



2024-2025
Parent Handbook



Who We Are

Our KDO and S.T.E.A.M programs both offer a variety of developmental, hands-on experiences and teaching methods and are centered on the introduction and love of Jesus. At KDO our children will encounter and build a relationship with Christ as they actively engage in various environments and specialized enrichment programs. Our programs are powered by excellent teachers and a developmental curriculum that is carefully designed to enhance each child's social/emotional, spiritual, academic and motor development. Within our play based programming, we use multi-sensory exploration and offer a variety of fine arts experiences to meet the needs of each individual learner.

*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)*

Where

Restoration Church Woodforest
107 Fish Creek Thoroughfare
Montgomery, TX 77316

Phone

(936) 267-0910 Ext. 117

Email

kdo@restorationchurchwf.org (both directors)

Cindy Mountain: cindy@restorationchurchwf.org

Stacie Pham: stacie@restorationchurchwf.org

Programs

1. Kids Day Out: Monday/Wednesday 9:00am-2:00pm

Offered for 6 months-through Pre-K.

The KDO program is our 2 day, 10 month long, preschool program. We offer classes with a low teacher:student ratio, and all classes have 2 teachers. Each age/class is specifically designed to meet the developmental growth and academic needs of our children. We use a whole-child based approach and our curriculum is rich in literacy, language and explorative opportunities to play and engage.

2. S.T.E.A.M Day: Tuesday 9:00-2:00pm

Offered for 3's through Pre-K.

The S.T.E.A.M program is a 1 day program. Each Tuesday, our 3's - Prek students will focus on a different or more extensive learning topic and experience. Each Tuesday students have the opportunity to engage further on hands-on applications involving Science, Technology, Engineering, Art and Math. Students will also work in center based learning stations where they are challenged to extend their learning, grow in independence and discovery and engage in process-style art.

Enrollment

Currently enrolled students will have 1st priority when enrolling for the following year. This “in house” enrollment will begin on January 20, 2025.

Currently enrolled siblings will have 2nd priority enrollment, once all returning students are placed.

Public registration for the 2025-26 school year will open February 3, 2025. Once classes have reached full capacity, children are placed on a waitlist.

Lottery System: Public registrations/waitlists are created in a lottery system using an electronic registration process. 24 hours after public registration requests are submitted, placements into our remaining spots or waitlists will begin. These placements are made by a random drawing and parents are notified within 48 hours of an acceptance or waitlist status for one or more of the programs requested.

To Secure Your Spot After Notification

Spots are not secured until all required forms and payments listed below have been submitted.

Required fees and forms due **immediately** after notification of acceptance into one or both programs (registration fee of \$125 per child).

1. Fall Semester Supply Fee
 - (KDO Preschool: \$125)
 - (S.T.E.A.M: \$100)
 - (KDO & S.T. E.A.M: \$175)
2. Signed Parent Handbook Acknowledgement
3. Vaccine Records/Affidavit

Fees and Forms Due by May 1, 2025

1. May 2026 Tuition Prepayment
2. Health Statement Signed By Physician

Registration

Kids Day Out is a not-for-profit program. At KDO it is our goal to cover all expenses. Fees are set to provide low child:teacher ratios, high-quality teachers and enriched programming for the children. Our expenses are consistent, thus we do not offer discounts or credit for absences due to illness, inclement weather, travel, or school holidays.

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 next drafting tuition.

Refunds

In cases of a national crisis, where public schools are closed for an extended period of time, tuition already collected that month will not be refunded. Future tuition will be suspended until further notice.

Tuition

Tuition is calculated on an annual needs basis and divided into 10 equal installments. The first installment is due by May 1. This installment guarantees your placement for the fall. Withdrawal after May 1, will result in the loss of this prepaid tuition. The second installment will be due on August 1st, and each month thereafter through April.

*We offer a 10% discount on your total tuition (not including registration and supply fees) for payments made in full by June 15th.

Supply Fee

A supply fee for each program is collected bi-annually. Fall Semester supply fee is collected at the time of registration and Spring Semester supply fee on January 1.

