

### **Birthdays!**

All children are invited to celebrate their birthday with their classmates. Please visit with your child's teacher as to the appropriate treat choices and day. We would like to discourage cake and cupcakes. The state health department requests that all edible treats be pre-packaged and from a commercial bakery. Please be aware of some childhood allergies (i.e. peanut products) when selecting treats to share. We are looking forward to sharing this special day with your child.

### **Color Weeks and Special Themes**

Newsletters and bulletin boards will announce upcoming theme weeks. These will be reminders to have your child wear or bring something pertinent to the theme of the week. Please keep share items to a reasonable size and clearly label.

### **Hours of Operation and Late Fee Charges**

Thanks to all of you for observing CDOP hours. The staff appreciates the children arriving at 9:30 and being picked up promptly at 2:30. Children must be accompanied and supervised by a parent and/or guardian until the classroom door is opened in the morning and afternoon. We regret that staff can not be available to supervise your children before 9:30 as we are preparing the classrooms. Parents and /or guardians are responsible for the supervision of the child until they are in the teacher's care. We can only release your child to the people listed on the authorized person's section of their file. It is your responsibility to add or delete names with the office. Please feel free to request that we check the ID of an unfamiliar person even if listed. PLEASE LIST AT LEAST ONE OTHER PERSON BESIDES PARENTS ON YOUR LIST. PLEASE SIGN THE EMERGENCY CONTACT SHEETS IN ROOM 20 EACH MORNING TO HELP US REACH YOU QUICKLY IN THE CASE OF AN EMERGENCY. Late fees will be \$5.00 if you pick up your child after 2:40 and \$10.00 after 2:50. Continuous late pick up may be reason for dismissal.

### **Illness**

To help us recognize and judge when a child should not be in attendance at school; the following is a list provided by the health department as to when a child should not be in attendance:

- More than one abnormally loose stool
- Croupy or whooping sounds when coughing
- Difficult or rapid breathing
- Tears, redness of eyelid lining or irritation, followed by swelling or discharge of pus
- Unusual spots or rashes
- Sore throat or swallowing difficulty
- Infected skin patch
- Unusually dark or tea-colored urine
- Gray or white stool
- Fever of over 100 degrees Fahrenheit
- Headache or stiff neck
- Vomiting more than once
- Any child in the contagious period of any disease (consult your doctor)

- Severe itching of the scalp or body which may be symptoms of lice. (please contact the school at once.)

Please help out the other parents in your child's class by keeping sick children at home, and letting us know of anything "going around." If a child has been sent home from school, they should not be in attendance for the next 24 hours, unless accompanied by a doctor's note. If your child will be absent, please leave a message on the office phone 524-5110, and we will relay the message to your child's teacher.

IF YOUR CHILD HAS ANY SPECIAL HEALTH CONCERNS, PLEASE WRITE OUT YOUR DIRECTIONS AND WE WILL GIVE ONE COPY TO THE TEACHER, AND KEEP ONE COPY IN YOUR CHILD'S FILE.

### **Information**

The CDOP bulletin boards will display reminders, artwork by the children, general information, and a short synopsis of the children's activities for the week. The bulletin boards are located at the end of both the first and second floor hallways

### **Reminders**

- Please clearly label each item you send with your child to CDOP. Please include labeling of cups, jackets, lunchboxes, blankets, books, etc. This labeling helps your child, your child's teacher, and you! Please keep in mind other staff may need to assist in some instances, and will not be aware of your child's belongings. We have labeling supplies in the CDOP office if you need this resource.
- Please avoid sending foods or drinks that your child cannot handle easily. Please do not send gum. The health department requests that we remind you that refrigeration is not available in all classrooms, so please take appropriate measures when sending perishable foods.
- When choosing clothing for your child for preschool, please consider safety and comfort i.e. please avoid difficult clothing for "bathroom needs." Sturdy shoes are preferable to sandals and dress shoes. Paint smocks will be used, but some "special" projects (especially around holiday time) may involve paint that is difficult to wash out.
- All children must have all state required forms on file. You will be contacted if your child's file is incomplete. Any extra forms or information is available in the office.

### **School Cancellations**

CDOP will follow Lee's Summit R-7 School District as far as school cancellations, spring break, winter break, etc. If Lee's Summit R-7 schools start one hour late, so will CDOP. If Lee's Summit schools let schools out early during the school day, we will attempt to notify you by phone, so that you may pick up your child early. CDOP will not be listed on TV or radio, so please watch for Lee's Summit R-7 cancellations. We regret that we can not offer refunds for vacations, snow days, illnesses, etc. Please allow extra driving time when

the weather is unpredictable so that you can be prompt in picking up your child. ON R-7 EARLY RELEASE DAYS CDOP WILL BE CLOSED! Many of our staff members have children in elementary schools, so we would have difficulty staffing our school if we were in attendance on early release days. We want to keep our child to teacher ratios to a safe and optimum level.

