



PARENT HANDBOOK

Located inside Southern Hills United Methodist Church

8200 S. Pennsylvania Ave.

Oklahoma City, OK 73159

405-681-2575

www.kidsacademy.life

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Table of Contents

| | |
|---|----|
| Welcome..... | 4 |
| Who we are..... | 4 |
| Philosophy of the Kids Academy at SHUMC..... | 4 |
| Our Purpose..... | 5 |
| Parent Orientation and Child Enrollment..... | 7 |
| Tuition and Deposit..... | 8 |
| Payment of Tuition..... | 8 |
| Vacation Policy..... | 8 |
| Admittance Policy..... | 8 |
| Arrival..... | 9 |
| Pick-Up and Parking Lot Safety..... | 9 |
| Authorization for Pick-Up..... | 9 |
| Child Custody..... | 10 |
| Hours and Late Departure..... | 10 |
| DHS Compliance File..... | 10 |
| Childcare for Patrons Away from Kids Academy..... | 11 |
| Program and Handbook Review and Evaluation..... | 11 |
| Program and Policy Review-Handbook and Procedures | |
| Program Evaluation | |
| Confidentiality..... | 12 |
| Holidays..... | 12 |
| Staff Training and In-service Days..... | 13 |
| Child Records..... | 13 |
| Inclusion and Non-Discrimination..... | 14 |
| Disabilities and Inclusiveness | |
| Non-Discrimination | |
| Birthday and Seasonal Celebrations..... | 14 |
| What to wear to Kids Academy..... | 14 |
| Extra Clothing..... | 15 |
| Nap Time and Toys from Home..... | 15 |
| Illness..... | 16 |
| Covid-19..... | 18 |
| Medication Administration..... | 19 |
| Allergies..... | 20 |
| Parent Communication..... | 21 |
| Parent Conflict Resolution..... | 22 |
| Insurance..... | 22 |
| Health and Safety..... | 22 |
| Handwashing, Cleanliness and Sanitation | |
| Daily Health Checks | |
| Toilet Learning and Diapering | |
| Physical Activity and Wellness | |
| Screen Time | |
| Immunizations | |

| | |
|---|----|
| Tobacco Free Campus | |
| Security..... | 27 |
| Accountability..... | 27 |
| Emergency and Natural Disasters..... | 28 |
| Emergency Care | |
| Fire and Severe Weather | |
| Disaster Plan and Emergency Preparedness | |
| Snow and In-climate Weather Policy..... | 29 |
| Nutrition and Meals..... | 30 |
| Curriculum and Assessments..... | 32 |
| Language Development..... | 33 |
| Behavior and Guidance Philosophy..... | 33 |
| Child Abuse and Neglect..... | 34 |
| Parent Involvement and Bulletin Boards..... | 35 |
| Attendance..... | 35 |
| Continuity of Care and Classroom Assignments..... | 35 |
| Transitions..... | 36 |
| Community Outreach..... | 36 |
| Infant Safe Sleep..... | 37 |
| Breastfeeding..... | 37 |
| Transportation and Field Trips..... | 38 |
| Pets and Animals..... | 38 |

Welcome to the Kids Academy at Southern Hills United Methodist Church

Under the guidance of our Kids Academy Administrator and Southern Hills United Methodist Church (SHUMC), the following policies and regulations have been developed for our full-time childcare program. These policies are subject to change or revision as needed by these entities.

Who we are

Kids Academy is a DHS Licensed, QRIS Five star rated, faith-based, full day, five-day a week program for children, ages 6 weeks through 12 years who need all-day care or before and after school care, with or without transportation to area schools.

Philosophy of the Kids Academy at SHUMC

We believe that every child is a unique individual, a sacred entity from birth. Each child has his/her own personality, learning style and abilities. Therefore, beginning with our infants, our program is designed to encourage the social, emotional, intellectual, and physical development of each child. We do this by using a child-centered approach to learning rather than a teacher-directed one. Group activities are an important part of our program, but most of the children's time is spent working individually.

We believe that children desire to grow and learn and that they will seek out opportunities or materials to promote learning. Many activities are available to encourage decision-making and much of the curriculum provides "hands-on" experiences for the child because learning happens through a process of doing an activity rather than the result.

We believe that during the early childhood years children are learning self-control. We will endeavor for them to do this by setting clear, consistent, age and developmentally appropriate limits. Teachers who guide with sensitivity and the skills to help children understand why some behavior is inappropriate without damaging a child's self-esteem.

We believe that a clean, orderly, and safe environment is part of teaching children to be responsible for themselves. Our administration and staff are responsible for maintaining this environment.

We value the interactions between our staff and children and believe these are the central part of development for all ages. As such, we strive to provide continuity and consistency in our teachers, knowing how important a consistent caregiver is at this age. We believe infants are capable of much learning and benefit greatly from appropriate levels of stimulation with a focus on developing their cognitive motor and language skills. We also believe that all children grow and develop at their own pace and should be encouraged to reach their full potential.

Our Purpose

The purpose of the Kids Academy at SHUMC is to provide a creative learning experience for children in a Christian environment. We seek to provide an atmosphere in which children can grow spiritually, socially, mentally, physically, and emotionally to his/her fullest potential and support parents as they provide the same atmosphere at home.

Our Kids Academy offers a developmental program designed to help children develop to their fullest. Our philosophy is that a child's growth, emotional and mental well-being is best promoted by teachers who love, teach and care for children in a way that demonstrates God's love and care. This concept is more than just a religious ideal; it crosses all denominational lines.

In a supportive and loving atmosphere, we observe that children quickly respond, showing love and care for each other.

1. To help a child grow spiritually:

- A curriculum based on a Christian foundation for younger children will be an integral part of all weekday ministry programs.
- The child will be introduced to the basic concept of faith that is appropriate for the child's age.

2. To help a child grow socially:

- Children will come from all walks of life without preference for any one race, creed, or socio-economic group.
- Children with special needs will be accepted whenever possible to give them the experience of being with other children and give the child who

has no exposure to special needs children an opportunity to develop understanding that we are all different and that each of us is special.

3. To help a child grow mentally:

- Teachers will have prior training or experience in early childhood development so that they might understand each child's individual development and abilities to learn and apply this knowledge to their classroom work.
- Teachers will be required to continue their training and update their skills on a regular basis.

4. To help a child grow physically:

- Quality nutritional meals and snacks approved by the Child and Adult Care Food Program (CACFP) will be served.
- Good health habits and nutritional responsibilities will be integral part of the program curriculum. We are members of both the TSET program and the GO NAPSACC program through the State of Oklahoma Health Department. The Kids Academy was also given the "Excellent" status through the Certified Healthy Oklahoma Initiative.

5. To help a child grow emotionally:

- Special attention will be given to the hiring of persons to work with the children who present the model image we wish to provide for the children, and to give each child several models from which to learn.
- Special attention will be given to promoting positive self-concepts in each child.

6. To reinforce the quality of family life:

- Parent enrichment programs will be conducted.

Parent Orientation and Child Enrollment

Before a child starts in our program we like to complete an orientation with the family. This includes an in person tour, Question and Answer session with Management, meeting with the teacher, completion of all required paperwork, which will be detailed below, Brightwheel set up, making sure billing is set up for private pay, tribal or DHS Subsidy, and download the ECC Connect app for DHS Subsidy, if applicable. After all is completed, a child can then enter the program.

