



At Kids Day Out and S.T.E.A.M., we desire to teach the Word of God while still incorporating educational aspects. Helping children learn and grow through developmentally appropriate play and curriculum is our focus. With the help of qualified teachers, children will be challenged to reach their full potential in the Kingdom of God. We strive to build confident and independent learners in a safe and nurturing environment. Our hope is for students to “walk in the light as children of the light”. (John 12:35-36)

Who: Kids Day Out is offered for children 6 months through Pre-K

- S.T.E.A.M Powered by KDO (Tuesday Skills Program) is offered for ages 2 and up.

Where:

Restoration Church Woodforest

107 Fish Creek Thoroughfare

Montgomery, TX 77316

Phone: (936) 267-0910

When:

- KDO – Monday/Wednesday 9:00am-2:00pm.
- S.T.E.A.M – is an additional skills program offered on Tuesdays 9:00-2:00pm.

*** You may register for KDO on Mon. & Wed./2-day, S.T.E.A.M. on Tues./1-day or **BOTH** MDO and Skills programs. Please keep in mind these are two separate ministries.*

- KDO & S.T.E.A.M. follow Conroe I.S.D. and operate in a Aug-May school year calendar, starting one-two weeks after the School District’s first day of school and ending one-two weeks before the School Districts last day.

Teaching Methods:

Our teachers strive for nothing short of greatness.

- **Kids Day Out**— We dedicate our Kids Day Out (MDO) program to building a spiritual foundation in our community of uniquely created children of God by providing a traditional mother’s day out schedule and providing a Bible-based curriculum built by Kids Day Out teachers and approved through directors. Our students rotate between multiple learning environments allowing for full growth of motor skills, reading, writing, fine arts, hands-on learning, music, and movement. Each classroom will be set apart from the rest with their very own age-appropriate Bible-based curriculum.
- **S.T.E.A.M.**— A biblical based skills program that offers a student-led teachings using challenges and experiments centered around the specific skills in Sciences, Technologies, Engineerings, Arts, and Mathematics.

***Daily schedule examples for both programs will be included at the end of this packet.*

Enrollment:

Registration for the 2024-25 school year will open for public enrollment beginning Thursday, February 1st, 2024. Registration remains open year-round. Once classes have reached full-capacity your child is then placed on a waiting list for those age-appropriate classrooms. We place students based on their age as of September 1st of the school year you are registering for. In the case we are able to break ages up further than a year apart, we may do so by adjusting the from the guideline start date of Sept. 1st to a guideline of “birthdays within (a)months – (b)months”. This is in best interest of keeping classrooms closer in developmental age groups.

Lottery System:

To relieve the pressure of in-person wait-lines, we offer our registration though a lottery selection after online submissions through our link posted on the website. Once you submit your registration application your child’s name is put into a pool. Once number of spots/classrooms are determined, placements are randomly selected by drawing and accepted/waitlisted into the program. Lottery drawings will be selected after a full 24-hours of registrations. You will hear back from us within 48 operational hours with a status update. You will either receive an acceptance or waitlist for one or more programs applied for.

Registrations:

After acceptance letter you have 48 operational hours to get all payments and forms on file.

STUDENTS’ SPOT IN KDO OR S.T.E.A.M. IS NOT SECURED UNTIL ALL FORMS AND PAYMENTS LISTED BELOW HAVE BEEN SUBMITTED.

***If for some reason any of the below listed items need a delay in submission it must be requested through an email to kdo@restorationchurchwf.org and approved or denied.*

Requirements:

Kids Day Out & S.T.E.A.M. are not-for-profit MDO & Skills programs. It is our goal to cover all necessary expenses. Fees are set to provide high-quality care and education for the children, as in any childcare or school, our fees are consistent, thus we do not offer discounts or credit for

absences due to illness, inclement weather, travel, or school holidays. Make-up days may or may not be scheduled in the case of inclement weather days and are determined after cancelled school days.

