



WESLEYAN
KIDDIE KOLLEGE

Infant Program

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www.wkkonline.com



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 and 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 members are screened with background checks and are 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



What to bring on your first day

Infants 6 weeks through 12 months

Make sure everything is labeled with first and last name

- Bottles needed for the day
- Enough formula and/or breast milk for the day (may leave extra at center)
- Extra clothing
- Diapers (may leave extra at center)
- Any special creams or lotions you prefer
- Blanket/Swaddle (must have a release from parent/guardian authorizing WKK Staff to use)
- Extra pacifier
- Baby foods for the day (may leave extra at center)
- 1 case of 500 diaper wipes
- Clorox wipes 3pk

Infant Program Guidelines

Welcome to Wesleyan Kiddie Kollege, a ministry of the Warrenton Wesleyan Church. This handbook contains important information regarding our policies and procedures for our Infant 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.

Accessing the Building

All doors at WKK will remain secure at all times. In order to access the building, families are 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. Our check-in system uses your fingerprint or an access code unique to each authorized pick-up person. Families can have as many authorized pick-up people as needed. **Children are not allowed to check-in 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 be 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 infant program is designed for those who are 6 weeks old through 12 months old.

Adjustment Period

We recommend that you visit our center prior to registration to acclimate yourself with our center, staff, and set up. We will work with you and your baby to make this adjustment period a positive experience. Communication is key to a successful experience. All babies are different and we want our parents and babies to feel comfortable and secure each day.

Infant Program Guidelines

Inclement Weather

When severe weather conditions exist, please watch and check online Channel 2 (www.myfoxstl.com) or Channel 5 (www.ksdk.com) News, they will carry closing information. WKK will use our Procure App to send out emails and phone texts to the parents, as well as post information on our Facebook page. Wesleyan Kid-die Kollege will be open for care, unless it is specifically announced otherwise. Our Program **DO 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.**

Supplies

All supplies should be brought in by the first day of attendance with WKK. You are more than welcome to bring everything in prior to the first day. There is a list of recommended items to bring towards the front of this handbook.

Lunch & Snacks

We ask that you bring in enough bottles along with formula/breast milk for each day. We will send home the bottles rinsed out at the end of the day for you to clean and bring back. When your child begins cereal and jar foods you can bring those in as well. Please make sure to communicate with our staff of any feeding schedule changes. Once your child begins table foods a nutritious lunch is provided each day along with whole milk. WKK will send out a monthly menu listing what we will be serving for lunch. If your child would like to bring their own lunch, they are allowed to do so. If your child has allergies or food restrictions, please send an appropriate lunch for that day. WKK is a nut free center.

Once on table foods a morning and afternoon snack is also provided for your child each day. However, you may send a snack with your child if you wish.

While we do allow students to bring in their own snacks and lunches, we do not allow students who are in our two year old and younger classes to carry around any cup throughout the day. This is to ensure proper sanitation practices and prevent germs from being spread. In our one year old classes we do start introducing them to cups to help with proper speech development, and promote healthy teeth.

Infant Enrollment

Infant Enrollment is accepted year round as space allows. If our program is full at the time of enrollment we will offer placement on our waiting list. The following is required for enrollment prior to the first day of attendance in our Infant Program:

- Completed Registration Form
- Enrollment Fee
- Original Birth Certificate
- Any paperwork issued by the courts regarding guardianship and/or custody of the enrolling child
- Missouri Department of Health and Senior Services Child Medical Examination Report
- Current Immunization Record

Payment, Fees & Procedures

There is a \$40.00 non-refundable registration fee to secure your placement in our Infant Program, \$65 per family. The registration fee is due upon enrollment. Returning children will be charged a \$25.00 non-refundable re-enrollment fee due upon re-enrollment. 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 May 31, 2022

Weekly Full-Time Rates:

Infants department \$220.00

Payment Policy

It is the policy of Wesleyan Kiddie Kollege that payment **must be made** by Monday 6PM of the current week. *****Any child account that is NOT paid by the end of Monday's business day of the current week of care 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. Online payments can be made at www.myprocare.com. If you would like to have your payment automatically withdrawn, there is an EFT form in the back of the handbook.

