

Covenant Kids Day Out Parent handbook

**“They will sparkle in his land like jewels in a crown”
Zechariah 9:16**

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1. Mission Statement:

The Covenant Kid's Day Out (CKDO) mission is to nurture and enrich the lives of children during the critical years of early learning and create the foundation for our students to flourish throughout God's plan for their lives. Our staff embraces the view that each child is a unique person with an individual pattern and timing of spiritual, social, emotional, physical, and intellectual development. The preschool provides a learning environment that supports children as they develop the strengths and skills necessary for them to construct their own knowledge and prepare them for their next school environment.

2. Philosophy:

CKDO uses developmentally appropriate practices to provide a safe, supportive and nurturing environment where children develop spiritually, physically, socially, emotionally and cognitively. Our center offers a "hands on" approach to learning. This style of early childhood education is designed to foster the creativity and expanded self-expression that God created in each child. CKDO teachers manifest their respect for children by encouraging them to think for themselves, make decisions, work toward their own solutions, and express their own ideas and feelings. CKDO embraces the belief that parents are the first and most important teachers of their children. Parents are encouraged to participate in a variety of center activities, including birthday and holiday celebrations, walking trips, field trips, parent-child experiential evenings, and social activities. Parents are welcome visitors in the classroom at all times.

The program provides an innovative curriculum with materials, experiences and teaching methods that are grounded in the National Association of the Education of Young Children (NAEYC) principles of child development including age and individual appropriateness. Learning activities are presented through play and tasks where the process is the focus not the product. These activities engage the children so they can explore, experiment, imitate, ask questions and be questioned to further their thinking and problem solving skills.

3. Goals:

- CKDO will provide interactions and experiences to help children to:
- Develop spiritually, socially, emotionally, physically and cognitively;
- Develop problem solving skills;
- Develop conflict resolution skills; and
- Be a member of the preschool community.
- Meet DCSD kindergarten readiness guidelines.

4. Curriculum:

CKDO preschool curriculum is a discovery-based learning experience that gives each individual child the opportunity to move through specially designed learning centers of his or her own level of interest and ability. The curriculum focuses on learning basic concepts and skills through hands-on experiences and activities. Some centers are designed to develop large and small motor skills while others are more academically oriented. Through our program, each child is given the tools needed to encourage the growth of the whole child.

Goals of the Curriculum:

- To provide a positive sense of identity and emotional well-being
- To develop age-appropriate social, physical, language and literacy skills
- To encourage thinking, reasoning, questioning and experimentation
- To provide exposure to the arts and encourage creative expression
- To demonstrate proper health, safety and nutritional practices
- To respect gender, age and cultural diversity
- To apply biblical principles to the classroom and community

Policies/Procedures

5. Illness:

Children should not be brought to school when they are too ill or uncomfortable to participate in the normal daily activities including outdoor play. Children who get sick at school must be picked up from school as quickly as possible to help avoid exposing other children.

CKDO guidelines concerning when children are too ill to be at school are:

- fever over 100° F
- unexplained diarrhea
- vomiting
- unexplained/ contagious rashes
- general inability to participate in school activities
- discharge from or crusting of the eyes
- greenish discharge from the nose
- excessive coughing

If your child contracts a contagious disease, please call the school so that we can be informed and respond appropriately to other parents. The staff appreciates your calling to explain any absence; we miss your children when they are absent and are concerned if we do not know why. Children must be fever-free for 24 hours before they can return to school. The only exception is when an ear infection has been diagnosed and the child has been on antibiotics for at least 24 hours. The guidelines listed above will be used to evaluate your child at school. When a staff member calls to say your child must be picked up, please do so as quickly as possible.

6. Medication:

CKDO is not licensed to administer prescription or over the counter medicine. At no time should medicine be left in the child's bags or classroom.

7. Parent Information:

As school progresses and the children adjust to their new classes, we will provide you with continuing information regarding our program at CKDO. We will keep you informed of field trips, holidays, programs, curriculum and other important information through our monthly newsletter, e-mail reminders, and your child's classroom bulletin board.

8. Parent Volunteering:

CKDO encourages Family involvement in the school setting. Parents can volunteer in the, classroom, for special events, on field trips, or with prepping materials at home. Volunteer opportunities will be posted and mentioned in monthly news letters. All parents the volunteer will need to meet the volunteer requirement that go along with the task they choose.

9. Sign-In and Sign-Out:

Every child must be signed in and signed out each day. There are no exceptions to this rule. It is a state requirement. You must sign your full name, time and relationship to the child. When someone, other than yourself picks up your child, please be sure to inform him or her of this requirement.