### **Security and Safety**

We have always held the safety of the children as our number one goal. Please use the narthex (main lobby) doors when entering our facility, as the other doors are alarmed. We appreciate the daily sign in at the office. We realize that this is inconvenient, but not only does it give us a more accurate phone number for that day, but we also develop a recognition of each family member that the office staff would not otherwise have. A familiarity with faces and names increases security and helps us give the children even more individual attention. The afternoon sign out will be at the classroom door. Please call the office (524-5110) if someone other than the usual person will be picking up. Anyone picking up a child must be on the "authorized persons" list in the files in the office, and be ready to present a form of picture identification.

### **Separation Anxiety**

We all agree that you as a parent know your child best and we will respect your judgment in handling the anxiety that sometimes comes with a new experience. We all know how unnerving such an experience can be for both the parent and the child. Many parents have found that the calmer the parents are, the more successful the transition. Many parents have handled this successfully by just one hug and kiss and a matter of fact assurance that they will see them after school. Many and lengthy anxious good-byes seem to make both parent and child more upset. Even with tears, most children will become involved in a project or activity fairly soon. Some children do take quite a few weeks to become adjusted to the school routine. Please feel free to call me to check on your child or to discuss concerns. Please be assured that we have had lots of experience with this situation and we will patiently and compassionately help you and your child through any difficulties. (We have always eventually found success!)

### **Sharing**

All children enjoy sharing with their classmates. A favorite book, tape, etc. clearly labeled with your child's name may be brought. Please leave play guns, toy swords, and other "violence-oriented" toys at home. Please be sure that share items are small enough to fit in your child's cubby. Please be aware that all share items must have your child's name on them to help avoid loss.

### **Sharing of Names and Addresses**

We do not have a formal directory of class names and addresses, however, we are occasionally asked for class lists for birthday parties, valentines, etc. We will assume that you will give us permission to share names, addresses, and/or phone numbers ONLY FOR THESE PURPOSES. Please let us know immediately in writing if you do NOT want us to share this information. Occasionally photographs are taken of classroom activities for use only within our setting, our website, and for church use. (without using the children's names

or any other information) It will be the parents' responsibility to fill out the appropriate permission form. Thanks!

### **Story time and "Chapel" time at CDOP**

CDOP classroom daily story time will include children's literary books, songs, fingerplays, etc. that are related to the weekly themes. We feel that a great deal of exposure to reading and literature is one of the most important basics to a good "first school" experience.

"Chapel" time will focus on Christian - based values ("fruits of the spirit") such as kindness, patience, joy, self-control, love and gentleness. The "chapel" time may include a short song and prayer.

We realize that we serve families from many different backgrounds and beliefs, and strive to encourage basic Christian values in a developmentally appropriate manner. The staff of CDOP feels that we teach by example, by classroom behavior expectations, by saying grace before meals and snacks, by displaying Christian décor (such as nativity scenes) and by the discussion of Christian virtues. Curriculum and lesson plans are available from Darra if you have any concerns. You are always welcome to visit during story time or any other part of the school day.

### **Children's Day Out Preschool Disciplinary Policy**

Our parental responsibility notice states that our disciplinary policy is to "guide the children into interacting safely and kindly with their peer group. Expectations for behavior are age appropriate. Only positive, constructive methods will be used. When difficulties arise, most times teacher interventions will correct the issue. If this is not successful, the "time out" method is used. (One minute of time out per year of age of the child) No physical or harsh punishment will be used."

In some cases the child needs to be removed from the classroom and brought to the director's office. We use a "thinking time" to discuss "good choices" and different ways of handling situations. Notes are sent home to the parents about each trip to the office. If continuous difficulties arise, a plan will be made to judge improvement in behavior. If noticeable improvement is not made, and/or the behavior is extreme to the extent that classroom procedures must be modified because of a child's actions, this may be cause for dismissal from the preschool program.

### **Website and Email Address**

Children's Day Out Preschool website is under [www.every1church.com](http://www.every1church.com), then Children's Day Out Preschool. An email link is available on our Children's Day out homepage.

### **Fees**

Current tuition fees are listed on our website. Checks may be made payable to LEE'S SUMMIT UMC. Cash must be in the exact amount and in an envelope labeled with your child's name. Please give payment only to the office staff. Fees are due by the first and

considered late after the fifteenth, unless previous arrangements have been made with Darra. There is a late fee of \$20.00. Please notify Darra before tuition is past due in a "financial hardship" situation. We regret that we are unable to issue refunds for vacations, sick children, inclement weather, etc. Registration fees are non-refundable.