



WESLEYAN  
KIDDIE KOLLEGE

Before & After School  
Program

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Dear Families:

Welcome to Wesleyan Kiddie Kollege, a ministry of Warrenton Wesleyan Church. We're glad that you are interested in becoming a part of our family. WKK believes that clear communication is one of the keys to a successful program. Therefore, this handbook contains specific information and requirements set forth by the Warrenton Wesleyan Church Board of Directors and the State of Missouri.

Our programs here at Wesleyan Kiddie Kollege can play an important role in the development of your child. Our purpose here is to offer children quality, love, care and education in an atmosphere where Jesus Christ and His Word are an intimate and inseparable part of the day. We offer parents an opportunity to put their children in an atmosphere of Christian love, where they will be instructed by Godly workers, following Biblical principles in their teaching.

Our caring trained staff makes it a priority to provide a positive and memorable experience for each person that enters our campus. Each staff member is carefully selected based on enthusiasm and ability. Staff is screened with background checks and is extensively trained in order to fulfill his/her responsibility as a role model. In fact, we are so confident in our staff that we, as employees, also send our kids to WKK.

WKK truly offers something for everyone. If you have further questions about any of our programs, please feel free to ask our office staff.

Happy Learning,  
Wesleyan Kiddie Kollege



# 2017-2018 Wesleyan Kiddie College School Year Calendar

**TBA**– Bookfair  
**August 18**– CLOSED  
**August 18** – Open House  
**August 16**– Last Day of Summer Program  
**Aug 17**– 1st day of school

August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Sept 5** Labor Day– CLOSED

October 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**November 23-24** Thanksgiving– CLOSED

**TBA**– Bookfair second quarter  
**December 25 –29**– Christmas – CLOSED

December 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

January 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**January 1**- New Year Day– CLOSED  
**January 2**– Classes Resume  
**January 15**– CLOSED MLK Day  
**January 23**– Kindergarten Information Night

**February 19**– CLOSED– President's Day

February 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**March 30** - CLOSED Good Friday

April 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**May 7-11**– Teacher Appreciation Week  
**May 18**– Achievement Night & Kindergarten Graduation  
**May 28**-Memorial Day– CLOSED  
**May 29**- First Day of Summer Program

June 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**July 4**- Independence Day– CLOSED

**Red Days**– Holidays. No School.  
**Green Days**– Events  
**Blue Days**– First and Last days of Fall/ Summer Programs

Welcome to Wesleyan Kiddie Kollege, a ministry of the Warrenton Wesleyan Church. This handbook contains important information regarding our policies and procedures for our Before & After School Program. These policies are in place to assure continued service and quality as well as keeping the safety of your child at its highest level. Please take time to read this handbook and keep it handy throughout the year. Our WKK parents and guardians are responsible to know what our policies and procedures are as stated in this handbook. After reading this handbook, please sign the registration agreement, stating that you have received, read, and understand this information. This agreement must be obtained at the time of enrollment and will be kept in your child's file.

## Program Guidelines

### Accessing the Building

All doors at WKK will be locked at all times. In order to access the building, families will be assigned a private five digit code. This code can be entered on the keypad located next to the main doors on the North end of the building. For your convenience key fobs may be purchased for \$10.00 per fob. It is strongly advised that you do not share your code with anyone. **Children are not allowed to use the keypad to enter the building.** You will be liable for anything that happens within WKK as a result of your code being shared.

### Sign-in/Sign-out Procedures

Each child must be signed in and out by an adult on a daily basis in the lobby at our Parent Kiosk. This code will be assigned upon enrollment, which is the last 4 digits of the code used to access the building. Families can request as many codes as needed for authorized pick-ups if they do not want to share their code. **Children are not to enter the code on the iPads at the front parent kiosk. We will be monitoring this.** This is a safety precaution that WKK has put in place to make sure we know with whom your child has arrived and went home.