All enrollment forms must be filled out and signed before they can be left in the program, this includes the fully completed OK DHS Child Information Form, Authorization to Use or Share Protected Health Information to School or Daycare Form from OK Dept. of Health, Authorization for Emergency Care to Minors (if applicable), Compliance File Notification, CACFP Enrollment Application, Parent Acknowledgment of Receipt for the Handbook, Child Development History Form, signed authorization or decline for Photo Release, Authorizations for Sunscreen, Bug Spray and Medications, as applicable, and Special Diet forms, if applicable. You must also provide a copy of your child's last well child check or a statement from your physician stating the child is able to attend community care, a current Child Immunization Record, or fill out an Immunization Waiver Form (QR Code available in the enrollment packet).

We use the Brightwheel App for parent communication, this is not optional, you must download this app and actively check it. We use this app as a means to notify you in case of illness, closure, upcoming events and much more.

Once we receive your child's paperwork for enrollment, they will be put into the Brightwheel App, and you will be notified by text or e-mail to download the App. Once you are on the app, you will have the ability to update your parent profile, contacts, and your child's information. We do not do same day enrollments. There will be 24-48 hours before a child can enter the program after enrolling, this will allow for the children to make space for the child in the classroom, so they feel welcome when they start. Ideally, we like to start children on Mondays, however, in emergency situations there can be exceptions. The Brightwheel App is also how we bill and take payments. Notify the office immediately of any changes in address, phone numbers, health problems, allergies, child custody arrangements or other emergency numbers and information. Please keep your child's records current for his/her safety and well-being.

Tuition and Deposit

Any child may be placed on the Kids Academy waiting list for a non-refundable fee of \$55.00, once the child is enrolled the fee will count as the Registration Fee which is also \$55.00. This fee must be paid in Cash or Money Order. This fee is also charged at the discretion of the Center Director, so please ask at enrollment if the fee is currently being charged, we do run enrollment specials quite often.

Payment of Tuition

Tuition is due and billed on the Brightwheel App in advance of each week. Every account is billed on Sunday for the next week. Payments are due on Monday and a late fee will be assessed on Wednesday if left unpaid. We accept Cash and Check or Money orders in person. You can pay by Checking Account or Credit/Debit Card through the Brightwheel App for a small fee. If an account becomes one week past due, your child's enrollment will be subject to termination unless special arrangements have been made prior to the time the account becomes delinquent. The late fee is \$25.00. There is also a \$25.00 late fee for returned checks. If you have a co-payment through DHS Child Care Subsidy, they are due on the first business day of the month. A late fee of \$25.00 will be assessed if not paid by the 5th of the month.

Vacation Policy

After your child has been enrolled in the center for a full year, you are eligible to have one-week vacation. During this week your tuition will be at no charge. Advance written notice by either administrative message on Brightwheel, letter or email to dshultz@shumcokc.org is required. Each year after you will be eligible for the same discount one week a year while enrolled in the program. During this week the child is not eligible to attend.

Admittance Policy

First, all efforts will be made for siblings of currently enrolled students of the Kids Academy at SHUMC. Secondly, SHUMC members will be given priority and finally the public. All openings are subject to availability in the program and every child, including siblings, must be placed on the waiting list and secured by a \$55.00 deposit. While we

strive to provide siblings and the public with childcare when requested, we cannot guarantee a spot will open at the time requested. Infant spots become available when current children in the infant rooms are both age and developmentally able to move to the next class. When an opening becomes available and is confirmed for your child, you will receive notification by phone and any further paperwork will be completed at that time. Your deposit will then move to cover your \$55.00 registration fee. We admit children without regard to race, color, national origin, family structure, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, etc.

Arrival

We will accept children up to 10:00 am without notification from the parent. Any child coming after 10:00 am must have reported the late entry on Brightwheel, called the Administration at 405-681-2575 or emailed dshultz@shumcokc.org to report late arrival, this must be due to an appointment, we cannot accept children late just because. All children who have not arrived by 10:00 am and have not reported a late arrival will be counted absent. You can also let staff and administration know your child will be absent or late through notification on Brightwheel. That is greatly appreciated. We prefer children arrive prior to 9 this way they can be included in group time activities and learning activities.

Pick-Up and Parking Lot Safety

Parents may not leave other children unattended in their vehicles while picking up another child. No one under the age of 18 may pick up children that attend the facility. Parents must hold your child's hand while walking through the parking lot. Please do not allow your child to go outside the Kids Academy doors without you, no matter their age. Parents must maintain a speed of 5mph or less in the parking lot. Parents will indemnify and hold harmless Kids Academy at SHUMC if they fail to adhere to these rules.

Authorization for Pick-Up

Only people listed as Authorized Pick Up people will be allowed. They also must show a picture ID. If there are occasions when someone other than those listed as Approved Pick-ups will be picking up your child, please give us a signed written permission slip to

release your child to that person. In case of an emergency, a phone call or Brightwheel notification will suffice, but if by Brightwheel, we will verify by a phone call. And again, all persons picking up any child, who are unfamiliar to our staff, will be required to present a photo I.D. to the Kids Academy desk representative upon arrival. On Brightwheel, as the parent or guardian you should have access to update the authorized people on your parent profile.

Child Custody

For parents who are separated or divorced, Kids Academy at SHUMC **MUST have a copy of any legal documentation, ON SITE**, concerning the visitation and custody and any subsequent changes in that status. Kids Academy strives to exercise reasonable control in not turning the child over to someone who has no right to the child. The custodial parent **MUST** inform Kids Academy Administration of visitation rights or changes in the legal document as soon as they are put into place, and new documentation provided. All custody paperwork can be copied or sent directly to Debbie Shultz at dshultz@shumcokc.org. We take your child's safety very seriously.

Hours and Late Departures

The Kids Academy at SHUMC is open from 6:30 am to 6:00 pm, Monday through Friday except for the noted holidays and professional development days recognized by this facility (See Holidays.) The weekly tuition fee or Child Care Subsidy covers the stated business hours. After 6 pm a LATE FEE of \$1.00 per minute will be charged for each child. The late fee will be billed on Brightwheel and must be paid by the following Monday to attend. Time computation or late fee charges will be based on the IPAD time located at the Kids Academy entrance. Frequent failure to pick up your child on time may result in stiffer late fees or termination of enrollment.

DHS Compliance File

Kids Academy is required by OK DHS Child Care Licensing to have a compliance file. This is in the entry at the desk. This file is for parents to view whenever they choose. This file is also available by visiting www.okdhs.org. It is comprised of:

- Child care licensing monitoring reports including most recent reports and licensing correspondence.
- Any Notice to Comply
- Licensing complaints

Child Welfare Investigative Summary, with confirmed findings, for one year from completion of the investigation

Childcare for Patrons Away from Kids Academy

Kids Academy does not prohibit staff members from providing care for children outside of Kids Academy hours. However, parents must make these arrangements outside of Kids Academy. All employees of Kids Academy are required to maintain a professional relationship and uphold all confidentiality matters of Kids Academy.

Program and Handbook Review and Evaluation

Program and Policy Review-Handbooks and Procedures

Kids Academy reviews all policies and procedures annually unless there is a need to review, included in these are the Parent Handbook, Staff Handbook and Emergency Procedures. In the event that a policy or procedure changes, parents and staff are notified in Brightwheel and in person. We also do a parent survey annually in the summer. Please fill these out and give constructive feedback, this is how I create goals for our program annually and I use this as a guide when reviewing policies.

