



**Prince of Peace Catholic Church
Kids' Day Out Program 2022-2023
INFORMATION AND POLICIES MANUAL
210-681-8330 ext.190**

Welcome to the Prince of Peace Catholic Church Kids' Day Out (KDO) Program! KDO is a program geared toward the enriching of children ages 18 months to 4 years in a positive, loving environment. We will fill your child's day with fun, educational and spiritual activities, socialization, music, stories, quiet time, and plenty of love.

KDO Program Schedule

We have class on Tuesdays and Thursdays from 9:00 AM until 2:30 PM. We follow the Northside Independent School District calendar with respect to **holidays*** and vacations with the exception of our start and end dates and Holy Days of Obligation that fall on KDO days. A KDO calendar, including any special activities, will be sent home every month for your convenience. Calendar events and daily schedules are **subject to change** due to bad weather or other unavoidable circumstances. We will keep you informed of such changes.

Registration and Tuition

The registration fee is \$100 and is non-refundable. Monthly Tuition rate please see chart below. Tuition is due by the first class day of every month and a **\$10** late fee will be added for each class day payment is not received. **Tuition remains constant regardless of the actual number of days class is held that month.** There is no credit given for absent days – you are paying for your child's place in the program. There will be a \$35 charge for every returned check we receive.

2022-2023 Tuition Rates

KDO Family Tuition Rates For 65 School Days	
Tuition for first child:	\$200/month
Tuition for second child:	\$175/month

Withdrawal from the program

If your child is absent without payment for more than one week and you have not contacted us, your child's place may be forfeited to someone on our waiting list. If your child needs to drop out of the KDO Program, a **mandatory 2-week notice must be given**. If notification is not given or arrangements made, full tuition is expected. An invoice will be mailed out for the balance owed.

Classroom Hours

Arrival time is **no earlier than 8:55 AM**. Teachers will not be responsible for children before this time. If you arrive early, please wait in the designated waiting area. Children **must be picked up by 2:30 PM**. A late pick-up charge of \$1 for every minute past 2:30 will be strictly enforced. If an emergency situation arises, please call the office and let us know you will be delayed.



Drop-Off and Pick-Up Procedures

Children will be dropped off and picked up in child's classroom. We will take their temperatures and make sure they're not ill. When dropping your child off at KDO, please give him/her a BIG hug and kiss and say your goodbyes outside the classroom. We discourage parents lingering in the classroom. It is our experience that lengthy goodbyes lead to more tears. Teachers will give **all their attention** to their students. If you need to have a conference with the teacher, please inform the KDO Coordinator and one will be scheduled.

IMPORTANT!!!

Parents must sign their child IN at time of drop off and sign the child OUT at time of pick up. A clipboard with your child's name will be placed in the hallway outside of child's classroom. Please leave a number where you or an authorized adult can be reached that day. We cannot allow a child to leave with anyone other than an AUTHORIZED ADULT. If for some reason your child is to be picked up by anyone other than an authorized person(s), a signed note must be given to the KDO Coordinator and a driver's license of said person provided at time of pick-up. Your child's security is always our primary concern. When picking up children at the end of the day, PLEASE SUPERVISE YOUR CHILD(REN). Teachers must keep their attention on remaining students inside the classroom. **Teachers and staff are not responsible for your child once you have arrived at the classroom for pick up.**

If you plan to pick up your child before the end of the day, please come by the office first. We will bring your child to you. This allows class to continue uninterrupted and avoids upsetting other children into thinking it's the end of the day.

Inclement Weather

In the event of bad weather, KDO will follow the NISD inclement weather plan. NISD school closings are posted on the local television stations and at www.nisd.net. If the NISD announces a delayed arrival time due to bad weather, KDO will remain closed for the entire day. A missed day of KDO due to bad weather will not be made up.

Discipline

Children will always be treated with love and encouragement. If a child makes a poor choice, every effort will be made to redirect the child and help him/her to make a better choice of behavior. If the child continues to make poor choices or behaves in such a way as to hurt himself/herself, others, or damage or destroy property, the child will be taken to the office to discuss his/her behavior. Parents will be notified of "office visits". Discipline will always be done lovingly and with prayer.

Physical Aggression

Repeated aggressive behavior to include biting, striking, pinching, spitting and hair pulling will not be tolerated. These are serious behaviors and will be dealt with seriously. Each incident will be dealt with on an individual basis and will include a parent conference with the Director and/or Assistant. Repeated aggressive behavior may be grounds for dismissal from the program.

Inability to Adapt

If child is unable to adapt to classroom routine or structure and is constantly crying (yelling), parents will be notified. Each case will be dealt with on an individual basis and will include a parent conference(s) with the Coordinator and/or Assistant. Repeated crying (yelling) for over 3 weeks may be grounds for dismissal from the program.



Health/Illness

For the health of your child and the health of others, please do not send your child to KDO if he or she has been ill or had a fever **within the previous 24 hours**. Children are not allowed in the classroom if they show signs of illness such as vomiting, diarrhea or fever. Please note, we are unable to give any over the counter medication to your child. We are able to administer inhalers and epi pens, if needed, as long as it is Doctor prescribed to the child with instructions. In the event we become aware of the presence of a serious communicable disease at KDO, we will notify you as soon as possible.

Accident/Injury

Before your child is allowed to enter the classroom, we **must have on file** a notarized Emergency Authorization Form. If the accident/injury is minor, we will notify you immediately and treat the cut, bruise, bug bite etc. in the office with band aids, ice, etc. In the event of a serious accident or injury on the playground or on the KDO premises, KDO staff may need to enlist the help of Emergency Medical Technicians and possibly release your child into their care or the care of a physician.