### Pickup Policy

WKK is open from 6:00 a.m.– 6:00 p.m. Children will only be released to a parent, guardian, or authorized pick-up as written on the registration paperwork. A parent or guardian may verbally authorize a pick-up at any time as well as add or delete any authorized pick up from their child's file. A photo ID may be asked for to verify identity before a child is released. A child who is not picked up by 6:00 p.m. will have their account charged a late fee of \$1.00 per minute, per child. This fee is due upon arrival by the parent or guardian, paid directly to the attending staff. The late fee must be paid for care to continue the next business day. If a child is not picked up by 6:00 p.m., administration staff will attempt to contact the parent/guardian and authorized contacts on file to secure pick up of the child until 6:30 PM. If contact cannot be made to an authorized person for pickup, or the parent has not called to inform administration of late arrival, Wesleyan Kiddie Kollege staff is required to contact the Division of Family Services, police, or emergency services. In a situation where our staff is suspicious that a parent, guardian and/or authorized pick up appears incapable of adequately caring for a child within our care, the child will not be released and Division of Family Services and the Police will be notified immediately.

### Age Guidelines

Our Before and After Care Program is designed for children who are entering Kindergarten through the 5th grade.

### Inclement Weather

When severe weather conditions exist, please watch and check online Channel 2 ([www.myfoxstl.com](http://www.myfoxstl.com)) or Channel 5 ([www.ksdk.com](http://www.ksdk.com)) News, they will carry closing information. WKK will use our Tadpoles program to send out emails and phone texts to the parents, as well as post information on our Facebook page. Wesleyan Kiddie Kollege will be open for care, unless it is specifically announced otherwise. Our Kindergarten Program, **DOES NOT** follow the Warren County R3 School District when it comes to inclement weather because we do not run a bus service. In the event of delayed opening or early closing the information will also be announced as stated above. **Parents are still responsible for tuition in the event of inclement weather.**

### Lunch & Snacks

An afternoon snack is provided for your child each day once they arrive from school. However, you may send a snack with your child if you wish. Parents are encouraged to send nutritional and safe snacks. Some suggested snacks are fruit, juice, vegetables, cheese, granola bars, etc. Please **DO NOT** send candy, soda, etc. If these items are brought in we will not allow your children to have them during operating hours. If you are in doubt about a particular snack, please check with the office. WKK also asks that you do not send any kind of nut or peanut in your child's snacks or lunches. We have several children with severe allergies. A nutritious morning snack and lunch is provided for your child when they are here all day

### Dress Code

The purpose of the dress code is to be obedient to the principles of God's Word and to provide the best possible atmosphere for learning. God's Word says that our dress should be modest and that our attention should be on improving the inner person more than the outer person. Traditional styles of clothing are expected. Nothing that will distract from learning and/or draw attention to one's self will be acceptable. Research has proven that the way we dress affects our attitude and desire to learn.

Extreme and/or inappropriate styles are discouraged. For these reasons Wesleyan Kiddie Kollege is asking that when it comes to dress, you consider these requests. All children in our programs are required to wear proper shoes. Shoes should be in good repair with proper fit. **If wearing sandals they should have a strap on the back for safety issues. NO slip-ons or flip-flops.** Clothing should be in good repair and modest in appearance. Girls should wear shorts or leggings under their dresses or skirts.

### Before & After School Enrollment

Enrollment for WKK's Before & After School Program will open in the month of March prior to the upcoming school year. The following is required for enrollment prior to the first day Before & After School Care begins.

- Completed Registration Form
- Enrollment Fee
- Original Birth Certificate
- Any paperwork issued by the courts regarding guardianship and/or custody of the enrolling child

### Parent and Volunteer Involvement

On occasion we will offer field trips for our Before & After School Program when they are on breaks from school. There will be an extra fee for these trips that we will ask parents/guardians to pay prior to the trip. We welcome parent/guardian involvement. Parents will be notified of a forthcoming field trip in advance. We believe that parents who volunteer for WKK are examples of our ministry. Each volunteer will be asked to sign a Volunteer Form agreeing to adhere to the policies and procedures of WKK. Volunteers must provide their own transportation to and from field trips. We also require each volunteer to complete a background screening. Children not enrolled in our WKK program cannot attend field trips, this includes but is not limited to siblings who are not part of the Before & After School Program.

### Child Absenses

If your child is going to be late or absent, we ask that you make us aware. You are able to use the Tadpoles Program to leave this communication or you can call or email the office. This will help our staff to know if your child will be getting on our bus from school in the afternoon. If school is out and **your child is arriving for the day after 10:00am we require you to make us aware so that we can ensure that our program is staffed appropriately. If you arrive after 10:00am without notice, you may not be able to leave your child in our care if we have already made staffing changes for that day.**

### Personal Hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Anti-bacterial soap is used for hand washing before meals and after toilet use. Disposable paper towels are used for drying hands.

