
KID'S DAY OUT

HANDBOOK

The Mustang logo, a stylized horse head profile, is positioned behind the word "MUSTANG".

MUSTANG
NAZ KIDS DAY OUT

KDO@MUSTANGNAZ.ORG
405-376-2892

700 E STATE HWY 152.
MUSTANG, OK 730645

2024-2025

Dates to Remember

September 4	Meet the Teacher @ 10:00am
September 9	First day of School
October 16	No School/ Fall Break
November 25-29	No School/ Thanksgiving Break
December 23-31	No School/ Christmas Break
January 1-7	No School/ Christmas Break
January 8	First Day of Spring Semester
January 20	No School/ TPS Professional Development Day
February 17	No School/ TPS Professional Development Day
March 17-21	No School/ Spring Break
May 14	Last Day of School

This handbook is written to let parents know more about our school and its' policies. By enrolling your child, you signify your willingness to comply with these policies. Please read this handbook carefully and keep it available to reference.

Daily Procedures

Hours

Kid's Day Out classes are in session on Mondays and Wednesdays from 9:00-2:00. Check-in is open at 8:50 each day. Rise and Shine/ drop off will be from 9:00 to 9:15 each morning in the sanctuary. Before 9:00 teachers are preparing for the day. Do not drop students off before 9:00. Due to the structure of our day, please try to have your child to his/her class on time. If your child arrives after 9:15, they will be missing instruction time. After 9:20, the doors will be locked, for security purposes, and you will need to call the director to be let in.

Pick up time is between 2:00 and 2:05 p.m. Please make sure that you pick up your child promptly by 2:00 p.m. After 2:05, late fees of \$1/minute will be charged. **If your child is habitually picked up late, your spot will not be secure and may be filled.**

Arrival

The KDO entrance is unlocked at 8:50am, but drop off is not until 9:00 am each day. Because teachers are preparing the day, please wait in the foyer until this time. Teachers and staff are not responsible for your child until they have been dropped off, in the sanctuary, at 9:00am.

Each student must be checked in through our electronic system and receive a name tag with code each day. Students are expected to wear their name tag until they are released to an approved adult at the end of the day.

Departures

The safety of your child is our foremost concern. Doors will be locked from 9:20 am until 1:50 pm. Children will be released to the individual with that day's unique code. If a code is not available children will only be released to the following people:

1. Parent/legal guardian whose names appear on the enrollment form.
2. Individuals listed as emergency contacts on the enrollment form.

Individuals picking up children need to be at least 18 years of age and be prepared to show a photo ID to the director. ID will also be required if a code is misplaced or not available.

Teachers will not release a student without the daily code or director's approval.

Parking Lot

While driving, use extreme caution and pay close attention to speed and surroundings in the parking lot, especially during pick up and drop off times. Do not let your children run free in or around the parking lot.

Fees

Enrollment Fee

There is a non-refundable \$50 enrollment fee per child (\$100 maximum per family) per year. This fee is due upon enrollment.

Tuition

TUITION FOR YOUR ENROLLED CHILD IS DUE THE FIRST DAY OF CLASS EACH MONTH. Please note that tuition is based on enrollment numbers, teacher wages, and cost of operation. While we do our best to keep costs to a minimum, if enrollment is low or other costs change drastically we may also have to change the cost of attendance. You will be notified in advance if this occurs.

Monthly Tuition- Rates are \$190 per month. Full tuition is paid for the months of September-April, regardless of breaks, days missed, etc. For the month of May, tuition is \$95.

Part-time enrollment (one day/week) is \$110 per month and the drop-in rate is \$30 per day.

Full tuition is due for the entire month, regardless of holidays, illness, etc. Please notify the director if your child will be absent.

IOUs- We are unable to accept IOUs from drop-ins.

Children who attend one day a week will not be able to trade for a different day within that same week, but a child attending one day a week may be "dropped in" the other day, if space is available. The fee will be the drop in rate and should be paid that day.

If you have not paid or made contact with us by the 10th of month, a late fee of \$15 could be added to your account. After the 20th of the month your spot will not be secure and may be filled. Paid tuition guarantees your child a spot in our program for the month paid, and is non-refundable. Payment plans can be set up with the director on a case by case basis.

