

# PARENT HANDBOOK AND INFORMATION



## Daycare and Preschool

2220 W Chesterfield Blvd, Springfield, MO 65807 417/447-9002

6 am–6 pm Monday thru Friday

Website: [Kidlifedaycare.org](http://Kidlifedaycare.org)

### KIDLIFE DAYCARE & PRESCHOOL HISTORY AND PHILOSOPHY

KidLife Daycare & Preschool began as Park Crest Daycare and Preschool, a ministry of Life 360 Church of the Assemblies of God and opened its doors in 1977 on South Kansas Ave. (in the Park Crest neighborhood, therefore, the name of the school was the same). Jolene Bixler established this ministry and remained its director for over 20 years.

The program started with only nine children. We are currently licensed for one hundred and forty-one children and have been serving families now for over 4 decades.

### KIDLIFE DAYCARE & PRESCHOOL PROVIDES:

- Infant/Toddler care on a limited basis
- Preschool for ages two through five
- Elementary for K thru 5 (ages up to age 12) Includes Before and After School, Vacation/Snow Days, and a Summer Program

### ADMISSION POLICIES AND REGISTRATION

- Full payment of the registration fee and the first week tuition is a prerequisite for reserving a spot at KidLife Daycare & Preschool.
- Preschool children must reach the age of the class they are entering by August 1 of the school year; this coincides with the Springfield Public School System
- Enrollment must be for two days a week minimum.
- Part-time care is only available if the class size allows.
- Drop-off care is not available.
- KidLife Daycare & Preschool admits students of any race, color, nationality, and ethnic origin

### FINANCIAL INFORMATION

- **Registration Fees-** Fall Session and Summer Sessions are offered for students each year. There are Registration Fees for both sessions for all students. Registration Fees are non-refundable.

- **Tuition Billing:** Tuition is billed each week through Procure. Billing goes out through email on Monday of each week. Billing can be split between parents if requested.
- **Tuition payments-** Tuition is due on **Monday each week**. The office must be notified if payment is not made on this schedule. Any accounts that do not keep their accounts current each month are at risk of losing their place in the daycare. Payments can be made through the Procure App or in the daycare office. Cash, Check and Cards are accepted.
- **Late Pickup Charges-** A late fee of \$2.00 for every minute that is past closing time (6:00 pm) will be accrued and charged to your account. Those scheduled for only half-day preschool - children must be picked up by 12:30 pm.

## ENROLLMENT PACKET

- **Childs Information**, parent/guardian information, additional contact person information
- **Current email** is required for each parent for billing purposes and other communication.
- **Health Records and Immunization-** The State of Missouri has set regulations pertaining to the health records and immunization of all students.
- **Immunization Records must be presented on the first day of attendance.** Missouri state law requires those children attending childcare facilities caring for 10 or more children to be appropriately immunized or have an exemption card on file (parental or medical) that is signed by a physician.
- **Medical Examination:** Medical forms must be filled out by a physician within 30 days of enrollment. A Medical form is provided in the enrollment packet that meets the standards required by the state of Missouri.
- **Special Care Plan** - any child with a condition requiring special care or dietary needs (i.e. allergies, ADD, ADHD, asthma, etc.) will need to have a form filled out and signed by a doctor along with the physical examination.
- **Notice of Parental Responsibility** gives a record of the annual inspections of the daycare for Licensing, Sanitation and Fire. Parents must sign that they have seen this form.
- **Statement of Agreement** must be signed by parents as a contract to pay the fees and tuition
- **Change of Roster form – must be completed to request a change in days the child attends**
- **Absentee Charges-** There is no reduction in tuition when a child is absent.
- **Withdrawal Notice-** When a student is voluntarily withdrawn from the Daycare & Preschool for any reason, the parent is required to fill out a Withdrawal Notice and return it to the office **two weeks prior to the withdrawal date** explaining the reason for withdrawal.

## DAYCARE AND PRESCHOOL CLOSINGS

- If there is inclement weather, we will announce our closing on the local TV stations and websites. We will also post a message through the Procure software to all families. You will receive a text as well as an email regarding the closures. Please keep your contact information up to date.
- Tuition charges will not be reduced for closings or early release days.

**Holidays-** There is **no reduction in tuition** when the Day Care is closed for a holiday. A calendar of dates will be given to each family and can be found on the website. The holidays observed by KidLife Daycare & Preschool are as follows: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving & Day After, Christmas Break.

