



2018 Policies and Procedures

Mother's Day Out

Purpose

The heartbeat of our ministry at Prince of Peace focuses on strengthening families and the home as the primary place for spiritual development, on equipping and supporting individuals and families as they take next steps in their journey of faith, and, as a body of transformed people, on transforming the community around us. Through Kidz Time, we desire to serve and strengthen the families in our community in the name of Jesus Christ while seeking to provide a safe, loving, Christ-centered environment for kids to grow spiritually, physically, socially, emotionally and intellectually.

Curriculum

At Kidz Time, our daily activities and lesson plans focus on connecting kids to Jesus through age appropriate, multi-sensory teaching tools and techniques. Our activities are organized around monthly themes and Bible stories and are carried out using educational approaches that may serve your child and family well as you prepare for school.

Class Information

Infants

Ages: 6 weeks to 18 months

Class limit : 12 (4:1)

Toddlers

Ages: 18 months to 3 years old

Class limit : 16 (8:1)

Preschool

Ages: 3 years old & potty trained to 6 years old

Class limit : 20 (8:1)

Registration

Registration options include: semester or monthly

1. Semester Registration:

- Fall runs September through December and opens March 1
- Spring runs January through May and opens November 1
- Summer runs June through August and opens March 1

2. Monthly Registration:

- Priority enrollment goes to children registered for the semester. If you would like to register monthly send an e-mail to jessica.janscha@princeofpeace.org to ask if space is available.

You may register for a semester or one month at a time and may select 2 day or 1 day per week participation. There will be no refunds for unused days after registration has been completed. Priority enrollment goes to children registered for the semester. Registration can be found online at www.princeofpeace.org/kidz-time

Last updated: August 1, 2018

Tuition and Fees

Our tuition is \$25 per day, per child with a \$25 once a semester registration/supply fee. You may pay by credit, debit, or electronic check. Tuition can be paid monthly or all at once. You will set up a payment schedule to have tuition automatically deducted on the first of each month.

A discount is offered and priority enrollment when you commit to a semester. The tuition is \$20 per day, per child when registering for the semester.

A discount is offered when you register 3 or more children from the same family. Child 1 & 2 tuition is full price per day, per child. Child 3 tuition is \$10 per day, per child. Child 4 is free.

If you wish to withdraw your child from our program before the end of the semester then you must notify Jessica Janscha, jessica.janscha@princeofpeace.org, that month's tuition is still due.

Check-In and Dismissal Process

Kid Zone is a secure area. Parents are asked to check in at the receptionist's desk at the east entrance of the church, where you will receive a visitor sticker. Please wear this sticker while you are in the church.

Before dropping your child off in their Kidz Time classroom, please check them in at a computer check in station. You will receive a security sticker to put on your child and one for yourself. You will be asked to present your sticker at pick up. Once inside the classroom, you will sign in your child and have the opportunity to leave any special instructions for the day. Classrooms will open promptly at 9:00am.

Drop off can be an anxious time for some children, and parents too. A brief and cheerful good-bye at the door works best. Your child will quickly move through their anxiety and become engaged in their day. Please know that your child will be loved and comforted through their transition! We will communicate with you daily any concerns, as well as celebrations as your child becomes used to their new environment.

At pick up, you will show your security sticker to your Kidz Time teacher, sign your child out and collect their belongings. Please feel free to communicate with their teacher or other Kidz Time staff over any questions you have. Pick up is promptly at 2:00pm.

If there is an emergency that causes you to be late picking up your child, please call us immediately so that we can make special arrangements for your child.

Security

For the safety and security of your child, it is very important that daily sign-in sheets, medical release forms, and emergency contact cards be filled out.

Emergency contact cards: Please keep these cards current. Note that in cases other than an emergency, we will need prior written consent before we will release your child to anyone else. We will also require valid identification upon pick up. We will always err on the side of caution and call you with any questions or concerns.