- Fees & Forms due **IMMEDIATELY** after acceptance
 - a. Registration fee of \$125 per child
 - b. First FALL Semester (1) Supply fee (*KDO Fall – \$125, S.T.E.A.M. Fall— \$100, KDO & S.T.E.A.M. Fall — \$175*)
 - c. *Signed Copy of Handbook*
 - d. *Vaccination Records/Affidavit*

*** (All fees are due at the time of registration and are nonrefundable.)*

- Fees & Forms due **AFTER** acceptance
 - a. May 2024 – 1st Tuition Installment
 - b. Aug '24— Healthy Child Statement
 - c. Aug '24 -Apr '25— 2nd-10th Installments
 - d. Jan '24— SPRING Semester (2) Supply fee

Withdrawal:

If you need to withdraw your child from the program, please let us know one month prior to doing so via email kdo@restorationwf.org. If notification is given less than 30 days, you will be responsible for paying the monthly next drafting tuition.

Refunds: *In case of a national crisis where public schools are closed for an extended period of time, tuition collected earlier in the month will not be refundable. Future tuition will be suspended until further notice.*

Tuition:

- Tuition is calculated on an annual basis and divided into 10 equal installments per each program. The first installment is due by May 31, 2024. This installment guarantees your placement in the fall. Withdrawal after May 31st will result in the loss of prepaid tuition. The second installment will be due August 1, 2024 and each month thereafter ending in April 2024.
- A Supply Fee for each program is due twice a year. Once at Registration for FALL Semester (1) and once again in Jan. of 2025 for SPRING Semester (2).

KDO + S.T.E.A.M. Programs (Ages 2yr+):

AGE	Teacher Ratio	Monthly Tuition	Sibling Discount	Supply Fee 2x year
2's	2:12	\$410 M/W & T	\$25 off per child	\$175/Per Semester
3's	2:12	\$410 M/W & T	\$25 off per child	\$175/Per Semester
Pre-K	2:14	\$410 M/W & T	\$25 off per child	\$175/Per Semester

KDO M/W Program (Ages 6m-5yrs.)

AGE	Teacher Ratio	Monthly Tuition	Sibling Discount	Supply Fee 2x year
6m-12m	2:6	\$325 M/W	\$25 off per child	\$125/Per Semester
12m-18m	2:8	\$325 M/W	\$25 off per child	\$125/Per Semester
18m-24m	2:10	\$325 M/W	\$25 off per child	\$125/Per Semester
2's	2:12	\$305 M/W	\$25 off per child	\$125/Per Semester
3's	2:12	\$305 M/W	\$25 off per child	\$125/Per Semester
Pre-K	2:14	\$305 M/W	\$25 off per child	\$125/Per Semester

S.T.E.A.M. Tues. Program (Ages 2yr.+)

AGE	Teacher Ratio	Monthly Tuition	Sibling Discount	Supply Fee 2x year
2's	2:12	\$105	\$25 off per child	\$100/Per Semester
3's	2:12	\$105	\$25 off per child	\$100/Per Semester
Pre-K	2:14	\$105	\$25 off per child	\$100/Per Semester

Payments: all invoices will be sent through your Brightwheel app account once accepted into the program.

Forms of Payment— Brightwheel billing, check, cashiers check, money order, or cash. If submitting an in-person payment it must be turned in inside an envelope labeled with student's

name and fees payed in the memo. All checks must be made out to [RESTORATION CHURCH WF](#)

*** Brightwheel does have an option for auto-payment. If you wish to not have auto-draft you MUST turn this feature off on your parent portal account. We cannot turn this on or off for you.*

Important Payment Dates—

- Registration Fees at time of enrollment— *Reg. Fee + FALL Semester (1) Supply Fee*
- May 2024— *Tuition Installment #1*
- August 2024— *Tuition Installment #2*
- September 2024— *Tuition Installment #3*
- October 2024— *Tuition Installment #4*
- November 2024— *Tuition Installment #5*
- December 2024— *Tuition Installment #6*
- January 2025— *Tuition Installment #7 + SPRING Semester (2) Supply Fee*
- February 2025— *Tuition Installment #8*
- March 2025— *Tuition Installment #9*
- April 2025 — *Tuition Installment #10*

*** Tax Receipts are accessible through the Brightwheel Billing app*

School day Arrival and Departure:

○ **Drop-off begins at 8:55am**

A member of our administrative team will open the doorways to our early childhood hallways at 8:55 am each school day. Teachers need time to clean their classrooms and prepare curriculum. To avoid disrupting the start of each classroom's days we will shut the hallway door for drop off at 9:05. After that all students must be dropped off in the lobby and escorted to class by an administrator. You are welcome to gather in the lobby until the hall doors open at 8:55am.

