KIDS FIRST

At First United Methodist Church Trussville

A child development center

Parent Handbook & Policy Manual

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Your *Kids First* Handbook

This handbook is designed to acquaint you with *Kids First* at First United Methodist Church Trussville (FUMC Trussville), a child development center, and to offer suggestions for making your child's adjustment to school easier and more pleasant.

After reading the handbook, please sign and return the *Kids First* Parent Handbook & Policy Manual Acknowledgement Form on page 24.

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Welcome Trussville to *Kids First* at FUMC Trussville

The FUMC Trussville has established *Kids First* as a church ministry that seeks to serve the community in the spirit of Christ. The tuition and fees support the salaries of the teachers and the operating expenses of the program. The operation of the center is subject to all Church policies and the supervision of the Church. In accordance with state family child care licensing regulations, child care services are available without discrimination on the basis of sex, race, color, creed, sexual orientation, national origin or ancestry.

This ministry is an integral part of FUMC Trussville's total program. Our Christian staff has a deep concern for the total development of each child and for the well- being of the family of each child. Well-trained and dedicated teachers, enthusiastic and cooperative parents, and the committed support of the members of FUMC Trussville are the necessary ingredients for our outstanding program.

We welcome the opportunity to have you and your child in our program. If you should have any questions regarding these policies, please feel free to contact the director.

Values, Mission, and Vision of Kids First

We value:

- Children
- Safety
- Authentic Stimulation
- Parental Confidence
- Loving Environment
- Spiritual Development
- Excellence
- Constant Improvement
- Family
- Community
- Outreach/Mission
- Students Who Are Prepared for Public Kindergarten
- Diversity
- Social Interaction

Mission Statement

The Mission of *Kids First* is to develop children who are spiritually, intellectually, and emotionally prepared for future growth. We will accomplish this mission by providing a loving and disciplined environment that encourages growth through an excellent and engaging curriculum, delivered by dedicated, qualified teachers and staff.

Vision Statement

When you walk onto our campus, you will see:

- Children working independently and together in pairs or small groups, sharing with each other;
- Staff interacting with the children in a prepared and consistent manner;
- Church members and staff enriching the children through spiritual learning and growth;

- Parents involved in program activities;
- The building attractively decorated in a child-centered manner, emphasizing spiritual and educational activities. The playground free of litter and with safe, attractive play equipment;
- Children captivated by lesson presentations;
- A variety of instructional materials available for use with the children.

Registration for Kids First

Registration for each school year begins in February. Registration progresses in this order:

February	Presently enrolled children, their siblings, FUMC Trussville Staff
Early March	FUMC Trussville members –active members for a minimum of 6 months.
Late March	Trussville Community and the general public

Kids First Enrollment Requirements

The amount of the annual registration fee will be determined by the director in conjunction with appropriate committees such as Finance, or the *Kids First* Committee. The registration fee is non-refundable and must be paid at the time of registration. Additionally, an Activity/Supply Fee of $125.00 is due with Kids First Contract. All required forms must be completed and returned to *Kids First* along with the registration and supply fees prior to the child's first day of attendance.

Forms to be returned include:

1. **Registration Form**
2. **Emergency Contact Cards**
3. **Blue Immunization Form (Completed by a Physician)**
4. ***Kids First* Contract**
5. ***Kids First* Parent Handbook & Policy Manual Acknowledgement Form**
6. **Form of Affidavit (required by State Department of Human Resources)**
7. **Child's Preadmission Record**

Children accepted in *Kids First* are those who can profit from group experiences in this setting. *Kids First* reserves the right to drop any child from enrollment. Unless the child is a danger to the staff or other children or unreasonably disruptive, Kids First will provide a two week notice to the parents involved. In the rare case that this becomes necessary, the director will try to assist parents in assessing the possible needs of the child and will offer suggestions for further evaluation.

Parents may withdraw their child from enrollment upon request by giving a thirty (30) day written notice. Tuition will not be prorated for partial month's attendance unless a thirty (30) day written notice is given to the director. Parents will be responsible for one month's tuition if a thirty (30) day written notice is not given.