Late Fees

At 2:05 pm, the doors will be closed. This will indicate that the late fee is in effect. You will be required to pay the late fee when you pick up your child. You will not be able to leave your child again until the late fee is paid. **The late charge begins at 2:05 and is \$1.00 per child for every minute.** Please understand that many of our teachers have their own children to pick up from school and need to leave on time. Therefore, we ask you to be diligent and prompt in picking up your little ones. If, however, an emergency occurs (flat tire, wreck, medical condition, etc.) please call us and let us know! This will help us take care of your child better...they do know when they are the last one here!

Payment Options

Payment is accepted in the forms of cash, check, credit/debit cards, and savings/checking transfer. To use a card or do a transfer visit www.mustangnaz.org/give Please see the director if you have any questions about payment.

Returned Payment- There will be a \$15 return check/electronic payment fee. After the second returned payment, we will only be able to accept money orders and cash.

Tuition Receipts

In January, we will be happy to supply you with a receipt for your taxes upon request. We can also get you monthly receipts if needed.

Policies

Food

We are not able to warm food or keep it cool. Please plan accordingly.

Snacks of Goldfish or Cheerios will be provided daily.

Clearly label all lunch boxes, bottles, cups, and containers with your child's name.

Toddlers-PreK Lunch: Parents should send a sack lunch and drink. Lunches should contain foods that the child is able to manage alone. Please remember that what your child can manage on their own at home can vary from what they can manage in a group setting. Also, our experience shows us that children have a more successful day if their lunch is light on sugar! Label sacks, lunch boxes, thermoses, cups, lids, etc., with the child's name.

Here are some suggestions for lunch:

Cubed cheese/meat	Peanut butter crackers	Chopped veggies
Diced fruit	Raisins	Squeeze pouches
Small sandwiches	Crackers	Hummus
String cheese	Fruit snacks	Hard boiled eggs

For younger students, please do not send food that requires a utensil. Also, please remember that some choices, such as Go-Yurts & Lunchables with sauces, can be hard for little ones to manage without one on one attention.

Lunches should be in their own bag/lunch box, easily separated from your child's other belongings. Drinks should have a lid/straw/sports top (i.e. spill "proof"). No open cups or bottles. Even if your child is able to manage these at home, in a group setting it tends to be very messy. If an open cup or bottle is being sent on a regular basis, your child will be provided water in a sippy cup in lieu.

If your child's lunch needs to be kept cold, please send an ice pack. We do not have access to refrigeration (or a microwave) for KDO lunches.

We recommend sending more than you think your child will eat. Sometimes the day's activities or growth spurts leave them extra hungry.

Pizza Day: On the last Wednesday of class each month we will provide cheese pizza, a side, and a drink for \$3/month. Payment can be included with tuition. Cost for the year is \$27, if paid in September. This is available to all students but is not required. If you choose not to participate, please send your lunch as normal on this day.

Birthdays & Celebrations: We love celebrating our students. Feel free to make arrangements with your child's teacher to bring snacks on his/her birthday. We do ask that all snacks be store bought and individually wrapped. Please no cupcakes or cookies with thick icing.

Peanuts/Tree Nuts- For the safety of all students, there will be times when peanuts, tree nuts, or other allergens may not be permitted. In these cases, all families will be notified. Thank you for helping keep everyone safe!

Dress Code Clothing

Dress your child in appropriate clothing/footwear for crafts, play, and outdoor activities. We believe in learning through playing and children will on occasion get messy. If weather permits, children will play outside. There is no provision for an individual child to remain inside. Because of the wind in Oklahoma, send a coat and hat labeled with their name when the weather is cold.

Shorts should be worn under dresses/skirts. Girls' swimsuits should cover midriff.

Shoes

We utilize our outside play areas as much as possible. For safety purposes, no "church"/dress shoes and all sandals must have a strap around the ankle. Tennis shoes are best.

Change of clothes

Every child needs a complete extra set of clothes, including socks & underwear. This set of clothes should be put in a Ziploc bag with the child's name on it and will be left in the classroom. This includes children that are potty trained. If the spare set of clothes is used, please send a new set back the next school day.

Bathroom Needs

Diapers

Please send enough diapers for your child to last the day. We ask that you make sure that they are labeled with your child's name. Because drop off time is so busy, please make sure your child has on a clean, dry diaper when you drop them off.

Swim diapers are required on water days.

If you choose to use cloth diapers, we will do our best to accommodate your choice but ask that you bring a wet bag every day. Teachers will not be responsible for rinsing or cleaning diapers in any way.

