

PARENT HANDBOOK



**Hosted by and located inside
First Christian Church, Midwest City**

*How great is the love the Father has lavished on us that we should be call children of God.
1John 3:1*

CHILDREN'S CORNER MISSION STATEMENTS

Children's Corner Mom's Day Out

Children's Corner Mom's Day Out operates as an early childhood outreach ministry to children and families by:

- Offering a quality Christian early childhood environment devoted to excellence in service to parents and children.
- Committing to the complete nurturing of children.
- Providing stimulation and opportunity for social, emotional, physical, cognitive, and spiritual development.
- Providing the best care possible through love, personal attention, and spiritual guidance.

Children's Corner Summer Camp

Children's Corner Summer Camp operates as a summer outreach ministry to children and families by:

- Offering a quality Christian summer program for babies, toddlers, preschool and elementary age children.
- Providing a fun program where childhood memories and friendships are created in a safe, loving, Christian environment.
- Ministering to parents and children through curriculum and communication using biblical principles.
- Providing a qualified teaching staff dedicated to biblical teachings regarding the family and parent-child relationships.

HOURS:

●**Mom's Day Out and Summer Camp Hours:** We are open from 9:00 AM to 2:30 PM on Tuesdays and Thursdays. Parents may choose to enroll for both days or for only one day as availability permits.

●**Annual Calendar:** Children's Corner follows the Choctaw-Nicoma Park School Districts calendar throughout the school year. A calendar for summer camp will be included with enrollment papers. Children's Corner will cancel for poor road and weather conditions when Choctaw-Nicoma Park schools cancel.

ENROLLMENT RECORDS:

- A current enrollment form and an up to date immunization record must be on file before any child may attend Children's Corner.
- The Enrollment Form includes an authorization for persons who will be picking up your child other than the parents.
- Any serious allergies, problems, peculiarities of feeding, etc. should be reported on the enrollment form and discussed with the teachers.

ENROLLMENT, TUITION & FEES:

- Enrollment Fee:** Children's Corner does not charge an enrollment fee, but the activity fee is due at the time of enrollment. The activity fee is nonrefundable and will secure your child's spot.
- Activity Fee:** An activity fee of \$40 will be due at the beginning of the fall, spring and summer session. This fee is used to buy art supplies and maintain or replace toys and other needed materials/equipment.
- Monthly Tuition Fees:**
 - \$70 for Tuesday only per child
 - \$70 for Thursday only per child
 - \$140.00 for both days per child
- Sibling Discount:** Children's Corner cannot offer sibling discounts at this time, however, siblings of families in good standing will be placed at the top of the waitlist.
- Missed Days:** Tuition covers the days your child is enrolled. The teachers of Children's Corner must be paid for everyday of the session, therefore the program cannot issue refunds for days missed (vacation/illness).
- Enrollment Policy:** We take every opportunity to love and teach every child regardless of the lifestyle or beliefs of their parents, family members and/or friends. Parents and guardians of children enrolled in Children's Corner understand that we are a Christian ministry with an evangelical commitment to teach historic Christianity. All those who represent an enrolled child are asked to honor and respect our Christian standards while present in the First Christian Church's facility or participating in a Children's Corner event in the community.
- Late Payment Fees:** The full monthly tuition is due no later than the 10th of the month. After the 10th there is a \$10.00 late payment incurred for each month past due and for each child enrolled.
- Late Pickup Fees:** Dismissal time is at 2:20. Please be prompt in picking up your child. You will be charged \$1 for every minute after 2:30 p.m. that your child remains in our care.
- Overdue Balances:** If a family's overdue balance reaches \$280, the child (children) will be

required to drop out of the program and the spot will be given to a child on the waiting list. After the balance is paid, the child may re-enroll when there is an available spot. A new activity fee of \$40 will be charged. A child will not be permitted to enroll for the next session until overdue balances are paid.