### Toys and Electronics

Please do not allow your child to bring toys or electronics during Before & After School Care unless there is a special day announced by our staff. WKK is NOT responsible for any lost, broken, or stolen items that are brought in from home.

## Payment, Fees, & Procedures

There is a \$40.00 non-refundable registration fee to secure your placement in our Before & After School Program, \$65 per family. The registration fee is due upon enrollment. Returning students will be charged a \$25.00 non-refundable re-enrollment due upon re-enrollment, \$50 per family. Your child's place in the program WILL NOT be secured until this fee is paid and proper enrollment paperwork is received. **Please be advised the registration fee is required for enrollment and is non-refundable under all circumstances. This fee is due upon enrollment**

### RATES EFFECTIVE June 2017

#### Weekly Rate Per Child

Per Child        \$60

This is a **flat rate** and there will be no additional charge for early dismissals, full days, snow days, or holidays. Parents will be responsible for the cost of activities planned on full days or early dismissals. There is not a multi-child discount available for this program. Vacation time is not available for our Before and After School Program.

#### Payment Policy

It is the policy of Wesleyan Kiddie Kollege that payment **must be made** by Friday, prior to the next school week or no later than Monday of the current school week. **\*\*\*Any student account that is NOT paid by the end of Monday's business day of the current school week will be assessed a \$15.00 late fee per child, and will continue to accrue by an additional \$15.00 per week per child until the account is made current.\*\*\***

WKK accepts several methods of payment; cash, check, credit/debit, EFT, online invoicing, or we are able to take payment by phone. There is a \$35.00 charge for all returned payments.

#### Delinquent Accounts

**If your account becomes more than TWO WEEKS delinquent, payment must be made immediately to bring your account back to good standing.** Failure to do so will result in the child being withdrawn from the program until the account is current, thus forfeiting your child's placement in the program and a re-enrollment fee will be required to return as space is available. If an account falls delinquent more than two times, administration will require that an automatic debit payment method be established for the child(ren) to continue in the WKK program. WKK does hold the right to terminate enrollment at any time if a student account continuously falls delinquent.

#### Collections and Fees

WKK does work directly with a collection company. Any account balance owed and in the event of default the enrolling parent(s)/guardian(s) will pay all reasonable collection charges, court costs, and/or attorney fees.

#### Subsidies

WKK does work with local agencies for parents/guardians who qualify to receive subsidies to assist in their tuition. WKK must have written authorization from these agencies upon enrollment. Until written authorization is received the registering parent/guardian will be required to pay the full tuition amount to attend any program at WKK. Upon written authorization you will be asked to sign a subsidy agreement showing what is estimated for payment from the subsidy assistance. Any tuition balance left after subsidy payments are applied will be required to be paid on a weekly basis as referred to above in our payment policy. If a subsidy account becomes **one week delinquent**, payment must be made immediately to bring account back to good standing. (Please see above statement regarding delinquent accounts)

#### Enrollment

Open enrollment and re-enrollment is held during the month of March at Wesleyan Kiddie Kollege. During March you will have the opportunity to re-enroll your child in our program for the following school year. **Families with a past due account will not be allowed to re-enroll in the next years program until account is in good standing.** Our preschool program begins in August and ends in May. Our summer program begins at the end of May and ends in August. There is not a separate enrollment fee for these programs. Enrollment fees are due upon registration and a start date is required. **Please be advised the enrollment fee is required for our programs and is non-refundable under all circumstances.**



**Refunds and Credits**

Credit **WILL NOT** be given for missed days, holidays, illness, or closings due to weather. Excused Illness Credit is applied if there has been a complete week (Monday through Friday) of missed school due to illness. This credit is applied once a written note from your child’s physician is received stating the reason the absence was required. Excused Illness Credit is allowed up to two weeks within a school year. Also, if the student attends any part of the week typical tuition rates will be charged. Please note, these credits are only allowed in the account remains in good standing at WKK. WKK Administration retains the right to refuse credit to an account.

**Withdrawing From Any of the Wesleyan Kiddie Kollege Before & After School Program**

Wesleyan Kiddie Kollege Administration requires a **TWO WEEK** written and signed notice, by the enrolling parent or guardian, if needing to withdraw a child from the Preschool Program. Verbal notice is NOT accepted at any time as notice to withdraw. If proper notice is not received, two week’s of tuition will be charged to the student’s account and the registering parent/guardian will be required to pay this amount. Normal late fees and collection activity will be applied if the balance on the account is not paid.