Payment

The first installment is due on May 1st, of the current year. If you are registering after the school year has started, you will pay the last installment (May prepayment) with Registration and Supply fees at the time of registration. The 2nd-10th installments will be due the 1st of every month and ending with the April tuition.

If you pay by check, checks will be made out to the Restoration Church WF.

All tuition payments will be made through the Brightwheel Application. Invoices will be sent out through Brightwheel each month. If you wish to have auto-draft you must turn this feature off on your parent portal account. We cannot turn this on or off for you.

Tax receipts are accessible through the Brightwheel billing app.

Payment Installment Dates

- Fees at the time of Enrollment - Registration Fee (\$125) + Fall Semester 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
- February 2025 - Tuition Installment #8
- March 2025 - Tuition Installment #9
- April 2025 - Tuition Installment #10

Enrollment Prices for 2024- 2025 School Year

KDO M/W Program (Ages 12m - 5yrs.)

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

KDO M/W + S.T.E.A.M. Tuesday Programs (Ages 3yr+)

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

S.T.E.A.M. Tuesday only Program (Ages 3yr.+)

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

Parking

- All parents will walk into the building and to the classroom for both drop off and pick up.
- Please park in the designated parking spaces at the front main parking lot.
- Please do not park under the awning. This is reserved as a fire lane and cars must have an active driver at all times when under the awning.
- Rainy days are not an exception to parking under the awning, so please plan accordingly.
- In the case of extreme weather during school days, you may be notified to pick-up using the awning.
- Children should never be left unattended in your car in the Restoration Church.

School Day Arrival

Our teachers will be busy in the mornings preparing the classrooms for a great day! Our teachers will also be gathering together at 8:50 for a staff devotional time.

The administration team will open doorways into the classroom hallways at 9:00am.

The doors will be closed for late drop-offs at 9:10am. After 9:10am, an administrative staff will escort all children to their classroom.

School Day Departure

Pick-up is at 2:00. A late fee of \$5.00 will be invoiced along with tuition when a child is picked up after 2:10pm. In the event of an emergency, please contact KDO by phone. A director will always stay with a child until a parent or approved person arrives to pick up.

Contacting Teachers

We encourage strong communication between parents and teachers. We believe that open communication about the children and their needs is a critical component to the comfort, confidence and success of the children. We want to know what is happening in their family because it truly matters.

Teachers are busy caring, teaching and monitoring the safety of all students during the school day. Teachers and parents can communicate via text using the Brightwheel app, but teachers are not typically able to read and/or respond to texts while supervising their students. Teachers are responsible for the safety of all of their students, therefore they have been asked not to use their cell phones unless an additional teacher arrives to cover the classroom for safety monitoring. Most communication using the Brightwheel app will be outside of the classroom hours to ensure the safety of every child.

If you need to communicate with your child's teacher, please know that the teacher may not see the texts until class time has ended. In the event that the information or communication is urgent and time sensitive, please contact our administrative team and/or directors and the information will be immediately shared with your child's teacher. Communication via text, to the administration through the Brightwheel app is an excellent way to have information shared quickly.

Communication with Directors: Directors are available during the school day via phone: (936) 267-0910 ext 117. Voice mails will be checked frequently. Directors are also available through emails noted on page 1 of this handbook. Directors welcome calls and are here to support parents. Please allow 24 hours for all calls to be returned. Teacher Conferences may be requested between parents and teachers, as well as between parents and directors.

Who can pick up your child?

Only approved persons named in your child's registration data on the Brightwheel app will be permitted to pick up your child in your absence. In the event that you need to make a change to your registration/approved emergency pick-up person, on any given day or permanently, **you must make the change inside the Brightwheel app. KDO administration cannot alter your information inside the portal.** Please also contact "administration" via messaging when you have a change being made. It is super important that you receive confirmation from us that the administration team has received your requested change, prior to the time of pick up. Children will not be released to any person not listed in the Brightwheel app. Any new or unfamiliar person, even if they are approved on Brightwheel, must present a photo ID at pick up.

