



abundant life south campus • 1103 west fourth street • tahlequah

## *Parent Handbook*

*2018-19*

**Abundant Life South Campus**

**1103 West Fourth Street**

**Tahlequah, OK 74464**

**(918) 906-8105**

## **Equipping Children for the Future**

**Proverbs 22:6**

“Train up a child in the way he should go,  
and when he is old he will not depart from it.”

## Parent Handbook Table of Contents

<b>Mission Statement</b> .....	2
<b>Vision</b> .....	2
<b>Statement of Faith</b> .....	2
<b>Facility Use Policy</b> .....	3
<b>Benefits of Hands-on Learning</b> .....	4
<b>Enrollment</b> .....	5
<b>Financial Information/Withdrawal</b> .....	6
<b>Pick Up Procedures</b> .....	7
<b>School Calendar</b> .....	7
<b>Inclement Weather Policy</b> .....	8
<b>Health Guidelines</b> .....	8
<b>Center Medical Records/Medical Emergencies</b> .....	9
<b>Medication Regulations</b> .....	9
<b>Expulsion Policy/Incident Reports</b> .....	11
<b>Fire/Emergency Drills</b> .....	12
<b>Emergency Plan of Action</b> .....	12
<b>Foods</b> .....	13
<b>Security</b> .....	14
<b>Parent Code of Conduct</b> .....	15
<b>What to Bring</b> .....	16
<b>What not to Bring</b> .....	17
<b>Daily Schedule &amp; Routines</b> .....	17
<b>Class Parties</b> .....	17
<b>Parent/Teacher Communications</b> .....	18
<b>Child Abuse Suspicions</b> .....	18
<b>Partnering with Sprouts Development</b> .....	18
<b>Abundant Life Ministry Information</b> .....	18
<b>Handbook Disclaimer</b> .....	19
<b>Word for Parents</b> .....	20

### Mission

Our mission is to provide a **Christian** early childhood environment that is positive and nurturing and strengthens each child socially, emotionally, physically, cognitively and spiritually. We desire to provide a place where children are active learners and learning becomes exciting through exploring, experiencing and discovery.

### Vision

Our vision is to help infants and toddlers reach their God-given potential in every area of development. Our desire is to provide an environment that is safe and secure as well as being developmentally appropriate. We will endeavor to have an atmosphere where children feel loved, respected and valued as an individual. We believe that the family is an integral part of a child's development and our desire is to work as a team with the family unit in order to help the child reach their potential.

### Statement of Faith

- We believe the Bible to be the inspired and only infallible, authoritative Word of God. (**II Timothy 3:16**)
- We believe there is one God, externally existent in three persons: Father, Son and Holy Spirit. (**I John 5:6-8**)
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory. (**I Corinthians 15: 3-4; I Peter 2:18-24; John 3:16**)
- We believe that marriage is between one man and one woman. (**Genesis 2:18-25; Ephesians 5:21-33; 1 Corinthians 7:2**)
- We believe that the salvation of lost and sinful man and regeneration by the Holy Spirit are absolutely essential. (**Romans 3:21-30; Galatians 4:4-7**)
- We believe that the full consummation of the Baptism of believers in the Holy Spirit is available to all including the physical sign of speaking with other tongues as the Spirit gives utterance and by the subsequent manifestation of spiritual power in public testimony and service. (**Acts 2:4; Acts 10:44-46; Acts 19:2, 6; Acts 1:8; Acts 2:42-43; Matthew 3:11**)
- We believe in the resurrection of both the saved and the lost; that they are saved into resurrection of life; or that they are lost until the resurrection of damnation. (**John 5:24, 28, 29**)
- We believe in the eminent return of our Lord and Savior Jesus Christ. (**I Thessalonians 4:13-18; Revelation 22:20; John 14:3**)

### **Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe.

For purposes of Life Kids Child Care Center and Abundant Life's faith, doctrine, practice, policy, and discipline, our Pastors and the Church Administrative Council are the final interpretive authority on the Bible's meaning and application.