○ **Pick-up is at 2:00pm.**

It will be necessary to charge an additional fee when a child is not picked up by 2:10pm. A late fee of \$5.00 will be added to tuition. We understand there are emergencies, in the event of one; please contact KDO before 2:00 pm via our director's. All students after 2:10pm will be escorted to the front office area in the Lobby. A director will stay with them until parents have arrived.

Attendance Policy: This takes place to ensure that students are consistently participating in their class activities. It becomes a challenge for the classrooms to grow socially and emotionally when their classroom is not a consistent environment. After (8) absences per semester a warning will be issued. Any following absences your directors may have to remove student from the program.

Parking:

- Please do not park in front of the church under the awning.
- Please use our parking lot when dropping off and picking up children.
- Rainy days are not an exception, so please plan accordingly.
- In the case of extreme weather during school days, you will be notified to pick-up using the awning.
- Children should never be left unattended in your car in the Restoration Church parking lot.

Recess: We believe that getting outside time is an important time of day! Please remember unless conditions do not allow recess time (heavy rain, thunderstorm, low freezing temps) we will still go outside. Please dress students accordingly.

What to bring each day:

- An extra change of clothes in a Ziploc bag-labeled
- Labeled healthy snack packed **SEPARATE** from student's lunch
- Labeled healthy lunch packed in a pre-sorted and container. All items should be opened and packed age appropriately
- Labeled water bottle, age appropriate for students to drink out of without assistance "opening/closing" the lid each use.
- Marked baby bottles (if necessary)
- Diapers/training pants labeled in pack (if necessary)
- A nap mat for rest time, labeled (including labeling all loveys, blankeys inside)
- Security toys that should remain in your child's bag until rest time, labeled (No more than 2 items)
- Appropriate Recess attire (Rainy attire on rainy days, Snow attire on freezing days, and summer attire for days of high temp)
- School folder (provided by administration)

Guidelines for LUNCH:

- Please send your children a healthy lunch! We like to encourage students to save their treats for after they finish their lunches. Please stay away from large quantity of sugar and large quantities of dyed foods. We believe a healthy lunch positively effects their ability to focus better in a school.
- If you choose to pack a treat item please limit this to (1) item per lunch and avoid candy and chocolate. Students may be asked to save these items for after school if packed in their lunches.
- If your child has a food allergy, we are required by the State of Texas to have written documentation from your child's physician.
- Please make sure the items are cut into bite-size pieces.
- We will not refrigerate or heat food, please send it in a thermos and pack an ice pack when necessary.
- Please pack appropriate utensils (Spoons/Forks)

Health Policies:

For the protection of children in our care, we will not accept children with any of the following symptoms and/or illnesses. *If bacterial illnesses such as HFM (Hand, Foot, Mouth) and Stomach Bug are within the household, we ask siblings of those who are contagious or sick remain home as well until all of KDO and/or S.T.E.A.M. students are 24 hours symptom free.*

Symptoms:

- Fever (current or previous hours)
- Runny nose (Green or yellow in color; thick and/or crusty) unless we have a doctor's note indicating seasonal allergies.
- Questionable rash unless we have a doctor's note indicating a skin condition
- Coughing continuously (unless we have a doctors note indicating this is related to athsma, allergies, etc.)
- Diarrhea or vomiting in the past 24 hours
- Sore throat

Illnesses:

- Impetigo (untreated)
- Active Chicken Pox
- Measles
- Mumps
- Conjunctivitis (Pink Eye)
- Thrush
- Croup
- RSV
- Hand Foot and Mouth Disease
- Lice

– We will not administer medication.

– If a child is being treated by antibiotics, he/she should be treated at home before and after school with the medication and “fever free” for at least 24 hours before returning to the classroom.

– If a child develops a fever or other symptoms while at KDO, we will contact the parent immediately so the child may be taken home.

– They may return once symptom free after 24 hours, or with a doctor’s note if approved before then.

