



## School Year Parent Handbook

**St. Paul's Lutheran Church**  
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## OUR PURPOSE

To provide a safe, secure, loving, Christian environment in which your school-age child will be helped to develop his/her spiritual, emotional, social, physical, and intellectual well being to his/her full individual potential.

## FEES

**\$25 Non-refundable Enrollment Fee** Per child – Due at early enrollment.

**\$35 Non-refundable Enrollment Fee** Per child – Due for late enrollment.

<u>RATES</u>	<u>1 DAY</u>	<u>2 DAYS</u>	<u>3 DAYS</u>	<u>4 DAYS</u>	<u>5 DAYS</u>
\$4.00 per day (am only)	\$4.00	\$8.00	\$12.00	\$16.00	\$20.00
\$7.00 per day (pm only)	\$7.00	\$14.00	\$21.00	\$28.00	\$35.00
\$11.00 per day (am & pm)	\$11.00	\$22.00	\$33.00	\$44.00	\$55.00

## PAYMENT

Payment is due on the Friday PRIOR to care. Checks are to be made payable to REAL Kids. Please make your payments on time in order for child care to continue.

## LATE PAYMENT FEE

If childcare fees are a week late, a \$25 fee will be added, and child care will be suspended until full payment is received.

## RETURNED CHECK FEE

If a check is returned, a \$25 fee will be added. If a check is returned twice, future payments will be accepted in cash, money order, or cashier's check only.

## HOURS AND OVERTIME FEES

REAL Kids will be open from 6:30 am to 8:00 am and 3:00 pm to 6:00 pm, we follow the Cheney Elementary School calendar. When they are in session, we are in session. We are closed on National Holidays and in-service days. You are only charged for the days we are open.

We will close promptly at 6:00 pm. If your child is not picked up by closing time an overtime fee will be charged. Late Pick-up Fee (within 10 minutes) \$5, each additional minute after 6:10 will be \$1.

## ABSENCE POLICIES

Payment is expected for each contracted day, regardless of whether your child is in attendance. **If your child will not be present please notify Lisa the night before or first thing in the morning, you may do so by email at [Ljjivoss@att.net](mailto:Ljjivoss@att.net) or calling or texting at 316-570-1298.**



## ADMISSION POLICY

Arrangements for the admission of children shall be made prior to the admission date. All outstanding balances at St. Paul's Day School, In His Hand's Preschool, and REAL Kids must be paid in full prior to enrollment in a new session. Each admission policy shall be non-discriminatory in regard to race, color, religion, national origin, ancestry, physical handicap or sex. Each parent shall be informed of services offered. We will be providing Bible-based activities, observing table grace, and religious occasions.

## ENROLLMENT

Our program will provide before and afterschool care to school age children who are in Kindergarten to those who have not yet completed 5<sup>th</sup> grade.

The following forms must be filled out and returned to REAL Kids prior to the time of attendance in the program. These forms include:

Payment Contract

Enrollment Agreement and Emergency Sheet

Health History

Authorization for Emergency Medical Care: This form must be signed, filled out, and witnessed by someone other than our REAL Kids personnel or your immediate family.

Parental Permission Form for Off-Premise Field Trips: This form allows the children to walk to and from school and to walk to local parks or activities with REAL Kids personnel.

Medication Dispensing Form: This form is only used when there is a specific need.

## PAYMENT CONTRACT

Each family is to fill out a payment contract with the amount of days that their children will attend the center. If your contract needs to change, a new contract can be agreed upon between you and the Director.

## WITHDRAWAL POLICY

**A two week written notice is required upon withdrawing a child from care.** If no notice is given, you will be charged for those two weeks. REAL Kids reserves the right to terminate service if a child is unable to benefit from the program, if the program is unable to meet the special needs of the child or family, if the child or family is disruptive to the program, or if the child or family is aggressive toward any children or adults.