Daily sign-in sheets: These are posted in each classroom. We ask that upon drop off, you sign in and update any information or instructions.

The Staff

The staff of the Kidz Time program along with the staff of Prince of Peace Lutheran Church are carefully selected and undergo a background check. All staff members are emergency trained including CPR & First Aid. Employees who become ill while working will be sent home and will not be allowed to return to work until they are free from contagions.

Director of Children & Families : Jessica Janscha – (972)982-0544 - jessica.janscha@princeofpeace.org

KidzTime Coordinator : Jennifer Clark – (972)982.0559 - jennifer.clark@princeofpeace.org

Snacks and Lunches

Please send your child with a packed lunch from home. Please pre-cut food into appropriate portions. Please label all bags, cups and containers. Water and a snack will be provided by Kidz Time.

It is our desire and policy to create a safe environment for all children who attend our program. In keeping with that standard of care, Kidz Time recognizes that nut allergies are potentially fatal. Therefore, we institute a peanut-free policy in the Kidz Time nursery to include shared snacks (which we provide) and food provided from home.

Diaper Changing and Toilet Training

All Kidz Time staff must follow our diaper changing policy: “Only trained and authorized staff may change a diaper. When changing diapers, gloves must be worn at all times. The changing table must be covered with a paper liner. After diaper changing is complete, dispose of the liner, dirty diaper, wipes and gloves. Wash your hands thoroughly and clean the changing table pad with disinfectant.”

If you use cloth diapers, please provide bags to send them home in.

All Kidz Time staff must follow our toilet training policy.

“Gloves must be worn anytime a child needs assistance in the restroom. Staff will help in lowering pants, raise a child to the potty, stay with the child while they use the restroom, help clean the child, and help them put clothes back on and wash their hands. No staff member will be alone with a child behind closed restroom doors. All children will be assisted until completely potty trained.”

In an effort to keep our environment sanitary for all children and for the comfort of your child, we request that during the training process your child wear a “pull up” or some kind of training pants during Kidz Time.

A child must be potty trained to be in the preschool classroom. If they are not potty trained by their fourth birthday then Kidz Time cannot accommodate them for safety reasons.

Emergency

For the safety of our staff and your child, we will schedule tornado and fire drills throughout the year. There is an emergency relocation diagram in every room.

Health and Attendance

The health of your child and our Kidz Time family is very important to us. For that reason, we ask that you keep your child at home if they display any of the following symptoms:

- Fever-(100.4 or above) Must be fever free, without medication for 24 hours.
- Vomiting and/or diarrhea. (must be free of both for 24 hours)
- Any symptoms of childhood diseases.
- Chicken Pox. All sores must be completely scabbed over and dry.
- Persistent cough or croup.
- Excessive cloudy or green runny nose.
- Skin rash of any kind.
- Any skin infection. Boils, ringworm, impetigo, thrush, hand-foot-mouth.
- Conjunctivitis or other eye discharge. (All eye infections are contagious. Child must be on medication for 24 hours before returning.)
- Any communicable diseases.
- Head Lice (must be nit free)

If your child becomes sick during the day, you will be notified immediately and your child will be placed in isolation. We ask that you pick up your child as soon as possible, but no later than one hour after notification. If you cannot be reached we will call the names listed on your emergency contact list. Please keep your emergency contact list current.

If your child is unable to attend Kidz Time, please call (972-982-0544) or email (jessica.janscha@princeofpeace.org) to inform us of your child's absence. There will be no refunds for missed days. Our staff is scheduled and the day has been planned for your child. We miss them when they are gone!

Immunizations must be current in order for your child to attend Kidz Time.

Accidents

All of our Kidz Time staff are First Aid and CPR certified. In the case of minor accidents and injuries, (scrapes, bumps and bruises) we will take care of your child and notify you at pick up time. If our staff feels there is an injury that needs your attention you will be notified immediately. If you cannot be reached we will call the names on your emergency contact list. Again, please keep your contacts up to date. In the case of any injury, you will receive an Accident/ Incident Report.

