

# Lil' Angels KDO Parent Handbook

(Revised and accepted April 26<sup>th</sup>, 2010)

## Angel Schedule

Mondays and Wednesdays from 9:00am to 2:00pm.

The teachers arrive early each day to prepare for their angels; therefore the doors will not be open for drop off until 9:00am. Also, afternoon pickup is promptly at 2pm. Any parent/guardian picking up after 2:10pm may be subject to a fee (\$1 for every minute past 2:10pm). *Please notify the director immediately if pickup is going to be late so arrangements can be made.*

While in session (between the Labor Day and Memorial Day holidays), we will observe the school holidays and staff development days outlined by the LEISD school calendar and the will be closed. (The school schedule may be found on the LEISD website [www.leisd.ws](http://www.leisd.ws)) Reminders of these dates will be sent home with the children as needed, and may also be found on the KDO online calendar at:

<http://calendar.yahoo.com/lilangelskdo>

## Angel Rates

Non-refundable registration fee of \$50.00 per child due at the time of enrollment.

Tuition is \$150.00 per month for the first child. 10% Sibling discount.

Tuition is due upon drop off on the first class day of the month.

A late fee of \$20.00 per day may be assessed if not paid by pick up on the second class day of the month.

Tuition rates are determined for the entire school year, and then divided into 9 monthly payments for your convenience. Therefore, tuition is due in full each month and will not be prorated due to absences or holidays. Should the need for a temporary alternate payment schedule arise, please talk with the Director to make arrangements.

There is also a supply fee of \$40.00 per child due at the beginning of each semester. This should be paid with the first month's tuition, or it may be split and paid with the first two month's tuition of each semester. This fee is non-refundable and helps offset the cost of classroom and cleaning supplies throughout the year.

## Accepted payment methods:

Cash, check, or money order made payable to: BMUMC-KDO

If the bank returns 2 or more checks, we reserve the right to require payment by cash. Any returned check fees will be the responsibility of the parent/guardian.

## Daily Angel Needs

The parents/guardians will be responsible for providing the following each day, clearly marked with the angel's name:

- ☆ A change of clothes and Ziploc bag for soiled/dirty clothing
- ☆ Diapers/pull-ups &/or extra underwear, Diaper rash ointment or powder
- ☆ Sippy cups
- ☆ Nap mat, pillow, and blanket (with the exception of the 4 year old class) \*Unless otherwise indicated, all nap mats and accessories should be taken home each day.
- ☆ Ready to eat lunch (this should be something that doesn't require preparation or much attention by the teacher) \*We are a **NUT FREE** facility. Sorry, no PB&J!!

## **Sick Angels**

We want to provide a healthy environment for all the angels and staff. Therefore we ask that should an angel exhibit signs of illness, that they stay home or that alternate arrangements be made for the day

If an angel starts to exhibit any signs of illness during the day, we will notify the parents/guardians and request an immediate pickup.

Indications of illness include, but aren't limited to:

- ☆ Fever in excess of 100F NOTE: A child needs to be fever free without the aid of medication for 24hrs before returning to school!!
- ☆ Vomiting
- ☆ Diarrhea
- ☆ Continuous coughing and sneezing that cannot be controlled by medication
- ☆ Thick, discolored mucus secretions

The Director will first attempt to notify parents/guardians when a child needs to be picked up. Upon notification of illness, the child should be picked up within 1 hour. After that, late pick up fees (\$1 per minute past) may be assessed and collected upon arrival. If the Director is unable to contact either primary guardian after 20min of the first call, then the emergency contacts will be called. Inability to reach any contacts listed on the registration form is grounds for immediate termination of enrollment without refund of tuition and fees paid.

## **Potty Training Angels**

We know that the key to potty training is consistency and we will make every effort to assist in this venture. All angels will have access to the bathroom at regularly scheduled intervals as well on an as needed basis. However, it is not always possible to accommodate every "need" of the angel promptly. Therefore until angels in the Toddler, 2's and 3's classes have demonstrated the ability to remain accident free for a period of at least 2 weeks, they need to remain in diapers or similar training pants like Pull-ups. Also, in the case of boys, please inform your teacher as to which is the preferred method of urination (standing or sitting).

Angels enrolling in the 4's/Pre-K classes will have to be fully potty trained for admission acceptance. We understand that "accidents" will happen. Accidents are by definition unusual incidents and should happen only infrequently.

- ☆ Potty trained angels:are able to go at least two weeks without a wetting or soiling accident.
- ☆ no longer wear disposable underwear.
- ☆ can tell the teacher when they need to use the restroom.
- ☆ can attend to their own hygiene.
- ☆ Preschool teachers do not wipe bottoms. This is a privacy issue that protects all concerned.

If your angel is not completely potty trained as described above when school starts, you may choose one of two alternatives: 1) You may withdraw your child from the class and place his or her name on the top of the waiting list. Registration fees are non-refundable. However, if your child is later placed in the class, you will not have to pay an additional registration fee. 2) You may continue to pay tuition to hold your angel's spot until he or she is ready to start school.

## **Dressing Angels**

We know that God made all different kinds of people, and we fully support our Lil' Angels expressing their personality through creative dress styles. However, to maintain a safe and respectful atmosphere, we do have a few guidelines to consider when picking out an outfit for school.

- ☆ All clothing items should fit appropriately. Bare mid-drifts are discouraged.
- ☆ Shorts and skirts should be at least as long as mid-thigh.
- ☆ All girls wearing skirts or dresses need to have "privacy shorts" on underneath. We will remind them how to sit like a lady in such attire, but we do have very active school days and we want to preserve their dignity at all time.
- ☆ We occasionally have special dress days (themed dress and/or KDO t-shirt days). Participation is optional, but encouraged.
- ☆ We do a lot of physical activities and free play. Angels should be dressed comfortably for a full day, all the way to the shoes!
- ☆ We also plan a lot of arts and crafts. While we provide washable supplies and aprons to help protect the clothes, accidents happen. As a general rule of thumb, if the outfit is something special, please save it for another occasion.
- ☆ Additionally, on picture day, please provide alternate clothing for your Angel to change into following his/her portrait session.

## **Disciplining Angels**

While individual styles may vary, the teachers will use "time-outs" as the primary form of discipline. Angels will be warned in the instance of inappropriate behavior prior to being given a time out, the reasoning explained, and gentle encouragement to make better choices. The word discipline means to educate, and that is our primary concern and function.

If, however, any angel becomes abusive or poses a danger to themselves or others, then they will be asked to go home for the remainder of the day. Should the destructive behavior continue, then we reserve the right to terminate enrollment.

We understand that circumstances beyond control may occur from time to time that can interfere with strict adherence to the policies set by the Lil' Angels KDO administration. Therefore, we implore you to keep open the lines of communication between yourself and the staff of Button's Lil' Angels KDO Program. We will make every attempt to help resolve any problems that may arise. However, repeated occurrences in which the policies have not been adhered to may result in termination of enrollment. Instances such as these will be reviewed on a case by case basis by Lil' Angels KDO School Board and Church leadership.

Thank you for choosing the Lil' Angels KDO Program at Button Memorial United Methodist Church. I know this will be a great year and a blessing for us all!

**"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."** The words of Jesus Christ, Mark 10:14