## ARRIVAL & DEPARTURE

For your child's safety, we are asking all parents or drivers to walk their child into Real Kids. Please sign in at this time. If we are occupied with another child when you arrive, please be certain that we have acknowledged you and your child before leaving. This gives us a chance to give your child individual attention when they arrive. We also ask that you sign them out when they depart each day. Children will never be released to anyone except the people you have authorized on the enrollment form unless other arrangements have been made in advance with the Director.

## TRANSPORTATION

The children will walk to and from the schools with a supervising adult employed by REAL Kids. A permission slip must be signed and on file to allow your child to walk to and from school with the supervising adult. Occasionally on rainy or snowy mornings we will be transported by the Cheney School bus.

## DAILY SCHEDULE

### **Before School:**

<b>6:30 – 7:15</b>	<b>Arrive – Free Play</b>
<b>7:15 – 7:30</b>	<b>Prayer / Breakfast</b>
<b>7:30 – 7:40</b>	<b>Devotions</b>
<b>7:40 – 7:50</b>	<b>Clean-up / Walk to school</b>

### **After School**

<b>3:10 – 3:30</b>	<b>Picked up and arrive from school</b>
<b>3:30 – 4:00</b>	<b>Devotions / Wash hands, Snacks</b>
<b>4:00 – 4:30</b>	<b>Organized Games</b>
<b>4:30 – 5:00</b>	<b>Rotate Groups</b>
<b>5:00 – 6:00</b>	<b>Free Play / Dismiss</b>

## MEALS & SNACKS

We will provide a good start in the morning with a healthy breakfast. We serve breakfast at 7:15, children arriving after 7:15 will need to have already had breakfast at home. Nutritious snacks will be served each afternoon.

## SUPERVISION & INTERACTION

Staff will work with the children to help them make wise decisions about activity choices and peer interactions. A teacher and/or teacher's assistant will supervise the children at all times. We will also provide a lot of adult interaction during playtime in order to model expected behavior and build loving relationships with the children for whom we care.

## BEHAVIOR MANAGEMENT

At REAL Kids we know that children are a blessing from God, and want you to rest assured that any inappropriate behavior will be dealt with in a loving, Christian manner. Discipline and acceptable behavior are important for children to learn and grow. They keep children safe and promote a stress free environment. Our goal is that each child will be loved and respected as well as show love and respect to others.

Using the following techniques will encourage development of self-control in children:

Reminders and Redirection – Children are reminded of the rules and given an opportunity to change their behavior, and /or directed to another activity.

Thinking Time – If inappropriate behavior does not change, the child is given thinking time in a quiet area to themselves (thus missing out on the current activity). After a few minutes, the situation is discussed with the child using the following questions. ‘What did you do wrong?’ ‘Why is that wrong?’ ‘What will you do differently next time?’

Parent Involvement – If inappropriate behavior continues, or there is another incident after a “thinking time”, parents will be notified as to what disciplinary measures were taken and how the child responded to them. If there are continuing discipline problems or dangerous behavior on a daily / weekly basis, staff will require a meeting with parents to determine what procedures can be implemented to change behavior, such as setting up logical / natural consequences, focusing on positive reinforcements, and highlighting when the child makes a smart choice. When the combined efforts of staff and parents fail to improve inappropriate or dangerous behavior, removal from the program may be required.



### **STAFF PROFESSIONAL DEVELOPMENT TRAINING**

It is important for each child to have a successful experience at R.E.A.L. Kids. All members of our staff are trained in CPR and First Aide as well as Child Abuse Recognition & Reporting and Signs & Symptoms of Childhood illnesses. Directors receive on-going annual training to remain current on all Child-care regulations, procedures and techniques as well as education on childhood development, behavior and management.

### **ILLNESS, INJURY & REPORTING OF ABUSE**

A child may not stay at REAL Kids with a temperature of 100.00 degrees or above, or other signs and symptoms of illness.

Your child must be fever free, without medication, for 24 hours before returning to REAL Kids. Parents will be notified immediately upon signs and symptoms of illness of their child.

Parents are responsible for notifying us when their child is ill and will not be in attendance.

If a child leaves with a contagious disease, a release form from a physician must be with the child when he returns.

