



Parent Handbook

Our Mission:

Our mission is to provide families a positive, enriching, and fun place for children to grow and learn. We strive to create an environment which promotes children's intellectual, social, and physical growth through age appropriate activities and curriculum.

We are committed to:

- Supporting families by providing a safe and nurturing environment for their children
- Providing high quality part day and full day programs
- Employing teachers who are nurturing in spirit, experienced in early childhood education, and committed to creating an exciting learning experience for every child.

Contact Us:

Go Kids MDO and Childcare
2300 24th Ave SW
Norman, Oklahoma 73072
Phone: (405)307-0977
Email: gokidsmdo@me.com

Administrative Staff:

Helen Bartlett, Executive Director
Edie Cordray, Director
Amber Bartlett, Director

Admission:

Admission is open to all regardless of race, creed, heritage, or ability. In an effort to maintain a safe environment for all children within our care, we reserve the right to refuse service to anyone who is unable to abide by the policies of the child care center. The program accepts children ages 6 weeks to five years of age.

Hours of Operation:

The center is open from 6:30 a.m. to 6:00 p.m. Monday-Friday, year round with the exception of holidays listed in the holiday section. Children need to be picked up no later than 6:00 p.m. daily.

Enrollment Procedures:

Enrollment is based upon space availability using the date parents put their child/children on the waiting list. Priority status is given to siblings of enrolled children. When a position becomes available in any classroom, parents from the waiting list are offered that space. All immunizations and enrollment paperwork must be completed prior to any child attending the center. Paperwork is required upon being placed on the waitlist. There is also a non-refundable \$150 waitlist fee (for one child) or \$225 waitlist fee (for a family), which will turn into your enrollment fee upon enrollment.

Parents are welcome to call the center to check on their newly enrolled children, and the phone will be taken to their classroom teacher. We understand that children and parents need adjustment time to a new child care environment and are more than willing to assist families with this process.

Tuition/Fee Policies:

A Tuition notice is billed at the first of the month. A tuition payment must be paid on the first of each month. Each month's tuition must be paid in full by the 15th of the month. A \$25.00 late fee will be applied automatically if your account is delinquent. Go Kids reserves the right to refuse service to families with delinquent accounts. Please remember you are accountable for the days you have reserved, regardless of vacation, holiday, illness, inclement weather, or any other absence. Checks and/or money orders can be made payable to Go Kids. A \$25.00 service charge will be added to your account for each check returned. The center will not be responsible for cash payments unless receipt is given at the time of payment by authorized personnel.

Late Departures:

A late charge will be made and added to your account when children are left at the center past closing time. If you find you will not be at the Center by 6:00 p.m., please call us so we can tell the child you are on the way. (The late fee will still be charged.) You can also notify someone on your authorized pick up list to come pick up the child prior to 6:00 p.m. and avoid any extra charges.

Charges applied are according to policy and is not at the discretion of the person waiting with your child.

Charges are \$2.00 per minute that you are late.

Attendance:

If your child will NOT be in attendance or will be LATE, please call the center by 9:00 a.m. Any children not present by 10:00 a.m. that have not called to notify the center, may be told they cannot stay.

If a child has an extended illness and will be absent from the center for two or more weeks, please contact the Center Director. Children absent for two or more weeks that have not kept their tuition current and/or notified the Center Director will be dropped from center enrollment.

Arrivals and Departures:

Always bring your child inside the building and walk them to their classroom. When you take your child to their classroom, always make sure the teacher sees that the child has entered the room. Please sign in your child with the time they have arrived. Whenever you pick up a child, again, make sure the teacher knows that you are taking them and you or the teacher checks them out with time of pick up.

NEVER LEAVE AN UNATTENDED CAR RUNNING. This is for the protection of the children and to keep your vehicle from being stolen.

Please notify the office if someone other than persons stated on the enrollment form will be coming for your child.

Please be advised that if you list a person on the enrollment form as authorized to pick up your child, they will be allowed to do so anytime. Anyone picking up a child from the Center may be asked to show a driver's license to verify their identification. This policy will be strictly enforced for every child's protection.

Schedules:

A daily schedule is posted in each classroom. Each classroom has outside time every day, twice a day as long as weather permits. Please become familiar with your child's class schedule, especially the times of their daily outings. This will avoid any frustrations associated with dropping off or picking up your child when his/her class is not in their classroom.

Holidays and Inclement Weather:

Holidays that are recognized as center closing days are:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
The day after Thanksgiving
Christmas Eve
Christmas Day

If the holiday falls on a Saturday or Sunday, Go Kids reserves the right to close the day/ days of their choosing. The Full tuition will be charged for days you have reserved, even during months with a holiday. Make-up days will not be provided.

In the event of inclement weather, Go Kids reserves the right to close for the safety of both our children and our staff.

Check the local TV stations for Go Church-Norman.

(Because daycare centers are not allowed to notify parents of closures on these channels, we use the church's name to access them.)

We will post on the local news channels and try to send an email.

