

KIDS DAY INN

A mom's day out from a Christian perspective



PARENT HANDBOOK

"Follow God's example, therefore, as dearly loved children..."
Ephesians 5:1





Welcome to Kids Day Inn!

We are so happy that you have chosen Kids Day Inn, a ministry of Pathway Church, and we would like to welcome you to our Kids Day Inn family! As a Mom's Day Out program, we recognize the need to provide families with a place to allow their children an opportunity to take part in a carefully planned group socialization experience all while giving mom that much needed break.

You will soon find that Kids Day Inn is much more than a babysitting service. Our carefully selected staff encourages and supports each child as an individual; meeting their needs spiritually, socially, emotionally, mentally and physically in a safe and loving Christian environment. We offer a flexible program of activities in a classroom setting through Bible stories, music, art and free play. And most importantly, your child will be introduced to their Heavenly Father and will learn that they are special and loved by Jesus.

Should you ever have any questions, comments, or concerns please feel free to stop by the office at any time. You may also call me at (316) 722-1034 or email at: deedee.saville@pathwaychurch.com.

Again, thank you for choosing Kids Day Inn! We feel so blessed that you have entrusted us with your most precious gifts!

Blessings,
Dee Dee Saville
Kids Day Inn Director





At Kids Day Inn children will

LEARN

PLAY

and

grow
together

all while experiencing the love of Jesus!



Kids Day Inn Information

Kids Day Inn Office: (316) 722-1034

Pathway Church Office: (316) 722-8020

Pathway Church/Kids Day Inn fax: (316) 722-4297

Website:

www.pathwaychurch.com/kidsdayinn

Address:

2001 N. Maize Rd.

Wichita, Ks. 67212



Find us on Facebook and Instagram @kidsdayinn



Table of Contents

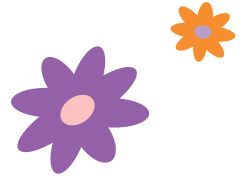
Philosophy & Goals	1
Parent Orientation/Meet Your Teacher	2
Bible Curriculum	2
Enrollment Procedures	3
School Schedule/Closing	4
Drop-Off	5
Sign-Ins/Dismissal	5
Personal Information	6
Tuition	6
Withdrawal Policy	6
What To Wear/ Bring	7
Birthdays/Holidays	7
Lunch / Snacks	8
Illness	9
Special Care	10
Emergencies	10
Pet Policy	10
Separation Anxiety	11
Discipline	11
Parking	12
Mandatory Reporting	12

PHILOSOPHY

Each child is seen as unique and special, created in the image of God.

Our environment is supportive, nurturing, fun and positive.

Kids Day Inn supports child development through age- appropriate materials and programming.



GOALS

- To provide a quality Christian based Mom's Day Out program
- To encourage each child to accept and appreciate self and others.
- To promote spiritual, social, emotional, mental and physical growth and development
- To develop social skills appropriate for a classroom setting
- To support families in raising their children in a manner that is pleasing to God





PARENT ORIENTATION

This is an important meeting for **parents only**. It is a time to review the Parent Handbook, talk about policies and procedures, answer questions and to meet other parents. Your child's teachers will be introduced and you will have an opportunity to visit with them outside the classroom. We ask that you please notify the office if you are unable to attend.

MEET YOUR TEACHER DAY

This day is a come-and-go introductory time for you and your child to meet the teachers and other classmates before school starts. If your child will be brought regularly by babysitter, grandparents etc., we encourage them to attend also. Please be sure to inform the lead teacher if your child will have a different drop-off/pick-up person.

Upon arrival to Meet Your Teacher, you will need to check in at the table located in the atrium BEFORE proceeding to your child's classroom.

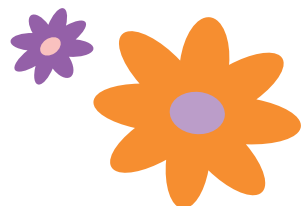
School supplies can be dropped off at the check in table (please do not label supplies with your child's name).

Notify the office if you are unable to attend.

Visit our website www.pathwaychurch.com/kidsdayinn for more specific information regarding Meet Your Teacher.

BIBLE CURRICULUM

"Follow God's example, therefore, as dearly loved children..." Eph. 5:1
The Kids Day Inn curriculum is based on Biblical beatitudes. Each month, Bible Bee, our mascot, introduces the children to a different "bee" attitude. This is accompanied by Bible verses, stories, songs and various activities.