### **Facility Use Policy**

Neither *Life Kids*, Abundant Life Fellowship, nor any of their employees or agents assume responsibility for Facility Use. **This facility must only be used to honor God and in accordance with our Biblical Beliefs. We believe the whole bible as stated above in our Faith Statement.**

## **Benefits of Hands-On Learning**

Hands-on learning is a great teaching method and some of its benefits are:

### **Greater retention of material**

Through extensive educational research, it has actually been proven that children are going to have a lasting comprehension of things they do in comparison with the ones they only see or hear. The hands-on learning provides the child a visible, concrete foundation to learn all the necessary conceptual and abstract facts.

### **Enhances creativity**

Working on projects with children is a great opportunity to highlight their unique creative skills. This is because the children are exposed to many raw materials that they can use to create original products which reflect their insights to various topics.

### **More enjoyable**

Many children fail to do their best in certain classes since they are very young and their listening skills have not matured. On the other hand, with hands-on learning, the students are able to participate in the activities and thus it increases their motivation. The children will become more enthusiastic towards learning leading to improved results.

### **Develops a sense of achievement**

Performing a project successfully from start to finish gives the child an important sense of achievement. The hands-on learning environment also provides the child the opportunity to get used to handling equipment better.

### **Develops critical thinking**

Hands-on learning is a very important benefit since critical thinking can be applied in many places in life. The main goal of the hands-on learning is to enable the child to make the required on-the-spot resolutions which can affect the desired outcome.

**- Chinese Proverb -**

***I hear and I forget.***

***I see and I remember.***

***I do and I understand.***

## Enrollment

Enrollment is an annual event. We begin enrollment with our current families and then open it up to all others. **We do not hold spots. Families must enroll and pay enrollment fee and 1<sup>st</sup> month tuition in order to secure a spot for their child/children in the program.**

Each family is required to complete an admissions packet. This packet is to be returned to the center's office prior to the child's first day of attendance.

Items needed for complete enrollment:

- Registration Fee
- One Month Tuition/Deposit
- Financial form and Recurring Credit Card form
- Birth Certificate – *We require that there be a copy of your child's certified birth certificate in our files prior to attendance. You may contact the Cherokee County vital Records at (918) 456-3171 to request an Oklahoma Birth Certificate. If your child was not born in Oklahoma, you will need to contact that state's Department of Health.*
- Social Security Card for the child and parents
- Enrollment/Authorization for Emergency Care form
- Immunizations – All children are required by **Oklahoma State law** to have a complete up-to-date immunization record on file at the Center. This is per our licensing regulations. If your child is behind or needs shots you can go to:

Cherokee County Health Department located at 912 S College, Tahlequah

Phone 918.456.8826    Hours 8:00-12:00, 1:00-5:00

Parents that do not immunize their children are required by law to have an **APPROVED EXEMPTION FORM** for their file; a blank form may be obtained through our office or by contacting the Oklahoma Department of Health.

## **Financial Information**

### **Monthly Tuition**

Monthly tuition is payable only through a recurring credit/debit card payment. At the time of enrollment, you must complete both the Enrollment Form and the Recurring Credit Card form and designate the date for the charges to be made monthly. Each month you must pay your balance in full. In situations involving joint custody, only one parent's bank account may be set up to draft the full tuition costs.

Class placement and tuition are based upon the child's age as of August 1<sup>st</sup> of the current school year. Class promotions occur in the fall. Other transitions may occur during the year at the discretion of the program.

No credit is given for scheduled school holidays, or closings due to emergency situations, inclement weather, natural disasters, or staff training days.