Tuition and Miscellaneous Fees

Kids First is a self-supporting, self-sustaining entity and, as such, cannot afford to accumulate delinquent revenues from student fees. **Tuition is due on the 1st of each month.**

Monthly tuition for *Beginners, Creepers, A Step Up, Explorers, and Adventurers* is $662.00
Monthly tuition for *Early Learners, Pioneers, and Challengers* is $639.00
Monthly tuition for *Before and After Care* for School Age Children is $284.00
Monthly tuition for *After Care* for School Age Children is $237.00
Daily tuition for School Age Children during *Trussville City Schools* holidays/breaks is $15.00

A 10% discount per month is given to the second child when a family has two or more children enrolled (the discount is on the lowest tuition rate).

The FUMC Trussville has set forth the following policies:

- A $15.00 late fee will be charged to all accounts not current by the close of business on the 15th of each month.
- Accounts past due after the 15th of each month will receive a reminder letter from the director that tuition is due before the end of the month.
- Uncollected balances: Parents agree to pay all costs of collection, including a reasonable attorney's fee, if services of an attorney are utilized, whether or not suit is filed. Parents agree that if, and as often as any account is given to an attorney for collection, parents will pay *Kids First* its reasonable attorney's fee, together with all court costs and other expenses paid or incurred by *Kids First*.
- FUMC Trussville reserves the right to dismiss any student whose tuition or other fees are not paid in a timely manner.

The preferred method of payment is by check. Please make checks payable to *Kids First*. Please place all tuition payments in the tuition lock box located outside of the Director's office. Be sure to include the name of your child and the time period the check covers in the memo section of the check. There is a $36.00 charge for all returned checks. *Kids First* will not resubmit a returned check through the bank a second time. Payment for that month (including the $36.00 charge) must then be made by cash, cashier's check, or money order.

There is no reduction in tuition for holidays or absences. There is no prorating for partial month's attendance, except in the case a child begins attending in the middle of a month and upon withdrawal if a thirty (30) day written notice is given to the director.

Payments designated for fees other than tuition (such as special field trips, activity/supply fees, pictures, nap mats, etc.) must be made separately from tuition payments. Please indicate the item or event that you are paying for and your child's name on the memo section of your check or on the envelope if you are paying in cash.

An annual statement will be issued at the end of the year to be used for income tax records. After withdrawal from the program, a statement may be requested during the month of January, following the year in which the child attended *Kids First.*

Holidays

Because we must meet payroll expenses, full fees will be due for the weeks in which *Kids First* observes holidays. Full fees will also be charged if *Kids First* is closed due to inclement weather. If a holiday falls on a Saturday, Kids First will be closed on Friday. If a holiday falls on Sunday, Kids First will be closed on Monday.

Kids First will be CLOSED on the following holidays:

- **Labor Day (Monday, September 5, 2015)**
- **Thanksgiving Day and the Day after Thanksgiving (Thursday, November 26 and Friday, November 27, 2015)**
- **Christmas Eve and Christmas Day (Thursday, December 24 and Friday, December 26, 2015)**
- **Closing at 2:00 on New Year's Eve (December 31, 2015)**
- **New Year's Day (Friday, January 1, 2016)**
- **Martin Luther King Day (Monday, January 18, 2016)**
- **Good Friday (Friday, March 25, 2016)**
- **Memorial Day (Monday, May 30, 2016)**
- **Independence Day (Monday, July 4, 2016)**