Program Evaluation

Annually, Kids Academy sets Program Goals and they are updated and reevaluated frequently. This is done with the feedback given from both the parent and staff annual surveys. Along with Program goals, annually we also complete the Oklahoma Quality Child Care Program Scale: Self Assessment, a Physical Environment Checklist, and an equipment inventory.

Confidentiality

Kids Academy takes confidentiality very seriously, records are always kept confidential. Your information is not shared with any outside agencies without your permission. We have shared information forms that will be filled out in the event of information being shared. In addition, staff will not discuss your child with other families. Your child will not be discussed with anyone other than when it is necessary to plan for the best interest of your child, such as in transitions and special services.

Holidays

Kids Academy at SHUMC will close one day for each of the following holidays. If the holiday falls on Saturday or Sunday, the workday nearest the holiday will be the holiday. (Please note THANKSGIVING and CHRISTMAS)

New Year's Eve (Closing at Noon)

New Year's Day

Memorial Day

Juneteenth

Fourth of July

Labor Day

Thanksgiving Day and the Day After

Christmas Eve

Christmas Day and the Day After

Martin Luther King Jr. Day

We will also close for professional development 4 days a year. These days are set aside for staff development, training, and deep cleaning of the facility. These days are as follows:

President's Day

Good Friday

The Third Friday in July (subject to change, but you will be notified at least 30 days prior)

The Friday prior to Labor Day

Full Tuition will be charged for full time enrollment during the months with a holiday or special day designated.

Staff Training and In-Service Days

Following a careful selection process, each staff member received training before beginning to work in the classroom. All teachers will receive New Staff Orientation, and must complete an OK DHS Entry Level Childcare Course, view the Orientation for Child Care Professionals Video Series, complete Safe Sleep Training, complete a First Aid/CPR, Food Handlers Training, Medication Administration, Child abuse and neglect reporting and complete a CACFP Civil Right Training as a new hire. Upon entering the classroom, training is done on a continual basis for staff. The Kids Academy at SHUMC has carefully identified the skills and abilities staff must have to meet the developmental and educational needs of the children in our care. The administration regularly observes and conducts feedback conferences to ensure the competence of each staff member.

In-service days allow our Kids Academy staff to review any changes in policies as well as plan curriculum. We also bring in outside speakers and trainers to tailor staff training to meet the specific needs of the program.

Child Records

We keep records digitally through the Brightwheel app. In addition, we do keep your paper Child Information form, Authorization to Release and Receive Information, Child Developmental History Form, Compliance File Notification from DHS, the Immunization Authorization for from OSIIIS or State Exemption form, the Immunization record for the child enrolled, Authorization for Emergency Care to Minors, Parent Signed Handbook Acknowledgement, CACFP food application, Parent and Teacher Conference Forms, Health Status Authorization Form, Photo Release, Sunscreen Authorization, Bug Spray Authorization, Medication Authorization form, and any custody or guardianship documentation.

Inclusion and Non-Discrimination

Disabilities and Inclusiveness

Kids Academy will work with your family to provide the best care possible for your child, within our means. If your child has a mental or physical disability, please work with us to educate us on what we can do to provide the best care for your child. Sharing information given to you by therapists, doctors and other professionals is very helpful, and required for us to be able to provide that care. If your child has any special needs for care, we will do our best to accommodate those needs, as long as it is within our capabilities. We also do have an adult size changing table on site. If your child has an IEP or a IFSP please provide us with a copy so we can do our best to help your child work on the shared goals for your child.

Non-Discrimination

Kids Academy admits children into our program without regard to race, color, national origin, family structure, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, etc.

Birthday and Seasonal Celebrations

Kids Academy encourages birthday parties in the classroom. These parties will be held at 3 PM after the afternoon snack time. Low sugar foods are preferred but not required.

Seasonal celebrations take place at the Kids Academy throughout the year. Parents are encouraged to watch for a sign-up sheet located in the entry to bring special goodies and favors. As stated before, we do encourage healthier, low sugar foods.

What to wear to Kids Academy

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Think of the messy art materials and other messy activities and provide clothing that is washable. Think of our playground and provide clothing that is durable and shoes that are sturdy, that he/she can run and play in. Think of the day ahead, does your child need a sweater or jacket, a hat possibly? At Kids Academy we provide

many opportunities for hands-on learning where the children are fully involved in activities. We do have smocks and stuff to protect clothing, but these are not always 100% effective, and some children refuse to wear them due to sensory or personal preference.

Extra Clothing

Water activities, sensory play, and occasional bathroom accidents necessitate an extra set of clothing to be always kept at our facility. Each child has a cubby where these can be kept. All extra clothing should be marked with the child's name. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next day. Kids Academy is not responsible for lost or damaged clothing or articles. Please also put names inside of your child's coats. Many times, children will arrive in the same jackets.

Nap Time and Toys from Home

Every child in our program takes a nap or is provided rest time on a daily basis. We provide each child with their own mat or cot and a sheet. You are welcome to send a thin blanket for your child to use that they like. If you do not, one will be provided for them. Depending on the age of the child these sheets and blankets are washed daily or weekly, unless an accident occurs. Each child's sheet and blanket are kept separate from the other children to help with cleanliness.

Except for days that the teacher has requested something be brought for curriculum purposes, there should be no toys brought inside of Kids Academy. If an item is brought to school, we CAN NOT guarantee that nothing will happen to it. NO GUNS or war toys are allowed under any circumstance.

This includes all tablets, laptops, personal gaming devices and cell phones. Unless there is an instance where the School Age children are having Online School due to inclement weather. In the case, they do have a virtual day, we cannot guarantee that our WiFi will support all the devices, but we will help in all ways that we can.

Illness

These are policies and guidelines set in place by Kids Academy to ensure the utmost safety regarding illness and medication administration. Please DO NOT bring your child to Kids Academy if he/she is running a fever, which is determined at 100.4 or above, or has the possibility of a contagious disease. Children must be 24 hours without fever or symptoms, without the use of medication, provided that the child feels well and is able to participate in all the Kids Academy activities including outside play, before returning to Kids Academy.

These guidelines are set forth by Kids Academy under the guidance of The Oklahoma State Health Department and the Good Health Handbook. We do not assume the responsibility of illness or the care of sick children. The following criteria, stated by the Oklahoma State Health Department directly has been laid out in this parent handbook below as guidelines, they will be used but completely responsible for the determination of excluding children from care at Kids Academy, that decision will be made by Administration.

Upon parent notification, children must be picked up at Kids Academy within an hour. As a reminder the child cannot return to care until they are symptom free, without medication, for 24 hours.

- Fever of 100.4 degrees or more- Children will be sent home with a fever of 100.4 degrees or more and may not be readmitted until they have been fever-free without medication for 24 hours provided the child feels well and is able to participate in all Kids Academy activities. Children with a fever above 99.0 but under 100.4 degrees that show other signs of illness will be sent home at the discretion of the Kids Academy Administration.
- Vomiting and/or Diarrhea (with or without fever)
 - Diarrhea will be considered contagious. Any child with diarrhea cannot be readmitted until the diarrhea is gone for 24 hours. Diarrhea is defined as watery stools that cannot be contained in the diaper. If your child has 2 instances you will be notified and on the 3rd you will be required to pick them up. If there are already other children in the class or center with similar symptoms you will be contacted on the first instance and the child will be sent home on the second. This is to minimize the chances of an epidemic.
 - Vomiting children will be sent home. Vomiting will be considered contagious. Any child with vomiting cannot return to Kids Academy until the symptoms have been gone for 24 hours, provided the child feels well and is able to participate in all Kids Academy activities. Children who

return to the center 24 hours after being sent home and continue to have symptoms will be sent home immediately and cannot return without a doctor's note.