Delinquent Accounts

If your account becomes more than ONE WEEK 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.

Discounts

There is a \$5.00 discount per week for a **full time** 2nd child and a \$10.00 discount per week for a **full time** 3rd child enrolled in our program. Multiple child discounts are not offered for the Before/After School or Kindergarten program. Discounts will only be allowed if the account is current and in good standing with WKK.

Payment, Fees & Procedures

Refunds and Credit

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 care 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 year, January through December. Also, if the child attends any part of the week typical tuition rates will be charged. Please note, these credits are only allowed if the account remains in good standing at WKK. WKK Administration retains the right to refuse credit to an account.

Vacation Allowances

Children who are enrolled full time in WKK for one full year, are entitled to two weeks of vacation. Vacation allowances run from January to December of the same year. If not enrolled for a full year, you will be required to pay the regularly scheduled amount of tuition. If your child does not attend through the summer months, vacation does not apply. The vacation week is allowed for Monday through Friday. If a child attends WKK any part of the week a full week's tuition will be charged. Vacation allowances will only be allowed if the account is current and in good standing with WKK. Please notify the office in advance if you are wanting to use your vacation allowance.

Withdrawing From the Wesleyan Kiddie Kollege Program

Wesleyan Kiddie Kollege Administration requires a **TWO WEEK** written and signed notice, by the enrolling parent or guardian. 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 child'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)
New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King, Jr. Day	Independence Day	Friday After Thanksgiving
President's Day	Labor Day	Christmas Break (12/22/22-12/30/22)

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 at school, WKK 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.** A sickness report will be emailed out via Procure app 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 24 hours without medication **as well as with a note from the physician stating when the child is allowed to return to WKK for care.** All reports and physician notes will be retained in your child's record.

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 mucus
- 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 WKK after illness when:

- Symptoms of the above mentioned have subsided for 24 hours without medication
- Fever free for 24 hours without medication
- Nausea, vomiting or diarrhea has subsided for 24 hours without medication
- 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
- Unusual rashes should be checked by a doctor to rule out bacterial infection
- 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. WKK Administration may request additional testing for specific viruses/illnesses when symptoms are displayed before allowing child to return to school.

Medical, Emergency & Health Information

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 nursery staff or to the WKK office. WKK will not administer the medication without a signed medication form.

Allergies

All allergies to medication, food, and other substances must be stated on the registration form. Information regarding allergies will be kept with the teacher, in the office, and with the kitchen staff at all times, as well as posted in the classrooms and the kitchen.

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 Procure App 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.**

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.

Medical, Emergency & Health Information

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 our staff and 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 center 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.

What to Expect in Our Infant Program

Attendance & Absences

If your child is going to be late or absent, we ask that you make us aware. You are able to use the Procure App to leave this communication or you can call or email the office. **If your child is arriving for the day after 10:00am we require you to make us aware so that we can ensure that our classrooms are 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.**

Cloth Diapering

WKK does not allow cloth diapering. Our classrooms are not equipped according to the guidelines with the State of Missouri to offer this in our center.

What our days look like

Movement & Physical Development

- Tummy time- 5-10 minutes, 3-5 times a day
- Bumbos & Boppys to support neck and core muscles
- Jumpers & Exersaucers
- Promote rolling and crawling
- Use toys and shakers to assist fine motor skills
- Work on holding their own bottles

Cognitive Development

- Peek-a-boo
- Facial recognition activities
- Work on reaching for toys, using eye coordination
- Manipulative toys (shape sorters, peek-a-boo toys)

Language & Communication Development

- Practice head turning
- Reading stories
- Music (sing-a-longs, music toys)
- Sign language
- Repeat sounds and noises
- Puppets and finger plays

Social & Emotional Development

- Co-Play with friends
- Mirrored play
- Respond to emotions (Copy cat emotions)
- Work toward self soothing techniques

**As they get older we continue to work toward age appropriate development and goals.

Staff Behavior 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/Child Supervision Policy

In order to protect students and WKK staff, at no time during care may a staff person be alone with a single child where they cannot be observed by others. At no time should a single child 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.

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.

Procure Parent Engagement App

WKK uses the Procure's Parent Engagement app 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 as well as gives the parent/guardian ability to notify WKK of absences, vacations, tardies, etc.