**Fees:** Registration fees are non-refundable and non-transferable.

**Withdrawal:** You must submit a withdrawal form thirty (30) days prior to the withdraw date. Please complete the withdrawal form and return to the office in order to stop any recurring credit card charges. *The draft will continue until an official withdrawal has been processed and the account is paid in full.*

**Tuition Policy:** All families are required to keep their account current.

**Change in Payment Plan or Status:** If parents select a payment plan and change their plan at any time, they will be charged a \$10 processing fee for the first occurrence and \$20.00 for each additional occurrence. *Life Kids* requires a two week notice for all payment and/or program changes.

**NSF Notices:** Any time *Life Kids* receives a non-sufficient (NSF) payment or declined recurring credit card charge, your account will be charged \$20 to *Life Kids* for the NSF/declined payment **AND** \$20 to *Life Kids* for a late payment fee (see **Late Fees** in this section) in addition to any fees your bank may charge. **Only cash, cashier's check, money order, or a credit card payment will be accepted for payment of past due tuition and fees incurred as a result of a NSF/declined payment.**

**Late Fees:** Credit card payments are payable on any **one** day (1<sup>st</sup> through 20<sup>th</sup>) or on **1<sup>st</sup> & 15<sup>th</sup>/5<sup>th</sup> & 20<sup>th</sup> (according to date(s) selected)**. A late payment fee of \$20 per month for *each month's unpaid tuition* will be charged for any payment received after the due date.

**Stopping Recurring Credit Card charges:** If it is necessary to cancel a Recurring Credit Card payment, parents are to notify the *Life Kids* no later than ten (10) business days prior to the date of the draft. Parents will be charged a \$10 processing fee for having the draft temporarily canceled. Parents will still be charged an additional \$10 in late fees if payment is made after the agreed upon draft due date (a total of \$20) and every additional month thereafter.

**Interruption of Attendance:** To avoid interruption in your child's attendance, all tuition and fees must be kept current. *Your child will be withdrawn from **Life Kids** if payment of an NSF/declined payment is not received according to the guidelines and the child's class placement will be forfeited until financial resolution has been achieved.*

**Collection of Past Due Accounts:** In cases where parents become more than 30 days past due on payments, **Life Kids** may choose to report this fact to one or more of the three national credit score reporting agencies.

**Missed Days:** There is no credit or make-up days given for **sick days, vacation, scheduled school holidays, closings due to emergency situations, inclement weather, acts of nature or staff training days.** **There will be no financial reimbursement for missed days.**

### **Pick Up Procedures**

Parents or other authorized adults are required to sign their child out of care each day.

Once a parent/guardian has arrived to pick up their child, the parent is then **solely responsible for supervising their child** while on **Life Kids** property. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms, and/or playground. Parents are required to handle all business issues prior to picking up their child.

**All visitors** picking up children **MUST** have a valid State ID.

### **Late Pick-Up:**

Children need to be picked up from **Life Kids** by 6:00 p.m.

All families need to be out of the building by 6:05 p.m.

**Life Kids** (Core Day): 8:00 a.m. to 4:00 p.m. (Extended Hours 7-8 am, 4-6 pm) If your child is still in the care of our staff after 6p.m., (you will be charged \$1.00 per minute from that time until the child is released into your care. After the third late pick-up, the charge will be increased to \$2.00 per minute for the remainder of the school year. All late fees are due and payable at the time of pick-up.

- **In the event that your child is left at **Life Kids** one hour past closing and we are unsuccessful in contacting anyone from your pick-up list, the proper authorities will be contacted.**

### **School Year Calendar**

The school year calendar will vary slightly from year to year. Please request a copy of the most current calendar from the office. The calendar may be changed during the year without notice, please read the emails and notes from our staff.

You may also check our Facebook page – <https://www.facebook.com/lifekidstahlequah/>

Or website - <http://www.alf.org/lifekids/>



### **Inclement Weather Policy**

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by text message.

\*\*Should *Life Kids* need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person of the pick-up location should the children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location.