The staff will inform the other parents of the illness when a child is absent because of a disease.

The program will provide a separate quiet area, supervised by an adult for sick children until parents arrive.

Staff members are trained to observe signs and symptoms of illness, neglect and child abuse, and shall check each child's conditions daily.

Communicable diseases shall be reported to the county health department.

Any evidence of neglect or unusual injuries, including bruises, contusions, and burns, shall be written on the child's record, and shall be reported immediately to the person in charge.

The person in charge of the program shall immediately report to the Kansas Department of Social and Rehabilitation Services, any evidence of suspected child abuse.

### **PARENTAL ACCESS TO FACILITY**

Each parent or guardian of a child enrolled at REAL Kids shall have access to the premises during all hours of operation. We welcome you to spend time with us whenever you can.

### **INSURANCE**

Accident insurance shall be carried on all children.

Documentation of liability insurance shall be on file to show coverage of staff and property in case of negligence.

## **MEDICATION**

Medicine will be given to your child under the following conditions:

Prescription medication must be in their original containers labeled with the child's first and last name, the date the prescription was filled, the name of the licensed physician or licensed nurse practitioner who wrote the prescription, the expiration date of the medication, and specific and legible instructions for administration and storage of the medication. The medicine will be administered according to these instructions.

Non-prescription medications can be given by permission and direction from the parent, guardian or legal custodian based on general advice received from the child's physician. Non-prescription medication shall be administered from its original container labeled with the first and last name of the child or youth and according to the instructions on the label.

A record of administration shall be kept in the child's file. All medicine shall be kept under lock and key for the children's protection.

## **ANIMALS**

When animals, birds, or fish are kept on the premises, the area shall be maintained in a sanitary manner. No animal or bird shall be in the kitchen while food is prepared. Parents will be informed whenever children have access to pets at REAL Kids.

When animals that represent a hazard to children are on the premises, children shall be protected from them.

## **DRESS CODE**

Children should wear comfortable, weather appropriate play clothes. Tennis shoes are required because secure footwear provides safety in active games. We follow the same dress codes as the Cheney Public School system.

## **BIRTHDAYS**

We enjoy celebrating birthdays at REAL Kids. If you would like to bring a birthday snack from home to share please make advance arrangements with the Director.

## **RELIGIOUS TRAINING**

We are a ministry of St. Paul's Lutheran Church. We are a Christian childcare facility. We will be sharing devotions, prayers and Bible stories. Always instructing, guiding and caring for your child in a loving Christ like manner.

## **CODE COMPLIANCE**

REAL Kids is a state-licensed facility, complying with licensing standards set by the Kansas Department of Health and Environment.

## **DISASTER POLICIES**

**FIRE:** In the event of a fire, we will exit the building as diagramed. A member of the staff will go to a neighboring home or business and call for help. The remaining staff will keep the children outside until it is declared safe to return inside. We will conduct monthly fire drills and post the results.

**TORNADO:** In the event of a tornado, we will move the children to the designated area in the basement. The staff will remain there with the children until the storm has passed. We will conduct quarterly tornado drills and post the results.

**FLOODS:** In the event of a flood, we will move the children to higher ground.

**STORMS:** In the event of a severe storm, the children shall be kept inside and away from windows.

**SERIOUS INJURY:** In the event of serious injury, the injured party will be taken by car or ambulance to the hospital of parents' preference or nearest emergency facility. Substitute staff and parents will be called. Health assessments and release forms will be taken to the hospital and a staff person will stay until the parents arrive.

## **NOTE FROM THE DIRECTOR:**

Dear Parents:

I want you to know that R.E.A.L. Kids is so much more than quality Christian child-care, we are a ministry. You and your children are always in my prayers. It is my sincere desire to do whatever I can to meet the needs of the families and children in my care. My goal is to share the love of Jesus with each and every child so that they know they are loved and cared for by Him always. I will strive to make your child's experience at R.E.A.L. Kids an enjoyable, loving, safe, and educational one. Please feel free to contact me anytime. I will make every effort to assist you and your child in any way possible.

Thank you and God Bless

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