**Scheduled Closed Days**

If the holiday falls on a Saturday, it will be observed on the Friday before; if it falls on a Sunday, it will be observed on the Monday following the holiday.

**Wesleyan Kiddie Kollege is closed on the following days:**

New Year’s Eve	Good Friday	Teacher Orientation (August)	Christmas Day
New Year’s Day	Memorial Day	Thanksgiving Day	
Martin Luther King, Jr. Day	Independence Day	Friday After Thanksgiving	
President’s Day	Labor Day	Christmas Eve	

**Medical, Emergency, & Health Information**

**ILLNESS AND PARENTAL CONSULTATION**

State regulations require that there be daily observation of each child on arrival at the center by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. **A child who is ill upon arrival at the center will not be admitted or will be separated from other children until a parent/guardian or authorized pick-up can be notified and the child picked up in a timely manner.**

When children have been exposed to communicable diseases such as but not limited to; hepatitis, chicken pox, measles, strep infection, all staff members and parents/guardians shall be notified immediately by WKK’s Administration Staff. With any illness especially communicable diseases, we ask that you seek your physician’s advice and always notify WKK Administration immediately. In such cases a note from the physician will be required. **WKK Administration does reserve the right to disallow care for a period of time in the event of a diagnosed communicable disease.**

If a child exhibits any sign of illness while in the care of WKK, we will notify the parent or guardian. **If WKK Administration deems required, the parent/guardian or authorized pick-up will be responsible to pick up the child within an hour of being contacted by Administration.** An incident report will be emailed out via Tadpoles regarding the illness. By signing the registration agreement you are agreeing that if your child exhibits any of the symptoms mentioned below your child will not return to school for 24 hours after the symptoms have subsided **as well as with a note from the physician stating when the child is allowed to return to school.** All reports and physician notes will be retained in your child’s record.

\*\*\*If your child becomes ill while at school they will not be allowed to attend before and after school care for a full 24 hours.\*\*\*

**If a child displays any of the following symptoms, he/she must be kept home, or will be sent home:**

- Fever (100 degrees or over).
- Diarrhea, loose bowel movements
- Nasal secretions that are thick, yellow and/or green.
- Sore throat with fever or throat spots.
- Cough accompanied by a fever, chills, and the coughing up of green or yellow mucous
- Vomiting or Nausea.
- Eye drainage of any type should be checked by a doctor to rule out infection.
- Unusual rashes should be checked by a doctor to rule out bacterial infection.
- Child not feeling well, such as lethargic behavior, chills, or inconsolable crying.

**The child may return to preschool after illness when:**

- Symptoms of the above mentioned have subsided for 24 hours.
- Fever free for 24 hours.
- Nausea, vomiting or diarrhea has subsided for 24 hours.
- At least 4 doses of antibiotic have been given over a 24 hour time period for any type of strep or bacterial infection.
- Child is feeling well again and normal behavior has returned.
- A note from the physician is required by the director stating the child may return to school.

**WKK Administration does reserve the right to disallow care for a period of time if there is reported observation of any of the above symptoms by our WKK Staff.****Medication**

If your child is required to take over-the-counter medication, prescription drugs, or has any other special medical conditions while at school, please adhere to the following procedures:

- A signed Medication Release must be filled out for all over-the counter medication, and prescription drugs. The Medication Release must state what the medication is, the quantity to be given, and the time when the medication is to be administered. The release form is located at the Parent Kiosk in the WKK Lobby for your convenience.
- Please note any special needs or medications on the registration form.
- Prescription drugs must be in original container with original label and the pharmacy instructions, easily read and understood. All medications must state: Child's Name, Doctor's Name and Phone Number, Name of Medication, Dosage, and Frequency.
- For over the counter medication, provide medication in original bottle with label intact.
- All medications must be taken to the child's teacher or to the WKK office. NO medications may be kept in the child's backpacks or lunch box. If medication is found it will be kept in the WKK office and we will attempt to contact the parent. WKK will not administer the medication without a signed medication form.
- Medications may only be administered by WKK Staff.