After your child has been signed out, they are not permitted on the school equipment. We are not responsible for children once they have been signed out.

10. Dismissal Authorization:

Please inform us in writing or by telephone if someone other than those originally authorized will be picking up your child. If the staff has not been informed of any different arrangements, we will not have the authority to release your child without your permission.

11. Disaster Preparedness:

CKDO has an emergency disaster plan in place. Staff members are First Aid and CPR certified and prepared to handle an emergency.

12. Evacuation and Emergency Procedures

An evacuation sign is posted in each room with procedures and maps of the building. Random drill will be done to insure staff and students preparedness for emergencies.

13. First Aid Procedures

Minor cuts and abrasions suffered while at CKDO will receive proper care-specifically; they will be washed with soap and warm water and properly bandaged. Treatment will be logged and the parent will be notified when the injury occurred. CKDO is required to log any injuries observed on your child that may have occurred outside of the school.

If a medical emergency arises, a parent will be contacted before any emergency treatment takes place unless doing so endangers the child's life. In such a case, necessary steps will be taken, putting the child first (calling hospital, doctor, poison control, and so forth). If a parent is unable to be reached, the alternate responsible adults listed on the child's Emergency Card will be contacted.

14. Tuition Policy:

CKDO tuition is paid monthly. Tuition is due and payable on the first of the month and must reach us by the fifth. A service charge of \$10.00 may be added to your account for tuition received after the tenth. Dishonored checks may be assessed an additional fee of \$35.00 Enrollment will be terminated at the discretion of the school for non-payment of tuition.

A fee of \$1.00 per minute will be applied for children who are picked up after 1:00p.m. Should there be any extenuating circumstances that would prevent you from paying on a timely basis, please discuss this with the administrator prior to it becoming a problem.

15. Vacations and Holidays Observed:

CKDO is closed on the following holidays/staff development days:

- Labor Day
- Fall Break/Staff Development
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve
- New Years Day
- Martin Luther King Jr. Day
- Presidents Day
- Spring Break/Staff Development

CKDO calendar laps with DCSD conventional schedule and is subject to change.

There is no tuition credit allowed for these days as tuition has been divided evenly over the school year.

16. Lost and Found:

Please mark all items of personal property that your child brings to school. Items collected without names will be brought to the office. If your child loses an item, please check with the office or your child's teacher.

17. Dress Code:

Because play activity is such an important part of our curriculum, clothing should be safe, practical and comfortable. Be mindful of shoe choice as little toes are easily hurt and cause some children to have a difficult time on the playground and large motor activities. We also prefer that children do not wear jewelry. Every child needs to always have a complete change of clothing including socks and underwear. If your child has changed clothing during the day, please take home the soiled items and replace them the next day. All clothing must be labeled with the child's full name.

18. What your Child May Bring From Home:

Share day is every Wednesday/Thursday at which time your child may bring one theme or letter related item to share with his/her class. Books, cassettes and CDs are welcome any time. Please do not allow your child to bring in items other days. Violent toys, videotapes, books, guns and swords may not be brought to school. Each day your child will need their backpack with change of clothes, lunch box, and weather gear. We do go outside if weather permits so have your child ready with snow/rain/cold weather gear each day.

19. Birthdays:

Birthdays are special and important occasions. You are welcome to bring cupcakes or cookies to share with your child's class. Please make arrangements with your child's teacher for any special plans to make your child's birthday special.

20. Toilet Training:

We enroll children starting at 2 ½ years even if not fully potty trained with the understanding that parent and teacher will work together to potty train the student as quickly as possible.

21. Discipline Policy:

Preventive Measures to Produce Acceptable Behavior

In order to maintain a happy, healthy, disciplined environment, the children are taught the importance of safety, care of property, good habits, rules of conduct and consideration and respect for others.

School Rules:

Respect yourself

Respect others

Respect property

Constructive Measures to Extinguish Unacceptable Behavior

Constructive methods of discipline are used to maintain group control and handle individual behavior. Our main focus on discipline (teaching/training) is preventative in nature, as we aim to build self-discipline in the child.

When a child exhibits unsafe behavior or attitudes, he/she is reminded of our school rules and then directed to a positive alternative approach/behavior. Along with these new attitudes and behaviors, the child is guided in the direction of self-discipline by encouraging him/her to make as many positive choices as possible. Redirection is used, safe places, and natural consequences. If a child continues to have difficulty being safe and respectful in the class, the parents will be asked to come in for a conference to discuss how we can best meet the needs of the child.