ENROLLMENT PROCEDURES

Kids Day Inn serves children who are 12 months to 3 years of age as of September 1st of the current year.

To enroll your child, Kids Day Inn must receive a completed registration form and registration fee. Children will be placed on the enrollment roster on a first come first serve basis according to the date on the returned registration form.

Completed enrollment packets are due by August 1st. Enrollment forms include the following:

- Health Certificate (yellow form)
- Authorization for Emergency Medical Treatment (pink form)
- Getting to Know Your Child (blue form)
- Pathway Church Liability Release (red form)

Children must be current on all required immunizations or have the necessary required waivers.

If your child has allergies or medical alerts, those need to be discussed with the Director **prior** to enrollment.

Information regarding the first of the year activities can be found on the church's web site:

www.pathwaychurch.com/kidsdayinn



SCHOOL SCHEDULE

Classes will be in session from mid-September through mid- May with time off for Thanksgiving, Christmas, Spring Break and Easter as the calendar year directs. Classes are available one day a week at the following times:

Monday – 9:15am to 1:15pm

Thursday – 9:15am to 1:15pm

Friday – 9:15am to 1:15pm

*12–24 month class is only offered on Mondays



CLOSING FOR BAD WEATHER

In case of winter storms, Kids Day Inn may or may not close if Wichita Public Schools close. If possible, an email will be sent out to you. Tune in to Channel 3, 10, 12, KFDI or call the preschool office (recorded message) at 722-1034. You may also check the Pathway website (www.pathwaychurch.com/kidsdayinn).

If Kidslink Preschool is closed due to weather, Kids Day Inn will be closed as well.



DROP-OFF

DROP OFF IS AT - 9:15am

Parents are required to bring their child(ren) to the classroom door. We ask that parents do not enter into the room. Please wait in the KDI hallway until your teacher opens her door. For safety reasons, do not leave children in the car unattended.

SIGN-INS

Children must be signed in each class period. Sign-in sheets will be located on the ledge outside of each room and require the following information:

Name of child

Name of person who brought child

Telephone number of person who can be **immediately** available in case of illness ect.

Name of person picking up child **if** different from person who brought the child

DISMISSAL

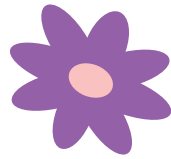
Classroom doors will be opened at **1:15pm** for dismissal.



Please wait in the hallway until your teacher opens her door. If someone other than yourself or your spouse (parents) will pick up your child, notify your teacher at drop-off or call the Kids Day Inn office at 722-1034, That person will need to bring a photo ID - Your child's safety is very important to us!

If your child needs to be picked up early, notify the teacher at drop-off time. We do not provide child care after class. An authorized adult must pick up promptly at the classroom door.





PERSONAL INFORMATION

To keep up-to-date emergency information please inform the Kids Day Inn office immediately of any personal changes (i.e. address, phone numbers, or other basic information).

TUITION

Tuition is a yearly fee, divided into 9 equal monthly payments for the parents' convenience. The number of sessions per month will vary but each class day has the **same** total number of sessions per year.

Tuition may be paid yearly, by semester or monthly. **Tuition is due on the first class day of each month without further notice and is handed to your child's teacher at drop off (please do not put tuition in your child's backpack/lunch box).** Make checks payable to Kids Day Inn. A \$5.00 late fee will be assessed after the 15th of the month, unless you have completed an alternate payment schedule (see Kids Day Inn office). You have the option of paying tuition:

Online

www.pathwaychurch.com/kidsdayinn

In Kidslink or KDI Office

Credit/Debit Card



Mailed

Kids Day Inn
c/o Pathway Church
2001 N. Maize Road
Wichita, 67212

If your child is unable to attend a session, **tuition is still assessed** because of continuing expenses. Kids Day Inn is non-profit and maintains a close monthly budget.

WITHDRAWAL

If parents are initiating the withdrawal, an advance two week written notice is required and tuition will be assessed during that time. If Kids Day Inn requests a child to be withdrawn, it is effective immediately and payment is due through the end of that day. The goal is always the best environment for every individual child.

Refund of any advance payments beyond that period will be made.



WHAT TO WEAR

Children should be dressed in comfortable play clothes (please, no “onesies” in the 2 & 3 year old classes).

