

Susanna Wesley Childcare Center

Parent Handbook



7433 SW 29th St. Topeka, KS 66614

Monday-Friday

Preschool- 7:30am-5:30pm

School Age- 7:00am-6:00pm

Director Information:

Raeanne Atwood

raeanne@swumc.org

(785) 571-0322

Welcome:

The Susanna Wesley Childcare Center runs year-round. We have breaks that follow the USD437 school calendars. We do offer some days out during the school year dependent on the availability of staff outside of normal program hours. Summer Camp dates are normally announced after spring break. If you have any questions or concerns after reviewing the handbook, please don't hesitate to call or e-mail Raeanne Atwood, the Program Director, at raeanne@swumc.org or Call 785-571-0322

Philosophy and Purpose:

Susanna Wesley Childcare Center is dedicated to creating a safe and secure environment for all participants. We offer a stimulating atmosphere where students can grow socially, emotionally, physically, and spiritually through developmentally age-appropriate practices. We recognize that children learn through play, and we strive to create a climate that will encourage exploration, experimentation, and creativity. We give special attention to fostering a positive self-concept in each student through creative and structured learning opportunities.

Curriculum: Our curriculum uses a discovery-based approach that allows children to participate in age and developmentally appropriate learning experiences. Teachers plan activities and lessons around thematic units and use developmentally appropriate practices to support each child's growth and development.

Susanna Wesley Childcare Center is an inclusive, Christian-based program. Christian values are incorporated into the program through prayer before meals, age-appropriate activities, and teaching children about God's love.

Newsletters, announcements, and other information will be shared through the Center's communication app. Parent-teacher conferences are available upon request.

Hours: Our hours for the School Age Program are 7 AM to 6 PM.

Our preschool is open from 7:30am to 5:30pm.

Arrival and Departure: Families may begin to drop off at 7 AM. Entrance is located at the front doors of the building or the back entrance (school-age). Each family is issued 2 key fobs to gain entrance. Parents must sign their child IN and sign their child OUT of the center each day via Brightwheel. Parents must notify director if an adult besides themselves will be picking up their child. Person picking up a child must be 18 years or older. The adult picking up will need to show ID to staff. Children will not be released to anyone unless they are listed as a pickup person, paperwork is on file, and show a picture ID.

Supplies: You will be responsible for providing supplies for your child. For preschool students that include diapers/pullups (if needed), baby wipes (if needed), 2 sets of seasonally appropriate clothing, medications as needed, a blanket and cot sheet for nap time, a water bottle for water and a sack lunch daily. For school age they will need to have a water bottle. These items will need to be provided prior to or on the first day of care and will remain in the childcare center until you leave. All items need to be labeled with first and last name. Staff will advise you as soon as possible if a replacement is needed.

Meals: Breakfast will be served daily for children in care. Breakfast will be served at 8:35 AM and stop at 9 AM. If it is after 9 AM, your child will not be served breakfast.

Snacks will be provided twice a day. Please notify the director and your teacher of any food allergies, sensitivities, or dietary restrictions.

Lunch is served from 12 pm to 12:30 pm. Preschool students will need to bring sack lunches daily. During Summer Camp breakfast and lunch will be provided by Morrison Living (Aldersgate Village).

Key Cards: Each family is issued 2 key fobs upon enrollment. Additional key fobs can be requested for a \$15 fee. If a replacement key fob is needed, it will be a \$20 fee. All key fobs must be returned on your child's last day of care at the program or a fee might be incurred.

Extended Leave of Absence: If a parent requests a fee reduction due to extended illness/surgery, arrangements to be considered must be made in writing two weeks prior to leave. Until that time, the regular fees must be paid. If granted, the parents may request up to two weeks' leave at a discounted rate. After two weeks, the full rate will return and need to be paid, or the child's place will be relinquished.

Withdrawal from Program: If you should decide to withdraw your child from the program for any reason, written notice must be given two weeks prior to withdrawal. Tuition payments for the last two weeks will need to be given at the time of notice regardless of child's attendance. Failure to give notice will result in continual fee assessment.

