

Parent Information and Policy Handbook



Waterloo Church of the Nazarene

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405-341-2751

[www.steppingstonesmdo.com](http://www.steppingstonesmdo.com)

Krista Allen, Director

## Our program

### **Spring/Fall Semesters:**

Stepping Stones is a play and rest program for children 12 months through three years of age, and a preschool for fours to five-year-olds. Our goal is to provide a safe and loving Christian environment for children to learn through play, music, crafts, and other developmentally appropriate activities. Our preschool uses a theme-based curriculum to introduce the skills needed to enter public school. Spring/Fall semesters run Mondays, Tuesdays, and Thursdays from 9:30-2:30.

## Class Days and Hours

Stepping Stones offers classes Mondays, Tuesdays, and Thursdays. You may choose to attend one, two, or three days a week, as available. Our hours are 9:30am – 2:30pm.

## Tuition

Tuition is to be paid on the first school day of each month. Please be prompt with your payment, or let the Director know if special arrangements need to be made. A late fee of \$5 will be charged when payment is not received by the 10<sup>th</sup> of the month and a \$10 fee will be charged if not paid by the 20<sup>th</sup> of the month and no special arrangements have been made. In an effort to make tuition less complicated, we have taken the total cost for the semester and divided it equally between the months. So, tuition amounts will remain the same for each month. **There are no refunds, credits, or make-up days for absences due to illness, vacation, or bad weather.** Tuition is as follows:

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1 day per week	\$100 per month
2 days per week	\$200 per month
3 days per week	\$300 per month

We offer a 10% discount if more than one child is enrolled per family. The youngest child is full price and additional children are 10% off. Sibling discount is for children enrolled in the two or three day program only.

## Enrollment fees

Enrollment fees are paid at the time of registration to hold a position in the program. Enrollment fees are per child and non-refundable. Fees are \$85 for the school year.

We will keep a waitlist for families wishing to be notified should a spot open up. We do not take any forms or fees from you until a spot is open. Your child will be placed on the waitlist until the beginning of enrollment for the next term at which time waitlists are cleared and start over.

## School Arrival

The front doors are open promptly at 9:25am. We encourage you to arrive on time and start the day with the rest of the class as this allows for the teachers to start their day on schedule and stay on schedule. Our teachers arrive early to prepare their classrooms, but students will not be allowed to drop off before the 9:25am start time. **For the safety of our children and our workers, the front doors will be locked at 10:00am.** Please ring the intercom on the brick wall or call/text 405-850-3171 if you need to enter our facility after 10am or before 2:15pm.

Teachers have found children adjust more quickly when parents say their good-byes at the door and leave without delay. For the children's protection and to prevent germ exposures, parents and other grown ups are not allowed in the classrooms. Please sign your child in on the clip board in the main hallway on their classroom sheet. During the sign in, the parent will note whether they will pick up the child or someone else will.

### **What to bring to school everyday**

Every child should bring a LABELED bag or backpack with a change of clothes, lunch, and a refillable cup. If your child needs a comfort item to sleep you may keep that in the backpack as well (blanket, teddy bear, pacifier, etc). Please apply sunscreen at home. If your child is not potty trained a supply of diapers or pullups may be kept in their cubby, we will alert you when you are running low. For the three year old class please bring only pullups with attachable sides. Please do not bring open food/candy in the classrooms in the morning or enter with their mouths full, children should eat before coming into the building.

### **Discipline**

We view discipline as a lesson in self control, not punishment. Here are the stages of discipline if self control cannot be regained...

- One on one conversation between child and teacher (on the child's level) to discuss the problem and a possible solution.
- Choices are given whenever possible so the child can practice making good choices.
- When a child cannot or will not make a choice, the teacher makes the choice for them.
- Change of scenery/space (another center, sitting by someone else...)
- Time Out (sitting quietly away from others to calm down and think)
- Conversation between director and child
- Conversation with parents.

If a problem is serious or jeopardizes the objective of the program, the parents will be contacted and the situation appropriately discussed and resolved. In the case of one child harming another, we will implement a three strikes policy. If a child purposely damages school supplies or equipment the parents may be asked to replace the item or cover the cost of the loss. Parent behavior is also grounds for exclusion from our center. We reserve the right to terminate care or refuse services as we see fit.

### **Class size, teacher ratio, ages of participants**

Our classes are grouped by the age of your child.