**Accidents**

All WKK staff are certified in infant/child CPR and infant/child First Aid. In case of any accident, assessment and treatment of the injury will be given under the supervision of the WKK Staff Member and/or the Director. If further treatment is deemed necessary, the parent/guardian or authorized contact will be called. All accidents are recorded within the Tadpoles Program in the child's file. In the case of serious accidents or injuries requiring immediate medical attention, the appropriate emergency authorities will be immediately contacted, and your child will be transported to the emergency room. All attempts will be made to notify the parent/guardian or authorized contacts immediately. **Parents/Guardians are responsible for all fees charged by attending physicians, by the ER, EMS, and/or by the pharmacy for any medications or services prescribed that are not immediately covered by your existing insurance.**

**Inclement and Excessively Hot Weather**

On days of inclement or excessively hot weather, children will be kept inside. Sunscreen is applied to all children on warm sunny days. If you wish to provide your own brand of sunscreen for your child, it must be labeled with the child's first and last name and given to the teacher. **DO NOT** send sunscreen in your child's backpack. By signing the registration agreement, you are giving us permission to apply sunscreen to your child.

During cooler weather, please send your child with a jacket or coat as well as hat and gloves. We believe that it is healthy to take the children outside even if it is just for short periods of time. Please make sure you label all jackets and

## Head Lice

It is easy for head lice to make their presence in any home. Therefore, there is no need of shame should they be discovered. We ask that you check your child for head lice or the presence of nits occasionally. Lice and nits are not a serious health concern, but do present that perception at school if and when they are discovered. If discovered, quick action is necessary to eradicate them.

When discovered:

- Child will be removed from the group.
- A call will be made to the parent for notification of immediate pick up.
- We notify all preschool teachers so they can perform head checks.
- A notice to all other parents will be sent home that day to notify and ask for assistance in checking their child at home.

Wesleyan Kiddie Kollege has adopted the **NO NIT Policy** and before returning to the center the child **must be nit free** and checked by office administration before returning.

## Child Abuse

All administration and staff at Wesleyan Kiddie Kollege is mandated by the State of Missouri to report any suspicion of child abuse or neglect to the Division of Family Services.

## Department of Health

Wesleyan Kiddie Kollege is inspected on a regular basis by the Department of Health. The most recent inspection information is located in the office. All Wesleyan Kiddie Kollege staff has participated in the A+ program, a program sponsored by the Department of Health immunizing all staff against Hepatitis A.

## Tornado/Earthquake Drills

Tornado and Earthquake Drills and proper safety procedures are practiced on a regular basis. In the event of a tornado warning, students will be escorted to a safe place in one of the inner rooms in the lower level of our building, and they will be instructed on proper safety procedures.

## Fire Drills

Fire Drills are held on a regular basis in order to familiarize the children with the proper and safe procedures for emergency exit of the building. In the event of fire, students will be evacuated according to plan. The preschool is inspected on a regular basis by the fire marshal.

## Lockdown Procedures

WKK has put together lockdown procedures in the case of emergencies. Our staff is thoroughly trained on what to do if a lockdown becomes necessary. In the event of an emergency that requires such action, students will be taken into the classrooms where the doors to the classroom will be locked and windows covered until a safe word is spoken over our intercom system. WKK works directly with the Warren County Police Department to keep our campus safe.

## Behavior & Discipline Policies

### Staff Behavior Policy

Staff are held to high standards in the best interest of your children. We offer parents an opportunity to put their children in an atmosphere of Christian love, where they will be instructed by Godly workers, following Biblical principles in their teaching and care. The following is the policy that all staff must adhere to: Staff shall not abuse children including: physical abuse— strike, spank, shake, slap; verbal abuse— humiliate, degrade, threaten; sexual abuse— inappropriate touch or verbal exchange; mental abuse— shaming, withholding love, cruelty; neglect— withholding food, water, basic care, etc. A child shall not be deprived of food, isolated or subjected to corporal punishment or physical exercise as a means of punishment either by staff or by another student. Any type of abuse will not be tolerated and may be cause for immediate dismissal. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only if necessary to protect the child or other children from harm.

### Staff/Student Supervision Policy

In order to protect students and WKK staff, at no time may a staff person be alone with a single child where they cannot be observed by others. At no time should a single student be left unsupervised. Staff will stand in the doorway while children are using the restrooms. This policy allows privacy for the children and protection for the staff (not being alone with a child). No child regardless of age should ever enter a public restroom alone.