Preschool Program

- Our Preschool Program serves children 6 weeks through 5 years of age during the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday. Children will be placed in classrooms according to their date of birth as of September 1, 2015.
- Please send a change of clothes, with all items labeled, in a Ziploc bag. Place the child's name on the outside of the bag. Please dress your child for play and comfort.
- Your child will not be released to anyone who is not listed on your information form or who does not show proper identification. (Proper identification is a picture I.D. such as a driver's license.) Please keep these names current. Written permission must be sent if someone who is not on your list will pick up your child. *Kids First* may call the parent to confirm that a person has permission to pick up your child.
- Do not send your child into the building alone.
- *Kids First* will provide lunch daily. Parents are responsible for bringing snacks.
- For the safety of the children, please park, turn off your car, and walk into the building to drop your child off and pick your child up.
- Parents must sign their child in and out each day. Please sign your name instead of just your initials. Please walk in with your child. Do not send your child in alone.
- In order for your child to benefit from the complete day's schedule, it is important that you arrive no later than 8:30 a.m. each day.
- Please honor our hours. *Kids First* closes at 6:00 p.m. Parents should arrive by 5:45 p.m. to pick up children and have enough time to collect their belongings and speak with teachers. <u>All persons should leave the building by 6:00 p.m</u>. The first three times in a calendar year that your child is picked up after 6:00 p.m., a late fee of $1.00 per minute per child will automatically be charged to your account. <u>After the third late pickup after 6:00 p.m., a late fee of $5.00 per minute per child will automatically be charged to your account</u>. A child can be dismissed from the program if a parent continues to be late.
- Vinyl mats are required at naptime and are available for purchase through the director for $25.00. Each child must bring a crib sheet, blanket or roll mat – as requested by classroom needs- with attached pillow to use on top of the mat. In addition, your child may bring a blanket or stuffed animal from home for naptime. Please label each of these items, and take them home to be laundered each Friday and bring them back to school on Monday.
- Parents of infants and toddlers must provide diapers, pull ups and baby wipes. In the event your child runs out of diapers or other essentials, you will be notified so you can bring them the following day. Cloth diapers are prohibited unless the child is allergic to disposables. A physician's statement documenting the allergy will be required.
- The staff caring for toddlers and twos will provide daily written information concerning each child's social behavior, sleeping, eating, and toileting habits.
- Toddlers involved in toilet training should not wear one-piece clothing.
- Before-and-After Care for School-Age Children

Parents of children enrolled in grades K – 5 may choose Before Care and/or After Care for their school-age children. Space will be limited to a maximum of 50 children.

Before and After Care for School- Age Children

Monthly tuition for School Age Children in Before and After Care is $284.00

Monthly tuition for School Age Children in After Care Only is $237.00

The daily fee for School Age children during Trussville City School holidays or breaks is $15.00

- **Before Care:**

  Children must be brought to *Kids First* between 7:00 a.m. and 7:25 a.m. to be transported by church bus/van to Paine Primary and Intermediate Schools. The bus will depart at 7:30 a.m.

- **After Care:**

  Children will be picked up from Paine Primary and Intermediate Schools by church bus/van at approximately 3:00 p.m. Tuesdays through Fridays and 2:00 p.m. on Mondays and transported to the church. (Paine will dismiss at 2:00 p.m. on Mondays only.) At the church, children will be provided a variety of small group activities including reading, homework time, art, drama, sports, and seasonal projects. Children may stay until the After Care Program closes at 6:00 p.m.

Before-and-After Care:

- Children in Before Care are asked to bring a book to read quietly while they are awaiting transportation to school. Electronic games, phones, or other toys are not permitted.
- Children in After Care are asked to bring their homework assignments. The After Care leaders will involve them in activities based on the Pinnacle curriculum for school- agers and outside/gym play. Electronic games, phones, or other toys are not permitted.

Parents must notify the Center if their child will not be riding the van/bus. A fee of $20.00 will be charged if you do not call to let us know of their absence.

Summer Care for School-Age Children

Summer Care for School-age children, with a maximum of 50 children, will be offered during the months of June, July, and August. A separate information brochure and registration will be provided in April.

Summer Care for School Age Children is $125.00 per week, and will have an additional field trip fee.

Kids First Curriculum

Teachers plan and implement a developmentally appropriate curriculum based on Pinnacle, a faith-based curriculum that brings a Bible focus to each classroom. Our curriculum promotes the social, emotional, and spiritual development of each child, as well as the development of language skills, math and science skills, reading readiness, interest in music and art, cognitive skills, self-help skills, problem-solving skills, and fine and gross motor skills.

The children spend their day in large and small groups, and in learning centers where they may play alone or interact in groups using art, blocks, books, science, manipulative materials, and music.

We are striving to reach the standards for childcare and preschools set by the National Accreditation Commission for Early Care and Education Programs (NAC).