- Colored Nasal Discharge with Fever-Children with green, yellow, or bloody nasal discharge with fever must be sent home. Children cannot return until the symptoms have been gone for 24 hours, provided the child feels well and is able to participate in all Kids Academy activities.
- Severe cough with or without nasal discharge and/or distressed breathing-Children with a severe cough accompanied by high-pitched whistling sound and difficulty breathing, will be sent home. A doctor's statement will be required to return. Children cannot return until they are symptom free for 24 hours, provided the child feels well and is able to participate in all Kids Academy activities.
- Any communicable disease or condition-head lice, chicken pox, strep throat, measles, impetigo, pinworms, roseola, conjunctivitis (pink eye), sore throat, tonsillitis, open sores, hand foot and mouth, or an undiagnosed rash. Any child with these listed conditions cannot return to Kids Academy without a doctor's statement determining they are no longer contagious.
 - Strep Throat-Children must be on medication and symptom free for at least 24 hours provided the child feels well and is able to participate in all activities.
 - Flu-Children may return when he/she has been fever free and symptom free for 24 hours provided the child feels well enough to participate in all activities.
 - Impetigo, MRSA and Ring Worms-Child can return if the infected area(s) can be covered at all times. Parents must provide a doctor's note regarding the diagnosis. Kids Academy staff cannot change any coverings or bandages to the infected areas.
 - Roseola, Fifth's Disease and other Skin rashes (with or without fever)-Children who break out with any type of skin rash will be considered contagious until a doctor's statement is received, determining that it is not contagious. Children cannot return until all rash is gone for 24 hours and the child is well enough to participate in all activities. This is not including diagnosed Eczema or Diaper Rash.
 - Chicken Pox-Children must not return until 6 days after the rash appears and only when all blisters and sores are scabbed over.
 - Measles-Children must be home at least 4 days after the rash appears and the child is symptom free.

- Scabies-Children must be on medication and symptom free for at least 24 hours before returning provided the child feels well and is able to participate in all activities.
- Hand, Foot and Mouth (HFM)-Children will be sent home when they show signs of HFM. Blisters can appear on the hands, feet, buttock and/or mouth. This is a highly contagious illness. To prevent the spreading of HFM, children must be excluded from our care until their fever has been gone for at least 24 hours and all sores and blisters are scabbed and dry, provided that the child feels well enough and can participate in all activities. In addition, children who are excessively drooling and have open sores in their mouth will need to be excluded until those symptoms are gone and are able to eat and drink as normal.
- Conjunctivitis and inflammation of the eyes-Children with these conditions must be seen by a physician and provide a doctor's note upon returning. Children may be readmitted 24 hours after the child begins medication.

Upon parent notification, the child must be picked up within an hour. If medication of any kind is required to treat medical conditions, the child must have taken 24 hours of prescribed medication before returning to our care.

Any communicable diseases will be reported on Brightwheel to the parents in the classroom of the infected child or staff member. This is to let parents know of the threat of exposure and the signs and symptoms to look for. In the event of an infestation exposure, information will be given regarding signs and symptoms and resources for treatment. At no time will any child's personal information be given out.

Following an illness, a doctor's statement must be presented to Kids Academy Administration either in person or by email to dshultz@shumcokc.org. When doctor's notes are required, children must still be fever and symptom free for 24 hours and able to participate in all activities.

There are NO EXCEPTIONS! No doctor's statement, No admittance. We will not be accepting doctor's notes from family members.

COVID-19

Kids Academy always follows CURRENT CDC guidelines regarding COVID-19. If you are curious as to what they are currently please feel free to message on Brightwheel for clarification from Administration or contact Debbie Shultz directly at dshultz@shumcokc.org. However, upon admittance into the building all children will

have their temperature taken. Children with a temperature reading 100.4 or higher will not be allowed to stay and cannot return to care until they are fever free without medication for 24 hours.

If a child or staff member tests positive for COVID-19 everyone who has been in direct contact with the infected person will be contacted. We will go off current CDC guidelines regarding quarantine guidance.

Medication Administration

Medication must be accompanied by an official Medication Form. These forms are available at the desk, please ask the person in charge. We can not administer any medication without one, including diaper cream. Medication can only be given up to 2 times a day here at Kids Academy, unless it is a life saving medication such as a nebulizer or inhaler. Diaper cream can be applied as needed. We can only give prescribed medication, NO over the counter medication can be given, except pain medication (Tylenol, Motrin, etc.) We will no longer be administering any cough, cold or allergy medications, unless it is part of an Allergy Plan provided by a Licensed Physician. Pain medications will only be administered with a doctor's note stating dosage and reason for the medication. Any over the counter pain medication brought from home must be in the original container, marked with the child's full name.

No medication should be left in your child's bag, for any reason. Any medication found in the child's bag will have to be disposed of for safety reasons, and you will be contacted.

As stated above a doctor's statement must be on file for us to administer any medication, this statement must include the dosage information and the reason we are administering the medication. This includes Tylenol, Motrin, etc. There will be NO EXCEPTIONS to this policy.

Sunscreen and insect repellent do not require a doctor's statement, we do supply both for use by the children here at the Kids Academy, or you may supply your own. If you supply your own, you must bring in the original container and it must be labeled in Sharpie with the child's name and date brought. In addition, we have an authorization form that must be filled out prior to applying either, no matter if it was supplied by Kids Academy or brought by you. You will be notified if used, we do recommend all children have access to sunscreen and bug spray, especially in the warmer months.

Diaper Creams do not require a doctor's statement but do require Medication Authorizations.

Approved Medication with a doctor's statement:

- Over the counter pain medications (Tylenol, Motrin, etc.)
- Prescription medications
- Ointments and Creams
- Benadryl as part of a plan of action/treatment for those with allergic reactions as prescribed by a doctor.
- EpiPen
- Inhaler and Nebulizer

Any medication that requires a syringe, needle or lancets must be accompanied by a medical waste disposal container.

Prohibited Medications:

- Medications that cause drowsiness; including those prescribed by a doctor.
- Cough and Allergy medication; including those prescribed by a doctor.

When dispensing medications, we make sure we have the medication form for the medication being given to that child. We document each dose at the time it is given on the medication form. It is also added as an activity on your daily feed on Brightwheel. If you have more than one child in our care, we cannot give one child's medication to another child. We must have RIGHT MEDICATION, RIGHT DOSAGE, RIGHT CHILD!

Kids Academy at SHUMC is an advocate for the children and the families we serve. These policies are followed strictly by our facility. We reserve the right to exclude any child that potentially could be a health risk. Repeated abuse by parents of the illness and the dispensing of medication policies will be documented and reported to Child Welfare. Full cooperation is expected.

Allergies

All reported allergies must be accompanied by a doctor's note along with a treatment plan.

If an EpiPen is required for an allergy, we must have one on-site that remains here while the child is in our care. This EpiPen must be in the original packaging with the child's name and doctor's note stating why the child may need the EpiPen.

We will make every effort to reduce the risk of exposure, but it is never possible to achieve a completely allergen-free environment in any service that is open to the general community.

To start, we do not allow nuts of any kind into the facility. We also do not allow outside food or drinks other than a water bottle.