Website

We encourage you to visit our website regularly. We post all activities, newsletters, information, etc. on our site. www.wkkonline.com

Facebook

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

Email

Our office email address is wkkoffice@wkkonline.com. You can also reach our director, Sara, at director@wkkonline.com or for any account questions please contact, Kristin, at wkkoffice@wkkonline.com.

Newsletter

WKK sends out a monthly newsletter through the Procure App, website, posted in classrooms, and at the parent kiosk that will inform you of upcoming events, closure dates, or any other activities that we may have going on.

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.

Lunch Menu

A monthly menu will be sent home in Procure App, website, posted at parent kiosk, and each classroom each month in order for you to know what is being served.

If your child would like to bring their own lunch he/she is allowed to do so. If your child has allergies or food restrictions, please send an appropriate lunch for that day.

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.

Infant Program Enrollment Forms

The following forms must be in the Wesleyan Kiddie Kollege Office upon registering your child in our 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. 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. Health Status & Immunization Form
6. Birth Certificate
7. Any paperwork issued by the court regarding guardianship or custody
8. Infant Sleep Safe Policy
9. Parent's Specialized Instructions Form

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 PICK UP

Information giving permission for a person(s), other than the parents, to pick up the child must be provided. All authorized pickups 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 has 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 page, or in newspaper articles. This is also a release for your child to watch WKK approved videos and movies.

INFANT SLEEP SAFE POLICY

Providing infants with a safe place to grow and learn is very important. For this reason, Wesleyan Kiddie Kollege has created a policy on safe sleep practices for infants up to 1 year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation." The staff, substitute staff, and volunteers at Wesleyan Kiddie Kollege follow the AAP safe sleep policy.

PARENT SPECIALIZED INSTRUCTIONS FORM

WKK realizes that each baby and family is different, each has individual schedules and needs. In order to keep clear communication on your expectations we ask that you thoroughly fill this form out and keep our infant staff updated as changes are made.

Infant Program Enrollment Forms

HEALTH STATUS & IMMUNIZATION FORM

A dated, written statement of the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child less than seven years old, or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous to others or finds that the child's general condition indicates the need for such examination. The statement of health status shall be obtained at the time of admission or within 30 days after admission.

Information regarding all immunizations the child has had, including month and year each immunization was administered must be submitted to WKK. Immunizations must be recorded on the certificate of immunization form supplied by the Missouri Department of Health. The immunization form shall be obtained at the time of admission or within 30 days after registration.

Any child who is exempt from immunizations will be required to submit an exemption statement from their physician.

In accordance with Section 210.003.7, RSMO., the parent or guardian of a child enrolled in or attending Wesleyan Kiddie Kollege may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact the Director and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

If the proper forms are not given to WKK within the 30 days after registration, care may be suspended until the proper forms can be retained. Physicians may fax the proper forms to WKK at 636-456-0927.



Setting Up Your App

We are so excited to be using Procure's Parent Engagement app to allow our families to stay connected!

Please follow these easy steps to get started:

Step 1 – Set up your account

Your child care facility has created a new Procure account for your family. To access your account click the link on the welcome email sent to the address you provide to the facility.

- Once logged in, you can edit your profile by clicking on the "Edit my Profile" tab on the menu. In this section, type in a new password and modify the information as you see fit.
- Select your contact preferences (choose from being notified alert via email, via the app, via text or all three).
- Choose how frequently you wish to receive notifications (after each event, just the daily report, or not at all). You will receive a notification each time a photo is uploaded to your child's account. The only way to opt out of this is to opt out of all notifications completely. Please remember you must have an iPhone or Android smartphone to receive push notifications.
- Upload a photo of your child to make for easy identification within the system.
- Make sure to click the Save button to save these selections

Please note that once the service is live for your center, even if you have not completed step 1, you will receive a report once per day with all of your child's activity information.

Step 2 – Download the Procure Parent Engagement App

If you have a smartphone and wish to receive real time push notifications of your child's activities during the day, download the free app from either the iTunes App Store or Google Play. Be sure to search for KidReports as one word to find the correct app.

Once downloaded and installed, log in and you are ready to start receiving immediate push notifications and recording arrival information each morning.

