



PARENT HANDBOOK

KidZone Ministry

2022-2023



KidZone Ministry

Kidzone Ministry exists to partner with families to help instill a Biblical foundation within a safe, loving, nurturing, environment in order for your child to grow and become confident and eager individuals as well as become more like Jesus.

***KidZone is not a licensed daycare/preschool. We are a Parent's Day Out Ministry of Northeast Christian Church.**

ADMISSION

KidZone admits children 6 weeks to age 5 yrs. In 2017, the state of KY began requiring children entering Kindergarten to be 5 years old on or before August 1.

Classes are filled on a first-come basis according to completion of fees and registration forms. If a class is filled when a parent calls, the child's name may be placed on a waiting list to fill vacancies as they occur.

Nursery enrollees will be 6 weeks through age 2

3's & 4's enrollees will be 3 through age 5 **(All 3's & 4's must be potty trained)**

REGISTRATION, PAYMENTS AND FEES

Registration fee is \$100 payable to NECC. This fee is paid per child and is **non-refundable**. Children enrolled after school begins must pay the registration fee when their enrollment forms are accepted.

Tuition is \$1,530.00 and paid in **2** installments. Tuition is non-refundable unless one of the criteria outlined below is met.

Payments preferred online and balance due reminders will be sent with a link attached, but checks will be accepted. Payments made by check should be payable to Northeast Christian Church and placed in an envelope marked "KidZone - Attn: Lisa Middleton"

- There are no refunds given for illness, vacations, or snow days.
- When your child is enrolled in our preschool, we assume they will be with us the entire school year. No refunds will be given for children removed from the ministry program voluntarily by their parent(s) or guardian(s).

Refunds will only be given if one or more of the following occur, and are at the discretion of the Executive Pastor:

- Serious illness of the child preventing school attendance.
- The Director determines that the KidZone Ministry is unable to meet the needs of the child.
- The Director determines that it is not in the best interest of the KidZone Ministry or other children enrolled to have the child in attendance.
- Family moving away from the area.

PAYMENT OPTIONS:

One-time payment option offers a 5% discount (Discount code must be obtained from the Director prior to payment. Failure to do so will result in full payment with no discount.)

$\$1,530 - 5\% (\$76.50) = \$1,453.50$

2 payments per year due dates:

September 12, 2022 - \$765

January 2, 2023 - \$765

No credit will be given for days that KidZone is officially closed.

KidZone requires payment whether your child attends or not.

Late Fees:

Please make note of the due dates for tuition payments:

September 12, 2022 (First day of semester)

January 2, 2023 (First day of semester)

For every school day that you are late with payment, we will assess a **\$20 late fee** until payment is received, *no exceptions*.

Special Needs Children

Placement of children who require special accommodations will require further discussion. Please contact the KidZone director prior to registration, so that we may individually assess whether our program can meet their particular need.

NURSERY INFORMATION (6 weeks to 2's)

INFANTS

The following items should be packed in your child's diaper bag or backpack on a daily basis: at least 4 diapers, sippy cup and/or bottle, and one complete change of clothing. (Please check each day to make sure your child has extra clothes in their bag for accidents.) We ask that you **label** your children's belongings: the diaper bag, pacifiers, diapers, and sippy cups. If your child has a special blanket, doll, etc., you are welcome to send it along, but we ask that you check to make certain it is in your possession at the end of the day.

DIAPER POLICY

We can only accommodate disposable diapers in our nursery area. Cloth diapers are not permitted due to sanitary concerns.

1 and 2 YEAR OLDS: Please send a backpack or bag (that can hold a folder) with a sippy cup filled with water and labeled with your child's name. Send at least 4 diapers or pull-ups labeled with your child's name. Remove the sippy cup and diapers/pull-ups from your child's bag and place them in the appropriate bins each morning. Pack a peanut-free lunch. **This is a peanut-free program.** Send one change of clothing in the **JUST IN CASE** bag, provided at orientation. (Please check each week to make sure you have extra clothing packed in case of accidents.)