Enrollment: Enrollment shall be granted to any child without discrimination regarding sex, race, color, religion, national origin, ancestry, or physical handicap. Parents must enroll in our communication app. All forms, current immunization, health records and enrollment in communication app must be completed before child can start in our program. Parents must inform the office of any changes in address, phone numbers, or emergency contacts.

The following forms/actions must be completed and on file with the director **BEFORE** the child can attend:

- \$100 yearly supply fee and pre-enrollment form
- **Completed Enrollment Packet**
 - Health Assessment/Immunization Record

- Emergency Medical Release Form
- Contract Agreement
- Medical Record
- Field Trip/Off Premise Permission Form
- Allergy Care Plan
- Picture Permission Form
- **Signed Handbook**
 - Signed Illness and Exclusion Policy
 - Field Trip/Off Premise Permission Form
 - Personal Electronic Policy
 - Personal Items policy
 - Late Drop Off Policy

Tuition Fees: Tuition is billed weekly. Payments are due on Monday of each week (for the previous week). Invoices will be sent out each Friday. Adjustments will not be made for number days attended, vacations, illness, or holidays. Payments are considered late on Tuesday of the week. If payment is not received by Tuesday your child may not attend unless previous arrangements have been made. If fees are not paid it could result in termination from the program.

Supply Fee: We require a **non-refundable** \$100 supply fee per child, twice per year (school year and summer camp). This fee covers all school supplies for your child. The fees do not cover backpacks, toileting supplies, birthday treats, or holiday party treats.

Multi-Child Discount: We offer a multi-child discount for siblings. The first child is full fee, and then every child after that receives 5% off the regular tuition rate.

Late Departure: It is Susanna Wesley Childcare Center policy to charge an additional fee for late pick up. Charges are \$1 per child per minute with a grace period of 5 minutes past pick up time. Late departure fees will be added to the weekly invoice. Every attempt to be made to contact a parent first and if that fails, we will try the emergency numbers provided. After 30 minutes of no contact by parents or emergency contacts, we will notify the sheriff's office.

Refund of Fees: Fees will not be refunded when a child is absent. Our costs remain constant; therefore, refunds, credit for days missed, or make- up days cannot be offered.

Returned Check Fee: The returned check fee is \$40.00 per returned check or for non-sufficient funds. If two returned checks have been received, cash or money orders will be required for future payments.

Health and Security: Susanna Wesley always keeps our building safe with a locked door policy. Childcare parents are issued a key fob to gain entrance during business hours. All others that enter must ring the doorbell and be approved for entrance to our building. Only authorized people can pick up a child from our center. Approved person's name must be listed on your Brightwheel account or on paperwork. Photo ID will be required. Students showing symptoms of

illness are removed from the classroom immediately, and parents are called to pick up. Reasons for exclusion and return to care listed below.

KDHE Guidelines/Susanna Wesley Childcare Center

Conditions for Exclusion from Care	Conditions for returning to care
Temp of 100.0 or higher	Fever free for 24 hrs. without use of fever reducing medicine
Symptoms and signs of severe illness such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing and other unusual signs	Symptom free or physician written approval to return
Diarrhea (2 watery stools in 4 hrs. period or one large volume watery stool mixed with blood)	Free of diarrhea for 24 hours and able to tolerate/eat food
Vomiting, upset stomach with more	24 hr symptom free
Yellowish tint to skin or eyes and or unusually dark, tea colored urine	Symptom free or written doctors not to approve return
Red, watery, or draining eyes	All discharge from the eye (s) has stopped or physician written approved to return
Severe itching of the body or scalp and or constantly scratching the head (lice, scabies)	After treatment including free of lice and nits
Infected areas of the skin with crusty, yellow, gummy, dry area, or rash (Impetigo, Chicken pox, Ring Worm)	Skin sores are healed or 24 hours after treatment has started or physician's written approval to return
Fainting or seizures (other than preexisting conditions) or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck	Symptom free or physician written approval to return
Mouth sores with excessive drooling	Physician written approval to return
Rash with fever or behavior change	Physician written approval to return
Known contagious disease while in communicable stages	Physician written approval to return

The Director may take my child's temperature under the tongue or under armpit depending on age before notifying parents. The Director will also send a picture to the parents to show them proof of the temperature. Once the director notifies the parents, we agree to pick up our child within a reasonable time frame. I also understand that the director has the right at any time to require a mask to be worn depending on the increased spread of illnesses in the center.