Step 3 – Record Arrival Information for Your Child

As with paper Daily Experience Sheets, we ask that you fill out basic arrival information about your child each morning at drop off, letting us know about his or her night and morning. To do so:

- Log into app
- Either click on the menu icon in the upper left-hand corner, or swipe the screen from left to right to expose the menu
- Select “Child Event”
- Your child’s picture and name will appear (if you have more than one child, both pictures and names will appear).
- Click on your child’s name
- Click on “Arrival Info”
- Select the time of last night’s bedtime
- Select the time your child woke up this morning
- Select the time of the last feeding
- Select the time of the last diaper change
- Select Yes or No for “Was medication given?”
- Select Yes or No for “Will medication be given today?”
- Select Yes or No for “Is a medical form on file?”
- Enter an Emergency Contact Number and click the Add button
- Add any additional information to the Notes field
- Click the Save button to save all this information
- You will receive a messaging saying the event has been saved and asking if you would to add another, click No

The arrival info you just entered should now appear in your child’s activity feed.

A few notes to ensure your experience with Procure is a positive one:

- If you choose to receive text message alerts, standard text messaging rates based on your carrier will apply.
- Text messages will come from KidReports, but may not be branded as such. Depending on your cellular provider, you will receive the notifications from what appear to be different contacts. KidReports will be identified in the first line of the message, however.
- If at any time you would like to reset your password, it must be done via the Procure website. At this time you cannot change your password via the app.
- All data is encrypted using SSL between all tablet devices and Procure cloud servers. All private data about your child is stored in a secure area and only authorized users are allowed access. In addition, your data will never be shared with any third parties. It can only be accessed by parents, teachers and school administrators.



<h1>Infant Program</h1>	
Date of Enrollment	_____
Start Date	_____

Child's Information- Please Print

Last Name	First Name	Middle Name	Birthdate or Due Date	
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:

Parent/Guardian Signature	Date
---------------------------	------

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	
	Physical Exam	
	Up to Date Immunization Record	
	Safe Infant Sleep Policy	
	Parent Specialized Instructions	

Enrollment Status- FT, PT, School Only	
Program Entering	
Classroom	



Wesleyan Kiddie Kollege 2022-2023

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 computers 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 Infant Program Parent Handbook.

Parent Signature

Date



Parent's Specialized Instruction for Baby

Please fill in the information requested below for your baby's caregiver to refer to for the nursery.

Your Child's Name: _____

Does your child have a nickname? _____

Date of Birth: _____

Feeding Method

Type of Food	Feeding Times <small>how many hours in between, or specific times</small>	Kinds of Food	Amount of Food	Bottle, Sippy Cup, or Cup
Formula				
Breast Milk				
Juice				
Infant Cereal				
Infant Jar Food				

If your child takes a bottle, how do you prefer it be warmed? _____

How often does your child burp while eating his/her bottle? _____

Can your child hold his/her own bottle?

Is your child on table foods? _____ Can feed self? _____ Needs spoon fed? _____

If so, please see our daily menu. If there is a food you would prefer for your child not to have please let us know in advance.

Arrangements for Sleep

The American Academy of Pediatrics and other nationally recognized authorities for infant health advise that infants should be placed on their backs to sleep to reduce the risk of Sudden Infant Death Syndrome.

Times Child Usually Naps			
Usual Length of Nap			

Special Needs/Instructions Related to Sleeping (ie. Position, Pacifier, Blanket, How you put baby to sleep at home)

Diapering Instructions

I give permission for caregivers to use _____ on my child for:
(Lotions and/or ointments, etc. that I have provided)

Wet Bowel Movement Rash Other, please specify _____

Parent's Specialized Instruction for Baby

Playtime Instructions

Amount of tummy time your baby should have _____

Does your child roll over? _____

Does your child have a favorite toy? _____

Can your child sit up on his/her own? _____

What kinds of play equipment does your child use at home? Please circle

Jump-a-Roo Exercaucer Play Mat Swing Bouncy Seat Bumbo Chair

Any other Special Instructions for Care (Restrictions, Allergies, Reflux, etc.)

Parents' and/or Legal Guardian's Names:

Parent/Legal Guardian Signature

Date

Thank you for taking the time to fill in this information. Please let us know as any of this may change. We look forward to caring for your baby.