### **Health Guidelines**

Please remember the Golden Rule of Sick Day Decisions:

***If another child had the same symptoms, would you be glad to have him or her sit next to your child?***

Please notify our office at (918) \_\_\_\_\_ if your child will not be attending due to health issues. In the event of extended illnesses, please speak with the office staff. We may need to share information about possible exposure of illness to other parents. We will take measures necessary to protect your child's confidentiality.

You will be called to pick up your child if they appear to have health symptoms during the day. In the event this occurs, please come quickly to ensure the comfort and safety of your child and others. Parents are required to pick up ill child **within 30 minutes** of notification by phone.

### **PLEASE KEEP YOUR CHILD HOME IF ANY OF THE FOLLOWING APPLIES:**

- Has fever or has had one during the past 24 hours. (Children **must** be fever free for 24 hours **without medication** before returning to class.) Fever: defined as a temperature of 99.9 Fahrenheit or higher.
- Has a runny nose with green or yellow mucus.
- Has a constant cough
- Has vomited in the last 24 hours
- Has symptom(s) of a possible communicable disease.
- Has been exposed to a contagious condition such as chicken pox, measles, strep throat or roseola.
- Has a rash or unusual cough, runny nose or eyes.

- Has evidence of living lice or nits. Children must be nit free to return to *Life Kids* , and will be examined by our office staff prior to admittance.
- Diarrhea: defined as runny or watery stools with increased frequency of loose stools. (**must** be symptom free for 24 hours **without medication** before returning to class.)
- Signs or symptoms of possible illness, such as lethargy, irritability, persistent crying, or any other unusual signs, until a medical evaluation allows inclusion.

### **Center Records/Medical Emergencies**

Because emergencies may arise, please keep your child’s file up to date: home, business, cell numbers, emergency phone numbers and addresses. It is imperative that our records be kept accurate and up to date. In case of an accident, every effort will be made to contact a parent or guardian. Should we not be able to contact a parent, we will use the Emergency Contact List that was completed during the enrollment process. *If our staff believes that the health or life of the child is endangered by a medical emergency and the parent or legal guardian cannot be contacted, the staff is authorized to release the child to emergency medical care providers including ambulance service, hospitals, and doctors to provide whatever medical treatment they determine is necessary to protect the health or save the life of the child. It is understood that this consent is given in advance of any medical emergency to encourage those persons who have temporary custody of the child to promptly seek emergency medical treatment. This consent shall remain effective for the duration of the child’s enrollment at Life Kids unless sooner revoked in writing by the parent or legal guardian.*

*Life Kids /Abundant Life* does not assume responsibility for the payment of *any medical bills including but not limited to* hospital, doctor or ambulance fees.

### **Medication Regulations**

Only authorized staff are permitted to administer medications. All medication is to be kept in the office. **DO NOT** leave any medications in the classroom. A “Medication Authorization” form must be completed for each medication to be administered. These forms are available at the office.

According to DHS guidelines, we can only administer medication according to the label / prescription or written doctor’s directions. For example, if the medication dosage amount says, “Less than 6 years of age – ask a doctor” – we will NOT administer the medication without a doctor’s note stating the correct dosage and has the child’s name.

Prescription medications and over-the-counter medicines must be in their original bottle/box and labeled with your child’s full name. Prescription medications will only be given to the child for whom it was intended.

Over-the-counter ointments (Vaseline, diaper cream, etc.), lotion and sunscreen require an authorization form to be completed but may, be stored in the classroom and administered by the teacher.

### **Dispensing Medication**

- Parents are required to fill out a medication reminder slip each day the medication is to be administered.
- All medication should be labeled with the child's full name, and classroom name.
- Medication will be administered according to the label or prescription.
- Medication must be age appropriate.
- All medication will be sent home at the end of the week.

### **Expulsion Policy**

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term (1 day) up to a permanent basis. We want you to know that we will do everything possible to work with the family of the child/children in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

#### **Immediate cause for expulsion**

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children

#### **Parental actions for child's expulsion**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

#### **Child's actions for expulsion**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

### **Injury/Biting Reports**

Should your child be involved in an injury during the course of the day, a staff member will complete an Incident/Accident Report. The report will be put in the child's folder or attached to the daily report.