- **Drop-In Fees:** The drop-in fee is \$20. Our program is very full so please remember that if your child(ren) is (are) enrolled only for Tuesdays or Thursdays that one day cannot be exchanged for the other without paying a drop-in fee and without prior arrangements being made with the director. The Drop-In fee is due the day of the drop-in.
- **Tuition Payments:** You may place your payments in the grey lock box located next to the Children's Corner office. The contents will be collected daily. Please place **cash** in an envelope and label it with your child's name, the amount and what the payment is for. If paying by **check**, please include your child's name and what the payment is for in the memo field. To avoid the \$10 late fee, be sure to pay the balance on or before the tenth of the month. To pay **online**:

1. Go to www.fccmwc.org
2. Hover over "Children's Corner"
3. Click on "online payments"
4. Choose Children's Corner Tuition and Fees
5. Fill out form and submit

- **Withdrawal:** A 2 week notice is required when withdrawing your child from the program. You will be charged for your child's spot for two weeks from the date we receive your written notice of withdrawal. If you no longer need your child's spot, please notify the director A.S.A.P. Unless credit exceeds two weeks, no refund can be given for days not used. Please keep in mind that you will lose your priority enrollment status when you withdraw.
- **Returned Checks:** There is a \$15 fee for returned checks. Late fees also apply.

ARRIVALS AND DEPARTURES:

•Security and Safety:

- **Classroom Doors:** We need your help to ensure that children are secure when you bring them to CC. Until we know all of our parents, please keep vigilant when coming and going: **When you enter or leave a classroom, please close the door behind you.** The children are eager to follow those who are venturing out of a classroom. They are also eager to check out what is going on in the hallway.
- **Building Doors:** The main doors of the church are locked at 9:30 and unlocked at 2:10. Before or after this period of time, anyone wanting to enter the Church will need to ring the bell and wait for someone to release the lock to allow entrance. If you ring the bell and no one is available, you will need to call the church office (405) 769-2717 or the director (405) 820-6706.
- **Sign-In Clipboard:** Each classroom has a Sign-In Clipboard. When you drop your child off at Children's Corner please check them in with a check mark. When you pick up your child, sign them out with your legible signature. Please include all pertinent information on the Sign-In Sheet; including any change in phone numbers where you can be reached in an emergency and any change from the usual person authorized to pick up your child.

●**Parking:** The first rows of parking spaces are left open for parent parking. Parking in the circle driveway is permitted only in the circle drive that is south of the front doors. You may not park near the fire hydrant, however that is located on the west side of that circle drive. The circle drive that is north of the front doors is a fire lane and parking is not permitted there. We are required to contact DHS to report any child left unattended in a vehicle. Do not place other people in danger by leaving your car running when you come inside. Please do not park your car in a handicapped parking spot unless you have a handicap decal visible on your car.

●**Drop off time:** Please be sure that your child arrives promptly at 9:00 since children transition better if they do it together. **Drop off time is from 9:00 to 9:15.** It creates a disruption, when a parent enters the classroom after the drop off time. In addition, some children will misinterpret your entrance after the drop off time as a sign that their parent will be arriving momentarily.

Children who are in a napping room cannot be dropped off later than 9:30. Please be considerate and come on time.

***Helpful Hint: When a child sleeps late, they are still expected to rest after lunch. It will help your child enjoy Children's Corner if they arrive on time and participate in all the activities with their friends.*

●**Saying Goodbye:** Do not cause unnecessary anxiety by lingering in the classroom, unless you have made arrangements with the director to stay for part of the day. A quick hug is preferable to repeated farewells. We encourage parents to make your goodbye's loving, confident, and brief. Children transition best when parents leave with a loving and confident attitude. Teachers will then cuddle and comfort and engage your children in fun, soothing activities until they are ready to enjoy their day. We can call you if your child has trouble settling into the day.

***Helpful Hint: Say goodbye, rather than sneaking out of the room while your child is looking the other way. Help your child understand that they can trust you. They will learn that you say goodbye, but you always come back.*

●**Pick up time:** Please be considerate of our staff and your child by arriving promptly at 2:20 to pick up your child. There is a late fee of \$1 per minute if you have not picked up by 2:30. Picking up your child on time helps them know they can trust you. Please sign your name legibly on the "sign in clipboard" to check your child out.

