

Welcome to Kids at Lytle Mother's Day Out!

Philosophy

Kids at Lytle MDO believes in the development of the whole child, which includes their physical, social, intellectual, emotional and spiritual growth and development. In our warm and loving environment, children are encouraged to reach their fullest potential in all areas of life.

- We nurture each child's development in the natural way children learn, through activities and play.
- We believe each child is a gift; a special and unique individual. We strive to meet each of their unique personalities and learning styles.
- We focus on the development of self-esteem and an awareness and respect of others and the world around us, in a blend of education and Christian Spirit.

Location & Hours of Operation

Kids at Lytle is located in the Nursery area of Lytle South Baptist Church, 1125 E. Industrial Blvd. For easiest access to the center, enter the church through the double glass doors in the front of the building.

Kids at Lytle MDO is open Mondays and Wednesdays from 9:00 am-2:30 pm. Classes begin early September and end in mid-May.

Holidays, Semester Breaks, & Inclement Weather: We follow the Wylie Independent School District calendar regarding holidays, early releases, and semester breaks. In the event of inclement weather, please watch the local news stations or check the Kids at Lytle private Facebook page for updates. If you do not have access to a television or internet, you may call the Director, Cassie Sliger, on her cell phone at (325) 513-0667.

Arrival: Parents may begin dropping students off at **8:55 a.m.** We ask that you do not enter the building any earlier as our teachers will be completing their preparation for the day. Parents must accompany their child to the classroom and sign their child in daily. Signing the roll sheet ensures that we know your child is at school and that you have transferred responsibility to the teacher. Please make sure you speak with the teacher as well upon your arrival. *Please do not ever leave your child unattended in the center if the teacher is not present.

Departure: Children should be picked up by 2:30 p.m. A fee of \$1 per minute will be charged for any child remaining after 2:35p.m. Parents with two or more children should arrive by 2:15 to ensure there is ample time to pick up both children by 2:30. Please be considerate of our staff's personal time. Many of our staff members are mothers of older children who need to be picked up from school. Please allow them to leave our facility in a timely manner so that they may tend to their own children.

Children will only be released to people authorized by parents to pick up the child, as listed on their registration form. If necessary, photo identification may be requested by the program before your child

is released. It is the parent's responsibility to notify us, in writing, of any changes in the names of authorized persons.

Children will not be released to older brothers and sisters. According to Texas standards, a child may be released only to a parent or an adult (18 years or older) designated by the parent.

Absences: Please call ahead if your child is going to absent. This helps us keep track of our students.

Registration

Registration will take place the beginning of April for the following school year. Currently enrolled families and their siblings, as well as church members, will be given first opportunity to register before the program is opened to the community at the beginning of May. Registration will then take place on a first-come, first-serve basis. All families must re-register annually, at which time the \$25 registration fee will be due.

A waiting list of families wanting to enter the program will be kept throughout the year. Waiting list registration will be ongoing throughout the year as openings become available. When an opening does become available, all paperwork, fees and current month's tuition must be submitted before your child may begin attending MDO.

Tuition & Fees

Registration Fee: A \$25 registration fee, per child, is non-refundable and due at the time of enrollment.

Tuition: Your child's tuition and fees provide the operating budget for Kids at Lytle. Tuition is \$150 per month and is due on the first of every month, unless other arrangements have been made with the Director. Payments can be made at the Director's Desk or at the Front Office. Please make checks out to LSBC, with MDO in the memo line. Alternative methods of payment include logging on to www.lytlebaptist.org and clicking the Give icon in the top right hand corner, or, you may text LSBCChurch MDO \$150 to 73256. We recommend that you keep a record of all your tuition payments and fees for income tax purposes. Because our program regulations require us to engage staff based on the number of children enrolled, we cannot refund or credit tuition for absences.

Tuition Discount: A \$10 family discount will be given to all additional children, after the first, from the same family.

Insufficient Checks: We will charge a handling fee for the processing of any check returned to us due to insufficient funds. You will be notified in writing.