The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to discuss the incident further, it is appropriate to schedule a meeting for a later time/date. Because the teacher is responsible for supervising the remaining children in the classroom, please contact our office to make these arrangements.

### **Fire/Emergency Drills**

To be in compliance with state laws we are required to conduct monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a drill:

- Children may not sign in or out of the program.
- Parents must wait until drill is complete and children have returned to the building to sign their child in or out of the program.
- Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

We ask the parents for their patience during this necessary training time.

### **Emergency Plan of Action**

In case of emergency make note of our **Plan to Evacuate** to a **different site**.

### **Department Of Human Services**

1298 West Fourth Street  
Tahlequah, Oklahoma 74464

In the event we need to relocate children due to imminent threat, danger or harm, your child will be relocated to Abundant Life Fellowship. *Please make sure to have a photo ID to pick-up your child.*

### **Abundant Life Fellowship**

1330 North Cedar Avenue  
Tahlequah, Oklahoma 74464

### **Emergency Phone Contact:**

**918.906.8105**

**918.458.0040**

## **Foods**

### **ALL AGE GROUPS**

**Allergies** – Parents are required to provide notification in the form of a **doctor's note** of any allergies (food or otherwise) with level of severity and instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat-free/gluten-free diets). Our program has a monthly menu available for lunches and snacks, if your child is not able to consume the listed items, the parents are responsible to bring a replacement food item for that day.

**ABSOLUTELY NO HOT LIQUIDS** (cold and warm liquids only). Please use cups with a screw on lid that can be closed with a flap or a twist. Only then can they be allowed in any children areas – classrooms, playground, hallways, etc.

**All food items must be labeled with your child's first and last name.**

#### **Infants:**

All food items for consumption must be prepared and **labeled** with **child's first and last names** **each day** the child is in attendance. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Refrigerators and bottle warmers are available in the classrooms.

Update teachers as needed for feeding schedules. Staff will complete a daily sheet detailing what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Please communicate with your child's teacher, if you plan to breastfeed your child during the day.

#### **1 year and older classrooms:**

*Life Kids* offers children a morning snack, a hot lunch, and an afternoon snack. Sippy cups must be supplied from parents (two cups; one for water and one for milk). Be sure to **label** all your child's belongings with **child's first and last names.**

WE DO NOT serve breakfast.

## **Security**

Security is a high priority at *Life Kids*. Please keep your contact list and emergency numbers updated. Your contact list should be updated often. We cannot release your child to anyone unless you have given us permission in writing. We will ask for a photo I.D. before releasing children to individuals we have not met.

## **Parent Access**

We have a lock down policy in effect during our hours of operation. To access the hallway parents, grandparents, babysitter, etc. must knock on the door to gain access. If someone other than yourselves pick-up, please remind them to provide their valid state issued ID. *Together we can help insure the safety of our children.*

## **Legal Custody**

The primary responsibility for observing custodial agreements, court, and protective orders resides with parents and legal guardians. *Life Kids* will reasonably comply with proper government authorities regarding these matters but cannot place staff or children in the position to resolve custodial disputes. If there is a legal separation or divorce affecting a child, the school MUST have a copy of the court or protective orders pertaining to custody in the child's file. We cannot enforce a protective order without the most current authorized copy on file. Additionally, the school will not be used as a "*supervised visitation site.*" Visitation of this type can be disruptive for the children, our program, and staff members.

*Life Kids* cannot effectively regulate visitation or custodial schedules between custodial and non-custodial parents. Custodial parents who have registered children with the school assume all responsibility for identifying and approving non-custodial parents or family members with the authority to drop off or pick up children. Changes in drop-off or pick-up approval must be communicated immediately in writing to the school. Please inform your attorney of these policies.