Video Camera Monitoring Policy: To ensure the safety and security of children, staff, and visitors, video cameras are installed throughout the childcare facility in common areas, classrooms, and other approved locations. Cameras are used for supervision, security, incident review, and facility monitoring.

Video recordings are the property of the facility and will be accessed only by authorized personnel when necessary. Recordings will be kept confidential and released only as required by law or for official investigations. Cameras are not installed in bathrooms, changing areas, or any location where privacy is expected.

Parents, staff, and visitors should be aware that their presence on facility premises may be recorded. Any concerns regarding video monitoring should be directed to the program director.

Discipline Policy/Behavior Policy: Susanna Wesley Childcare Center discipline policy is designed to establish respectful and positive discipline for all children enrolled. Staff will use these guidelines to help children understand what is expected and acceptable behavior.

- Always talk with the child on the child's level
- Give children choices when possible
- Praise good behavior
- Remind children what they can do, NOT what they can't do
- Respect and model children's feelings and how to express their feelings
- Redirect children in positive manner to desired activity
- Help children solve problems with other children by modeling and helping children find the words to use to solve problems.
- Think Time will be used as a last resort after all other methods have been used.

In situations where the child's behavior is out of control, the teacher will remove the child to a quiet area of the room and explain why the child's behavior is unacceptable, and how the child must behave to return to the group. This will give the child time to calm down and decide when they are ready to rejoin the group. (KAR 28-4-132) Persistent behavior problems will be brought to the parent's attention. All parents and non-staff members are expected to support these guidelines. Resistance to these discipline policies will jeopardize the child's enrollment position.

Susanna Wesley Childcare Center reserves the right to terminate children at any time if behavior issues pose safety risk to the child, other children, staff, or we are unable to meet the needs of the child or family.

Behavioral Dismissal Process: Staff members will make a reasonable effort to work with the child and their family to resolve behavioral concerns. Physical or emotional abuse of another child or teachers, which is determined to be excessive or repetitive by the staff and director, will be grounds for dismissal.

It is our desire to help all children grow into exemplary individuals; however, we cannot allow a child's behavior to inhibit others from reaching the program's goals and objectives. If a child's

behavior becomes extreme that they threaten the emotional and physical safety of the staff or other children, the following actions will be taken:

- 1) Parents will be called to pick up the child until a conference with a parent/guardian can be scheduled.
- 2) A conference will be scheduled with the parent/guardian. This meeting is an opportunity for the family and staff to work together to develop a plan to solve or correct the problem in a constructive way. Request for a conference may include formal, informal, notes home or phone calls, etc.
- 3) After a reasonable amount of time is given for improvement to be decided by staff and director, another conference will be scheduled to evaluate the child's progress.
- 4) If the behavior persists and cannot be resolved, it may be determined that the program does not meet the child's needs. The child may be dismissed from the program immediately. No notice may be given, and paid tuition will not be returned.

Other reasons for dismissal:

- Failure to pay fees (see payment policy)
- Failure to complete enrollment forms
- Failure to immediately pick up a sick or injured child when contacted.
- Failure to have current local emergency contacts with working numbers.
- Repeated late drop-off or pick-up of child.
- Parental non-support of Susanna Wesley Childcare Center policies
- Child's behavior endangers the safety of staff or other children.
- Inability to meet a child's needs without additional staff.
- Use of obscenities by the child or parent/guardian
- If parent/guardian does not follow up on corrective action or scheduled meetings that were agreed upon.