Enrollment Records:

All enrollment forms must be completed, signed, and returned prior to the first day your child attends the program. This will include the child's Enrollment Form and the Parent Contract. The Administrative staff should be notified immediately of any changes in phone numbers, addresses, health immunization, or emergency information. This information is extremely important for the safety of your child and must be continually updated. Please help us keep your child's records current.

Immunizations:

Each child is required by the State Department of Health to have current immunizations. Some immunizations are given in combinations. An official copy of the record is needed before your child will be admitted. It is the parent's responsibility to keep all immunizations up to date with written documentation provided to the Center.

Medication:

DHS requires that parents sign an authorization for center staff to administer all medication. (Including Diaper Cream) Medication instructions must be signed in on the medication record sheet in the child's classroom daily by the parent. Staff will record the dose and time that medication is administered.

Medications must be labeled with the child's name and in the original container. Prescription medication will be given only to the child whose name appears on the prescription (NO exceptions!). Medications given for chronic conditions should be accompanied by a doctor's note regarding times and frequency of administration.

Medication left at the Center without instructions for giving it to the child, or after the date has expired, will be discarded. All medications will be kept out of children's reach.

Medication will only be administered to your child by one of our office personnel.

Allergies:

All known allergies must be listed on the enrollment form. Teachers and office staff should be made aware of any kind of new allergies. We will work with families to accommodate food allergies after receiving medical documentation of the known allergy for our file. We usually can adapt our menus for children with special food needs, but please contact us to determine the best substitutions for items your child cannot eat.

Any severe allergic reactions that would require medical intervention should be noted with a plan on what should be done should the need arise. This plan must be outlined by your physician in a written form. We may also ask parents to help provide substitutions.

Daily Health Check:

Each day as children arrive, teachers will do a quick health assessment for symptoms of colds, fever, contagious diseases, lice, etc. Throughout the day, the children's health will be monitored and any sign of oncoming illness will be noted and communicated to the parent. When an ill child needs to be picked up, parents will be called first, and then any authorized individual on the child's pick-up list if parents cannot be reached. We ask that parents or authorized individuals pick up an ill child **within one hour** of being notified.

Go Kids will report any suspected abuse to DHS as required by law.

Illness:

Parents must notify the Center if their child develops a contagious disease or has been directly exposed to one. Following an absence for a contagious disease, a physician's written statement can be required for readmission to the center. Ill children **must** remain home **24 hours** after symptoms resolve before returning to the center. OKDHS illness exclusion guidelines are listed below for your convenience.

Recommended exclusion criteria for centers serving only well children
Children with the following signs or symptoms of illness are excluded from a center caring for well children.

1. Fever, defined as axillary (armpit) temperature of 100 degrees or higher, or oral temperature of 101 degrees or higher
2. Diarrhea, defined as runny or watery stools with increased frequency of loose stools
3. Vomiting two or more times in a 24-hour period
4. Undiagnosed body rash, except diaper rash
5. Sore throat with fever and swollen glands
6. Eye discharge, defined as thick mucus or pus draining from the eye, or pink eye
7. Yellowish skin or eyes
8. Severe coughing, where a child gets red or blue in the face or makes a high-pitched whooping sound after coughing
9. Signs or symptoms of possible illness, such as lethargy, irritability, persistent crying, or any other unusual signs until a medical evaluation allows inclusion.

Parents will be notified if any of the following (or other unlisted medical conditions) are suspected or are present for a child: temperature over 100, breathing difficulty, diarrhea, mouth sores, pinkeye, scabies, impetigo, ringworm, shingles, mumps, rubella, irritability over a period of time, persistent crying, uncontrolled coughing, vomiting, rash, head lice, strep throat, tuberculosis, chicken pox, pertussis (whooping cough), measles or hepatitis A.

When an individual within a classroom has a diagnosis of a contagious illness, a note will be placed on the classroom door for a time period of forty-eight hours alerting parents to the possible exposure.

We do not assume responsibility for illness.

Meals:

Our staff will prepare a breakfast and lunch that will be attractive, nutritious, and appropriate portions for young children. Children may have extra helpings. Weekly menus are posted and parents may refer to these at any time. Breakfast, lunch, and afternoon snack will be served family-style. Children in attendance at meal time will be served that meal. Meal times are as follows:

Breakfast- 7:30a.m. - 8:30a.m.

Lunch- 11:00a.m. - 12:00p.m.

Snack- 2:00p.m. - 2:30p.m.

Rest:

Periodic quiet times and activities will be scheduled throughout the day to provide adequate rest for the children. Each area will have a quiet place which will always be available when a child needs rest or quiet. In addition, a rest period of about two hours will be scheduled in the early afternoon. All children will lie on nap mats or cots during this time.

Although the children are not required to sleep, the environment will be conducive to rest.

Each child will need to bring a crib sheet, AND blanket or bed roll/nap mat.

Nap Mats and crib sheets will be sent home each week. It is your responsibility to wash and return them each Monday.

Children under the age of one year of age will rest in cribs. Their crib will be free of any items, except the fitted sheet and a pacifier (if parents are choosing for their child to have one).