### Student Behavior Policy

Students are expected to exhibit appropriate behavior at all times. Inappropriate behavior will be discussed with the child when it occurs. The first step in dealing with inappropriate behavior is to view the situation as a learning opportunity for all involved. Negative behavior affects more than just the student involved in the misconduct; it affects all those around them. Each student's situation is different, and, therefore, each situation of inappropriate behavior must be weighed against the positive and negative benefits that your child will attain from staff intervention. All children and staff can grow together in a positive and safe environment where natural consequences are allowed to occur. Parents will be notified any time that your child is involved in negative behavior, whether initiating or receiving, and your input will be vital in our decisions. Our goal is to assist you in the growth of your children through positive reinforcement and natural consequences.

### Discipline

When inappropriate behavior occurs, the staff will redirect behavior by discussing the problem with the child to determine causes and help the child find ways of resolving it and redirecting behavior. At times it may be necessary to separate a child from the group for 3-5 minutes allowing him/her time out to think about the situation. The child may rejoin the group when he/she is prepared to cooperate with others. If a child's behavior consistently disrupts the flow of the program or emotionally harms others and otherwise conflicts with the program, regulations and rules, a disciplinary referral will be written. A conference with the parents will be scheduled with the Director and staff. In the event the discipline problem persists, a second conference will be scheduled to discuss possible suspension/dismissal from the program. If a child's behavior toward other children or caregiver is of a violent nature, the caregiver will restrain the child so no harm will come to others and the child.

### Actions justifying disciplinary referrals are:

- Arguments, bad language, back-talking, or excessive loudness
- Pushing, fighting of any kind, rough or harsh actions toward others
- Not remaining seated on the bus while traveling
- Disrespect or unkind actions toward staff or other campers
- Display of violent nature toward staff or others will result in immediate dismissal
- Stealing of any kind

## Parent Communication

**We want to do our best to keep all our families informed about what is happening here at Wesleyan Kiddie Kollege. Parents need to be aware of several very important forms of communication that we use.**

### **Tadpoles**

WKK uses the Tadpoles Program as our primary source of communication with all families enrolled at Wesleyan Kiddie Kollege. This program uses your email address to deliver important information regarding your child. You may also decide to download the app available at Google play or Apple App Store. The data stored within this program is private and secure. This program has widely improved daily communication with the staff and parents/guardians. It provides a daily report for each child so the parent/guardian is informed of what the child did each day, it also provides you with photos and videos of your child and also gives WKK the ability to send out messages via text and email as well as gives the parent/guardian ability to notify WKK of absences, vacations, tardies, etc. You can view the demo of this program at [www.tadpoles.com](http://www.tadpoles.com)

### **Website**

We encourage you to visit our website regularly. We post all activities, newsletters, information, etc. on our site. [www.wkkonline.com](http://www.wkkonline.com)

### **Facebook**

We have a Facebook page. We will post updated information frequently on this site.

### **Email**

Our email address is [wkkoffice@wkkonline.com](mailto:wkkoffice@wkkonline.com). Please make sure to keep your email address updated in the office. We use this as our primary communication with our families.

### **Parent Kiosk**

In the entrance of the facility there is a parent kiosk and location board that contains any updated or new information that may not have been available in the monthly newsletter.

### **Visiting**

Parents and volunteers are welcome to visit the school at any time. We do ask that if you will be helping out in the school your background check as well as Volunteer Agreement are on file within the office. When visiting, please check in and out at the office with WKK Administration.

### **Solicitation**

**WKK may not be used as a setting for solicitation for any products, events, or fundraisers outside of WKK sponsored events or activities.**

### **Gum/ Candy/Soda**

Please do not allow your child to bring gum, candy, soda to school at anytime. They will not be allowed to have it while at WKK.

### **What Not to Bring**

For your child's safety and the safety of others we also do not allow the following items: guns, knives, weapons, fireworks, aerosol cans, tobacco, alcohol, drugs, matches, or lighters. We also ask that your child does not wear shoes with wheels on the bottom, such as Heely's. Our primary concern is for the safety of students and staff, and all necessary actions will be taken to protect their safety.