All allergies to food or medication are posted in each classroom as well as the kitchen and documented on your child's profile on Brightwheel. They are, however, kept confidential by a cover sheet, to those in the classrooms. Please make sure you report all allergies on your child's enrollment forms, or notify the Administration as soon as you are aware of the allergy.

Parent Communication

Kids Academy welcomes parents to discuss their child's progress at any time. Administration highly encourages your input concerning policies and procedures. Communication can be in person, over the phone, or in writing. We will be conducting on-site or online parent surveys annually. Any communication will be dealt with in a timely professional manner and is essential to the program. We encourage parents to discuss any comments or concerns first with the teacher. This can be done in person, over the phone, or on Brightwheel. Appointments can be made with your child's teacher anytime. Two times a year we will conduct formal parent/teacher conferences. The purpose of this meeting is to discuss your child's progress and development and any concerns you may have. Fall conferences are an opportunity to become acquainted with your child's teacher and share any information about your family that might be important to the success of your child in our program. Spring conferences are to review screening tools and progress that your child is making.

Because your child's development is rapid between the ages of 6 weeks to 30 months, communication between parents and teachers takes place informally and much more frequently. Any observed developmental delays would be brought to your attention by the administration of Kids Academy. The Director or Administration will handle your comments as deemed appropriate. Further communication can be made in writing and given to the Director or Administrator.

Parent Conflict Resolution

Kids Academy staff and Management welcome any comments or complaints. If you have instances of concern please make sure these are addressed with the proper people. The Director is available at any time by sending an ADMIN only message through Brightwheel. You can also email her at dshultz@shumcokc.org or call 405-681-2575.

All concerns will be listened to and addressed properly. If you have resource needs, please reach out, with us being associated with a church, we have many resources to utilize to help our families.

Insurance

Our center is in compliance by securing and maintaining Liability Insurance as required by law.

Health and Safety

Handwashing, Cleanliness and Sanitation

Upon entering the classrooms, children and staff should be washing their hands. Handwashing should be done throughout the day, before and after meals, after playing outside, before and after using sensory materials, after diapering or using the restroom.

Kids Academy uses Antibacterial soap. We teach the children proper handwashing techniques by thoroughly rubbing liquid hand soap on damp hands for about 20 seconds, we then rinse our hands with warm, clean, running water. After rinsing, we dry hands with a single-use paper towel, turn off the faucet using the same paper towel and then dispose of the paper towel into a covered hands free trash receptacle.

Kids Academy utilizes a cleaning, sanitizing and disinfecting checklist each day. This helps to ensure all eating areas are kept clean and sanitized. It ensures food preparation storage areas are cleaned at a minimum of weekly. All toileting and diapering areas are cleaned as they are being used. Any mouthed toys or pacifiers are cleaned as needed. We have a laundry schedule that ensures all classroom sheets and blankets are washed each week, except in the Infant room where the bedding is changed daily.

Daily Health Checks

At arrival every child is subject to a daily health check that will be documented by your child's teacher in the Brightwheel App. These are kept and evaluated as needed for any patterns that may arise. Documented on this are any visible marks or injuries to your child, symptoms of illness or general overall appearance of the child. In addition, you may be prompted to answer questions when you check your child IN on the IPAD or your phone through Brightwheel.

Due to COVID-19 we are also requiring you to stay with your child while their temperature is taken. Once we have confirmed they do not have a temperature or physical symptoms of COVID they will be allowed into the building from the entry area.

Toilet Learning and Diapering

Kids Academy will participate in developmentally appropriate programs to assist your child in learning to use the toilet. If you are unclear concerning this important issue, please feel free to speak with the teacher and/or administration regarding the philosophy used here at Kids Academy.

We consider toilet learning to be a "team-effort." Additionally, when learning to use the toilet please provide pull ups and we would like to suggest side tear pull ups, for easy access, for the occasional accident, this will help make clean up easier for your child and teacher. When potty training, please make sure your child has extra changes of clothing available.

When your child is enrolled here at the Kids Academy, we ask that you inform our staff members of your child's toilet habits and the likelihood of accidents. For infants, toddlers, two-year old and older children please provide us with disposable diapers (we do not allow cloth diapers) and extra changes of clothing, marked with the child's name. We do provide Members Mark brand unscented wipes for all classrooms to use. If you need specific wipes, you will need to mark them with your child's full name and provide them as needed.

Only Kids Academy staff are able to assist children with toileting needs. As a parent, if you desire to help your child you will need to take them to the adult restrooms located in the Owen Chapel. This is meant to protect our child and you. Also, if you, yourself need to use the restroom, you must use the adult restrooms located in Owen Chapel. The only exception to this is if the use of the adult size changing table is needed. In that case, please use the boys restroom in the school age room and secure the door while in use.

Physical Activity and Wellness

We believe that children need fresh air and exercise daily. Participation in physical activity is critical to the development of motor and social skills, the maintenance of a healthy weight, and the overall health of children. During the winter months, outdoor schedules are planned with limited time frames along with time to play inside in a gross motor capacity. All children will go outside unless the temperature is below 32 degrees. In the heat of the summer, playground times are scheduled for early mornings. Children do not go outside if the temperature is above 90 degrees. Children who are too ill to go outside are too ill to attend Kids Academy.

We are committed to creating an environment that is conducive to increased physical activity for the children we serve by:

- Infants (Zero through 11 months of age)
 - Providing multiple opportunities per day for infants to interact with caregivers in physical activities that are dedicated to exploring movement, movement skills, and the infant's indoor and outdoor environments (weather permitting and with appropriate protection from the elements.)
 - Placing infants in settings that encourage and stimulate movement experience and active play for short periods of time several times each day.
 - Providing physical activity environments that meet or exceed recommended safety standards and promote movement skills through opportunities for structured and unstructured physical activity.
- Toddlers (one through two years of age)
 - Providing a total of at least 30 minutes of structured physical activity each day.
 - Providing at least 60 minutes- and up to several hours-per day of unstructured, moderate to vigorous physical activity, if possible.
 - Ensuring that toddlers are not sedentary for more than 60 minutes at a time, except when sleeping.
 - Providing opportunities to develop movement skills that will serve as the building blocks for future motor skillfulness and physical activity.

- Providing indoor and outdoor areas that meet or exceed recommended safety standards for performing large-muscle activities, and where children have access to portable play equipment such as stability balls, yoga mats, push-pull toys, tricycles, tunnels, bean bags and hula hoops.
- Preschool and School Age (Three years and up)
 - Providing at least 60 minutes of accumulated structured physical activities per day.
 - Providing at least 60 minutes - and up to several hours - of unstructured, moderate to vigorous physical activities per day.
 - Providing indoor and outdoor areas that meet or exceed recommended safety standards for performing large-muscle activities, and where children have access to portable play equipment such as stability balls, yoga mats, push-pull toys, tricycles, tunnels, bean bags and hula hoops.
 - Ensuring that preschoolers are not sedentary or more than 60 minutes at a time, except when sleeping.

As stated above the Kids Academy has also been awarded a Certified Healthy Oklahoma Credential with the Excellent Rating. In addition, we are working with the TSET program and GONAPSAC program through the Oklahoma State Health Department to better provide information to our families in the areas of Child Nutrition, Breastfeeding and Infant feeding, Farm to ECE, Oral Health, Infant and Child Physical Activity, Outdoor Play and Learning, and Screen Time.