If parents have a joint custody agreement, separate tuition accounts should be established for payments. Each parent will be responsible for the percentage they pay and both parent accounts must remain in "*good standing*" to prevent interruption of services.

## **Unattended Children**

For your child's safety and the safety of others please do not leave your children unattended in or around the *Life Kids* facility. If they are not with their teacher or another staff member, they need to be with you.

## **Drop Off & Pick Up**

When dropping off and picking up your child, we ask that you do not leave children alone in the vehicle, do not leave your vehicle running, do not leave your purse or other valuables in the vehicle, and please lock your doors. Do not park on crosswalks. Obey posted traffic signs.

### **Parent Code of Conduct**

*Life Kids* requires the parents/guardians of enrolled children to behave in a manner consistent with decency, courtesy and respect at all times. One of the goals of *Life Kids* is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of the center, but it is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents/guardians who violate the Parent code of Conduct will not be permitted on agency property thereafter.** Any child, whose parent is prohibited from entering upon agency property, will be dismissed. Due to the parents' right to immediate access policy, and federal regulations, *Life Kids* cannot have a child at the agency when the child's parent is prohibited access. Our programs will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the regulations and will not be entertained.

### **Basic Topics for Conduct**

- No Swearing/Cursing
- No threatening of employees, children, other parents or adults associated with *Life Kids* (All threats will be reported to the appropriate authorities.)
- Parents must be responsible for, and in control of, their behavior at all times.
- No corporal punishment on the property of *Life Kids* .
- No verbal abuse toward your child, other children or adults.
- No parent or other adult may address, for the purpose of correction or discipline, a child that is not their own. (Contact the classroom teacher or Center Director for concerns)
- No parent or other adult may physically punish another parent's child.
- It is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention.
- Smoking or Vaping in the building is strictly prohibited. Smoking or Vaping on property is not allowed.
- Do not allow unauthorized individuals into the center. Immediately report any breaches to the Center Director.
- It is expected that all disagreements be handled in a calm and respectful manner.
- A parent may request a meeting with the classroom teacher and/or Center Director to discuss concerns or issues. We want to know of things that we can improve or address in the classrooms.



### **What to Bring**

**ALL AGES** – Parents are responsible to make sure that your child has sufficient supplies each day. Here are some examples – Formula, diapers, wipes, change of clothing, cup or bottle, clean blanket/lovey (special item for nap time) & socks. A list of Allergies and severity if applicable.

**For Infants** – A sufficient amount of changes of clothing, diapers, wipes to keep the baby clean and dry all day, two Mini Crib Sheets and Nap Sacks. All clothing and diapers must be marked with the child’s name. Remember to label pacifiers, bottles, lids and caps, blankets, and all personal items including items inside the diaper bag. Two identical bags can create an issue for returning personal items to the correct child. You must provide one bottle per feeding (*plus one extra one*), teachers can wash bottles but they don’t have access to sterilize them. Please label everything with **first and last name!**

**For Toddlers** – A sufficient amount of changes of clothing, diapers/pull-ups, and wipes to keep the child clean and dry all day. All food, clothing and personal belongings must be marked with the **child’s first and last name!** Diapers can be labeled with your child’s initials. Sippy cups will be used daily and sent home to be cleaned daily. **Please provide 2 cups every day:** one for milk and one for water. Teachers may not use one cup for both.

**For Preschoolers** - One complete change of washable play clothes and *two pairs of socks* should be kept in the child’s cubby. **Please provide 2 cups every day:** one for milk and one for water. Teachers may not use one cup for both. All personal items should be marked with the child’s first and last name.

**Naptime-toddlers** - For naptime, a fitted crib sheet and blanket need to be brought at the beginning of the week and then taken home to be washed at the end of the week. If you bring a bed roll the child still needs a fitted crib sheet to cover their cot.