Your child will participate in the following activities:

1. Learning Center Activities
2. Group Activities
3. Outdoor and Indoor (gym) Play
4. Music
5. Creative Movement Activities
6. Chapel/Bible
7. One-on-One Time with Teacher

Field Trips

Parents of the Pioneers and Challengers will be asked to send money for their child to attend field trips. Field trips for the Pioneers and Challengers are primarily planned to correspond with the units of study and provide an opportunity for learning experiences outside of the classroom. Our staff urges parents to share some of these experiences with the children. During these trips, parents are expected to take an active part in the supervision of the children. Therefore, siblings are NOT allowed on these trips.

Each child must bring his/her own car seat for use on field trips. Please remember that Alabama Law requires all children less than six years of age to ride in a full car seat unless they weigh over 40 pounds. It is very important for the safety of your child that they ride in an approved car seat appropriate for their weight and height.

Children involved with the School Age Program may have a field trip fee during Trussville City School Christmas/Spring Break. You will be notified of cost two weeks prior to any field trip. Children enrolled with our School Age Summer Program will have a Field Trip Fee of $175.00. This fee will be due during School Age Summer Registration in April.

Transportation to and from field trips will be provided by approved drivers of church vans/bus. Proper procedures to insure the safety of all children will be followed by the staff and parents accompanying the children on these field trips.

Teachers and Staff

The teachers and staff at *Kids First* are experienced professionals, trained to guide your child's development and education. To maintain that high level of professionalism, *Kids First* provides regular, ongoing training for all our teachers. A teacher/staff member with a current *CPR and First Aid* training will be on the premises at all times.

Your child's teacher develops schedules so that your child can better benefit from a daily routine. Children are with familiar teachers all day. The ratio of teachers to children meets the requirements set forth by DHR, and the FUMC Safe Sanctuary Policy.

The teachers and staff of *Kids First* invite you to visit your child's class whenever the possibility arises, so that you may see what wonderful learning experiences your child is offered each day. If you are not able to visit your child's classroom, conferences and regular conversations with your child's teachers will enable you to evaluate your child's progress and education. *Kids First* will use POCET (Preschool Observation Checklist and Evaluation Tool) during the year to help assess your child's progress and development. POCET assessments will be shared with parents three times during the school year.

The director and each employee of *Kids First* **are required under law** to report evidence of suspected child abuse or neglect to DHR, local law enforcement and will record such evidence in the child's records.

Discipline Policy

Kids First uses positive discipline, based on modeling desirable behavior, and founded on God's love and a respect for the rights of others. Rules and limits are established at the beginning of the year so that the children will understand what is expected of them. Adult assistance and guidance is offered to help the children develop self-control in their physical and emotional growth.

Sometimes it may be necessary to separate a child from the other children, redirect their attention to another activity, or simply have a teacher move closer to an area to help control student behavior. For unacceptable behavior (biting, kicking, hitting, etc.), "time out" may be used briefly to calm a child. Parents will be contacted concerning unacceptable behavior.

The following is an explanation for discipline guidelines as established by *Kids First*.

<u>Children under two years of age:</u>

1. Try to engage the child and redirect his/her behavior to something more positive.
2. Redirect the child's activity to a more active time or quiet time, whichever seems to be needed.
3. Encourage the child to express his/her feelings in appropriate language.
4. Remove equipment or material if it seems to be bringing about consistently inappropriate behavior in the children.
5. Place the child in time out if the behavior continues.

Children two years and older:

Each class will be on a red light, green light system for charting daily behavior. Each morning all of the children will start on the green light, but if they do not follow one of the class rules, then he/she will move their name to the yellow light and then to the red light if the behavior continues. Children will be given an opportunity to move back to green light if their behavior changes. If a child reaches red light and behavior doesn't change, a note will be sent home to let parents know which rule was not followed.

The following procedures will be used when a child has to move to the yellow or red light:

1. Redirection
2. Verbal reprimand
3. Removal from the group for alternative activities or time out
4. If the behavior continues, a time out in the *Kids First* office and a note home to the parent

School-age:

When a child uses inappropriate behavior, the following discipline may be employed:

1. Time out
2. Time out in the *Kids First* office/writing an explanation of the behavior
3. Calling parents to pick up the child

Time Out

An average amount of time for time out is one minute for each year of the child's age. At the end of any time-out period, the teacher will talk with the child about what happened, why the child was placed in time out, and problem solve with them about what should have happened and what is expected. Positive reinforcement and recognition will be given for appropriate behavior. Time out will not be carried over from one day to the next.