Screen Time

Kids Academy prohibits screen time for all infants and toddlers under two years of age. For all children who are older than two, screen time is limited to less than 30 minutes per week. Screen time is also prohibited during meal times and snacks. All screen time must be age-appropriate and used for educational or physical activities purposes only.

Children with special needs who require, and consistently use, assistive and adaptive technology are exempt from the screen time limitations that would affect their ability to use such technology.

Immunizations

The health department requires that your child have all listed immunizations at the appropriate ages to be eligible for enrollment. These are as follows:

| AGE | TYPE OF IMMUNIZATION |
|--------------|--|
| Birth | HEP B |
| 2 Months | HEP B, Rotavirus, DTAP, HIB, PCV 13, IPV |
| 4 Months | Rotavirus, DTAP, HIB, PCV 13, IPV |
| 6 Months | HEP B, DTAP, PCV 13, IPV |
| 12 Months | HIB, PCV 13, MMR, Varicella, HEP A |
| 15 Months | DTAP |
| 18 Months | HEP A |
| 4 Years Old | DTAP, IPV, MMR, Varicella |
| 11 Years Old | TDAP |

Please contact Kids Academy Administration after your child receives an immunization so our records can be updated. Please send updated records by email to dshultz@shumcokc.org, faxing to 405-681-5516 or give it to the desk attendant at drop off. Records that are not current are documented by the Health Department. Should your child be unable to have an immunization at the designated time, a doctor's statement must be provided and kept in the child's records until it is received.

Kids Academy and DHS require that we keep up-to-date records. We are authorized by the OSIS database to obtain immunization records with your signed consent, which is included in our enrollment packet. If your child is not up to date they can be excluded from care until they receive their immunizations and the records are up to date.

Kids Academy reserves the right to decline enrollment for children who are not vaccinated due to religious preference, parent preference, and/or are not current on immunizations, however, we do currently participate in allowing children to attend on an exemption. Please refer to the exemption form in your enrollment packet or email dshultz@shumcokc.org if you need to discuss this process. If your child is deemed exempt due to health or religious preferences it must be recertified annually.

Tobacco Free Campus

Kids Academy and all of SHUMC areas are 100% Tobacco Free environments. This includes cigarettes, cigars, smokeless tobacco products, vaping, and e-cigarettes. This includes our building and parking lot. Toxic Chemicals

Kids Academy is located inside of Southern Hills UMC, there are closets that are locked that are used to store tools, paint and chemicals. Again, these are locked and are not accessible to the children. In the classrooms, there are bleach and sanitizer solution bottles along with other cleaning supplies, however, they are kept put up out of the reach of children. The playgrounds are also checked daily and documented for toxic or hazardous materials.

Security

Security is provided by SHUMC, we have installed magnetic security doors with passcodes that allow entrance only to persons employed by Kids Academy or SHUMC. As a parent, you may enter and retrieve your child from their classroom as well. You are also allowed to request the front desk attendant to get your child. If there is someone other than you picking up your child DO NOT give them the door code. They must check in with the front desk attendant and provide proper ID. Children are under constant supervision; NO child will be released except to persons authorized by the enrolled parent. Safety is emphasized regularly in staff meetings and in every classroom.

Accountability

Your child's safety is of utmost importance to us at the Kids Academy. When transitioning from one activity to another we use 2 forms of verification to ensure all children are present and accounted for. We do a visual face to name check on the Brightwheel App. In addition, we have an accountability form, where every child is checked in and out at arrival, during all transitions and upon departure. During transportation the child is checked in and out of the bus when they enter the vehicle and when they exit. This is also tracked in the bus maintenance log on a roster each month.

Emergencies and Natural Disasters

Emergency Care

In the event of an emergency, the person in charge at Kids Academy will contact you, if you cannot be reached, they will contact the emergency numbers you have provided on the enrollment application. If we are unable to contact anyone all efforts will be made to transport the child to your preferred hospital listed. Should your child need immediate emergency care, they will be transported by ambulance (subject to the condition of the child which is determined by the administration) and taken to the ER chosen by the emergency personnel. All attempts will be made to contact you at the numbers provided so please make sure the numbers are updated regularly. Please remember to stay calm to avoid hurting yourself when meeting us at the hospital. All of our staff are trained in CPR/First Aid.

Fire and Severe Weather

We are monitored 24/7 for fire and carbon monoxide. Our fire extinguishers are tagged and maintained annually as well as our central detection system. We have written policies and procedures for dealing with emergencies. We schedule and carry out Tornado and Fire drills monthly, which are documented. Evacuation plans are posted in each classroom. In the unlikely event that Kids Academy is severely damaged and declared unsafe, plans are made in advance to evacuate all children to an emergency area designated by SHUMC. In the event we have to evacuate the premises completely, we will be walking to St. James Episcopal Church, located just SOUTH of us, where we will remain until all clear is given to return, or until all children have been picked up by a parent or guardian.

In the event of a Tornado warning, while we are in operation, we do have a FEMA approved safe room located directly next door in our Ministry Center. If for some reason, we have to take shelter we will be staying inside the shelter until it is safe to exit, and all threat of severe weather has passed. There will be no children released at this time.

We practice and record Lock-Down drills, Relocation drills, Shelter-in-place drills, Evacuation drills annually. Emergency Plans and Procedures are reviewed annually, updated and distributed to staff in training.

Disaster Plan and Emergency Preparedness

Kids Academy has a Site Specific Disaster Plan. This plan is reviewed by the administration twice a year, in the Month of May and November. It is also revised as needed if issues arise.

We are monitored 24/7 for fire and carbon monoxide. Our fire extinguishers are tagged and maintained annually as well as our central detection system. We have written policies and procedures for dealing with emergencies. We schedule and carry out Tornado and Fire drills monthly, which are documented. Evacuation plans are posted in each classroom.

In the unlikely event that Kids Academy is severely damaged and declared unsafe, plans are made in advance to evacuate all children to an emergency area designated by SHUMC. In the event we have to evacuate the premises completely, we will be walking to St. James Episcopal Church, located just SOUTH of us at 8400 S. Pennsylvania, OKC, OK 73159, where we will remain until all clear is given to return, or until all children have been picked up by a parent or guardian. If for some reason this location is not available we will use Southern Hills Baptist Church at 8601 S. Pennsylvania, OKC, OK 73159.

In the event of a Tornado warning, while we are in operation, we do have a FEMA approved safe room located directly next door in our Ministry Center. If for some reason, we have to take shelter we will be staying inside the shelter until it is safe to exit, and all threat of severe weather has passed. There will be no children released at this time.

We practice and record Lock-Down drills, Relocation drills, Shelter-in-place drills, Evacuation drills annually. Emergency Plans and Procedures are reviewed annually, updated and distributed to staff in training.

Snow and In-climate Weather Policy

All decisions to close due to impassable roads or threat of weather are made by the Executive Board for Southern Hills UMC, we do try to follow Moore and Oklahoma City public schools regarding this issue, but that is NOT always the case. This decision will be made as soon as possible, and you will be notified through the Brightwheel App. If it is decided that we will close early due to in-climate weather you will be allowed an ample amount of time, usually 2 hours, before we will close. Closures and delays will also be posted to the Kids Academy Facebook Page and Southern Hills UMC Facebook Page, when we can. We will attempt to also reach you by phone if there is no response through Brightwheel, so please make sure your contact information is up to date on the app. We will post closures to local news channels as allowed.