**Clothing and shoes** – Throughout a busy, active day, it is normal for children to get dirty. Some art activities are messy. Please dress your child in play clothes, which are washable and will withstand the everyday activities in which your child will participate, both indoors and on the playground. Paint smocks and aprons are available for creative activities; however, some children will still get messy. It is a sure sign that they were busy and involved in the learning activities. We will not guarantee the condition of children’s clothing and accessories. The following guidelines should help you and your child choose suitable clothing:

- Wear clothing that is permitted to get messy and dirty.
- Clothing should be easy for the child to put on and take off.
- Clothing should be loose enough to allow free movement without being so loose that it hinders free movement.
- **Always** have **socks** either on or in cubby for play.

- Please use discretion on clothing with characters (encourage positive characters; no spooky/scary characters: skulls, cartoon villains, etc.). Neutral or Christian characters are permitted on any article of clothing including shoes and underpants.
- Girls – No strapless shirts.
- Girls – Always wear shorts under skirts and dresses.
- Hair bows and accessories are best left at home in order to not get lost. We are not responsible for lost items.
- Shoes – we recommend closed-toe sneakers or shoes
- Sandals, flip-flops, and western boots are discouraged.
- Water play days – water shoes are encouraged. NO SWIM DIAPERS!

### **What Not to Bring**

**Toys** – Children may not bring personal toys to the center unless special permission has been given by the teacher. Books and music appropriate to learning themes may be sent with prior approval from teachers. We ask that you DO NOT SEND ‘hero action figures’ to the center. Action figures generally promote aggressive play with the children and do not reflect the manner in which we teach children to solve problems or how to interact with other people.

### **Daily Schedule and Routines**

**Daily Schedule** – The daily schedule is designed to allow children adequate time to explore and have a balance of active and quiet activities. The routine of the schedule allows children to know and prepare for what is coming next and give a sense of security. Teachers view the schedule as flexible to allow for individual and group needs, special needs and special times such as spontaneous walks, visitors, and differing weather conditions. In addition to planned classroom curriculum and activities, teachers encourage and help children to become independent and competent in toileting, hand washing, personal hygiene, dressing and eating.

**Toileting** – Bathrooms are located directly across from the classrooms, which is closely supervised. Children are reminded about and must follow proper hygiene rules such as washing hands with soap and water. Young children not yet potty-trained are encouraged to use the toilet as they demonstrate interest to do so. Diapering time is seen as a positive time for one-to-one interaction between caregiver and child. Proper diapering procedures include: the “Stop Disease” method, using disposable gloves, diaper wipes, sanitizing of changing pad, adult and child hand washing with soap.

### **Class Parties**

We love to celebrate the holidays! Individual classes will have parties and ask parents to provide the treats to make the day special. There will be sign-up sheets outside each class. Birthdays are also a special time for the children and they often like to share it with their friends. If you wish

to provide a small treat for your child's birthday, please coordinate with the teacher. **\*\*Please send store bought treats only.\*\*** The time of day for birthday celebrations will vary depending on the class, so please ask the teacher.

### **Parent/Teacher Communication and Relationships**

A quality early childhood program is enhanced with parent involvement and open communication. A child thrives and has the best opportunity to succeed when mutual trust, respect, and communication are demonstrated between the staff and parents. Parent/Teacher conferences may be scheduled, check calendars for special dates; however, parents are welcome to schedule a conference at any time, just contact our office.

### **Child Abuse Suspicion**

**EVERYONE** in the state of Oklahoma including childcare workers, is required by law to report any suspicion of child abuse or neglect to the Oklahoma Department of Human Services. DHS will determine if a situation warrants investigation. (More information is in the Child Abuse and Neglect Awareness manual, which is available at our front office.) *The 24-hour Statewide Child Abuse Hotline number 1.800.522.3511.*

### **Partnering with Sprouts Development**

We are excited to partner with Sprouts Child Development Initiative. Within 30 days of enrollment, you as the parent/guardian will complete the ASQ-3 questionnaire (for each age) online at [www.sproutsdevelopment.com](http://www.sproutsdevelopment.com). The results received will help develop a plan for your child's best classroom experience.

