



# Parent Handbook

2022-23 School Year

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# PURPOSE AND PROGRAM

## Vision

Dear Parents,

Welcome to Wayside Stone Oak's Kid's Day Out! Thank you for sharing your child with us. As part of Wayside's Children's Ministries, Kid's Day Out exists to reach kid's hearts for Jesus and inspire them to be His world changers. Each class day will be a fun-filled time of learning through exploration and play. Children will participate in developmentally appropriate activities that will help them learn about God and His Word as well as begin to acquire the academic and social skills they will need as they prepare to enter school. Colossians 2:6-7 says, "So then, just as you have received Christ Jesus as Lord, continue to live in him, being rooted and built up in him and established in the faith, just as you were taught, and overflowing with gratitude." It is my privilege to come alongside you as you strive to root and establish your children in the faith. Please let me know if you have any questions.

Blessings,

Michelle Jenkins

Director of Children's Ministries - Wayside Stone Oak

1300 Evans Rd | San Antonio, TX | 78258

210.318.3351

MichelleJ@waysidechapel.org

## Admissions

- Children ages 2 - 4 years old as of September 1, 2022 are eligible to enroll in the program for the 2022-23 school year. Children younger than 2 years may be admitted if space is available.
- Online registration must be completed before admittance. Email [michellej@waysidechapel.org](mailto:michellej@waysidechapel.org) if you would like to enroll your child but do not have access to the online registration form.

## Days and Hours of Operation

- Thursdays | 9 am - 2 pm | September - May
- Changes to the schedule and reminders of special activities will be sent via email

## Tuition and Fees

- Registration Fee (non-refundable): \$50/child | Due at the time of registration
- Supply Fees: \$40/child/semester | Due with September and January tuition
- Tuition: \$90/child/month | Due on the 1st class day of the month
- Tuition and fees may be paid by cash, check, credit, debit, or ACH

## Curriculum

- Bible-centered with monthly theme and Bible verse
- Numbers, letters, colors, and shapes
- Character: sharing, sitting and listening, working together

## Schedule

- Circle Time
- Bible Time
- Outdoor Play
- Letters, numbers, colors, and shapes
- Centers
- Lunch
- Rest Time

## Lunch/Snack

- Morning snack will be provided. In case of allergies, parent/guardian may provide snack.
- Parents are to provide lunches. Finger foods are recommended. Foods cannot be refrigerated or heated.

## Birthday and Holiday Parties

- KDO will celebrate birthdays. If you would like to send a special treat for snack time, please let the Director know at least one week in advance so she can communicate with parents/guardians whose children have food allergies.
- KDO will have holiday parties throughout the year. You are welcome to attend and will have the opportunity to send snacks and/or party favors.

## Rest Time

- Children will rest every afternoon on cots provided by the church.
- Blankets and other security items may be brought for rest time but must be taken home daily.
- Children who do not go to sleep will be given books or quiet toys to entertain them so that they do not disturb sleeping children.

## Personal Items/Clothing

- Personal toys (other than blankets or other security items needed for rest time) should be left at home.
- Send children in clothes and shoes that are appropriate for play. We will play outside each class day, weather permitting. Socks and tennis shoes are recommended.
- Pack a change of clothes to be used if a child's clothes become wet or soiled.
- Clearly label all items (bags, cups, lunch boxes, etc.).

## Discipline

- Discipline is training a child in the ways he or she is expected to behave.
- Discipline Steps
  - Redirect
  - Give a warning
  - Time out (one minute per age of child)
  - Pray with child
  - Return to group
- Persistent behavior problems will be reported to the Director and may result in a conference with the parent/guardian and/or dismissal from the program.

# HEALTH AND SAFETY

## Wellness Policy

- Children displaying any of the following symptoms will not be admitted to class:
  - Fever over 100.4
  - Vomiting
  - Diarrhea
  - Skin rashes or eruptions
  - Coughing associated with a respiratory infection
  - Runny nose which has yellow or green discharge
  - Pinkeye which is often accompanied by a yellow/green discharge or thick drainage from the eye
  - Parasites such as lice or ringworm
  - Drainage, in any form from the ear
- If any of the above stated symptoms arise after the child has been dropped off, the child will be removed from the classroom and the parent/guardian will be notified to pick up the child.
- Children who have been ill must have been on antibiotics for over 24 hours or not have experienced any of the above stated symptoms for 24 hours before returning to KDO.
- Medications will not be administered to any child during KDO (other than an epi-pen if needed).
- If you believe your child has exposed other children in the program to a contagious illness, please call the KDO office.

## Photographs and Videos

Throughout the year, we will be taking photographs and videos of children for many purposes, including for use on our website and social media accounts. The Online Registration Form includes a Photography Waiver that grants your permission for Wayside Chapel to use photos and videos of your child. Exceptions to this agreement should be directed to the Kid's Day Out office (210.318.3351 or [MichelleJ@waysidechapel.org](mailto:MichelleJ@waysidechapel.org)).

## Safety Protocols

- KDO doors will be locked at 9:15 am and will remain locked until time for pick-up.
- Children will be released only to those listed on the Pick-Up Authorization Form unless special arrangements are made with the Director.
- All classrooms have cameras. The video monitor is in the Director's office.
- All KDO staff are CPR certified.
- Background checks are completed on all employees and volunteers.
- Plans for medical, fire, weather, and lock-down emergencies are posted by the door in each classroom.
- In the event of accident or injury, an Incident Report will be filled out, and the parent/guardian will be notified.
- If a parent/guardian cannot be reached in an emergency, the contact listed on the registration form will be called.

## Health Protocols

- Teachers and children will engage in healthy hand hygiene and wash hands frequently throughout the day.
- Teachers will wear gloves at specific times to provide extra safety.
- Classrooms, common areas, and toys are cleaned and sanitized after use.
- Masks are not required for teachers, parents, or kids.



# HANDBOOK AGREEMENT

At the time of registration, you will be asked to agree to the contents of this Parent Handbook. Please contact the KDO Director with any questions.

Michelle Jenkins

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