Child Custody Issues: If custody becomes an issue for your family, a court order stating that a "non-custodial parent may not pick up a child from childcare" will need to be submitted and placed in the child's file. Without a copy of the court order on file, staff members cannot refuse a custodial family member the right to take their child from the Center. Law enforcement officials are called immediately if a custody battle arises while on our property.

Susanna Wesley Early Learning Center General Daily Schedule: **(May vary depending on day, season, and Classroom)**

7:30 am-8:35am	Arrival & Welcome play
8:35 am to 9:00am	Breakfast
9:15 am-9:45am	Morning Meeting
9:45am-10:15am	Outside Time
10:15am-10:45am	Morning Snack
10:45am-11:45pm	Teacher Choice (Art, Literature, Social/Emotional Etc.)
11:45am- 12:45pm	Lunch
12:45pm- 1:15pm	Bathroom/Nap set up
1:15pm- 3:15pm	Nap/Rest Time

3:15pm-3:45pm	Wake up/Bathrooms
3:45pm- 4:15pm	Afternoon Snack
4:15pm-4:45pm	Outside Time
4:45pm-5:30pm	Free Play/Pickup

Confidentiality Policy: Confidentiality is a top priority here at Susanna Wesley Childcare Center and ALL personal information of children, families and staff will not be shared for any reason unless requested by KDHE personnel and authorities. In situations regarding behavior problems and/or incident/accident Reports, names of children involved will never be given to families. We have a “No Tolerance” policy for sharing confidential information.

Emergencies/First Aid and Incident Reports: Every effort will be made to guard your child from accidents or injuries. If an accident or injury occurs, teachers will fill out an Incident Report and notify the Director. If the incident is non-life threatening such as a knee scrape, parents will be notified via verbal at pick up or via our communication app that an incident occurred with basic details and reminding parents that a copy of the incident report will be available for pick up in the office. A copy of all incident reports will be kept on file at Susanna Wesley Childcare Center. If there is an incident that requires immediate attention, the parents will be notified. All children MUST have an Emergency Medical Release form on file for each child and in a case that 911 must be called, 911 will be called first then the parent will be notified once the child has begun receiving the medical attention needed by professionals.

Supervision Policy: To ensure that children are supervised throughout the day, in accordance with the Kansas Department of Health & Human Services (KDHE), the following policies and procedures are implemented in our program. Staff should be aware of how many children are in their care and where all the children are, always. Children of any age are not allowed out of the classroom without adult supervision, and staff will always maintain full supervision of all children. Preschool children are always supervised by sight and sound, **including while in the bathroom.** School-aged children will be supervised by sound while in the bathroom. “By sight” means the child is actively being observed. “By sound” means the child can be heard from where the caregiver is positioned. While supervising children in these age groups, staff should position themselves so that they can see and hear all the children and re-position themselves as the children move about the room. When children are sleeping or resting, staff should position themselves so that all children are continuously supervised by sight and sound.

The room should not be completely dark and should be bright enough for:

- 1) everyone to see clearly
- 2) children to move around the room safely without assistance
- 3) for staff to maintain full sight supervision for all age groups.
- 4)cots/mats should be fully visible to staff during naptime.

However, if the environment prevents full visibility, then teachers need to circulate to provide full supervision.

At least two staff members (or administrators) must always be in the building when children are present. If children remain after closing, two staff members (or administrators) must remain until the last child is picked up. The playground is considered an extension of the classroom with the same supervision standards and ratios unless stricter standards are required by state licensing. Staff members should know how many children are always in their care and consider other supervision challenges which the outdoor environment presents. Staff should position themselves so that at least 2 areas of the playground can be viewed and are easily accessible. Staff should move about the playground, depending on where the children are at any given point in time, while continuing to interact with the children. Staff should consider individual children's needs, including high risk behavior. If there are areas that cannot be supervised by sight, they should be blocked off and inaccessible.