Potty Training

We will assist with potty training; however, we will not force any child to go. We will take scheduled potty breaks and take them when s/he asks to go. If your child is potty training, s/he must wear pull-ups or underpants with a leak resistant cover until s/he is accident free for one month. Because there is so much activity during the drop off time, please take your child potty and/or make sure they have a clean, dry diaper when you drop them off.

With the exception of buttons/snaps/zippers/etc., students who wear underwear to class should be able to manage bathroom needs on their own. Our policy states that teacher involvement should be minimal for these students, regardless of age.

Personal Items

Toys

Educational toys and teaching materials are furnished in each classroom. We request that you leave your child's toys at home or in the car. We cannot be responsible for toys brought to KDO. Do not allow your children to bring small items that could be a choking hazard (such as coins, blocks, toys, etc.)

Personal Items

PLEASE BE SURE TO CLEARLY LABEL DIAPER BAGS, BLANKETS, DIAPERS, JACKETS, LUNCHES, PACIFIERS, BOTTLES, TOWELS, ETC. WITH YOUR CHILD'S NAME.

If your child has a security blanket or toy that he/she needs during naptime, please label it clearly and bring it. If possible, mark items with permanent marker instead of tape. If items are not labeled, the director or teachers will do so using masking tape.

Learning Through Play

Daily Activities- Our goal is to provide and engage children in developmentally appropriate activities. Many of the skills they need can be learned through “play”. Please remember that even if your child is not coming home with worksheets, they are still learning. If you would like to know more about the activities your child is participating in, let the director know.

Recess

We believe active play is an important part of development. We will utilize our outside play areas as much as possible. Please make sure your child is dressed accordingly. Tennis shoes are recommended every day.

There is no provision for an individual student to remain inside during recess. Please dress your child to play outside. If the weather is yucky, we will have inside recess. This decision will be made daily on a class by class basis.

Sunscreen, towels, swim diapers, and clothes/swimsuit for water play will be needed. Water shoes are highly recommended. Water days will be announced ahead of time.

Birthdays

We love celebrating our students. Feel free to make arrangements with your child’s teacher to bring snacks on his/her birthday. We do ask that all snacks be store bought and individually wrapped. Please no cupcakes or cookies with thick icing.

You are welcome to pass out party invitations to classmates. If you choose to do this, plan to send enough to invite the entire class. If you are not wanting or able to invite everyone, please send invitations privately outside of class.

Rest Time

Please explain to your child that there will be a rest period each day and that s/he, along with all the other children, will be required to rest. We do not force any child to sleep, but do want to create an environment in which those that need to sleep, can. Please encourage your child in this area. We do not have the staff available to give your child an alternative during rest time.

Children need to bring a small nap mat to leave in class. “Lovies” and pacifiers are also encouraged if needed. Please no large items as our classrooms do not have storage for them.

Protecting Your Child

We take our responsibility to keep your children safe very seriously. The following procedures are not in place to be personal, but because we believe they are needed to keep all of our children safe. If you have any questions about the procedures and policies, please ask the director.

Classroom Security

There should be no one in the classroom except for teachers, staff, and enrolled students. Every teacher and staff member has passed, and has on file, with MCN, a background check. This is part of the MCN Safe Kid's Policy and is in place to protect your children.

Discipline

We view discipline not as a form of punishment, but as a lesson in self-control.

Students are expected to:

1. Be responsible.
2. Be safe.
3. Be respectful.

If students do not meet these expectations we will adhere to the following procedures:

1. Try to distract the child with another activity.
2. Verbal warning.
3. Time Out.
4. Ask Director for intervention.
5. Call to parents.
6. Temporary removal from KDO.
7. Permanent removal from KDO.

Biting Policy

Being bitten is a scary thing for children and their parents, as well as frustrating to the parents of the child that bites. Unfortunately, nothing can ensure biting does not occur. While infants may bite due to teething or exploring, by 18 months children are old enough to be taught that biting hurts and to make better choices. For the safety and well being of each child who attends our KDO, we have the following policy for children 18 months and older.

1st offense- We will distract, redirect, talk to the child about how much biting hurts our friends, and how to make better choices when they are upset. The parents of both the child who bit and the child who was bitten will be notified verbally and in writing.