Safe Infant Sleep Policy

Providing infants with a safe place to grow and learn is very important. For this reason, Wesleyan Kiddie Kollege has created a policy on safe sleep practices for infants up to 1 year-old. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough investigation." The staff, substitute staff and volunteers at Wesleyan Kiddie Kollege follow the AAP safe sleep policy.

Sleep Position:

- Infants will be placed flat on their backs to sleep every time unless there is a physician, practitioner or clinician signed sleep position medical waiver up to date on file. In the case of a waiver, a waiver notice will be posted at the infant's Pack-n-play without identifying medical information. The full waiver will be kept in the infant's file.
- Infants will not be placed on their side for sleep.
- Devices such as wedges or infant positioners will not be used since such devices are not proven to reduce the risk of SIDS.
- Infants who use pacifiers will be offered their pacifier when they are placed to sleep, and it will not be put back in should the pacifier fall out once they fall asleep.
- While infants will always be placed on their backs to sleep, when an infant can easily turn over from back to front and front to back, they can remain in whatever position they prefer to sleep.

Sleep Environment:

- Our program will use pack-n-plays for the infant to sleep in.
- If the infant falls asleep while in a swing or bouncer, they will remain in them unless otherwise directed.
- Only one infant will be placed in a pack-n-play to sleep. Siblings, including twins and triplets, will be placed in separate pack-n-plays.
- The pack-n-play will have a fitted pad, covered by a fitted sheet and will be free from blankets, loose bedding, toys and other soft objects (i.e. pillows, quilts, comforters, sheepskins, stuffed toys, etc.) unless Authorized Instructions have been stated on this document.
- To avoid overheating, the temperature of the rooms, where infants sleep will be checked and will be kept at a level that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, may be used as alternatives to blankets.
- Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.
- Smoking will not be allowed in or near Wesleyan Kiddie Kollege.

Supervision:

- When infants are in their pack-n-plays, they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants frequently.
- When an infant is awake, they will have supervised "tummy time." This will help babies strengthen their muscles and develop normally.

- Infants will spend limited time in swings, bouncers and bouncer seats when they are awake.

Training:

- All staff and substitute staff of Wesleyan Kiddie Kollege will be trained on safe sleep policies and practices.
- Safe sleep practices will be reviewed with all the staff and substitute staff each year. In addition, training specific to these policies will be given before an individual is allowed to care for infants.
- Documentation that staff and substitute staff have read and understand these policies will be kept in each individuals file.
- All staff and substitute staff at Wesleyan Kiddie Kollege will be trained in Infant CPR and first aid for unresponsive infants as well as what to do when they have a question or need assistance before they are allowed to care for infants.

When The Policy Applies:

This policy applies to all staff and substitute staff when they place an infant to sleep at Wesleyan Kiddie Kollege.

Communication Plan for Staff and Parents:

Parents will receive and review this policy when they enroll their child at Wesleyan Kiddie Kollege. Parents are asked to follow the same policy when the infant is at home. These policies will be posted in the nursery area for review. Information regarding safe sleep practices, safe sleep environments, reducing the risk of SIDS in child care as well as other program health and safety practices will be shared if any changes are made, a copy will also be provided in the staff handbook.

Any individual who has questions may ask:

Program Contact: Sara Wood, Director

The information contained in this publication should not be used as a substitute for the medical care and advice of your pediatrician. There may be variations in treatment that your pediatrician may recommend based on individual facts and circumstances.

Child's Name: _____ **DOB:** ____/____/____

Signed by: _____ **Parent**
 _____ **Staff Member**
 _____ **Director**

Effective Date and Review:

This policy is effective ____/____/____ and will be reviewed annually, or if needed sooner. Parents and staff will be notified of any upcoming policy review.

Authorized Instructions: (Please mark or specify specialized instructions if different that what is stated in this document)

_____ I have given direction and permission to WKK Staff on swaddling my child.

_____ I have given direction and permission to WKK staff to use a blanket in my child's crib for nap time.

Additional directives about sleep

Parent Signature _____ **Date** _____



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ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			

For Official Use Only

Date Received
Employee Signature



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