<b><u>Room</u></b>	<b><u>Age</u></b>	<b><u>Ratio</u></b>	<b><u>Max</u></b>
Teddy Bears	12mo-23mo	1:6	11
Kittens	Younger twos	1:6	13
Puppies	Older twos, younger threes	1:8	16
Monkeys	older threes and up	1:12	16

### **Naptime**

All our classes will have a rest time during the day. Children do not have to go to sleep, but are asked to rest quietly. We provide cots/playpens/mats for children to rest on. Please send a crib sheet, blanket, and SMALL pillow with your child. (no pillows for children under 2) They will be sent home to be washed monthly. If you would like to bring your child's bedding home to wash more often, please let the teacher know.

### **Food**

Each child will bring a lunch and drinks for the day. No-spill cups labeled with their names are required. Finger foods that your child can handle on his/her own and that require no special preparation or refrigeration are required. Please do not send glass containers, or carbonated drinks. Here are some suggestions for lunch:

cubed cheese	PBJ	PB crackers
diced fruit	small sandwiches	string cheese
crackers	raisins	chewy fruit snacks
cubed meat	chopped veggies	yogurt/gogurt

## Health Issues

Children cannot fully enjoy their time at Stepping Stones when they are not feeling well. While we strive to maintain a healthy environment for children and staff, we can only do so when people adhere to our illness policies. Children who show signs of temperature above 100 degrees, an acute cold, colored mucus, constant cough, red or running eyes, skin eruptions, rash, sore throat, or vomiting or diarrhea cannot be accepted in our classrooms. Different illnesses have different exclusions until they are not considered contagious, please check with the director if you are unsure how long your child needs to stay home. Please do not send your child to school until they have been free of fever (without medicine), vomiting, or diarrhea, or have been on antibiotics for 24 hours, 3 days after RSV or other coughs, and 7 days after a hand, foot, mouth diagnosis (bumps must be scabbed over and dry). If your child gets sick at school you will be notified as soon as possible to come and pick them up. Sending your child to school medicated to cover up any symptoms is grounds for exclusion from our program.

**Please notify us if your child has any allergies, dietary restrictions or any other health issues we need to be aware of. If your child has a gluten, peanut, or similar allergy you will need to provide daily snacks and a box of treats to be given on special occasions.**

## COVID UPDATE- 5 day exclusion policy.

## School Calendar Closings

Stepping Stones follows the Edmond Public schools for decisions regarding our calendar and weather conditions. Please listen to the local news reports to be aware of weather related closings. If bad weather occurs while we are in session, our teachers are trained for emergencies and will do everything in our power to keep your child safe. **Should Edmond Public schools go all virtual, MDO will shut down. If we are in a high tornado risk during MDO hours, MDO will shut down regardless of what Edmond Schools do.**

## Medication

Stepping Stones is willing to give your child medication when absolutely necessary, but only under the following conditions:

- medication is pre-measured with exact dosage
- medicine is kept in a lock box in the office
- a signed card is on file with parent's permission and instructions for giving the medication
- medication is only given by director
- Medication includes any vitamins, supplements, over the counter, prescription, inhalers, epipens, lotions, etc.

## Pick Up

A child will not be released to anyone except the parent, or persons on the authorized pickup list on your enrollment forms. Until we recognize those authorized to pick up, identification will be required. We must be strict with this policy in order to provide a safe, secure environment for your child. Pick up time is at 2:30pm. **After 2:30, there will be a \$5 late fee and then \$1 for every minute after 2:30pm. Late fees must be paid before a child can return to class.** Please remember that most of our teachers are parents and they need to be able to pick up their children and go home as well. We do not release children to minors.

## Withdrawal

A two-week notice is required when withdrawing your child from the program once the session has begun. This allows us to keep our program full and assist other families who may be waiting for a position to become available.

### **Labeling Items**

Please label absolutely everything you send to school with your child. This prevents the wrong items from going home with the wrong children. This also ensures that we are giving the correct pacifier, bottle, teddy bear, etc. to the correct child.

### **Clothing**

Children at Stepping Stones play and get messy. We often play outside on the playground. Play clothes are the most comfortable and appropriate. Tennis shoes are best for the playground. Flip flops or shoes without a strap on the back are not allowed. The closed toes help protect little feet. Two-piece outfits are helpful for children learning to go to the bathroom by themselves. Accidents and spills happen in all age classes so please bring a change of clothes for your child every day. During cool weather send a jacket or sweater for outdoor play.