**Vacation Request Form** - fill out the form and return it to the office **two weeks prior to the vacation** to receive half of

your regular tuition fee. The vacation must be taken in five consecutive day care days. If the student on vacation is a part-time student, the tuition reduction applies to his or her full week as regularly scheduled. These charges ensure that a spot will be held for your child.

### **PARKING, DROP OFF, AND PICK UP**

- Please park in one of the spaces provided in the parking lot. Do not park in or drive through crosswalk areas, or the fire lane as this presents a hazard to crossing children.
- Do not leave children in your vehicle while dropping off or picking up other children.
- Once you have picked up your child, you are responsible for his or her actions. Children released to your care are not to be in the classrooms or on the playground equipment without a parent.
- Upon arrival, an adult must accompany the child(ren) as they enter the Daycare & Preschool. The adult must also see that the child is dropped off in the proper classroom and that contact is made with the teacher. THIS APPLIES TO SCHOOL AGE AS WELL AS PRESCHOOL.
- Children must be dropped off and picked up from the classroom. Children must be signed in and out at each drop off and pick up.

### **ADMINISTRATIVE STRUCTURE**

The Daycare Board of Directors, Church Board, and the Daycare Director are the official policy making bodies for KidLife Daycare and Preschool. The Board of Directors are members of Life360 Church, which is a member of the Assemblies of God and the sponsoring church for KidLife Daycare & Preschool.

- The Director has the responsibility of administering the policies and programs established.
- The Assistant Director plays a support role to the Director & oversees the teaching staff.
- The Administration works to maintain open communication with the Daycare Director as well as the staff and the families at KidLife.

### **Administrative Communication**

The following guidelines are designed to promote positive partnership between parents and staff, director, and teacher:

- If you have a question regarding a rule or policy, feel free to contact the director or a member of the administration. Please approach with respect, not negativity.
- Approach teachers at appropriate times to discuss any matter. It is not recommended to approach the teacher when dropping off or picking up children for matters that may require more time than a moment or two due to the many duties of the teachers. An appointment should be requested to address any issue that requires extended discussion.
- Particular attention to discretion should be paid in any instance in which students may overhear an interaction. As such, written concerns to the teacher or administration are always welcome.
- All communication with staff and administration should be calm and respectful in both tone and content. Be specific in expressing concerns by pinpointing examples and/or using “factual” information and have a reason for your opinion.
- If a verbal discussion with the Director does not prove satisfactory, the matter should be put in writing and forwarded to the Board of Directors to be considered at the next scheduled meeting. The Board of Directors will

address the matter at their discretion, and respond in writing, if appropriate. The Board of Directors and/or the Senior Pastor, if necessary, will make a final decision to be adhered by all.

- If you become dissatisfied with the Daycare & Preschool in any respect, seek to resolve the matter with the individual involved rather than begin to speak criticism or hold a negative attitude in your heart. Please do not criticize rules or guidelines established.

### **TEACHING OUR CHILDREN**

- KidLife Daycare & Preschool strives to develop good social skills, make learning fun, and
- establish a daily routine, which meets the spiritual, physical, mental, emotional, and educational needs of children. We take every opportunity for our children to develop into whole individuals. As a Christian School, Chapel is incorporated in our program once a week, the Bible is our rule for faith and practice.

### **HOW PRESCHOOL CHILDREN LEARN**

- It has been said that “play is the work of a child,” and it is through play and interaction with their environment that children develop the concepts they will need for future academic success. Psychologists have stressed that children must progress through various stages of development at their own pace and should be given many opportunities for concrete experience before they are able to think in abstract terms.

## **POLICIES AND PROCEDURES**

### **ACCIDENTS**

Teachers are required to fill out an **Incident Report** for all student accidents that involve a mark, scratch, cut or bruise to the office immediately. Any time the accident involves the head, it must be reported as well. The office is required by law to contact the parent(s) after every incident. Should a student require medical attention during business hours, every attempt will be made to contact the parent first. If the parent cannot be reached, the persons listed as the Childs Contact will be called. If emergency medical attention is needed and the parents are not available, every effort will be made to bring the child to the parents’ choice of doctor and hospital as listed on the enrollment form.

### **CHILD ABUSE**

If an employee notices any sign of physical, emotional, or sexual neglect or abuse, it must be reported immediately. The teacher may report the suspicion to the Director. The Director will review the information and, if deemed necessary, contact the Division of Family Services. The teacher may also contact the Division of Family Services on his or her own. This is a law that KidLife Day Care and Preschool must fulfill.