Nutrition and Meals

Kids Academy at SHUMC participates in the Child and Adult Care Food Program (CACFP) which is a federally funded nutrition program. To meet their requirements, every meal and snack are planned according to their specifications. All meals are prepared on-site and served at specific times to meet the guidelines. All meals must be served by our cook and/or teachers.

Meal Times are as follows:

Breakfast 7:30 am-8:30 am

Lunch 11:00 am-11:30 am (AM Pre-K will be served upon arrival)

Snack 2:00 pm-2:30 pm (School Age children will be served upon arrival)

To comply we must allow these hours between main meals.

Meals are served in the classroom family-style and the teachers eat with the children. During this time, we teach children the fundamentals of good nutrition and sound eating habits. As stated above, we participate in the CACFP program, and we are reimbursed for a portion of our purchases each month.

- Children are all offered all components of the meal. We do not make them eat any of it, but we will encourage them to try things. We do not allow any outside food or drink, except during special occasions, which are not counted as CACFP mealtimes.
- Children with food allergies must provide documentation from a doctor regarding allergy and specific details on treatment and substitution. For instance, if your child is allergic to peaches, your child will be served another fruit as substitution.
- For those children with milk allergies Kids Academy will provide the milk alternative, such as Lactaid, but only with a doctor's note stating that they have a milk allergy, and it needs to list the allowed substitution. There is an official form for this please see Debbie Shultz or email her at dshultz@shumcokc.org to get the form needed.
- For infants who consume breast milk, the milk must be brought in a labeled container that has the child's full name and the date the milk was expressed, we also encourage mothers to come and breastfeed their child while in the program.

Again, there should be NO OUTSIDE FOOD OR DRINKS.

We are committed to providing healthy, nutritious foods and beverages for the children we serve by doing the following:

- Beverages:
 - Infants (Zero through 11 months of age)
 - Served only breastmilk or iron-fortified formula
 - Toddlers (One through Two years of age)
 - Serving unflavored water or water infused with fruits, vegetables and/or herbs.
 - Serving only 100 percent juice, no more than six ounces once per day, and only children who are at least two years old.
 - Preschoolers (Three through Five years of age)
 - Serving unflavored water and making sure children always have age-appropriate access to adequate, safe, and freely available drinking water.
 - Serving only 100 percent juice, no more than 6 ounces once per day.
- Foods:
 - Infants (Zero through 11 months of age)
 - Serving the recommended amounts of fruits, vegetables, grains and meat or meat alternatives, as set forth by CACFP's current Infant Meal Patterns.
 - All Participants (Age One and up years of age)
 - Following all CACFP meal patterns for Breakfast, Lunch and PM Snack.
 - Including at least one serving of fruits and one serving of vegetables with every meal.
 - Including whole grains, such as oatmeal, 100 percent whole grain pasta, brown rice, whole grain barley, 100 percent whole grain bread, and whole grain cereal at every meal.
 - Serving at least one fruit or vegetable at every PM Snack.
 - Providing at least one serving each of dark green vegetables, red/orange vegetables or legumes per week.
 - Ensuring that foods served are respectful of cultural diversity (e.g., families will be encouraged to suggest foods that reflect cultural traditions) and religious preferences.
- Eating Environment: We are committed to fostering a healthy eating environment by doing the following:
 - Supporting breastfeeding families by ensuring access to a private space (not a bathroom) that has an electrical outlet and comfortable chair for infant feeding or milk expressing; providing flexible break times; and safely storing and serving breast milk in bottles that are clearly labeled with the child's name and the date the breast milk was expressed.

- Providing children adequate time (at least thirty minutes) to consume snacks and meals.
- Designating a set, appropriate amount of time for food to be served, eaten, and put away, and not letting food sit out for more than thirty minutes after service.
- Healthy Food Promotion and Education: We are committed to promoting healthy eating at the Kids Academy and at home by doing the following:
 - Incorporating nutrition education into the daily activities and curriculum of children ages three and up.
 - Communicating nutrition policies to parents and guardians and other family members at least once per year.
 - Reviewing nutrition policies and training all facility staff members in nutrition and food preparation at least once per year.
 - Providing parents and guardians and other family members with nutrition information about the foods served at the Kids Academy and information about the nutrition education that is offered to the children.

The Kids Academy cares about the health and wellness of the children in our care and we strive to create an environment that supports and encourages healthy living. We acknowledge that poor nutrition may lead to many serious health problems for children. We recognize that we can help improve the health and wellness of the children in our care by promoting healthy food and beverage options through implementation of the above nutrition policy.

Kids Academy has also been awarded a Certified Healthy Oklahoma Credential with the Excellent Rating. In addition, we are working with the TSET program and GO NAPSACC program through the Oklahoma State Health Department to better provide information to our families in the areas of Child Nutrition, Breastfeeding and Infant feeding, Farm to ECE, Oral Health, Infant and Child Physical Activity, Outdoor Play and Learning, and Screen Time.

Curriculum and Assessments

You should have received a curriculum schedule in your welcome packet. Each week we cover a Letter or Number and a Theme. Each month we concentrate on a specific Color and Shape. Each classroom makes a lesson plan that is age and developmentally appropriate. They are individualized to meet the needs of all children in our program. **If your child receives outside services such as an IEP, Sooner Start, Speech, Occupation or Physical therapy we would love to know that so that we can work as a team to meet the goals they have set for your child.**

We have partnered with All Heart Pediatric Therapy LLC to provide free speech screenings for all 2-5 year olds in our program. If your child qualifies for a speech referral and you choose to have those services provided they can be done on site here.

We perform ASQ3 and ASQ SE screenings on all the children in our program under the age of 5, these are generally completed in the fall and spring, unless you share other concerns with us at another time. **If you have any concerns about your child's Development or Behavior please let your child's teacher know so we can do our best to help. If your child does show a delay based on the ASQ screening, we can work with you to facilitate a referral to either Sooner Start or the Public School depending on your child's age.**

We also do assessments on the children throughout the year This is so we can ensure we are meeting the learning and development needs of each child in our program. .

Language Development

In our program we have daily activities that are enriched with Language. Every age group has literacy activities planned into their daily schedule. We also use sign language with infants and toddlers to allow them the opportunity to have communication for needs or wants even before they can talk. Kids Academy also encourages families who speak other languages to help us to implement that into our program. This will help for overall language development of the children, but also it allows us to have better communication.

Behavior and Guidance Philosophy

Behavior and guidance is an on-going process. Methods are determined by the child's understanding and stage of development. Generally, our procedure is to first try to redirect the child or distract the child. We talk to the child about what limits are and what is not acceptable as it is developmentally appropriate. At no time will a child be subjected to physical or emotional punishment, verbal abuse, humiliation, or threats.

The Administration of the program recognizes the stages of cognitive, social, and emotional development of children. However, there are occasional instances of persistent behavior by children in a group setting. These persistent behaviors as measured by the teachers and administration will be handled by but not limited to:

- Teachers using methods of natural and logical consequences, redirection, limit setting and distraction.
- The teachers meet with administration and develop strategies to help the child with the misbehavior. Administration will observe the child in the group setting to best determine the appropriate plan of action.
- The parent is notified by the teacher or administration concerning the methods being used to handle the misbehavior. Consistencies of guidance strategies are highly encouraged between home and our center.
- If the misbehavior persists, consultation will take place between the teacher, parents and administration if required.
- **At the cost of the parents, further consultation with an outside professional is sought if all previous procedures are not alleviating the situation. The child may need to enter outside therapy or counseling, which can take place on site if the counselor deems appropriate.**
- Parents who do not wish to work with us cooperatively and to follow our philosophy will be asked to leave the program within 10 days of written administration notification.