ATTENDANCE:

Please phone or text the director (820-6706) if your child will miss Children's Corner. We are concerned for the welfare of your children and like to know when they are sick. In addition, we occasionally have parents that need a Drop-In spot.

RESPECTING THE HEALTH and SAFETY OF CHILDREN:

●Please keep your child at home if they are ill or contagious.

A parent will be asked to pick up a child if symptoms begin during the day. Please be sure your child has been symptom-free for 24 hours before returning to Children's Corner.

●Please understand that we are not physicians, but we will lean on the side of the health of the majority in our decisions about calling a parent when a child is displaying symptoms.

●Symptoms include, but not limited to: temperature above 98.6°, vomiting, headache, stomach ache, red or runny eyes, diarrhea, yellow or green discharge from eyes or nose, sore throat, constant cough, skin rash and earache.

●If your child has any of the above symptoms due to allergies, we **MUST** have a physician's letter saying the child is not contagious.

- Please keep your child at home for at least 24 hours following an injury that requires a cast or stitches. Also, please keep your child at home for at least 24 hours following an injury that causes head trauma or swelling of any kind.
 - The Children's Corner teachers cannot administer medication, only the director. You may fill out a permission to administer medication form in the director's office. Epi-pens and inhalers are the only exceptions. They can be kept out of the reach of other children in the classroom, and teachers may administer them after being trained by the parent.
- **Helpful Hint: If your child is not feeling well due to allergies, etc., they will not be able to enjoy their day at Children's Corner. Please give them the benefit of your care rather than bringing them to school.*

PREPARATION BEFORE CHILDREN'S CORNER:

- Label Everything:** Please help make our classrooms easy to manage by labeling everything brought from home. This would include bottles, diaper packages, lunch containers, drink cups, blankets, diaper bags, coats, pacifiers, extra clothing, bags and mats.
- Breakfast:** Please be sure that your children, except for infants, have been fed breakfast before coming. It is awkward to feed a child their breakfast while the rest of the class looks on.

THINGS TO BRING ON THE FIRST DAY:

- Pay your tuition:** Please stop by the lock box next to the Children's Corner office to pay your tuition and avoid the \$10 late fee.
- Supplies**
Please send 1 can of Lysol spray, 1 large container of Lysol wipes, 1 container of Wet Ones brand for hand washing and 2 boxes of nut-free store bought snacks with your child the first week of each session.
- Nut Free Snacks** – Please read the ingredient label before purchasing snacks for Children's Corner. Avoid anything that has nuts, may contain traces of nuts, or is made in a facility where nut products are also made. Many children are allergic to these ingredients (especially peanut butter).
Thank you for your help with this.
- Shot Record:** If we do not already have a copy of your child's **CURRENT** shot record, please bring a copy to the office ASAP.

THINGS TO BRING EACH DAY:

- Babies and Young Toddlers:**
 - At least 4 disposable diapers & diaper ointment if needed. (A labeled sack of diapers can be left in the classroom changing area.)
 - If you choose to use cloth diapers, please provide at least 4 cloth diapers per day and a wet bag. Sanitary policies do not allow us to rinse cloth diapers.
 - A package of baby wipes for your child (can be left in the classroom changing area instead of bringing back and forth.)
 - Packed lunch with a light-colored drink. Toddlers and babies who have graduated from formula and baby food must have mostly finger foods. Babies get impatient waiting for their turn to be spoon fed. Food should be cut into pieces no larger than a 1/4 inch square to prevent choking.
 - Complete (labeled) change of clothing for unforeseen accidents
 - Blanket and/or pacifier if needed (labeled).

-**Two-piece outfits** are preferred in diaper-changing rooms. The staff changes at least 24 diapers a day. Help them spend less time buttoning onesies and more time loving on your children.

●**Older Toddlers:**

-At least 4 disposable diapers & diaper ointment if needed. (A labeled sack of diapers can be left in the classroom changing area.)

- A package of baby wipes for your child (can be left in the classroom changing area instead of bringing back and forth.)