### **DISCIPLINE POLICY WITH CHILDREN**

The goal of discipline is to guide the child in developing self-discipline that will be needed later in life. Young children are in the process of developing social skills and are learning how to relate to one another and others in their world. Therefore, it is our responsibility as staff and teachers to provide healthy role models and to take a positive approach in the area of discipline. Many discipline problems can be avoided by proper classroom management techniques, by providing a well-planned physical environment, and by monitoring activities. If problems should occur, the following steps will be taken. In no instance will physical or verbal punishment be encouraged, allowed, or tolerated.

- The teacher is to determine the cause of the problem and will speak to the child. If the problem is between the child and the teacher, the two will go quietly aside and discuss the matter. Natural consequences of an action

may apply. (For example, a child who drew on a chair would be asked to assist the teacher in cleaning the chair or cleaning the chair alone, depending on the age of child.) Teachers may also determine the cause of a certain action and respond accordingly. (For example, a child exhibiting anger may be given play dough to pound or paper to tear, to release aggressive energy.)

- The teacher will try to help the child by directing him or her to another play area.
- The child may be asked to sit quietly for a brief period away from the activity and stimulation of the other children. The child will never be left unattended at any time.
- If a child continues to have problems, especially if they are hurting others, hurting themselves or being defiant, the teacher will contact an office administrator to assist. The administrator will assist in the classroom with that child, or the child may sit in the office for a short time. The child will return to the classroom when they have calmed down, decide that they can participate, or have a change of behavior. If needed, a parent/teacher conference or a phone call to parents may be in order. At this time, the administrator, teacher and parents may establish a plan with the goal of helping the child develop the self-control needed to maintain positive behavior in the classroom. If a plan cannot be established or a child is not willing to cooperate, they may be expelled from the program.

## **DRESS CODE**

We ask that children be dressed casually and comfortably for play. KidLife asks that parents keep in mind the age-appropriate activities provided throughout the day. These activities may include painting, water-play, glue and paste, outdoor grass or dirt, and other materials that are potentially “messy”. Efforts will be made to avoid staining clothing including using washable materials and providing smocks when necessary. The Daycare & Preschool cannot be responsible for torn, soiled, or stained clothing. Socks must be worn with shoes, or a pair of socks must be kept at the daycare. The daycare will notify parents of any event or activity in which a certain type of dress is required.

It is important that children dress appropriately for the weather. We will use the outdoor playground whenever weather permits (35 degrees or above and not raining or snowing), so please send warm clothing for your children on cool days. ALL coats, etc. should be labeled with your child’s name.

## **FIELD TRIPS**

Preschool four-year olds through grade 5 may take planned field trips to places in the area. Field trips usually take place over the summer months and are approved by the Director. Each field trip will be arranged at least one week ahead of time. Permission slips must be signed with a parent’s signature on the enrollment forms, or the child will not be allowed to go on the trip. All trips are supervised by daycare staff and only Licensed drivers in appropriate vehicles transport those participating in a field trip.

## **FIRE and TORNADO DRILLS**

Fire Drills will be held every three months throughout the year as required by the Fire Marshal. Fire drill procedures have been planned for maximum control and safety in case of fire or similar emergency. When the signal is given, students walk quietly and quickly to the nearest exit. Students will not be allowed to put coats on once the fire alarm is sounded since this would be a safety hazard in the event of a real fire. If necessary, parents will be notified by phone and asked to pick up their children from this location.

Tornado Drills will also

### **Illness-**

If a child has fever, diarrhea, vomiting, or other illness, they cannot be brought to our facility. Parents will be notified when their child becomes ill or injured while at daycare. Arrangements will be made to send the child home as soon as possible. The child should be fever free and symptom free for 24 hours before returning to KidLife Day Care & Preschool. Parents will be notified when their child has been exposed to an infectious illness.

Parents will be notified by phone when their child becomes ill or injured during daycare hours. Arrangements will be made at that time to send the child home as quickly as possible. The child should be fever free and symptom free for 24 hours before returning to KidLife or obtain written permission from a physician stating that the child is not contagious. After an absence of more than a week, the child will not be admitted without a physician's note. The following illnesses require a physician's release before the student can return to school: diphtheria, poliomyelitis, hepatitis, meningitis, streptococcal infections (scarlet fever, strep throat, erysipelas), and salmonellas (salmonella food poisoning and parathyroid).