Closed toe shoes are recommended. Sandals and other types of shoes are not appropriate or safe for playground or gym activities. If children wear these types of shoes, they will be restricted from some playground equipment and gym activities.

WHAT TO BRING

- Bring a book bag, back pack or diaper bag
- Change of clothing
- If your child is still in diapers or in potty training, be sure and provide the necessary supplies
- No diapers in the 3 year old classes
- Pull-ups with side tabs are acceptable
- Because the playground is accessed whenever possible, be sure to include a jacket in your child’s bag (clearly mark all items)
- For health reasons - No Pacifiers/Binkies for 2 & 3 year old classes (allowed in the 1 year old class only to comfort or sooth)
- No Toys



BIRTHDAYS AND HOLIDAYS

The children’s birthdays will be acknowledged during music and snack time. Parents may sign up for “snack” around the birthday date. Please, no cupcakes. Small treat bags or fun napkins are ok.

The children will have a small Valentine’s celebration in their classrooms. They may bring valentines to share but this is an optional activity.

Kids Day Inn does not celebrate “Halloween”. We ask that no costumes be worn to school and please, no Halloween themed snacks be brought during the month of October.



LUNCH

! Kids Day Inn Is a Peanut Free Environment!

Children will need to bring a cold lunch. Please include water bottle or sippy cup. Consider the following when packing your child's lunch:

- We are a PEANUT FREE environment (i.e. NO peanut butter sandwiches/cookies or tree-nuts of any kind)
- We are **unable** to warm or refrigerate lunches
- Include necessary **disposable** utensils
- No Glad-Lock/Tupperware Containers. Please use ziplock type baggies
- Limit portions to what are normal for your child
- Include foods your child likes to eat
- Please, No Go-gurts or juice boxes (Caprisuns are ok)
- Please label ALL items in your child's lunch boxes with their name

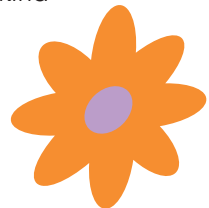
The children will be encouraged to eat part of their "main" meal before they eat their "sweet".

SNACK

Parents will provide individual snacks for 1 year olds. Snack for the 2 & 3 year olds will be provided on a voluntary basis by parent sign-up. A card will be sent out a week prior as a reminder to bring snacks. Bring snack item at drop-off time and hand to the teacher.

If a child has food allergies, parents will provide separate snacks which will be stored in the classroom with child's name written on the package. The teacher will inform parents when additional snacks are needed.

- Please, No cupcakes or extremely messy snack items
- Again, No peanut butter or tree nut products of any kind



ILLNESS

For the sake of your child and others, do not send your child to school when ill.

Every child shall be in good health and free of communicable diseases each day the child participates. **After illness, all children need to be symptom and fever free for 24 hours without medication before returning to class.** Some reasons to stay home include the following:

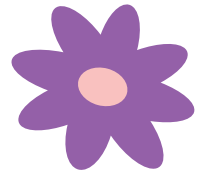
- Fever
- Diarrhea
- Earache
- Abdominal cramps
- Vomiting and/or Nausea
- Green nasal or excessive nasal discharge
- Sore throat/Strep throat
- Unidentified rash
- Conjunctivitis (pinkeye)
- Parent recognizes child isn't really well by visual/gut feeling
- Child is overly emotional or tired – a good time to take a day off with Mom and Dad



Use your own good judgment.

Any infectious disease your doctor has diagnosed is also a reason to stay home. We are required to notify other parents in the class when a communicable disease has been identified





SPECIAL CARE

If a child needs special care, either physical or emotional, special arrangements must be made with the director **prior** to enrollment. Kids Day Inn will attempt to accommodate these needs when possible.

If a child has medication needs, please notify director **prior** to enrollment. Kids Day Inn will attempt to accommodate these needs when possible. Separate permission forms must be signed by parents.

EMERGENCIES

- In case of fire, children will be exited from the building safely and quickly.
- In case of severe storms or tornado, children will be taken to the basement until there is an all clear.
- In case of a flood, children will be taken to the second floor of the building.
- In case of civil disorders, the children will be kept inside or classes will be canceled. Should we need to leave this site, someone in authority will remain at a command center to inform parents.

PET POLICY

Pets are not allowed at Kids Day Inn.
Thank you for your understanding.