Corporal punishment or withholding food (any food that is not part of a special classroom activity) will NOT be used as disciplinary action under any circumstances.

Serious Behavior Problems

Please keep in mind that there is more than one child to care for in each classroom. If all energy is spent on any one child that continues to be difficult, we will not be able to give the kind of care that the other children require. If an inappropriate behavior or something of a more serious nature occurs that is a threat of safety of the child or other children, these matters will be discussed with the parent of the offending child so that a plan of action can be made.

If problems persist so that the child's behavior is disruptive and the center staff is unable to find acceptable solutions, a last resort is to ask that the child be removed from the program in order to find the child a more suitable environment.

Any violent action directed at a child or teacher can result in immediate suspension or dismissal from the program.

Biting Policy

A child biting another child is one of the most common and most difficult behaviors in a group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim and the parents involved.

For many toddlers, the biting stage is just a passing problem. Young toddlers bite for exploration, teething, to get attention, to become more independent, to get what they want, and sometimes to imitate others. Older toddlers may bite because they are angry, frustrated, seeking attention, or experimenting to see what will happen if they bite.

No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of Kids First has developed the following plan of action to be used if and when biting occurs.

For the Biter:

1. The biter is immediately removed from the situation.
2. Avoid any immediate responses that reinforce the biting or calls attention to the biter. The caring attention is focused on the victim.
3. The biter is not allowed to return to play area and is talked to on a level that the child can understand. For example: "NO BITE", "We don't put our teeth in people", or "That really hurts Johnny when you bite him, he is sad".
4. Redirect the child to other play.
5. Write an incident report to notify parents.

For the Victim:

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid
4. Write an accident report to notify parents.

After 3 consecutive bites:

1. Room staff will meet with the Director on a routine basis for advice, support, and strategy planning.
2. Every occurrence including attempted bites, will be charted to determine cause.

3. We inform the parents of the problem and explain the procedures that will be followed to handle the situation. This will include conferences and follow-up meetings. It is our hope that we can work together as partners to keep all informed and develop a joint strategy for change.
4. "Shadow" children who indicate a tendency to bite. This staff member will attempt to lead off biting situations before they occur, teach non-biting responses to situations, reinforce appropriate behavior, and adapt the program, if possible, to better fit the individual child's needs.
5. *Kids First* must protect the safety of our children. If the child continues to bite and no progress has been reached in a reasonable amount of time, we will notify the parent that the child should be removed from Kids First and will offer suggestions for a more suitable environment.

Toilet Training Policy

Although there is no magic age for a child to be toilet-trained, when your child has reached their cognitive and physical development to be "diaper-free", they will successfully begin to use the toilet. *Kids First* has set these guidelines for the children in the Adventurers and Explorers Classrooms:

1. Keep children on a regular schedule for them to create a routine.
2. Use positive reinforcements for success and for attempts. When accidents happen, they should be treated casually. Chastising will be avoided.
3. Children should be dressed in self-manageable clothing (no snaps, buttons, zippers, or hooks) to allow them to be more independent in the process.
4. Toilet Logs will be posted to inform parents of child's progress.
5. After 2 weeks of being accident free, we will allow them to start wearing underwear.
6. Toilet training children must have at least 2 extra sets of clothing (including socks and shoes). As soiled clothes are sent home, please make sure to replace them.
7. Parents need to send pull-ups with fasteners on the side.

Please remember that young children need to be ready for toilet training in order to be successful. Toilet training usually takes 3-6 months and relapses are very common.

Clothing

Children should wear washable, comfortable clothing each day. Clothing should be easy for the child to get on and off independently. Please choose clothing that will not require the child to be concerned about getting dirty during activities such as painting, outdoor play, water, or sand play. Tennis shoes are best for play and safety. Footwear such as flip-flops, sandals, cowboy boots, Crocs, etc., can be uncomfortable and dangerous and are NOT recommended. During the winter months, hats, caps, warm jackets, and gloves/mittens are necessary. Please remember to label these items. The children play outside every day that weather permits, even on cold days.