### **Potty Training**

If your child is potty training, he/she must wear pull-ups/diapers until they are accident free for one month. We will take your child to the restroom frequently, but we can't make them go. A child enrolling in the 3 year old class needs to be actively working on potty training and come to school in pull-ups. Training pants must fasten on the sides so staff are not having to remove shoes and pants each time. For the twos if they are not potty training they must be in diapers, not pullups. For health and sanitation reasons if your child is having frequent accidents while wearing underwear we will require them to go back to wearing diapers/pullups.

### **Toys**

Children should not bring any toys to school unless it is something they need to rest with or requested by their teacher. We are not responsible for any lost, stolen, or broken items. Any items allowed in must be in good, clean condition and free of any choking or safety hazards. Electronics are not allowed.

### **Family Issues**

If you have custody of your child, and there are individuals who are not to pick up your child, please provide us with a copy of the court order. If we do not have a copy in your child's file, it is more difficult to help you protect your child. A court order gives us the tools if this comes into question.

### **Music and Movement**

A qualified Music and Movement teacher will come and teach a class two Mondays a month. All children attending on Mondays will participate.

### **Supplies**

We require families to bring a few supplies to help supplement the supplies that we use on a daily basis (baby wipes, Clorox wipes, glue, snacks, etc). Please refer to the list of supplies for each classroom. Occasionally if we run low or need items we may ask for them on the Facebook page. Items that can be used for art projects like toilet paper or paper towel rolls, fabric scraps, etc are always appreciated.

### **Calendar**

A calendar is posted on our website as well as by the classroom doors monthly to keep you informed of special activities, announcements, and reminders. It is a good idea to take a picture of the calendar or print it out so you have access to it.

## **Facebook**

We have a private Facebook page parents must ask to join, we post reminders and pictures of all activities so parents can see what their child did during their time at MDO. The page is called Stepping Stones MDO

## **Substitutes**

If you have a desire to be a substitute teacher this year, please come to the office to fill out a form. If you have a child enrolled in our program, your pay can go directly toward your next month's tuition or is handed to you.

## **Donations and fundraising**

Stepping Stones works to keep our fees and tuition as low as possible for our families while still providing a superior program. Because profits are limited, we depend upon donations (toys, paper & craft items, snack, etc.) and fundraisers to raise cash for needed items and new toys. We appreciate any involvement you can provide.

## **Special Activities**

Stepping Stones offers lots of fun activities during the school session such as holiday parties and theme days. Some times we may ask for some parent volunteers.

## **Sonic and Pizza Days**

Once a month we have a Sonic or pizza day (Dominos). If you would like to participate, please send \$3.00 to cover the cost of food. For Sonic they have the choice of a plain hamburger, hot dog, corn dog, or grilled cheese. All Sonic meals come with tots. Often pizza or Sonic is not enough to fill up these kids, so please bring a labeled drink and an individual side item for your child. You are welcome to add the cost of the food days to tuition checks if you like, but food days vary on what day they fall on each month, so please make sure your child will be here those days.

## **A few extra things**

If your child is in diapers, please send them in two-piece outfits or outfits with snaps for easier diaper changing. Nothing that requires full undressing to change them.

Please make sure cups for the ones and two are spill and leak proof. Please do not send juice unless a separate item for their lunch.

## **Babysitting**

Should you ask a staff member to care for your child outside of our business hours, they are doing so without maintaining affiliation with our program. We are not responsible for anything staff does outside our hours.

## **Parents Night Out**

Throughout the year we may offer a Parent Night Out. These will occur on random Friday nights from 5:45pm-10pm. Cost is \$30 for the first child and \$10 per sibling. Pizza will be provided. This is a cash only event and separate from tuition due the night of the event. Spots are limited, so sign ups are on the front table the week before. To ensure we have the right amount of staff and pizza there is a \$10 per child cancellation fee if given less than 24 hour notice that they will no longer attend.

## **Communication**

I am happy to address any comments, concerns, or questions through email, [steppingstonesmdo@yahoo.com](mailto:steppingstonesmdo@yahoo.com), the church number (405)341-2751, or a call or text to my cell phone (405)850-3171 (preferred).