GOING OUTSIDE

In favorable weather conditions, we plan to take the children outside for a short ride in our six passenger strollers. Children are always securely buckled in a safety harness. Children are exposed very minimally to the sun. However, if you have concerns, please apply sunscreen before dropping off your child. If you would prefer that your child not participate in this activity, please inform us in writing.

DROP-OFF

We have implemented a car line down Main Street that will begin at 9:00am. There will be a line for nursery kids and a line for preschool kids. The lines will be designated by signs and cones. If families have kids in both nursery and preschool areas, we ask that they get in the nursery line. There will be one car number assigned per family. Drop-off will end at 9:15am. Please have your child un-buckled before reaching the KidZone doors. If parents are late or delayed, please contact your teacher so they will be aware. The director will have to unlock the building when you arrive.

PICK-UP

We have implemented a car line down Main Street that will begin at 1:00pm. There will be a line for nursery kids and a line for preschool kids. The lines will be designated by signs and cones. If families have kids in both nursery and preschool areas, we ask that they get in the nursery line. There will be one car number assigned per family and you must have this assigned number to pick up. Parents are in charge of buckling up their child once they are in the car. Drop-off will end at 1:15pm.

Please remember to be punctual. Parents who are repeatedly late may be charged \$3 per every five minutes they are late. In the event of an emergency which could delay your arrival, please notify the Director as soon as possible at (502) 212-5255, please leave a message if there is no answer.

PROVIDING SNACKS – Each family will be asked to contribute snacks during the school year. (If your kiddo has a food allergy, you may be asked to provide a daily snack for them.)

3'S & 4'S INFORMATION

**** ALL 3'S AND 4'S MUST BE POTTY TRAINED ****

DAILY SUPPLIES

Each child will need a backpack/bag big enough to hold a folder. Include a sippy cup filled with water and labeled with your child's name. Pack a peanut-free lunch. **This is a peanut-free program.**

Please remember to dress your children in comfortable clothing and shoes. Keep in mind that our children are very busy with crafts and learning activities that may involve paint, doobers or crayons. Send your children in play clothes to allow them the ability to have fun and learn without the worry of cleanliness!

Always keep an extra outfit in your child's bag to allow for needed changes.

Each family will be assigned a time to bring snack for their class. (If your kiddo has a food allergy, you may be asked to provide a daily snack for them.)

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ACTIVITIES

Our 3's & 4's participate in a variety of activities centered on weekly themes. Activities include: Bible story time, crafts, large motor play, circle time, free play, music, snack, lunch and story time. We introduce children to the concepts of letters, numbers, colors, shapes, and basic age-appropriate learning skills. Children are encouraged to progress at their own learning pace. Our daily program is grounded in Biblical principles and loving one another. They will have a daily Bible time, learn memory verses, and Chapel.

Love the 'Ville – Our goal is to partner with KidZone Families to Love the 'Ville. We will have opportunities throughout the school year to serve others around us!

GENERAL KIDZONE MINISTRY INFORMATION

CLOSINGS AND INCLEMENT WEATHER

We follow the Jefferson County School System and Oldham County School System for cancellations for inclement weather. If **either** school system is **delayed or cancelled**, we will **NOT** be in session. Tuition will not be refunded or prorated for snow days. Make up days will be evaluated and determined if needed.

CHILD ILLNESS

It is at the Director's discretion to call a parent at any time and ask for a child to be picked up if the Director deems the child should not be in attendance that day.

Also, if your child has a sibling who has been exposed to any of the illnesses listed below, please keep that child home as well from KidZone until your sick child is fever/symptom free for 24 hours. This will help us prevent the spread of a contagious illness.