Each child should have two complete changes of clothing that are to be kept at *Kids First* in the event they are needed. All clothing should be marked with the child's name. *Please place the change of clothes in a Ziploc bag with the child's name written on the outside of the bag.*

Communication

Communication between *Kids First* and the families we serve is most important. We hope to keep the lines of communication open through the following avenues:

- Kids First Parent Handbook & Policy Manual
- Bulletin Boards and Posted Schedules/Notices
- Calendars and Notes
- Newsletters
- Regular conversations between parents and teachers and directors
- Formal conferences with teachers or directors by appointment
- Student evaluations
- Parental Visits
- The Neighborhood Watch – the FUMC Trussville monthly newsletter
- E-mail
- Text
- School Cast
- Kids First monthly newsletter

Student Evaluation

The family and *Kids First* must work together for the benefit of the child. We strongly encourage parents to participate in any of the programs offered through *Kids First.* Daily written reports about the child's activities will be provided for the younger classrooms. In the older classrooms, we encourage you to talk to your child about their day using the calendar that is provided for you every month. Daily lesson plans are also available in each preschool classroom.

The preschool teachers will conduct regular assessments of your child's developmental progress using POCET Observation Checklist and Evaluation Tool. Parent conferences will be scheduled to report on his/her progress and to evaluate specific needs for each child. Conferences will be scheduled three times each year; however, parents or the director may request a conference at any time.

Parents are encouraged to communicate directly with their child's caregiver regularly. Open communication usually prevents problems from occurring. Should a matter not be satisfactorily handled with the child's caregiver, please contact the director to discuss the matter.

Health Policies

In order to keep our children as healthy as possible and help prevent the spread of illness, disease, or infection, *Kids First* requires adherence to the following policies:

- The Jefferson County Health Department requires each child to have a current Blue Immunization form on file at all times.
- Kids First will not administer over-the-counter or prescription medication with the exception of diaper creams and afternoon sunscreen during the summer months. As determined by the State of Alabama, medication is a very broad term that encompasses the following: drugs, powders, ointments, drops, creams, insect repellents, and sun screen. If a child is sick enough to need medication more often than every twelve hours, they should be at home with parents. Infants who are teething must be given *Orajel* at home. Infants with diaper rash severe enough to have broken skin and sores should be at home with parents. *Kids First* will not apply or reapply insect repellent. Please apply insect repellent and/or sunscreen at home before coming to Kids First. We will apply sunscreen for afternoon play in the summer months.
- In accordance with the Americans with Disabilities Act, Kids First will administer prescription medication ONLY to children with a disability (such as diabetes, seizure disorders, asthma). In those cases, Kids First MUST have a letter from the child's physician on his/her letterhead each year stating the nature of the disability, the name of the medication, the reason for taking the medication, the dosage, the frequency and times(s) medication is to be given, and the treatment order in the event of an adverse reaction to the medication. The medication will be given ONLY if it is in the original container with the child's name, dosage, and date clearly printed on the label. As required by the Alabama Department of Human Resources (DHR), the parent must complete and sign the DHR Medication Administering Authorization Form every five days. Office staff will administer medications. (A child must take the first dosage of any new medication at home with parents.)
- Please do not send children to school if they have any of the following conditions, including but not limited to: colds that are accompanied by fever, headaches, sore throat, or ear infections; fever of 100.0 degrees and higher; contagious or undetermined rashes or spots; headache; upset stomach; unusual lethargy; irritability; persistent crying; difficulty breathing; diarrhea; vomiting; conjunctivitis (red, teary or crusted eyes); impetigo; strep throat; head lice; chicken pox; tuberculosis; discolored nasal discharge (yellow or green – not clear); flu or flu-induced cough; or other symptoms of illness.
- Normal body temperature is 98.6 degrees. A fever is a body temperature of 100.0 degrees and higher.
- As required by DHR, parents will be notified to pick up their child immediately if signs of illness occur during the day. Parents are expected to promptly (within one hour) remove their children from the center when called because of illness.
- Please have alternative child care arrangements to use when children are ill, such as Grandparents, Hugs and Kisses Center or other child care centers equipped to care for children who are sick.