Potty Training:

- **Age Requirement:** Please note, we ask all students entering the school year at the **age 3** must be potty trained and/or provided appropriate pull-ups only for naps.
- **AGES 3+** Students who have more than (2) accidents in a day after the age of 3 will be asked to leave for the school day. Students who have repeating days of multiple accidents will be ask to leave the program.
- **Ages < 3 :** All students must pack a whole outfit if potty training. Shirt, Pants, Unders, Socks and Shoes if cloth. Please include a “dirty clothes” bag with clean clothes inside. This can be a plastic ziplock labeled with student name on it. This is in case of an accident dirty clothes will replace clean wear.
- **Training Requests:** We encourage potty training strictly in the **TWOS** age group only at KDO, in helping parents do so, please understand we are in a classroom setting and changing/potty time is limited. To help this process happen in a timely manner, please pack disposable diapers with detachable sides. This can be a pull up or a regular diaper.

- **Training Accidents:** Accidents happen! While we support potty training in school for our Two's age group, we want to make sure they are getting the most out of their school day. In order to help them feel comfortable during the process of potty training at school, we will change them into a pull-up after one accident each day.

Safety:

During the time of pick up, your child will only be released to his/her guardian or the person you have listed as their emergency contact on your registration form. In the case of an emergency, please call the front office with instructions on who is able to pick up your child. Any person that is not listed as their guardian or emergency contact will have to show a valid ID, and be confirmed by the child's legal guardian by unique parent BW code before we may release your child.

Kids Day Out Emergency Preparedness Plan

In case of an emergency, we have attached our emergency protocol. In the event of an emergency, the first responsibility of KDO Staff is to move the children in our care to the designated relocation area noted on each evacuation plan or alternate shelter.

Designated relocation area:

Fire: Northwest corner of the building.

Inclement Weather : Nearest interior/no Glass bathrooms or closet spaces

How will children be relocated?

In an event of a fire, teachers will utilize evacuation cribs and assist older students in exiting the building. Classroom teachers will be responsible for knowing the number of children in attendance daily. They must take attendance before and after exiting the building to ensure all children in their class remain in their supervision at all times.

In an event of a tornado, teachers will evacuate the classrooms and we will all gather in the most center, no-windows rooms inside the sanctuary. Classroom teachers will be responsible for knowing the number of children in attendance daily. They must take attendance before and after the occurrence.

In the event of an intruder, all plans are practiced in detailed trainings to protect to students and staff.

Emergency Communication:

Emergency Contact: Your KDO Directors are available by BrightWheel & will a direct phone line in classes of emergencies will be given to all primary contacts once accepted into the program.

KDO Staff will contact the local authorities and parents in the event of an emergency

Injury Incident Reports: Minor accidents sometimes occur. Parents will be notified of any minor injuries that have occurred. An incident report will also be sent home with the child and must be signed by the guardian and returned the next school day.

Discipline Policy:

Behavioral Management— At Kids Day Out we believe the first attempt with every child is redirection. At KDO, we encourage positive behavior by building self-esteem, as well as self-control.

Step 1: In class solution— As redirection will not always work, our next attempt would be to allow a “cool off” time, by removing them from the situation and into a quiet and supervised environment.

Step 2: Parent partnering solution— If a KDO student decides to continue to make poor decisions over an extended amount of time, a teacher will contact the student’s parents and ask them to sign a discipline form stating they are aware of the misconduct. And ask for pointers of what changes can be made both at home and at school.

Step 3: Director Intervention— If the behavior continues, parents will be asked to partner in taking action to prevent further aggression or disrespect. If this set does not result in improvement, the student will be asked to leave the classroom.

Biting Policy— We want to ensure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non aggressive behavior. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. This means that it is a particular concern for the staff in the Toddler and 2’s rooms. For safety and health concerns, we take biting and aggressive behavior very seriously.

Our policy for handling a biting or aggressive behavior incident resulting in injury is as follows:

Step 1 – The biter/aggressor is immediately removed from the group with a firm NO. The bitten/injured child is consoled and the bitten/injured areas washed with soap and water. If necessary, ice is applied to reduce swelling.

Step 2— A written incident report is given to the parents of all children involved. If a third bite in one day, a student is sent home. If an additional incident occurs, on a day after the initial incident, the biter/aggressor will be sent home.

Step 3— We look intensively at the context of each biting/aggressive behavior incident for pattern, in an effort to prevent further biting or aggressive behavior. If this pattern continues to happen and a student is sent home more than (2) incidents due to biter injury, they will be asked to leave KDO.