Staff use Transition Tracking to track the children throughout the day, including during transitions (i.e., moving from the classroom to the playground, while transitioning to a different space within the center, etc.). Through this practice, teachers are required to.

- Always know the names of each child and the number of children in their care.
- Use Transition Tracking to account for the children in their care.
- Conduct and record transitions with Face to Name Roll Call.
- Conduct a head count whenever a transition through a door or gate occurs.
- Conduct periodic head counts throughout the day, in addition to those required during transitions.

Medication: If a child needs medication while attending childcare, the parents must give written permission. Written permission is completing an Authorization for Medication form. Medication must be age appropriate. Children under 2 years of age will require a doctor's note with a dose of Tylenol and Ibuprofen. Forms must be completed before any medication is given. A prescription medication will only be given if it is in the original container with the pharmacy label. All Medications will be kept in a locked cabinet and refrigerated medications will be kept in the office refrigerator. Medication will only be administered by staff who have taken medication administration training.

Immunizations: Immunizations will be up to date and submitted at the time of enrollment. Recommended immunizations schedule for 0-5 years is as follows:

- At birth: Hep B
- 2 months: Hep B + RV + DTaP + PCV + Hib + IPV
- 4 months: DTaP + PCV + Hib + PCV + RV + IPV
- 6 months: HepB (6-18 months) + DTaP+ PCV+ Hib + IPV (6-18 months) + RV
- 12 months: MMR (12- 15 months) + PCV + IPV + Hib + Varicella + HepA (12- 23 months) + DTaP (6 months after 3rd dose)
- 18 months: Hep A (6 months after dose 1)
- 5 years: DTaP + MMR + IV + Varicella

Allergies: All children with known allergies must have an Allergy Care Plan on file in the director's office. Copies will be distributed to the child's classroom teacher.

Personal Electronic Device Policy: Personal electronic devices, including cell phones, smartwatches, tablets, and other personal electronics, may not be used at any time while at the center.

Students will receive one warning to put the device away. If the device is used again, it will be taken and securely held until it can be returned to a parent or guardian.

School computers and other center-owned electronic devices may be used for school-related work only. Personal use, games, social media, and other non-school-related activities are not permitted.

Late Drop-Off Policy: To maintain a consistent daily schedule and minimize disruptions, children must be dropped off by the designated time for their program.

- Morning and full-time care families: Children may not be dropped off later than 10:00 AM.
- Afternoon care families: Children may not be dropped off later than 1:30 PM.

Exceptions may be made for medical appointments when the family provides a doctor's note. Parents or guardians should notify the center in advance whenever possible.

Children arriving after the designated drop-off time without an approved exception may not be admitted for care that day.

Personal Items Policy: Susanna Wesley Child Care Center is not responsible for lost, misplaced, damaged, or stolen personal belongings brought to the center. Families are encouraged to label all personal items with the child's name and to leave valuable or unnecessary items at home.

Any items found at the center will be kept in the designated lost-and-found area. Unclaimed items may be discarded or donated after a reasonable period of time.

I _____, have read and agree to abide by all policies listed in the Susanna Wesley Child Care Center Handbook.

Parent signature

Date

Movie Consent Form

Susanna Wesley Child Care Center

At times, Susanna Wesley Child Care Center may show movies to children as part of classroom activities, special events, or quiet time. **Only movies rated PG or below will be shown.** Movies will be selected based on age-appropriateness and the children in attendance.

Please complete the section below to give permission for your child to watch PG-rated movies while in our care.

Child's Name: _____

Parent/Guardian Name: _____

Movie Permission

☐ **Yes, I give permission** for my child to watch PG-rated movies at Susanna Wesley Child Care Center.

☐ **No, I do not give permission** for my child to watch PG-rated movies.

Movies My Child May Not Watch

Please list any specific movies that you do **not** want your child to watch:

Additional Restrictions or Concerns:

Parent/Guardian Signature

I understand that only PG-rated or lower-rated movies will be shown, and I may update my child's movie preferences at any time by notifying the center.

Parent/Guardian Signature: _____

Date: _____