- Please use common sense and follow the requirements below when bringing your child back to school. This will help us to protect your child, all the other children, and our staff.
- In the event of an accident or illness requiring emergency attention, a child's parent(s) or guardian will be called immediately. If we cannot reach you, we will call the Trussville Paramedics. It is extremely important that you keep emergency numbers and the name of your child's pediatrician current and on file at Kids First.
- Please report any illness or exposure to communicable diseases to the Director so that other parents can be alerted. Likewise, we will inform parents when their child has been exposed to a communicable disease at *Kids First.*

A child will be excluded from *Kids First* if:

- There is an injury or illness that prevents him/her from participating in regular program activities.
- An illness or injury results in greater care needs than can be provided for by the staff without compromising the health and safety of other children.
- The child has any contagious illness or condition.

A child may return to *Kids First*:

- 24 hours after being free from symptoms (fever, discolored nasal discharge, vomiting, diarrhea, etc.). Children should be free of fever without Tylenol or other fever-reducing medication for 24 hours before returning to school.
- 24 hours after antibiotic or other treatment has been initiated (for sinus infection, strep throat, etc.).
- After exam and approval for readmission is given by a physician and a doctor's letter including a diagnosis has been submitted to Kids First (i.e. for rash, conjunctivitis, head lice). If head lice reoccurs, Kids First may require proof of prescription treatment of head lice. We reserve the right to send a child home if live lice and/or nits are found.
- After the 6th day of rash onset for chicken pox, or when all lesions have dried and crusted.

Kids First reserves the right to refuse admittance due to illness.

Adopted from the Report of the Committee on Infectious Diseases

22nd Edition, 1991, American Academy of Pediatrics

Birthdays

Each child's birthday is recognized in his or her classroom. If you wish to provide refreshments, please contact your child's teacher. No chocolate, strawberries, peanuts or food containing peanut butter, please. Invitations to parties outside of *Kids First* may only be distributed here if all the children in your child's class are included.

Inclement Weather

Kids First will follow the decision of the FUMC Trussville Senior Pastor or, in his or her absence, the *Kids First* Director, during inclement weather. If it is determined that we close, we will follow the **Trussville City School** System for closing. Should the Trussville schools open late, we will open 1 hour before their opening time. When Trussville City Schools close in the middle of the day, we will stay open for 1 hour after their closing time.

We will use our discretion in the decision to pick up School Age children from the Paine Campus. Although it is our preference to have our School Age children here at Kids First, we follow the safest decision for our children and staff.

For any change in opening or closing times, you will receive a call, text, and/or email from the School Cast System. The School Cast information is included in the registration packet.

Please be alert to rapidly changing weather conditions and make arrangements to pick up your child as soon as possible if the Trussville City Schools close during the day. Our teachers need to get home safely too. Regular after-hour fees apply if you do not pick up your child within the allotted closing time. Make sure to have a back-up plan.

Emergency Plans

Kids First staff will conduct monthly fire drills and safety checks. Tornado drills will also be conducted monthly. *Kids First* also has an Emergency Plan that will be enacted in case of extreme emergencies.

If the power, heat/air conditioning, or water is temporarily not available, the center will endeavor to remain open if at all possible. We cannot, however, compromise the health and safety of the children. Parents, therefore, may be notified to come earlier than usual to pick up their children.

No Smoking Policy

As required by the Jefferson County Department of Health Child Care Center Regulations, Section 2.C, smoking is prohibited at all times at Kids First, including before and after hours of operation, within ten (10) feet of any entrance or exit, in all vehicles used by the center to transport children, and within sight of the children.

Screen Time Policy

As required by the Jefferson County Department of Health Child Care Center Regulations, Section 3.C, screen time is the use of television, videos, video games, and computers. Screen time shall be offered as a free choice, limited to no more than a total of 2.5 hours per week, is prohibited during meal or snack time, and is prohibited for children younger than two years old.

Computer use shall be limited to no more than fifteen minute increments, except for school age children completing homework.