Medications

According to Texas State Law, Kidz Time staff cannot give medication to young children. If your child is taking medication, please schedule doses before and after Kidz Time hours. If this is not possible, parents are welcome to come administer medications.

Clothing

We have a lot of fun at Kidz Time. We want your child to be comfortable and dressed correctly for the season. We also get messy sometimes. Please send them in play clothes. Also, please have an extra set of seasonally appropriate clothes, just in case of an accident.

Outdoor Play

Preschool classes and older will go outside at play time when weather permits. If you are concerned about the sun or bugs, please apply sunscreen and/or insect repellent to your child prior to Kidz Time and send a hat. For cool weather, please make sure to include a jacket with your child's name labeled inside.

Infant Feeding

Please bring enough breast milk or formula and baby food for your baby's day at Kidz Time. Please label all bottles and containers clearly. Bring at least 5 diapers, extra clothes and any pacifiers or "lovies" from home that your child may miss during the day. Give detailed instructions to your nursery teacher.

Resting Time

All children will have a "rest time". We will not ask your child to nap unless you have instructed us to do so. We have a designated nap room for toddlers who nap. Preschoolers will rest/nap in their classroom. All children require their own nap mat and/or a blanket on which to lie on. The children who do not nap will have a calm/quiet time in the room with dimmed lights and soft music.

The nursery follows the schedule you provide for nap time. They can accommodate this time in a swing or in the separate nap room with cribs that has a baby monitor.

Discipline

We engage children with positive reinforcement and redirection that is appropriate to the child's age and level of understanding. Classroom rules and guidelines are for the safety of the children and will be understood as part of their daily routine. When a child makes a choice that is not in their best interest, they will be reminded and redirected. Multiple reminders may be an indicator that the child needs to take a break from classroom activities and stimulation to allow them to calm down. We will always seek to work in partnership with you so that we are loving your child well and drawing the best out of him/her.

Biting

Biting occurs occasionally at this age and can be very upsetting for the child, the teachers and the parents. Each incident of biting will be dealt with on an individual basis. You will be notified if your child bites, or has been bitten. Identities will be confidential. If the biting becomes a common occurrence, we will work with the parents to find a reasonable solution.

Items Brought to School

Please DO NOT send personal toys with your child. We do not want them to get lost or broken. Blankets and stuffed animals (security items) for rest time are acceptable but must be labeled with child's name.

Closings

Closings due to inclement weather will be announced via local news and radio. Closing notifications will also be posted on the Prince of Peace website at www.princeofpeace.org

Calendar 2018 & 2019

- Fall Semester Begins – Tuesday, September 4, 2018
- Thanksgiving Break - Tuesday, November 20 & Thursday, November 22, 2018
- Fall Semester Ends – Thursday, December 20, 2018
- Christmas Break - Tuesday, December 25 & Thursday, December 27, 2018
- New Year's – Tuesday, January 1 & Thursday, January 3, 2019
- Spring Semester Begins – Tuesday, January 8, 2019
- Spring Break –Tuesday, March 12 & Thursday, March 14, 2019
- Spring Semester Ends – Thursday, May 30, 2019
- Semester Break – Tuesday, June 3 & Thursday, June 6, 2019
- VBS – Tuesday, June 10 & Thursday, June 13, 2019
- Summer Semester Begins – Tuesday, June 18, 2019
- Independence Day – Thursday, July 4, 2019
- Summer Semester Ends – Thursday, August 22, 2018
- Semester Break – Tuesday, August 27 & Thursday, August 29, 2019

Concerns

If you have any questions or concerns regarding the policies and procedures of our center, feel free to discuss them with your child's teacher, Jennifer Clark jennifer.clark@princeofpeace.org, or Jessica Janscha jessica.janscha@princeofpeace.org.