Volunteers

There will be some occasions where we will need parent volunteers to help us with school activities or celebrations. If you would like to be able to help, please make sure you complete Sexual Harassment Training, Protecting God's Children, and had a criminal background check performed. These are required and offered by the Archdiocese of San Antonio. This is mandatory for any person working in ministry in and around children unsupervised. Please contact KDO office and we will direct you to the appropriate steps. Once completed, please let the KDO office staff know when you had the training.

KDO Employees

All KDO employees **must** have a Criminal Background Check, Sexual Harassment Training, Protecting God's Children, and Vulnerable Adult Training renewed every 3 years in order to work with and around children. KDO employees are certified in C.P.R. and First Aid and renew their certification every 2 years. Assistants in your child's room will rotate throughout the school year.

Potty Training

Your child(ren) **must** be potty-trained by the time they enter the three-year old classroom. At this level, teachers no longer have time in their schedules to change diapers and these classrooms are not equipped for diaper changes.

What to Wear

Please dress your child in play clothes that you don't mind getting messy. Dress your child in clothes that are easy to manage (buttons, snaps, etc.). This helps teachers who change diapers or assist little ones to the bathroom. We suggest that little girls wear shorts underneath their dresses. Please send your child in closed toed shoes. No sandals or flip flops.

Supplies Needed for Your Child

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME!

- Change of clothes, including socks, shoes & underwear or disposable diapers & wipes
- Backpack, diaper bag, or tote bag
- Lunch box and thermos (or juice box)



Please no sodas (A morning snack and drink will be provided by KDO)

- Mats for rest time, favorite blankets and/or naptime friend

We ask that **NO** toys, money, candy or gum be brought to the program

-Room Supplies

Rest or Nap Time

Each child will have time to rest during the day. We do our best to make each child comfortable. However, some of our children do not nap. Every child will be expected to lie down quietly during nap time so those children who do nap will not be disturbed. Please take your child's mat and nap time belongings home daily and return them the next school day. Unfortunately, we do not have room to store these items.

Snack Time

KDO will provide a morning snack along with a drink for your child every school day. Snacks will vary from day to day so please let us know if your child has any food allergies.

Birthday Celebrations

Birthdays are special days. We celebrate them once a month as an entire school, with summer birthdays celebrated during the school year. We will send an email with the parents whose children have a birthday in a particular month to ask parents to contribute ice cream, paper products, or apple juice. Because KDO provides a celebration that includes all the children in the program, we strongly ask parents **not** to bring goodie bags for their child's classmates. As a special treat, after lunch on these days, the 3- and 4- year olds may watch a video. The younger children (2-year olds and toddlers) may watch videos only occasionally at the end of the day while waiting to be picked up..

About the Kids' Day Out Program

The KDO program is available for both parishioners and non-parishioners who live in and around the Prince of Peace community. We are available to parents who are looking for a few hours of loving enrichment for their children. KDO staff must be able to contact parents throughout the day in case of accident or illness involving your child. KDO is not a licensed day care. We are a non-profit ministry in union with the Prince of Peace Catholic Church and directly under the supervision of the Archdiocese of San Antonio. We believe the care of your child is a great responsibility and privilege. Thank you for enrolling your child in our program.

VERY IMPORTANT!

The Emergency Authorization (must be notarized) and Immunization forms must be returned to the KDO office before your child will be allowed to stay with us the first day he or she attends KDO.

***We are not responsible for any supplies, clothes, mats, etc. that are left behind. You must take everything home by the end of the year.**



This is a binding agreement between the KDO staff and the parents/guardians of children enrolled in the KDO program. This agreement will be terminated if one or more of the following occur:

1. The school year has ended or we shut down due to COVID. (We will follow Archdiocesan guidelines)
2. Serious illness of the child prevents attendance.
3. The child's account becomes delinquent.
4. Failure of the parent/guardian to honor the obligations listed in the agreement of any rules, regulations of manuals provided by the KDO Program.
5. KDO determines it is unable to meet the needs of a child.
6. Failure of the child's parent/guardian to cooperate with KDO Coordinator or staff.
7. If your child needs to drop out of the KDO Program, a **mandatory 2-week notice must be given**. If notification is not given or arrangements made, full tuition is expected. An invoice will be mailed out for the balance owed.

The coordinator and staff are always available and welcome your comments and suggestions. We look forward to a rewarding year with your child(ren). Thank you for choosing the Kids' Day Out Program of Prince of Peace Catholic Church.

Peace & Blessings,

Karolyn Mata –KDO Coordinator

Parents/Guardians, please sign the provided form and return it to the KDO office with your completed enrollment packet. This form will be placed in your child's file.





Return this page to the KDO Office

This is a binding agreement between the KDO staff and the parents/guardians of children enrolled in the KDO program. This agreement will be terminated if one or more of the following occur:

Please initial next to each point indicating you have read.

- ___ 1. The school year has ended.
- ___ 2. Serious illness of the child prevents attendance.
- ___ 3. The child’s account becomes delinquent.
- ___ 4. Failure of the parent/guardian to honor the obligations listed in the agreement of any rules, regulations of manuals provided by the KDO Program.
- ___ 5. KDO determines it is unable to meet the needs of a child.
- ___ 6. Failure of the child’s parent/guardian to cooperate with KDO Director, Assistant Director or Staff.
- ___ 7. If your child needs to drop out of the KDO Program, a **mandatory 2-week notice must be given**. If notification is not given or arrangements made, full tuition is expected. An invoice will be mailed out for the balance owed.

I have read and understand the Prince of Peace Kids’ Day Out Information and Policies Manual and agree to abide by the guidelines and regulations contained therein.

Parent/Guardian’s Signature: _____

Date: _____

Child’s Name: _____

Please list the names and phone numbers of Parents and Grandparents who would like to Volunteer on our special occasion days:

1. _____

2. _____