2nd offense-The child will be put in time-out away from the group for one minute per year of age. They will be counseled again about the pain of biting and making better choices. The parents will be notified and the child will be suspended for one week of classes (two class days).

3rd+ offense-The child will need to take a break from attendance at KDO until the biting has stopped. The behavior will pass, and we will welcome them back in a few weeks!

If students younger than 18 months develop a habit of biting, teachers, parents, and the director will work together to develop a plan to help keep all students safe.

The same policy will be followed for students who hit, push, scratch or otherwise inflict injury on other students or teachers.

Illness

1. Children who are ill or contagious cannot be brought to KDO. Call/text the director if your child will not be present. A parent will be asked to pick up a child if symptoms begin or are observed during the day. **Your child must be symptom free for 24 hours (without the aid of medication) before returning to KDO.**

Symptoms include but are not limited to:

- a. Fever (over 99.5*)(Random temperature checks could occur throughout the day)

- b. Vomiting
- c. Diarrhea
- d. Yellow/Green discharge from eyes/nose with a fever and/or cough
- e. Contagious skin rash (boils, ringworm, impetigo, poison ivy, etc.)
- f. Lice (Child must be both nit and lice free)
- g. Pink eye
- h. Strep throat
- i. Mumps, measles, whooping cough, chicken pox, pneumonia
- j. Persistent cough

2. **MEDICATIONS CANNOT BE ADMINISTERED BY KDO STAFF.** If your child must receive medication during the KDO, you will need to arrange your schedule so that you can give the medication personally. No medication should be left in the diaper bag or lunch box. **DO NOT ADD MEDICATION TO A BEVERAGE CUP.**

EXCEPTIONS: Diaper rash medication, teething gel/tablets or 'gas drops' may be applied with a signed form obtained from your child's teacher.

For children with severe reactions, we will gladly keep an 'epi-pen' or other rescue medication in a high cabinet, and meet an EMT at the door with the medication and your child, should a need occur during school hours. **Note all allergies/conditions on your enrollment form. If allergies/conditions are discovered throughout the year, notify the director and teacher/s.** Parents will be notified immediately in the event that a child requires the use of any rescue medication. Emergency Medical Personnel will also be summoned.

- 3. If your child becomes ill after drop off, you or an approved adult must pick him/her up in a timely manner. Illness that warrants early pick up includes but is not limited to:
 - a. Diarrhea (from illness or medication)
 - b. Fever 99.5* or higher
 - c. Vomiting
- 4. For Covid-19 and other illnesses CDC guidelines will be followed to determine date of return, quarantine times, etc.

Severe Weather/Emergency

Winter weather- **KDO-Tuttle Campus classes will be canceled if Tuttle Public Schools are closed.** You can watch local news reports, watch for a text alert, or check our Facebook page for updates.

Fire- We will evacuate all students to the small, fenced in playground.

Custody

If you have custody of your child, and have a court order showing that the non-custodial parent or anyone else cannot have access to your child, please provide us with a copy of the court order. If we do not have a copy in your child's file, it is more difficult to help you protect your child.

If your child is in foster care or is adopted after enrolling, please provide a copy of court documents to be kept on file.

Adult Impairment

If the person, who comes to pick up your child, whether it is you, a grandparent or friend, appears to be impaired either mentally and/or physically, we will not release your child. This will be a judgment call from the Director and/or Pastor. We will make every effort to find the child's other parent, a grandparent or friend to help us out. As a last resort, if we feel the child is in danger and we cannot find help from the family, we may call DHS to help with the situation.

Pictures

We will, on occasion, take pictures of the children at play and doing activities, which may be used in KDO publications (brochures, KDO Facebook page, website, etc.). If this is not acceptable to you, please make note of it on your enrollment form.

Communication

Facebook

To get information and see updates, like us on Facebook. Go to www.facebook.com/mustangnazmdo.

Announcement & Reminders

The Director will send announcements and reminders via text, Facebook posts, and written notes. Most teachers also use (various) apps to communicate classroom announcements.

Contact Information

Mustang Naz Main office: (405)376-2892
www.mustangnaz.org

Tuttle Naz Main office: (405)381-3082
www.tuttlenaz.org

Rochelle Brunnert, Director: (405)626-2049
kdo@mustangnaz.org

Church of the Nazarene

If you and your family are looking for a place to worship, we would love to have you as part of our church family on either campus. Service times and activities can be found online.