Physical Activity Policy

Each child shall have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors. Three years and older (preschool children) shall play at least 90 minutes per day. Twelve months to three years shall play at least 60 minutes per day.

Caregivers shall make provisions for the promotion of physical development on a daily basis, including varied activities appropriate to each child's development for infants to twelve months.

Children who exhibit out of control behavior during active play may be given a time-out of no longer than five minutes. Children cannot be made to remain indoors or seated as punishment for earlier classroom behavior.

Nutrition Policy

As required by the Jefferson County Department of Health Child Care Center Regulations, Section 3.D, all food served in Kids First shall comply with USDA recommendations for Meals and Snacks.

Water shall be available at all meals and snacks. No sugar sweetened beverages shall be served to children, only 100% juice. (No more than 6 ounces per day, only served at meal or snack time, only for children over 12 months.) Children two years and older shall be served milk with 1% or less milk fat, unless medical documentation is provided with different requirements.

The following food items shall be served at least once a week:

Orange vegetable for vitamin A,
Dark green vegetable for iron, Vitamins A and C, and fiber
Legume for protein, iron, B vitamins

At least half of the grains served each week shall be whole grains.

Menus shall be posted in view of parents and food preparation staff and prepared at least 2 weeks in advance.

Special diet needs and food allergies shall be kept on file in the food preparation areas and in the children's eating area. Documentation of amended menus must be corrected in writing and any substitutions shall be of equal nutrient value.

How You Can Help Your Child

- Encourage regular attendance except in case of illness.
- Be on time in the morning to allow the child to become in a regular routine.
- We ask that **ALL children be present by 8:30 a.m**. so that they may benefit from ours program. This also allows us to staff properly.
- Encourage your child to do things for him/herself.
- Take time to listen to your child's daily experiences and discuss their day with honest interest.
- Show enthusiasm and praise child for the things they accomplish.
- Teach your child to have a wholesome and friendly attitude toward their teacher(s) and all classmates.
- Inform teacher(s) of any out-of-the-ordinary situations that may affect your child such as family illness, moving, sleepless night, etc.
- Attend special events at *Kids First* such as Open House and Music Programs
- Keep any items such as toys, purses, jewelry, money, gum, or candy at home. These items are not allowed at *Kids First* unless permitted for a special purpose requested by the teacher.

Kids First 2015-2016 Calendar

August 3	Beginning of Kids First New School Year
August 27	Focus First Free Vision Screening 9:00 a.m.
August 30	Back to School Community Event for Kids
September 2	Journey of Faith candles Fund Raiser
September 7	Labor Day, **Kids First Closed**
September 15, 16	Focus on Kids Individual Portraits
October 30	Fall Festival
November 10, 11	proshotkids.me
November 26 and 27	Thanksgiving Holidays, **Kids First Closed**
December 3	Christmas Musical at 6:00 p.m.
December 24 and 25	Christmas Holidays, **Kids First Closed**
December 31	New Year's Eve, **Kids First Closes at 2:00 p.m.**
January 1	New Year's Day, **Kids First Closed**
January 14 and 15	Focus on Kids Classroom Portraits
January 18	Martin Luther King Jr. Day, **Kids First Closed**
February 12	Valentine Parties
March 1	Spring Fundraiser
March 24	Easter egg hunts and Class parties
March 25	Good Friday, **Kids First Closed**
March 28 – April 1	Trussville City Schools Spring Break
March 29, 30	Focus on Kids Spring Portraits
April 28	Spring Musical and Art Show at 6:00 p.m.
May 19	Four-Year-Old Graduation Ceremony
May 30	Memorial Day, **Kids First Closed**
July 4	July 4th Holiday, **Kids First Closed**

Kids First 2015-2016 Parent Handbook & Policy Manual

Acknowledgement Form

The Parent Handbook & Policy Manual describes important information about *Kids First*, and I understand that I should consult the director regarding any questions not answered in the manual.

Since the information and policies described in the manual are subject to change as needed, I acknowledge that revisions to the manual may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I also understand that only the Kids First Board and the Church Council have the ability to adopt revisions to the policies in this manual.

Furthermore, I acknowledge that I have received the manual, and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions made to it.

Parent's name (printed): _____

Parent's Signature: _____

Date: _____