-Packed lunch (finger foods) with a drink in a sippie cup (labeled). Food should be cut into pieces no larger than a 1/4 inch square for infants and toddlers to prevent choking.

-Complete (labeled) change of clothing for unforeseen accidents. Spills happen at every age. ☺

-Blanket and/or pacifier if needed (labeled).

-A labeled jacket or sweater if the weather is cool.

-Two-piece outfits are required. Changing more than 30 diapers a day is quite a task. Your child will be more comfortable in play clothes and enclosed shoes.

●**Preschool:**

-Packed lunch (finger foods.) Send a full water bottle.

-Complete (labeled) change of clothing for unforeseen accidents. Spills happen at every age. ☺

-A labeled jacket or sweater if the weather is cool.

THINGS NOT TO BRING:

●**Toys:** Do not bring toys from home, unless it is a comfort item. Classrooms are well equipped and we cannot be responsible for toys brought from home.

●**Treats:** Please put treats in your child's lunch only. If you would like to bring a treat for the entire class, please make arrangements with your child's teachers and make sure it is nut free and store bought.

●**Gum:** Absolutely no gum is allowed. ☺

●**Breakfast and special snacks:** Please feed your child breakfast at home. It is awkward when a single child is eating breakfast or a "special snack" while the rest of the class looks on. (This does not apply to infants.)

APPROPRIATE DRESS:

Dress your child appropriately for creative art expression. Because our classrooms are rich in hands-on activities, be aware that clothing may be stained by paint, markers, glue, etc. Closed-toe sneakers and rubber-soled shoes are needed for firm footing and active play. If your child has a sensory issue with these items, let the director know.

LUNCH:

●**What to Pack:** Every child needs a packed lunch with a drink from home every day. Please pack finger foods. If your child's lunch must be kept cool, please pack an ice pack in their lunchbox. Pack eating utensils if they are needed for what you pack.

***Helpful Hint: Lunches must be easily manipulated by your child.*

●**Favorites:** The ideal lunch includes finger foods.

***Helpful Hint: Cold cuts, cut up sandwiches, cereal bars, cheese cubes, raisins, cut up pieces of fruit and vegetables, crackers, lunchmeat, and carrots (cooked for our littlest ones) are all favorites.*

- **What Not to Pack:** Do not send items that contain nut products or lunches that must be opened with a can opener. Avoid soups, colored drinks, glass containers (except baby food jars), caffeinated drinks, and carbonated drinks.

ALLERGY FRIENDLY LUNCH IDEAS

We know peanut butter & jelly sandwiches are a staple for many families and it can be difficult to come up with allergy-friendly lunch ideas. Here is a list of great alternatives: (cut into appropriate size to prevent choking)

(Soy Wonder is a soy product made in a peanut free facility. It tastes like peanut butter.)

- Soy Wonder & jelly sandwich
- Cream cheese (flavored or not) & jelly sandwiches
- meat & cheese sandwiches
- meat & cheese cut into squares, served with crackers
- cottage cheese with or without fruit
- cut up quesadillas

- string cheese
- cheese cubes
- tuna salad
- chicken salad
- pasta salad
- hot dogs
- veggies with dip
- yogurt

If you have any ideas for other parents, please share them with us!

REST-TIME:

- **Who will rest:** Babies and Toddlers will have a rest time after lunch. If your child does not sleep, he or she will need to rest quietly or do quiet activities on their mat while other's sleep.
- **Who brings a mat:** We provide mats, blankets and pillows. You may bring a small mat if you prefer, but you may be asked to bring it back and forth if there is not adequate storage in your child's classroom. You may also bring a blanket from home if that is what your child prefers. Please remember comfort items for napping as well.

SNACKS:

Children will be served a snack each day. At the beginning of the Fall, Spring and Summer Sessions parents need to bring two packages of snacks from the Safe Snack List. We must avoid snacks with any kind of nuts or nut oil in the ingredients and any snacks that are made in a facility that also makes nut products. Many children are allergic to these ingredients (especially peanut butter). Thank you for your help with this.