Withdrawal: It is our goal to provide an atmosphere that meets each child's individual needs. However, we recognize that not every situation is appropriate for every child. If for any reason our center is found to be unsatisfactory for a child, we make every effort to determine the cause. We work together with parents to help the child adjust. If this is not possible, the parents and/or Kids at Lytle may choose to terminate childcare on a timeline that is designed to be in the best interest of the child.

We require a 30-day written notice if you intend to withdraw your child from our program. Tuition will be charged for the following month if written notice is not given. This policy is not intended to be penalizing; however, in order to meet our expenses and offer adequate staff/child ratio, we must ask for your cooperation.

*Kids at Lytle MDO reserves the right to terminate care of a child for the following reasons:

- Non-payment for childcare services
- Child exhibits behaviors that endanger the other children enrolled in the center and/or child exhibits special needs that cannot be met at MDO. In these instances, we will make every effort to involve the parents, and any other appropriate resources, to determine the best course of action for this child, prior to any termination.

Classroom Curriculum

We believe in developing well rounded children at Kids at Lytle. During their time with us you can expect your child to experience many areas of development including, but not limited to:

Bible Lessons

Dramatic Play

Math & Science

Free Play

Music and Movement

Language & Reading

Arts & Crafts

Outdoor Play *Weather permitting, please dress your child appropriately and send layers of clothing during cooler seasons. In the event of inclement weather, activities will be arranged for the children inside.

Birthday Celebrations- Children enjoy celebrating birthdays in the classroom with their friends. Although we do not provide the materials for each individual birthday celebration, we do invite and encourage parents to send a special birthday snack for your child's celebration. **Please check with your teacher ahead of time for any food allergies your child's classmates may have.**

Parent Communication

Most communication will be in written form and will be placed in your child's backpack. Occasionally, we will mail info to your home. Following are the methods which will be used to communicate:

Calendar: An activity calendar will be put into your child's backpack at the beginning of each month to let you know of upcoming dress up days, parties, holidays, etc.

Newsletters/Notices: Reminders of special events, policies, etc. will be put in your child's backpack throughout the year.

Accident Reports: Though we take precaution to minimize accidents and injuries, they will occur on occasion. We do have staff that have been trained in emergency care. If a serious injury occurs at MDO, we will provide you with an accident report for you to read and sign. The procedure is used so that you are fully informed of the event. It is our policy to try and reach parents by phone if your child receives an injury that has left a physical mark i.e., facial bruises, major scrapes, bites, etc. Any minor injury that is easily handled at school, which needs no further attention will be recorded on your child's "What I Did Today" form. Please talk to the teacher to discuss any questions about the incident.

The following steps will be used in the case of medical emergency:

1. The teacher will provide immediate first aid.
2. The parent will be contacted.
3. If the parents cannot be reached, emergency contact will be notified.
4. If the emergency contact cannot be reached, the child's doctor will be contacted and 911 will be called for treatment and/or the child will be transported to the hospital. A staff member will accompany the child and stay until a parent or caregiver arrives. *In the case of a life-threatening situation, we will contact 911, administer CPR, etc. before contacting the parent.
5. Serious accidents or injuries will be recorded on an accident report.

Lost and Found: Toys and items of value should be left at home. Our lost and found box will be located in the main hall near the registration table. Please check your child's classroom as well for lost items. Please remember that although we will try our best to keep up with your child's items, Kids at Lytle cannot be held responsible for any items lost.

School Supplies

Each day children are asked to bring:

- A SMALL labeled backpack or diaper bag containing
 - A gallon sized Ziploc bag containing an entire change of labeled clothes (top, bottom, socks, undies). Please send 2-4 sets of clothing if your child is potty

training. Don't forget to change the clothing to correspond with the current season!