Note: Communicating verbally or in a text to a teacher about the request/change being made is great, but the change must be made formally with the administration team through Brightwheel. Teachers will not be permitted to take a verbal or a texted transportation/pick up change.

What To Bring Each Day

1. Always have a full change of clothes in a ziploc bag, including socks and underwear. Be mindful of seasonal changes.
2. A healthy snack that is **labeled** and **separate** from your child's lunch
3. A healthy lunch. **Labeled** (Bento boxes make great lunch boxes for our young students)
4. A **labeled** water bottle, that closes without leaking
5. **Labeled** baby bottles, if needed
6. Diapers, pull ups in a labeled pack, if necessary
7. A **labeled** washable nap mat (unless teacher instructs otherwise)
8. Security item for rest time
9. School folder (provided at Meet the Teacher)

What to Wear to School

Play is a child's work, so we ask that your child wear comfortable and carefree play clothes to school. We will be painting, gluing, exploring, and so much more each day! We strive to grow independent, curious, and confident children; and this involves messy hands and clothing sometimes. Please save your Sunday clothes for picture day!

Sweet Treats at School

Please provide a healthy lunch for your child each day at school. We know that a healthy lunch positively affects a child's development, attention, and mood. Our teachers will encourage healthy foods to be eaten first, and they may ask that any desserts be saved for eating at home.

Birthday Treats

We will be sure to honor each child's birthday in each classroom! Teachers and friends love to celebrate birthdays in a variety of ways that make the birthday child feel special. As a school, we are refraining from sugary birthday treats to be brought in and passed out to all students at lunch. Some teachers may opt to have a healthy snack be provided by the birthday student on their special day, but we ask that not sugary treats be brought in to share. Each classroom may choose how they celebrate birthdays according to what is age appropriate, and teachers will inform parents. *Treats will be permitted to be a part of our holiday and end of year parties for all classes, but not for each child's birthday. Room parents will coordinate holiday party treats with their parents.

Health Policies

For the protection of children in our care, we will not accept children with any of the following symptoms and/or illnesses:

Symptoms

- Fever (current or previous 24 hours)
- Runny nose- green or thick yellow in color (unless we have a doctor's note indicating seasonal allergies)
- Questionable rash (unless we have a doctor's note indicating a skin condition)
- Coughing
- 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

If bacterial or viral illnesses are present in your household, we kindly ask that all siblings stay home for 24 hours to ensure they are not contagious too. Illnesses usually take 24 to 48 hours to spread from sibling to sibling, and during that time your well child may turn symptomatic (thus contagious) during their school day..

We will not administer medication, This includes topical or inhaled medications.

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. Children returning to school prior to 24 hours will require a doctor's note.

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.

Safety

During the time of pick up, your child will only be released to his/her guardian or the person(s) 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 before we may release your child.

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.

Potty Training

Age requirement: Children in our 3's classes are required to be potty trained, or working towards using the potty with support. We recognize that registration occurs long before that time, so individualized plans can be discussed with a director as the school year begins. KDO is a developmental program, but also strives to provide correct teacher:child ratios and programming that allows for the success of the teachers and the students they serve. Please provide pull ups and wipes as needed for support of the training process, and please communicate with your child's teacher about your child's need and training stage.

Kids Day Out Emergency Preparedness Plan

Our staff is trained and will practice drill procedures on the following:

1. Fire
2. Storm
3. Intruder
4. Relocation due to unexpected building hazard

Each scenario named above has a policy and procedure in place and is available for parents review.

Teachers will always have parent contacts and accurate attendance in hand in any of the stated potential threats or scenarios. In the event that wifi is disrupted and/or texting is not available, land line phones would be used to communicate to parents. Teachers, administrators, and/or Directors will remain with children until all parents have arrived for pick up. Parents will sign out their child(ren) with our attendance sheet at arrival.

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.

KDO Staff will contact the local authorities and parents in the event of an emergency or any suspected threat or potential weather related event.

