Please keep us updated on your child's progress so we can work with them successfully.

## Clothing

We may have messy activities or snacks, so please dress your child appropriately for the day. Dress your child so they can stay warm and dry as we will play outside when weather allows. All sweaters, coats, mittens, hats and boots **must** be marked with your child's name.

### Peanut/nut-free

With this young age group we need to take special precautions to guard against allergic reactions. Please do not send peanut butter or items containing any kind of nuts in your child's lunch.

## Supplies you provide

You will need to provide the following items for your child each day. **Each item must be marked with your child's name.**

- A change of clothes
- Diapers and wipes or pull-ups
- A lunch with a drink not needing refrigeration  
**(peanut/nut-free)**
- Small blanket
- Comfort item for rest time if desired

## Snacks

We will provide a nut free snack each week. We appreciate donations of non-perishable items. If you would like to provide a snack donation, please reach out to the director for our current enrollment numbers. **We ask that these do not contain any kind of peanut or nut products.**

Dear parents,

Children have been a vital part of Village Church since its beginning. Every program sponsored by the Children & Family Ministry of Village Church is committed to providing a safe and nurturing environment for all. To that end, we at Village Church and the Children & Family Ministry Committee strongly endorse the standard vaccination schedule as set by the Kansas Department of Health and Environment and the American Academy of Pediatrics (AAP) for all children who attend our programs.

The AAP advises parents if a child does not receive the vaccine(s) according to the medically accepted vaccination schedule, the consequences may include:

- Contracting the illness the vaccine is designed to prevent (the outcomes of these illnesses may include one or more of the following: certain types of cancer, pneumonia, illness requiring hospitalization, death, brain damage, paralysis, meningitis, seizures and deafness; other severe and permanent effects from these vaccine-preventable diseases are possible as well).
- Transmitting the disease to others (including those too young to be vaccinated or those with immune problems).
- Potential exclusion from all Village Church Children's programming during a disease outbreak.

We recognize not all families observe the standard vaccination schedule. Please contact the director of your child's program if you require an alternative schedule or immunization exemption. We appreciate your careful attention to this issue as we strive to provide a safe and healthy environment for all children and their families.

Sincerely,

Brooke Brundige, director of Children & Family Ministry