Sprouts Child Development 918.699.4250.

### **Abundant Life Fellowship**

1330 North Cedar

Tahlequah, Oklahoma 74464

At ***Abundant Life*** there are many opportunities provided for your family. Sunday and Wednesday services have activities for children ages 6 weeks to 5<sup>th</sup> Grade to learn through Bible teaching activities. Youth services are held on Wednesday night.

Sunday Services: 10 am

Wednesday night service: 7 pm

Youth Services: Wednesday 7 pm

Check [alft.org](http://alft.org) for more information and upcoming speakers!

**Disclaimer**

No handbook serves to contractually bind Abundant Life, *Life Kids* and/or any of its agencies in any way.

**“Abundant Life, *Life Kids* and all departments, programs and or agencies reserve the right to periodically revise and update the information contained within this handbook as needed for the safe and efficient operation of our ministry. When revisions are necessary the most current version of policies and procedures will be utilized for related decisions impacted by the changes. When changes are implemented that have a material or essential impact upon families, when possible, Abundant Life, *Life Kids* will make every effort to communicate those revisions in advance (or) publish an updated copy available upon request within the related department.”**

A current copy of *Life Kids* Parent Handbook may be requested from the office.

## The Word for Parents

My children can do all things through Christ who strengthens them. **Philippians 4:13**

My God supplies all my children's needs according to His riches in glory by Christ Jesus. They see God move for them and on their behalf, and know God for themselves as Provider and Father. **Philippians 4:19 & Genesis 21:17**

Greater is He who is in my children, than he that is in the world. **I John 4:4**

God has not given my children a spirit of fear, but of power, of love, and a sound mind.  
**2 Timothy 1:7**

My children hearken unto me and to God's Word and dwell safely, quiet from the fear of evil.  
**Proverbs 1:33**

My children have great peace, for they are taught of the Lord. God is teaching and talking with my children today. **Isaiah 54:13**

God is preserving my children from this evil generation forever...preserving them wherever they may go, preserving them from bad relationships, and preserving them from danger. **Psalms 12:7**

No weapon that is formed against my children shall prosper. They are far from oppression. There shall no evil befall them nor any plague come near their dwelling, for God has given His angels special charge over them to keep, defend and preserve them all the days of their lives.  
**Isaiah 54:14, 17 & Psalm 91:10 & 11**

My children obey God's word and mine, and the Word keeps them when they sleep, talks with them when they awaken, and guides them in the way they should go. **Proverbs 6:20-23**

My children can lay down in peace and sleep, for you, O Lord, will have them only to dwell in safety. **Psalms 4:8**

I correct my children and they give me rest. My children honor their parents, are obedient and well pleasing to the Lord. It is well with my children all the days of their lives, and God satisfies them with a long, peaceful, and happy life. **Proverbs 29:17, Colossians 3:20, Ephesians 6:2&3**

My children have the mind of Christ, an anointed mind. They are quick to learn and have success in school. They are renewed in the spirit of their minds. Like Daniel, they stand for God and God blesses them with skill in learning, in wisdom and in understanding. **I Corinthians 2:16, Daniel 1:8-21, Ephesians 4:23**

The Word of God that I am declaring over my children will not return void. Its power and nature is producing life in my children. The Word is rejoicing in their hearts, restoring their whole person, enlightening their eyes, and making them wise; moreover, by it my children are warned and in keeping it, they experience great reward. **Isaiah 55:11, Psalm 19:7-11**

**We encourage parents to declare God's Word over their children daily. Not only does it provide the parents with an understanding of God's desire for their children, but reinforces the knowledge of His desires in the child lives. God's desire for all of us is that we experience abundant life (John 10:10), health and prosperity (3 John 2).**