Behavior and Guidance is a necessary component of a healthy, successful life. Our goal is to help children learn self-control. We feel children are best helped by a firm but gentle, calm, matter of fact and consistent approach.

We do implement Conscious Discipline into our daily routines and curriculum for all children enrolled in our program. If you are not familiar with Conscious Discipline, we would encourage you to check it out by going to the website <https://consciousdiscipline.com>. There are tons of resources available online and on Pinterest or YouTube. These are not just exercises and activities that can be used in a classroom setting, they can be used anytime, anywhere.

Child Abuse and Neglect

This statement is serving as a notice to all our prospective and enrolled families that any employee of the Kids Academy at SHUMC is required by law to report any suspected Child Abuse or Neglect.

Parent Involvement and Bulletin Boards

There are many opportunities for parents to be involved. Further, many family programs are offered, and we welcome our parents to spend time with us anytime . Additionally, we strive to provide a monthly newsletter that tells what is coming up as far as curriculum and activities. We have a parent board posted in the entryway and parent resources are available. If there are any resources you are in need of please reach out to Debbie Shultz directly at dshultz@shumcokc.org so we can try and provide those resources for you and your family. Our parent board provides you with our weekly menu, and all pertinent information concerning our facility.

As the parent or guardian you are welcome here at the Kids Academy anytime, even though our entrances are magnetic locked for the safety of our children and staff. If you would love to volunteer or help with a special activity please talk to your child's teacher to get that set up. We love having parents participate in activities. The kids also love having special visitors and doing special activities. If you have questions regarding your child's specific classroom, please feel free to contact your child's teacher via the Brightwheel App to ask questions regarding curriculum or specific class schedule.

Attendance

Kids Academy is a 5 star rated program, with that being said, we are a school readiness program. This means that your child should be attending daily. We understand that children can fall ill and that people will take vacations here and there, but this should be thought of as a school and full time attendance is required to maintain enrollment, unless arrangements are made at enrollment with the Director. If you are receiving a subsidy from DHS you are required to attend at least 15 days per month to maintain enrollment. If you are private pay, your tuition is the same if you attend one day or five per week, but I would recommend your child attend so they can be on a good daily routine and schedule.

Continuity of Care and Classroom Assignments

Each child is actively enrolled in a home room at enrollment. This allows for the child to be familiar with their classroom and the expectations. They have the same teacher each day, unless there is a teacher absent. This allows the child and teacher to form a bond and also for the teacher to know the individual needs of your child so they can help them to learn in ways that work for them. Children remain in their assigned class

for a majority of the day, every day. Children under the age of 3 will remain in assigned classrooms for at least one year, prior to being transitioned.

Transitions

When a child ages out of a classroom, they are transitioned to the new class by first allowing the child to visit the room on several occasions prior to their move. This generally starts 30 days before the move. This will allow the child to become familiar with the new environment, the new teacher and their new friends. This is to ensure the child feels comfortable and that the teacher has time to know the needs of the child and their learning style in advance. The new teacher or teachers will also reach out to the family to introduce themselves, so they can start to build a relationship with the family prior to the child moving classrooms. You are also more than welcome to set up a time to come and see the new classroom and speak to the teachers in person. We prefer this to be a set time so we can make sure the class has coverage so at least the main teacher can be available to talk to you and answer any questions you may have, because we do have to maintain the safety and supervision of the children at all times.

When you first enter the program, we do like to allow the child to come beforehand and see the room, meet the kids and the teacher. This usually happens during the tour, or at a later date prior to starting the program. This will allow the child a chance to see things ahead of time so they know what to expect. When a child is leaving our program to go to public school, we like to have literacy and school related activities to help the child get familiar with the idea of going to a bigger school. We talk about expectations and if we know ahead of time we can show them pictures of the school and get them familiar with it prior to them starting. We also have books we can read to them regarding starting school. If a staff member is leaving the program and a new staff member is taking their place, we like to be able to have both working together for some time so that the children can get familiar with the new staff. This also allows the current staff to fill the new staff in with information about the specific needs of the children in the class.

Community Outreach

Kids Academy as part of Southern Hills United Methodist Church is constantly reaching out to our community partners. There are resources located at the entrance of both Kids Academy and the Church. If you are in need of help with housing, food, gas or utilities we can direct you to a resource.

We also are always collecting donations of adult clothing items to distribute weekly with our Southern Hills Outreach Foundation. This is a ministry that feeds and distributes clothing and care items to homeless families in our community every Tuesday.

Infant Safe Sleep

All Kids Academy staff who work directly with infants are all trained in the State Mandated Safe Sleep Training, as a precaution, we require it of all staff. We will be using the Back to Sleep method with every child in our care. There can be nothing in the cribs other than a mattress, tight fitting sheet and the infant in care. There are no blankets allowed in the crib with the child. Binkies are allowed, but they cannot be connected to the child's clothing in any way. As an extra reminder, all cribs are labeled with each child's name, date of birth and a note regarding whether they can roll over or not. The infants are also checked on every 15 minutes during the time they are sleeping and it is documented in Brightwheel. If you have concerns your child will be cold during nap time, we are allowed to use sleep sacks as long as they do not restrain the child's arms in any way. If your child is 6 weeks to 3 months and you would like your child to be swaddled, we can do that only with a light blanket and only if we have written permission to do so from you, the parent or guardian.

Children ages 1 and up each have an assigned nap mat or cot. Each has a sheet and light blanket. Sheets and blankets are removed after each nap and stored individually. The mats and cots are cleaned and sanitized each day.

Breastfeeding

Kids Academy encourages staff and parents to breastfeed. We can provide a private comfortable place for you to come and breastfeed your baby. We also encourage parents to send breastmilk when available. The breastmilk will need to be labeled with the date it was expressed and your child's name. We can keep it frozen. It will be kept as such until it is ready to be used. We do have access to a bottle warmer. You are also allowed to bring it already in a bottle, again, it must be labeled with your child's name and dated for the day of usage.

If you are in need of any resources regarding breastfeeding and you are pregnant or have an infant please contact our Director, there are many available resources that can be shared with you.

Transportation and Field Trips

Kids Academy provides transportation to several nearby schools. These are as follows at this time, but can change due to enrollment and availability:

Oklahoma City Schools

Southern Hills Elementary

Moore Schools

Fairview

Sky Ranch

Fisher

Upon enrollment, authorization for transportation is obtained on the Child Information form provided by OK DHS. Please make sure you mark that we will be transporting to and from school and what school your child attends. Our vehicles are maintained and are in compliance as required by child care licensing. We have a log book that includes the roster of riders, their emergency contact information, current insurance and registration, Drivers IDs and training information, maintenance log and any records showing maintenance.

During school breaks and the summer we plan field trips, for which we provide transportation. Permission slips are required for every trip for every child.

Pets and Animals

Kids Academy does not have any on-site animals or pets of any kind.

Parent Signed Acknowledgement

I acknowledge that I have read the most current and revised Parent Handbook and I am fully aware of the educational and behavior and guidance philosophy and all other policies as set forth in this handbook. I have read and understood the fee arrangements and conditions detailed in this handbook. I agree with such conditions and will abide by the same.

Parent or Legal Guardian

Child's Full Name

Date

Please remove this agreement and return it to the Kids Academy Administration to be kept in your child's enrollment record.