
NAZ CO-OP

HANDBOOK

MUSTANG
NAZ CO-OP

KDO@MUSTANGNAZ.ORG
405-376-2892

700 E STATE HWY 152.
MUSTANG, OK 730645

2024-2025
Dates to Remember

Calendar is TBD.

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.

Milestone Requirements

To provide the best experience for your child, the teachers, and the other children, your child must have reached the following milestones to be enrolled in Naz Co-Op :

1. Be able to communicate basic needs.
2. Be fully potty trained. We define potty trained as “able to consistently manage all bathroom needs on his/her own.”
3. Complete meal tasks on their own. (i.e. open containers, feed themselves, etc.)
4. Follow directions and participate in a group setting.

Daily Procedures Hours

Co-op classes are in session on Tuesdays and Thursdays.

Check-in is open at 8:50 each day, and classroom doors open at 9:00. Before 9:00 teachers are preparing for the day. Do not drop students off in class early. 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 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 class, 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.

Please walk your child to class every day. There is an elevator available on the west end of the building, if you are unable to use the stairs.

Departures

The safety of your child is our foremost concern. Doors will be locked from 9:30 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 August-April, regardless of breaks, days missed, etc. For the month of May, tuition is \$95 (Tues/Thurs).

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.

KinderMusik

A KinderMusik supply fee of \$50 is due with enrollment. KinderMusik tuition of \$270 is due with the first KDO tuition payment in August. If you would like to pay monthly, please add \$30/ month to your KDO tuition payment. This fee will include three, one hour, KinderMusik classes per month (September-May). All students enrolled in co-op will also attend KinderMusik. There are no alternative options available during scheduled KinderMusik time. Find out more about KinderMusik at kindermusikwithdeidradavis.kindermusik.com.

Late Fees

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.

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

Meals/Snacks

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.

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 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 student lunches.

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

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.

Pizza Day- On the last Thursday 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 \$30, if paid in August. 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. Pizza is picked up from All American Pizza in Mustang.

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 daily. 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. 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. If the spare set of clothes is used, please send a new set back the next school day.

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 class.

Electronics

We ask that all phones, tablets, laptops, etc be left at home. We cannot be responsible for any electronics brought to class.

Personal Items

We ask that you leave extras at home. However all personal items that are brought (backpacks, water bottles, etc.) should be labeled clearly with your child's name. PLEASE BE SURE TO CLEARLY LABEL ALL PERSONAL BELONGINGS WITH YOUR CHILD'S NAME.

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/PE

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.

During the warm months, the splash pad may be utilized during recess time. Sunscreen, towels, and clothes/swimsuit for water play will be needed. Water shoes are highly recommended.

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 co-op.
7. Permanent removal from co-op.

Illness

1. Children who are ill or contagious cannot be brought to co-op. 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 co-op.**

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 STAFF.** If your child must receive medication during day, you will need to arrange your schedule so that you can give the medication personally. No medication should be left in backpacks or lunch box. **DO NOT ADD MEDICATION TO A BEVERAGE CUP.**

There are very limited exceptions. Please see the director with any questions.

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- **Co-op classes will be canceled if Mustang Public Schools are closed.** You can watch local news reports, watch for a text alert, or check our Facebook page for updates.

Tornado- We take all children to the safe room, located in the church offices. Children will not be released after we have taken shelter. If you would like to see where it is located, please ask! Because space in the safe room is limited, we ask that it be reserved for teachers, staff, and enrolled students only. Feel free to pick your children up early on high alert days.

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

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 Children's 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 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

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

Mustang 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 family at MCN. There are programs for children (6 weeks to grade 6), teens, and adults during each service time. For more information call (405)376-2892 or visit www.mustangnaz.org.

Sunday School	9:30 am
Sunday Worship	10:30 am
Wednesday	6:30 pm