To avoid the possibility of loss, we request that children do not bring valuables to WKK. The more items brought to before and after care, the more the items have an opportunity to get lost or damaged. This includes expensive clothing, expensive jewelry, gaming cards or irreplaceable sentimental items. WKK will not assume liability for lost, stolen, or damaged personal items. To enhance your child's experience we ask that you do not bring electronic equipment before or after school. This includes cell phones, pagers, laptops, DVD players, Gameboys, video games, CD players, iPods, MP3 players, tablets, or radios.

## Enrollment Forms

The following forms must be in the Wesleyan Kiddie Kollege Office upon registering your child for our Before and After School Program. Please take care in filling out these forms and getting them to us. Forms not turned in will cause you to be delayed on the first day of School. It is a good idea to bring the originals to the WKK Office and make copies for your records.

1. Registration Form
2. Enrollment Fee
3. Authorization for Emergency Medical Care
4. Registration Agreement
5. Transportation Agreement
6. Birth Certificate
7. Any paperwork issued by the court regarding guardianship or custody

### **REGISTRATION FORM**

Please take care in filling out the parent/guardian information. We will use this information to contact you if deemed necessary.

### **Authorization for Pickup**

Information giving permission for a person(s), other than the parents, to pick up the child must be provided. Any person, other than the child's parent, will be asked to show identification. It is a good practice for the parent to notify the staff or director when other person(s) are picking up the child on a given day. In emergency situations, parents sometimes need other person(s) who are not on the authorization form to pick up the child. In such cases, the parent must give written or verbal authorization over the phone. The authorization form for pick-up also includes information indicating anyone who is **NOT** allowed to pick up the child.

### **AUTHORIZATION FOR EMERGENCY MEDICAL CARE**

Please take time to read and fill out this form. It is important for your child that WKK to have your preferences for emergency medical care on file. **Please make sure to alert us of any known allergies to foods or medications and sign the release for emergency medical treatment.** We also require your signature for field trips and transportation.

### **REGISTRATION AGREEMENT**

A parent/guardian signed registration agreement that the parent has received, read, and agrees to abide by the policies and practices of the handbook is kept in the child's file. This agreement also includes release that your child's photograph may appear on our WKK website, Facebook fan page, or in newspaper articles. If your child's picture appears on Facebook we will not use names or "tag" any child in the pictures. This is also a release for your child to watch WKK approved videos and movies.

### **TRANSPORTATION AGREEMENT**

WKK will transport children in enrolled in our Before/After School Program using our Wesleyan Kiddie Kollege bus to and from the schools in the Warren Country R-3 district. In the event that something unexpected arises causing the bus to be unable to transport WKK may have to transport children in WKK staff's personal, licensed and insured vehicles to or from school. We realize that if this happens parents may not want their children to be transported in personal vehicles. We ask that you sign the agreement based on your preferences. This agreement will be retained in your child's personal file.



# Wesleyan Kiddie Kollege 2017-2018 REGISTRATION AGREEMENT

**Please read this carefully. Initial next to each point and sign below. Your signed copy will be kept in your child's file.**

- ⇒ \_\_\_ I understand that I am committing myself to participation at Wesleyan Kiddie Kollege, for the duration of the program unless unforeseen events make withdrawal necessary. If so, I will give **two weeks notice** to the Wesleyan Kiddie Kollege Administration in writing, or be responsible to pay for the two weeks of tuition.
- ⇒ \_\_\_ I understand and agree that tuition shall be paid promptly in accordance with terms and agreements. If payment becomes past due, care will be discontinued. In the event of default to pay contracted fees I will be responsible to pay reasonable collection charges, court costs, and/or attorney fees.
- ⇒ \_\_\_ I have read and understand the illness policies of WKK.
- ⇒ \_\_\_ I understand that my child will not be released to any person(s) not listed on the Registration form.
- ⇒ \_\_\_ I give Wesleyan Kiddie Kollege consent to photograph my child during all activities.
- ⇒ \_\_\_ I give Wesleyan Kiddie Kollege consent for my child's photograph to appear on their website, Facebook page or in the newspaper articles regarding WKK.
- ⇒ \_\_\_ I give Wesleyan Kiddie Kollege consent for my child to watch school approved videos and movies.
- ⇒ \_\_\_ I will sign my child in and out on a daily basis and NOT allow my child to use the iPads at the Parent Kiosk.
- ⇒ \_\_\_ If my child is having problems in the program, a conference will be arranged between the parent, the Wesleyan Kiddie Kollege staff person, and the Director.
- ⇒ \_\_\_ Wesleyan Kiddie Kollege reserves the right to terminate childcare services if it is determined that placement is unsatisfactory.
- ⇒ \_\_\_ I have received, read and agree to all policies and fees outlined in the Before and After School Parent Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