SEPARATION ANXIETY

Please know that you are not alone; children go through this in different ways and at different times, but separation is a large growth step for your child and a marking milestone before kindergarten; our staff is experienced in helping you and your child through this step. Our approach and suggestions are time tested and the teachers are willing to work with you through this process.

REMEMBER..... CONSISTENCY IS THE KEY!

You may want to refer to the "Easing the Transition" hand out for some additional tips for you and your child.

DISCIPLINE

Kids Day Inn provides an atmosphere of positive reinforcement for encouragement and correction.

- Training: Proverbs 22:6 says to "train up a child in the way he should go, and when he is old he will not depart from it."
- Redirection
- Encouraging "Good Choices" Time out in the "thinking" chair
- Biting – Zero tolerance, child will be excused from class and have to spend the rest of the day at home



PARKING AT KIDS DAY INN

To maintain security and safety, only our EAST entrance (off of Maize road) doors will be unlocked during the week. The WEST entrance will **NOT** be accessible.

We ask that you use the 2 parking rows closest to the playground for ease and safety. They provide quick access to the sidewalk.

! NEVER LEAVE CHILDREN UNATTENDED IN THE CAR !

WE ALSO ASK THAT YOU RESPECT THE FIRELINES AT THE MAIN ENTRANCE AND **DO NOT PARK IN THE CIRCLE DRIVE**. Although these lanes are not painted red, THEY ARE FIRE/EMERGENCY VEHICLE ACCESS LANES. It might be a temptation with rain, snow, or cold weather to park in the circle drives, but parking in these areas is not allowed at any time.

Thank you for your cooperation to making our parking lots safe for all!!!

MANDATED REPORTING

Kids Day Inn employees are mandated reporters: Suspected Abuse or Neglect of Children.

Under Kansas law, any persons licensed to provide childcare services are mandated reporters KSA 382223(a)(1)(c). The statute also includes the employees of persons so licensed at the place where the child care services are being provided to the child. Therefore, any Church employee, whether or not they are engaged in the care of children in the Church's state-licensed programs are mandated reporters.



"BEE" ATTITUDES

Be Friendly

Be Thankful

Be Myself

Be Joyful

Be Loving

Be Helpful

Be Obedient

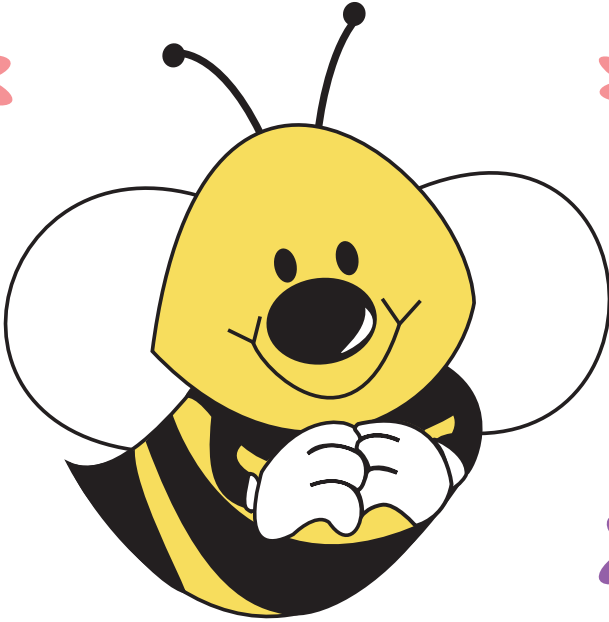
Be Forgiving

Be Prayerful



Thank you for choosing

KIDS DAY INN



Pathway Church

WELCOMES

you to Kids Day Inn

WORSHIP SERVICES:

WESTLINK CAMPUS:

2001 N Maize Rd

Saturdays: 5p.m.

Sundays: 9:00 & 10:30 a.m.

GODDARD CAMPUS:

18800 W. Kellogg Dr.

Sundays: 9:00 a.m. & 10:30 a.m.

VALLEY CENTER CAMPUS:

800 N Meridian Ave

Sunday: 10:30 a.m.

ONLINE:

View service online at pathwaychurch.com/online

WE HAVE A PLACE FOR YOU

Don't forget to check our website periodically for updated information on all church activities at www.pathwaychurch.com

We offer Saturday and Sunday children's services, special activities for children, Kids Day Inn for 1's, 2's, and 3's, Kidslink Preschool for ages 3-5, and Bible Studies and Support Groups for adults.