In consideration of other children, and in order to limit exposure, we ask that you keep your child home if he/she exhibits any of the following symptoms:

- fever (must be fever free for 24 hours) please keep your child home if she/he has a fever the *evening prior* to a school day
- constant cough
- rash with an undetermined cause
- vomiting or diarrhea the night before or morning of KidZone
- heavy nasal discharge
- symptoms of a communicable disease: runny nose, red eyes, sore throat, headache, stomach pain or fever
- excessively fussy or generally not him/herself
- RSV, whooping cough, flu, strep throat
- Hand, Foot and Mouth is very contagious. If a child in the classroom has it, the teachers and the Director will take a few minutes before drop-off and look at ALL the hands and feet of children in the affected classroom to ensure it isn't spreading.
- Covid-19 related symptoms which may include:
 - Fever of 100.4 or higher
 - Shortness of breath or difficulty breathing
 - Muscle or body aches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Kidzone is being proactive in its prevention by proper ventilation, cleaning, handwashing, and contact tracing. We ask that if your child exhibits any of these symptoms to please stay home from KidZone and get tested. If a child tests positive for Covid-19, or any related Covid-19 variant, that they let their teacher and the Director know immediately. The class, including the staff within the class, will stay home for 10 days from the first signs of symptoms occurring and 24 hours with no fever without the help of fever reducing medication.

Other most highly contagious illnesses warrant a two-day recovery period after being treated with medication. If the Director feels the child still exhibits any symptoms related to an illness, she will ask for the child to be removed immediately from KidZone attendance.

If your child develops any of these symptoms while in our care, we will remove the child from the classroom and isolate him/her until someone is available to pick him/her up. This policy is for the health and wellness of all KidZone children and teachers. Furthermore, all parents within that classroom will be notified and kept up to date.

If you are aware your child has exposed classmates to a communicable disease, please notify the Director immediately.

INJURIES

In the case of an injury during KidZone, a staff member will administer first aid. First aid will consist of cleansing the wound with soap or applying ice unless otherwise advised by the parent. Next, the wound will be properly bandaged. In the case of an accidental injury requiring more than simple first aid, the parent or authorized adult will be notified immediately. If we are unable to contact you immediately, we will contact your physician or dial 911.

IMMUNIZATIONS

We recommend that each child have a current certificate of immunization on file from their doctor. We need an original copy with the doctor's validation. If you choose not to have your child immunized, please see Director for further instructions.

MEDICATIONS

If your child has a prescription Epi-pen for severe allergies, we require an Epi-pen in its original packaging to be left in the child's backpack all times. Please make your teacher and the Director aware if your child has one. We will only administer this medication with proper packaging and cause. The Epi-Pen will be kept in the Director's office for the 3's & 4's and in your child's bag if on the Nursery side.

NOTE: We are unable to administer medication of any other kind.

ALLERGIES

We take allergies very seriously at KidZone. Clearly note any allergies on your child's registration form. If any medical conditions change throughout the year, it is the parent's responsibility to notify us in writing immediately.

NUT FREE ZONE

We realize that many children enjoy peanut butter and nuts. Unfortunately, to some children who are allergic to peanuts and nuts, these foods pose a life-threatening risk. With this in mind KidZone is a **NUT-FREE** environment.

Please do not pack peanut butter or **any** products containing nuts.

When purchasing snacks for birthdays or special celebrations, please choose a nut-free snack. Detailed information and suggestions for nut-free food are included with your take home information. If your child's lunch contains an item with nuts, it will be placed in a baggie and sent home. As a parent, we ask for your understanding in protecting all children in our ministry and providing a safe and fun environment for all.

LUNCH

Children must bring lunch each day. Items packed in the lunch must be **nut-free**. We encourage each child to bring a healthy lunch containing a meat, bread, fruit or vegetable, drink and a snack. Specific suggestions will be sent home at the beginning of the year. We do not have the ability to refrigerate or microwave lunches, therefore please include an ice pack in your child's lunch box if it requires chilling. We also do not have the capacity to heat any items. Please pack food accordingly because teachers will not be cutting or peeling food items. Please label all your children's items – lunchbox, sippy cups, containers, silverware and ice pack.

SOCIALIZATION WITH OTHERS

As children grow, it is our goal to help them learn to relate well with others. When children display aggression towards others or disruptive behavior, we will do our best to redirect behavior and teach positive social interaction. If the behavior persists after redirection, a child may be placed in the thinking chair for a very brief period of time. We will inform you of any issues that may arise and work with you to formulate a plan to address on-going issues. It is of utmost importance that the children in our ministry are treated with care and respect. In the event that a child's behavior continues to negatively impact his/her peers and cannot be rectified, the child will be dismissed from the program. Due to Covid-19 we are not able to be in the gym so pack coats, if needed, because teachers will be going outside as much as possible for movement breaks.