**Medications-** All medications, prescription and over the counter, will be given only when a Medication Authorization form is filled out. These forms are available in the office. A KidLife employee will dispense medication at the appropriate time. Medicines must be brought in their original container or packaging and labeled with the child's full name. Medicines requiring refrigeration will be stored in the medication container in the refrigerator. All medication given will be documented.

### **LOST AND FOUND**

Items lost or found should be reported or turned into the office. Please do not allow children to bring valuables to school. Label all backpacks, clothing, and personal items. Items not retrieved from Lost and Found will be disposed of periodically or donated to a charitable organization.

### **MEALS AND SNACKS**

KidLife Daycare & Preschool provides a simple breakfast daily from 8:00- 8:30 am. The USDA Food Program provides a late afternoon snack to all students that consists of 5 healthy components of food, juices and other foods.

**Students will need to bring a light lunch each day for the noon meal.**

Commonly accepted manners for students should be shown during mealtimes such as staying at the table until the class is finished, clearing the table of trash, and refraining from touching the food of another student or teacher.

## **PARTIES**

If parents desire to have a birthday celebration for a child, we welcome them. All foods consumed by the children must be prepackaged and purchased from a grocer, specialty store, or restaurant. Gift giving will not be permitted. If a party is planned outside of the school, invitations may not be distributed at school unless all students in the child's class are invited. We cannot provide you with students' addresses, phone numbers, or parents' names. The classroom teachers plan special parties for Valentine's Day, Easter, Graduation, and Christmas as well as other special celebrations throughout the year.

## **POLICY REVISION**

The Director and Board of Directors reserve the right to revise these policies and, if necessary, may supersede policies in this manual.

## **PROGRAMS**

KidLife Day Care & Preschool provides the opportunity for the students to participate in a Christmas Program and Spring/Graduation Program each year. There is also a family Thanksgiving Luncheon.

## **PROTECTION OF CHILDREN**

KidLife Day Care & Preschool staff will not release a child to any person other than a parent, legal guardian, or those designated by name, address, and phone numbers are on the pick-up list. When there is a change or addition to the list of people to whom a student may be released, that change should be submitted to the office as soon as possible in writing. If someone other than those on the list will be picking up the child, the office must be contacted and made aware that permission is given to pick up. Anyone picking up a child for the first time will be asked to show ID to the office and or the teacher. ID may be requested after the first time if the teacher or office staff have not seen the person before. If the parents are divorced and one parent is not allowed to see or pick up the child, we must have on file a certified copy of the court order or final judgment.

## **RESOURCE MATERIALS**

All resources will be age appropriate and beneficial to the learning goals for the week or session. All lesson plans are approved through the Director or Assistant Director. No materials will contain profanity, blasphemy, reference to sexual acts in any way, nudity, practices of cult or new age beliefs, evolution, or any subject of concern.

All videos shown to the students must agree with the regulations for resource materials. The showing of videos is limited & closely monitored.

KidLife will include Santa Clause and the Easter Bunny; however, the true Christian meaning of these holidays will be the main focus of their celebration.

## **SCHOOL SUPPLIES - PRESCHOOL**

Preschool students are given a cubby to store their supplies in. All children should have a complete, labeled change of clothes (including socks and underwear). Please check this clothing periodically to be sure of proper fit and that it is seasonally appropriate. Students here full days must bring a fitted sheet and a blanket. Small pillows are optional. All rest items must be labeled and must fit in the cubby bin. These items will be sent home on Fridays for laundering. Children with diapering needs should supply diapers, pull-ups, and wipes. We request that each student supply a box of tissues to the classroom.

## **STUDENT INFORMATION CHANGES**

Any serious changes in routine at home such as death, divorce, etc. should be reported to the school as soon as possible. This will help the staff and teachers in properly caring for the emotional and psychological needs of each child.

Should a need arise to contact a parent, it is important that up-to-date and accurate student data be on file in the Day Care & Preschool office. Any changes such as a parent's daytime business phone number, home address, or change in the custody of the child should be reported to the office immediately.

## **TOYS AND PERSONAL BELONGINGS**

Personal toys should not be brought to KidLife Day Care & Preschool as they can be misplaced or broken. We cannot be responsible for keeping track of personal items.

Preschool students have **Show and Tell every Friday**. This is the only time that personal toys and items are permitted from home. After the Show and Tell time, students will be instructed to return their item to their cubby unless otherwise told to you by the teacher.

## **VISITORS**



All visitors must report to the Daycare & Preschool office and must be on the child's pick-up list. This includes visitors here to administer therapy or tutoring of any kind. If you need to talk with any of the staff regarding your child's progress, please schedule a time to meet.

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