Intentional Injury Report:

Step 1—The student who caused injury to another student or teacher is immediately removed from the group with a firm NO. The injured child is consoled and the injured areas washed with soap and water. If necessary, ice is applied to reduce swelling.

Step 2— A written incident report is given to the parents of all children involved. After (2) reports in one day a student is asked to go home

Step 3— We try to adapt to the environment and work with parents to reduce any child stress. We make special efforts to protect potential victims. We try to make every effort to extinguish the behavior quickly and to balance our commitments to the family of the biting/aggressive child to that of other families. Only after we feel we have made every effort to make the program work for the child do we consider asking a family to withdraw the child, after (6) incident reports.

Teacher Conferences:

If you would like a conference with your child's teacher, we would be glad to arrange that for you! You are also welcome to schedule a conference with one of the directors of Kids Day Out at any time. Please email kdo@restorationchurchwf.org to do so!

Communication:

Communication is an important part of the success of our program and your child's positive experience with school. Most of our communication will be done through an application called bright wheel. All other important information will be sent home in the folder provided by administration at time of August enrollment. The administrative team is here to answer your questions and help in any way we can. Please email the KDO staff or call during school hours at any time.

Kids Day Out / S.T.E.A.M. Administrative Team:

Peyton Smith, *Director of Kids Day Out-* peyton@restorationchurchwf.org


Katrina Burrows, *Assistant Director of Kids Day Out -* trina@restorationchurchwf.org

Kari Hogan, *Restoration Church Generations Pastor-* kari@restorationchurchwf.org

For questions or concerns please email, KDO@restorationchurchwf.org

***If any KDO and S.T.E.A.M. policy were to be changed, you would receive an updated copy and sign an additional form.*

Mon./Wed. KDO Schedule Example:



Time	Monday	Time	Wednesday
9:15	CIRCLE TIME	9:15-9:45	CHAPEL
10:00	SNACK	10:00	SNACK
10:30-10:55	RECESS	10:30-11:00	RECESS
10:55-11:15	ART	11:00-11:20	MUSIC & MOVEMENT
11:25	Centers	11:25	Centers
11:40-12:00	PE		
12:05	LUNCH	12:05	LUNCH
12:45	REST	12:45	REST
2:00	PICK UP	2:00	PICKUP

Tues. S.T.E.A.M. Schedule Example:

Time	Activity Focus	Class
9:00- 9:20	Drop-off/Greeting	Homeroom
9:25-10:00	Science	CHALLENGE #1
10:05- 10:50	Technology/Snack	
10:55- 11:30	Engineering	CHALLENGE #2
11:35-12:45	Art	
12:50- 1:25	Mathematics	CHALLENGE #3
1:30-2:00	Rest/Pick-up	Homeroom

HANDBOOK FORM

RELEASE: In addition, without limitation, I hereby release and forever discharge and hold harmless, Kids Day Out & S.T.E.A.M., it's sponsor, Restoration Church, their respective coordinators, facilitators, pastors, congregation, elders and all representative from any and all damages, liabilities, or church expenses including, but not limited to, court costs and reasonable attorney fees, arising from any claims of invasion of privacy, claims for compensation for the use of any photographic image lade of my/our son or daughter. This will include extra activities or classes brought in by outsourced vendors. I give my permission for Kids Day Out to use images of my child taken at school or school-related events, in any Kids Day Out publications or promotional materials. These may include use in print materials, presentations, and on the Kids Day Out website. I understand that these photos will be used for the sole purpose of promoting or reporting.

GENERAL RELEASE SIGNATURE

DATE _____ INTIAL _____

PHOTO RELEASE (if child is in the foster care system please notify us below)

INITIAL _____ I hereby state that all information on the registration form is correct

INITIAL _____ I understand that if confirmation of a spot for my child at kids day out is offered that I will submit paper copies of vaccination records and my child's healthy child statement, and pay the non-refundable registration fee of \$125 and stated amount for supply fee within 48 hours of acceptance letter to secure my child's admittance to kids day out. Failing to do so by the deadline will forfeit my child's admission and placement will immediately be offered to the next child on the waiting list.

HANDBOOK ACKNOWLEDGEMENT SIGNATURE

RESTORATION CHURCH | 107 FISHCREEK THOROUGHFARE, MONTGOMERY, TX 77316