BITING POLICY

We realize that biting is sometimes a social skill learned from others. Biting can be an aggressive behavior and a serious problem. We have a strict biting policy. If your child bites another child with aggression and intent to harm, you will be notified the day the incident occurs. It will be written up and kept on file. If your child has 3 biting offenses, he/she will be asked to leave the program immediately.

If we feel that the biting is a learned behavior and is not out of aggression and with the intent to harm, we will work with your child, incorporating coping skills and substitute biting toys, we will evaluate the behavior with more lenience. If we determine that the biting cannot be controlled with coping skills and substitute biting habits the child will be asked to leave the program. All biting

incidents will be written up and you will be informed via phone call as well as written documentation.

BIRTHDAYS

Your child is welcome to bring a special treat to celebrate his/her birthday. Any snack provided must be store-bought and sent in the original packaging. Snacks must be **nut free**. You are welcome to send in a special plate or napkin, but please refrain from party favors. Please let your teacher know what day you are planning to bring in a treat.

SPECIAL CELEBRATIONS

KidZone will hold special celebrations throughout the year within individual classrooms. Parents will be given the opportunity to assist with celebrations by providing snacks or goodies but are not allowed in the building this year. KidZone will celebrate the following special occasions: Fall, Thanksgiving, Christmas, Valentine's Day, Easter and the end of the year.

FIRE EVACUATION

All children will be carefully navigated to the back parking lot where the Northeast storage shed/garage is located.

COMPLETE CAMPUS EVACUATION PROCEDURES

There are circumstances that will require the entire campus to be evacuated. If this occurs, the situation will be relayed to the Director as well as all staff members on campus. All classes will exit and walk to the Norton Hand & Orthopedic Center parking lot, which is across Chamberlain Lane. This will only be exercised in extreme circumstances when the safety of the child would be jeopardized by remaining on the NECC Brownsboro campus.

SEVERE STORM/TORNADO PROCEDURES

If there is possible tornadic weather in proximity to the NECC Brownsboro Campus, staff will direct the children to designated shelter locations. Children located in the Worship Center will be evacuated to the Men's restroom. Children located in Student Center will be evacuated into the Preschool Park area.

MISSING CHILD PROTOCOL (Unknown or Non-Abduction)

As soon as a child is determined to be missing, the supervising staff will notify all other staff with a detailed description of the child and the child's last known whereabouts. The missing child's parents will be notified and 911 will be called immediately. Surveillance cameras will be immediately reviewed by staff to help determine the child's whereabouts.

THREAT AND VIOLENCE RESPONSE PROCEDURES

A threat and violence response situation is any time that an individual threatens harm, creates fear, or perpetrates violence or embarrassment on another person. In the event of a situation the NECC campus staff will work together to evaluate the situation, communicate a plan and assist in children's safety. Staff will immediately call 911 and stay in a lock down mode. In lock down mode all interior and exterior doors will be locked and remain that way until law enforcement and senior staff authorize them to be opened. All children will be accounted for and kept safe in their classroom areas until an all clear is given.

CUSTODY ARRANGEMENTS

It is very important that you write a note or call the Director if someone besides the parent or regular ride will be picking up your child. Please pay special attention to the enrollment form and the people you list who can pick up your child. If there are any special custody arrangements between parents or guardians, the Director needs those arrangements or court orders in writing and on file in the office.

IN CONCLUSION

We are so happy that you chose Northeast Christian Church KidZone as a partner in your child's development and spiritual growth. We welcome you to any of our services each weekend to continue growing your child's relationship with Jesus as well as partner with you on your own walk. Service times on the Brownsboro Campus are Sunday 9:00am and 11:00am. Our Clifton Campus service is Sunday at 10:00am. You are always welcome at Northeast!

Megan Fleming, KidZone Ministry Director
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