***Helpful Hint for children two years and younger: Some favorites are vanilla wafers, graham crackers, cheerios, pretzels, crackers or gold fish.*

STAFF:

- **First Aid and CPR:** All members of our staff are First Aid trained and CPR certified for infants and children.
- **Teacher Teams:** Each classroom is staffed with a team of teachers that work on both days in the same classroom. This provides consistency for you and your child.
- **Ratios:** The teacher child ratios are as follows:
 Babies: 2 teachers and 6 babies

Young Toddlers:	2 teachers and 8 children
Older Toddlers:	2 teachers and 10 children
Preschool:	2 teachers and 12 children

•**Teacher/Family Relationships:** Teachers will keep their relationship with families professional by waiting until children have moved on from her class before adding families to her social media account. Rather than contacting your child's teacher outside of Children's Corner hours, families should respect teacher's family time and save questions and concerns for drop off or pick up times or set up a conference meeting.

•**Respecting teachers' focus and privacy of children:** If you'd like an update on your child throughout the day, please contact the director rather than the teacher. In order to keep their focus on the children, teachers will only check their phone during their break, if they choose. Please hold your questions for teachers until pick up time. Additionally, teachers cannot give reports on children that are not in their own classroom due to confidentiality purposes.

PROGRAM ENRICHMENT & SPECIAL EVENTS:

•**Bible Adventure Time:** The teachers will present a Bible story each day. Many of our stories are presented using CRC Publications' *God Loves Me* Curriculum.

•**Art:** The children have the opportunity to participate in developmentally appropriate art activities that reinforce our Bible stories or go along with the season or give them opportunity to practice a benchmark skill.

•**Developmental Assessments:** We provide activities for children to achieve important benchmarks. You will find the benchmarks listed on your daily note from your child's teachers.

•**Seasonal Parties:** The teachers will plan seasonal parties to celebrate Harvest Time, Christmas, Valentine's Day and Easter. They will help you know what to bring.

•**Birthday Parties:** If you would like to celebrate your child's birthday with their class, you may make arrangements with your child's teachers. The teachers know what treat will work best for the children in their classroom.

GUIDANCE & DISCIPLINE:

•The classrooms and program allow for such an array of activity and fun that discipline is rarely a problem. The teachers may model conflict resolution techniques and alternatives, remove an object of contention, divert a child's attention, provide appropriate alternative choices, speak to a child off to the side, or help a child take a few minutes to regroup.

•On rare occasions, a child may stay with the Director in the Director's office for a short time to allow all children to have a positive experience without disruption and allow teachers to focus on the activity that has been planned for the class. The teacher will notify parents if their child has spent time away from the classroom.

NEWSLETTERS:

A monthly newsletter will be emailed to you each month. It will include calendar items, special events and reminders.

SEVERE WEATHER & EMERGENCY CLOSING:

•In the event of severe weather, Children's Corner will close when Choctaw-Nicoma Park Public Schools are closed. Please watch the local news.

- First Christian Church is equipped with a safe room in the activity center that will withstand an F-4 tornado. In the event of severe weather, Children's Corner teachers and children will take cover in the safe room. Office administration will take cover as well. If you need to contact me, use my cell phone 405-820-6706. You may pick your child up before authorities advise us to take cover. Once we have been advised to take cover, you may come and stay with your child through the storm, but I am not supposed to let you leave until the advisory has expired.
- In the event of an emergency closing, parents will be contacted so they can pick up their children.

LICENSING REQUIREMENTS:

Though we are exempt from licensing with the Department of Human Services, the staff is committed to ongoing self-monitoring for compliance and voluntarily meeting the guidelines for licensing.

PROMOTIONAL MATERIAL:

The distribution of promotional material at Children's Corner will be limited to programs or events sponsored by or benefiting Children's Corner and First Christian Church.

POLICIES & PROCEDURES:

This Parent Handbook is meant to help you know our Policies and Procedures. Our Policies and Procedures are necessary to help us run an efficient, top quality program. Please help us by being familiar with your handbook. Thank you.