Guidance and Discipline

In the early childhood years, most “discipline” needs are developmental in nature. Our teachers are here to teach language and model appropriate behavior and responses. Our goal is to take care of most situations in the classroom with a team approach. We acknowledge and understand that most behavior situations are part of an opportunity to teach and model desired behaviors. When necessary, the directors and/or parents may gather to discuss how to best support the child and discuss any necessary actions or modifications that may be necessary to help a child. Often times changes at the child’s home, in his/her routine or even growth and development can contribute to behavior difficulties. Whatever the circumstances, our desire is to provide care for all children and their families with love and communication.

Our first action plan is to examine the environment, activities and classroom management that are occurring during the situation. Communicating boundaries and directions, followed by redirection is most often successful. If redirection does not help, a child might be removed from an activity or classroom for a short period of time and practice/discuss the desired behavior..

We believe in grace, and each day is a new start.

Biting or Intentional Injury 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.

Our policy for handling a biting or aggressive behavior incident resulting in injury

- The biter/aggressor is immediately stopped and communication with the child is firm, but loving. The bitten/injured child is consoled and the bitten/injured areas are washed with soap and water. If necessary, ice is applied to reduce swelling.
- Both parents are called; the biter and the injured child. Privacy is maintained as the names of the children are not shared, and information is not shared with uninvolved parties.
- A written incident report is given to the parents of all children involved.
- We look intensively at the context of each biting/aggressive behavior incident for pattern, in an effort to prevent further biting or aggressive behavior.
- We try to adapt to the environment and work with parents to reduce any child stress.
- We make special accommodations to prevent potential issues.
- If an additional incident occurs, the biter/aggressor might be sent home for the remaining day.
- Directors work closely with teachers and parents to make every effort to extinguish the behavior causing the incident. Directors also make every effort to balance our commitments to all students and families we serve.
- After the above stated measures and any other exhaustive efforts have been made, the director has the right to unenroll a student that may not yet be ready to attend a classroom setting at KDO.

Administrative Team Contact Information

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 any time. If a KDO policies are modified or added to, you will receive an addendum to sign and return.

For all questions to the Co-Director team please email: KDO@restorationchurchwf.org

Co-Directors Independent Emails:

Cindy Mountain: cindy@restorationchurchwf.org

Stacie Pham: stacie@restorationchurchwf.org

Administrative Assistants Emails:

Dee Myers: dee@restorationchurchwf.org

Debbie Wlaters: debbie@restorationchurchwf.org (Front desk communication)

**KIDS DAY OUT HANDBOOK 2024-25
ACKNOWLEDGEMENT SIGNATURE**

CHILD'S NAME _____

PARENT'S NAME _____

SIGNATURE _____

DATE _____



**S.T.E.A.M. HANDBOOK 2024-25
ACKNOWLEDGEMENT SIGNATURE**

CHILD'S NAME _____

PARENT'S NAME _____

SIGNATURE _____

DATE _____

HANDBOOK FORM

RELEASE

In addition, without limitation, I hereby release and forever discharge and hold harmless, Kids Day Out, 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.

Child Name

Parent Name

GENERAL RELEASE SIGNATURE

Date _____ INITIAL _____

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/affidavit 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

**Kids Day Out
Health Care Professional
Healthy Child Statement**

All children must have a signed statement at time of online registration.

ADMISSION REQUIREMENT: One of the following must be presented when your child is admitted to Kids Day Out.

Please check only ONE option (1,2 or 3):

1. HEALTH CARE PROFESSIONAL STATEMENT:

I have examined _____ within the past year and find that he/she is able to take part in the child care program.

Signature of Health Care Professional Date

2. A signed and dated copy of a health care professional's statement is attached.

3. Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of; I have attached a signed and dated affidavit stating this.

of Health Care Professional Phone _____ Name

Address of Health Care Professional :

*** If your child has food allergies, please include a food allergy emergency plan with this form.**

A food allergy emergency plan is an individualized plan prepared by the child's health care professional. This plan must include a list of each food the child is allergic to, possible symptoms if exposed to food on the list and the steps to take if the child has an allergic reaction.

- plan must be signed and dated by the child's health care professional and parent
- a copy of the plan will be kept in the child's file