Accidents/Incidents:

First Aid will be administered to all minor injuries. In the event of serious accidents, parents will be notified and the paramedics will be called. Many of our staff members have been trained in infant, child and adult CPR and first aid training.

For each accident, a report will be filled out by the supervising teacher at the time. Parent signature is requested. (As per DHS policy) The center will keep the report and provide a copy to the parents if requested.

Children are here to learn and will make mistakes. We will lovingly guide them daily. If misbehavior becomes consistent, unsafe, or harmful to others, this behavior will be documented on an incident form. This form will be signed by the supervising teacher and will be offered to the parents for signature. The original will be kept in the child's file at daycare. Parents may request a copy.

When a child misbehaves, Go Kids staff will use "redirection" as the first form of discipline. For children two and up only, if misbehavior persists, Go Kids may resort to the child having a "take a break" moment, similar to time out.

Go Kids reserves the right to dismiss any child from our program for any violation of any of the policies in this handbook. Students may be immediately removed from Go Kids for behavioral issues that are disruptive to the classroom, staff, or fellow students.

Environment:

Go Kids strives at all times to create a loving, nurturing, and safe environment. No smoking is allowed on the premises at any time. Should any adult act verbally or physically in such a way as to disturb that environment, it shall be cause to refuse service to that family or terminate employment of that person immediately and without notice.

We provide activities and learning experiences for each child's needs, abilities, and developmental level. Children work and play together in small groups in the learning centers, art activities, etc. around the room. Children become involved in meaningful activities, grow socially, and learn to regulate themselves through the environment, teacher guidance, and social interaction daily.

Outdoor Play:

All children will spend time each day engaged in physical activities which include climbing, balancing, sliding, riding and playing with others. Each room's daily schedule includes at least two outdoor times. State licensing requires that we include outdoor time each day when weather permits. In the event of inclement weather, children will be provided a recess period in our Children's Church auditorium.

What to Bring:

It will be necessary for parents who have children on bottles (breast milk or formula) or using baby food to provide these. Mark all bottles and food with your child's FULL NAME. Also, children in our infant and toddler rooms will need disposable diapers. Parents are required to bring wipes and diapers for their child weekly.

All children 1 and older will need a blanket/ bed roll/ nap mat for nap-time. Please be sure your child has at least one extra set of clothes in their backpacks at all times. Label everything you bring for your child.

Clothing:

Children should be dressed comfortably for active play. Clothing will likely get dirty. Clothing should be durable, washable, and clearly marked with your child's name in indelible ink. The center is not responsible for lost or damaged clothing. Shoes must be worn at all times. In the interest of safety, please do not allow your child to come to school in hard-soled boots or any type of shoe with a slick sole. Flip-flops and backless sandals are not appropriate for the child care setting. Please send your child in tennis shoes or other closed-toed rubber-soled shoes. Each child, regardless of age, is required to have a change of clothing in his/ her backpack. Infants and toddlers (and any child learning toileting skills) might need to have several changes of clothing available each day. We have a limited supply of extra clothing items here at the center that may be used when necessary, though children often become embarrassed by accidents and generally dislike wearing someone else's clothes. If your child is ever sent home in center clothing, please launder and return them to your child's teacher as soon as possible.

Our Teachers:

Each classroom has at least one lead teacher (responsible for meeting center curriculum standards in lesson planning) and assistant teachers. We believe that educated, knowledgeable teachers are a benefit to the care and nurturing of children. We feel fortunate that our center teachers come from diverse educational backgrounds. Some have four year degrees others have field-specific early childhood Certificates of Mastery or Child Development Associate credentials. All master teachers are required to hold current pediatric First Aid/CPR certification and obtain a minimum of 12 classroom hours of continuing education training per year.

Each employee goes through an Oklahoma State Bureau of Investigation background check and personal and professional reference checks, as well as all DHS required processes. Our compliance records are located on the Parent bulletin board across from the Administrative Office.

Security:

Go Kids is a secure facility, meaning all entry doors remain locked to the public during our hours of operation. Each family is given an access code with which to enter the center at any time. Anyone not possessing an access code must call the center phone number listed on the front door. The Director's office is located in the middle of the center to help monitor doors and hallways. Children will not be released to anyone that is not on his or her pick-up list without written parental permission. A fire/ evacuation drill AND a lockdown/ tornado drill is done monthly.

Relocation/ Fire Procedures:

In the event that relocation is necessary, Go Kids will work with the City of Norman's Public Safety team to assure your children are as safe as possible. Go Kids will begin calling each family with the location we are headed. We appreciate your help keeping all of your phone numbers CURRENT.

Lockdown/ Tornado Procedures:

In the event of an emergency lockdown we will be moving children into the following INTERIOR ROOMS.

Pre-K and Two's 2- will go to The Pre-K side room.

Todd 1 and Todd 2 will go to the Women's bathroom.

Two's 1 will go to the Men's Bathroom.

Infant 1, 2, and 3 will go the Office.

All 3's classes will go to the Interior 3's room.