

# **Lil' Sprout Kid's Day Out Student Handbook**

First Baptist Church of Greenwood  
Lil' Sprout Kid's Day Out  
P.O. Box 410, 1601 W. Main  
Greenwood, MO 64034  
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**2009-2010**

**Purpose:**

Kid's Day out is a ministry of First Baptist Church of Greenwood providing a Christian environment in which young children can learn and grow. We teach Biblical truths, while preparing children for school.

**Mission Statement:**

Reaching Kids/Teaching Christ's Love

**Objectives/ Philosophies:**

1. We provide for the spiritual growth and social advancement of each child.
2. We help children develop language, math and motor skills while encouraging independence and self-confidence.
3. We teach an appreciation for family, school, church and community.
4. We help each child begin to know and appreciate God as our Creator and Lord and to recognize the joy of being a child of God.
5. We facilitate social experiences through which children can learn to respect self and others and learn to solve problems acceptably.

**KDO Hours:**

KDO meets on Tuesdays and Thursdays from 9:30am-2:30pm.

**Drop off:**

Drop off time is from **9:30-9:45** am. Children may not be dropped off before 9:30. Students who are early must be supervised in the church foyer by a parent until the classrooms are open.

**Pick up:**

Pick up time is between **2:15 and 2:30 pm**. Students who have not been picked up by 2:30 will be brought to the Director's office by the teacher and can be picked up there. Time will be kept according to the Director's clock. After 2:35 pm there will be a \$5 dollar tardy fee charged. After 2:40 pm a \$10 dollar tardy fee will apply. There will be an additional \$5 dollar charge for every five minutes after that. Tardy fees are to be paid that day upon arrival of the parents. This policy will be enforced. Please make checks payable to First Baptist Church of Greenwood.

**Schedule:**

KDO follows the vacation and holiday schedule of the R-7 Lee's Summit School District. If Lee's Summit Schools cancel due to inclement weather, we will not be in session either. If the school district closes early due to weather conditions, we will close early as well. We will not be affected by the school district's early release days

**Class Placement:**

Most classes are divided according to birthdays. Babies through two year olds are grouped according to motor skill maturity and social abilities. They are promoted accordingly and as there are openings in older classes.

**Clothing and Personal Items:**

Children are encouraged to wear play clothing that is comfortable and suitable for physical activities including running, jumping, and climbing. Please dress your child appropriately for outdoor play. We play outside each day except in the case of inclement weather. Outer clothing should be labeled plainly with your child's name.

**Toys:**

Toys from home are not to be brought to KDO. Teachers cannot be responsible for these items. The only exception is for classroom activities as specified by the teacher.

**Illness:**

Should your child become ill at KDO, we will contact you using the information we have on file for your child. If you are unavailable, we will call the emergency contact person listed to come and get your child. If you need to be reached at a different number, please let your child's teacher know when you drop him or her off. Being unavailable to pick up your child more than once may result in your child being asked to leave our program.

Please notify the school if your child becomes ill with a contagious disease so that we may notify the parents of the other children in the class who were exposed.

**Tuition:**

Tuition is due in advance the first week of each month. Failure to pay by the 15<sup>th</sup> of each month will result in a late charge of \$25.00. There is no reduction of fees for illness or absence.

**What to Bring:**

1. Every child will need to bring a lunch each day. Please make meals simple and easy to handle. Perishable food should be packed with a cold pack.
2. An extra change of clothes labeled with the child's name should be left with the teacher in case of accidents or spills.
3. One year olds should bring a blanket for nap time. Two year olds should bring a clearly labeled vinyl sleeping mat and a blanket. Three year old classes through Pre-K do not take a nap at KDO.

**The First Weeks:**

The first weeks of KDO will be a time of adjustment for your child. There may be some separation anxiety during the first days. Please be as quick as possible in dropping your child off at his or her class. This will help your child transition to the class with less stress than with a long drawn-out goodbye. Your child will enjoy meeting the children in the class, learning the classroom layout and rules, becoming familiar with the routine, and discovering the opportunities preschool has to offer.

**Classroom Expectations:**

Please go over these expectations with your child. They will be shared again by the teacher.

1. No running in the school.
2. Be quiet in restrooms and hallways.
3. Use good manners and respect the rights of others.
4. Raise your hand.
5. Keep the classroom clean and orderly.
6. Keep your hands and feet to yourself.

**Discipline:**

Our discipline policy is to emphasize and reward positive behavior while having natural and consistent consequences for inappropriate behavior. Discipline will be dependent on the age of the child and the severity of the behavior. Corporal punishment will never be used. Discipline will follow these steps:

1. Reminder of the rules.
2. Time-out
3. Removal from the classroom (either to a buddy room or the Director's office)
4. Conference with parents

**\*\*Please note:** If a child repeatedly hits, bites, or bodily harms others, the parents will be asked to remove the child from the program unless the behavior is eliminated

**Snacks:**

Each child will be responsible for bringing snacks to share with the class. A list will be posted monthly in your child's classroom with each child's appointed date. Healthy, low sugar snacks are appropriate.