# Wesleyan Kiddie Kollege 2017-2018 TRANSPORTATION AGREEMENT

**Please read this carefully. Your signed copy will be kept in your child's file.**

I give Wesleyan Kiddie Kollege permission to transport my child to and from school. In the event that something unexpected arises, causing the Wesleyan Kiddie Kollege Bus to be unable to transport my child to or from school, I give permission for Wesleyan Kiddie Kollege staff to transport my child in their personal, licensed and insured vehicle to or from school as long as my child is secured in a seatbelt.

\_\_\_\_\_ Missouri law requires my child to be in a booster seat for legal transportation.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I give Wesleyan Kiddie Kollege permission to transport my child to and from school. In the event that something unexpected arises, causing the Wesleyan Kiddie Kollege Bus to be unable to transport my child to or from school, I **DO NOT** give permission for my child to be transported in personal vehicle. I understand that I will be contacted by Wesleyan Kiddie Kollege's One Call Now System by automated call, text, and/or email so that I can make other arrangements for transportation to be made for my child(ren).

I also understand that in this unexpected transportation event, my child may be delayed/late for school or remain at Warren County R3 School if Wesleyan Kiddie Kollege's transportation is altered and I will be responsible for making arrangements for transportation for my child(ren).

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



## Before & After School Program

Date of Enrollment

### Child's Information- Please Print

Last Name	First Name	Middle Name	Birthdate
Address: Street		City	State Zip

### Parent(s)/Guardian(s) Information- Please Print

Parent/Guardian Last Name	First Name	Relationship to Child
Address: Street		City State Zip

Primary Email Address	Social Security Number
Employer	Employer Phone Number
Home Phone Number	Cell Phone Number

Parent/Guardian Last Name	First Name	Relationship to Child
Address: Street		City State Zip

Primary Email Address	Social Security Number
Employer	Employer Phone Number
Home Phone Number	Cell Phone Number

If you attend a church with your family, please tell us where you worship:

### Authorized Contact Information- Please Print

Authorized Contact/Relationship to the child	Phone Number(s)
Authorized Contact/Relationship to the child	Phone Number(s)
Authorized Contact/Relationship to the child	Phone Number(s)

Child's Name: \_\_\_\_\_

### Medical Information- Please Print

I understand that in case of an accident or injury to my child while in the care of Wesleyan Kiddie Kollege, I will be notified immediately. If my child requires emergency medical care, the following information is to be used:

Primary Care Physician	Physician Office Phone Number
Health Insurance Company	Health Insurance Policy Number/Group Number

Preferred Hospital

### Child's Health History and Current Health Conditions

Please list any known allergies, special medical conditions, including chronic health problems and/or restrictions:

Please list all medications currently prescribed to the enrolling student:

This certifies that my child is to my knowledge, in good health and free of disabilities that would endanger him/her or other children in the care of Wesleyan Kiddie Kollege

Parent/Guardian Signature	Date
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### Field Trip and Transportation Agreement- Please Print

I, \_\_\_\_\_, **DO DO NOT** (please circle one) give Wesleyan Kiddie Kollege consent for my child, \_\_\_\_\_, to attend field trips or excursions under the proper supervision and with prior notification from the Administration at Wesleyan Kiddie Kollege. I understand and agree that my child will be transported by the Wesleyan Kiddie Kollege to and from these events. Inspection forms for transportation is always available upon request.

### Please list anyone who is NOT AUTHORIZED to pick up your child from Wesleyan Kiddie Kollege.

\_\_\_\_\_

### TO BE COMPLETED BY WKK ADMINISTRATION

On File	Required Documents	Date Received
	Registration Form	
	Registration Agreement	
	Enrollment Fee	
	Birth Certificate	

Door Pin Number	
Tadpole Pin Number	
Person Assigned	

Door Pin Number	
Tadpole Pin Number	
Person Assigned	

Door Pin Number	
Tadpole Pin Number	
Person Assigned	

Door Pin Number	
Tadpole Pin Number	
Person Assigned	