- A labeled lovey, blanket, etc. to be used at naptime. (These will be sent home in backpacks at the end of every month for washing.)
 - 4-6 labeled diapers per day for those children not yet potty trained.
 - A small labeled lunch bag/box containing a healthy well balanced lunch. We also ask their lunch be nothing that needs to be warmed up. The children have lunch in their classrooms and having simple lunches, i.e., sandwiches, lunchables, etc., helps keep the meal timely and tidy. ***NOTHING THAT CONTAINS NUTS PLEASE! THIS INCLUDES NUT BUTTERS!***
- Please send your child in clothes that you don't mind getting dirty. We do many arts and craft activities along with outdoor/imaginative play and though we try to keep the children as clean as possible...kids will be kids!

*** We are very limited on space at the center, so please use the smallest back pack/ lunch bag that will accommodate your needs. We have found that preschool sized backpacks are big enough to fit all your necessities, but small enough to fit comfortably in the allowed space. These preschool backpacks can be purchased at Wal-Mart, Target, etc. and are relatively inexpensive.

School Supplies to be turned in at the beginning of the year...

Please bring these items in grocery sacks, or a large trash bag with your child's name on it to "Meet the Teacher" or the first day of class. Thank you!

Children enrolled in the 1 year old and 2 year old classes are asked to bring the following items:

- 4 large packages wipes (or refills)
- 1 package of diapers/pull ups to be labeled with your child's name and kept at the center
- 2 boxes of tissues
- 1 large box of baby/toddler friendly snacks (Goldfish, Nilla Wafers, Animal Crackers, Pretzels, etc.) **Please do not bring anything containing nuts or nut butters!**
- 1 cup with lid to be left at the center (this cup will be used only by your child and will be washed at the end of each day)
- 2 year olds will need a Kinder Mat with blanket and small pillow. These will be left at the center and sent home at the end of every month to be washed. *If you bring a plastic mat, please also bring a king size pillow case to cover it. Nap mats are available seasonally at Wal-Mart and Target and are available year round at Mardel.

Children enrolled in the 3 year old and 4 year old classes are asked to bring the following items:

- 3 large packages of wipes (or refills)
- 1 box of thick, washable markers
- 2 boxes of gallon sized Ziploc bags
- 1 box of large crayons
- 2 boxes of tissues
- 1 bottle hand sanitizer
- 1 large box of snack food (Veggie Chips, Goldfish, Teddy Grahams, Pretzels, Nilla Wafers, large boxes of fruit snacks, etc). **Please do not bring anything containing nuts or nut butters!**
- 1 cup with lid to be left at the center. (This cup will be used only by your child and will be washed at the end of each day.
- Kinder Mat with blanket and small pillow. These will be left at the center and sent home at the end of every month to be washed. *If you bring a plastic mat, please also bring a king size pillow case to cover it. Nap mats are available seasonally at Wal-Mart and Target and are available year round at Mardel.

Meals & Snacks

Please send a lunch (remember to label everything) with a drink and utensils for your child. A morning snack will be given soon after drop-off and an afternoon snack will be given after naptime. Please inform us in writing of any food allergies your child has, or develops during the year.

Naps & Resting

Rest time and quiet time are an essential part of a healthy child's development. All children in our program will participate in quiet time during the early afternoon.

Though children are not required to sleep, they are expected to rest quietly on their mat. Restful music is played, lights are dimmed and teachers often give back pats or rubs to children needing assistance in settling down to rest. If a child falls asleep during this time, we believe that the child's body requires rest and we will not attempt to keep a child awake during this time. Children are welcome to bring security objects from home i.e., a soft blanket, a lovey, or pillow. For safety purposes, these will be the only toys allowed from home and will only be allowed out during naptime.

The older class will have rest time each afternoon. They will be allowed to watch a movie, at their teacher's discretion, while resting on a mat. All movies are rated, "G" and approved by the Director. Children who normally nap during this time will be allowed to sleep. Their mats will be in a quieter, darker area of the room.

Behavior & Discipline Guidelines

At Kids at Lytle, our staff works to help the children become happy, responsible, mannerly, cooperative participants in our program, through positive teaching techniques and classroom management.

Preschool children are learning responsibility for their own actions. During this time in their lives, preschoolers begin to be aware that their actions affect other people. Our program is designed to help guide them in developing this respect for themselves and others. The following techniques will be used to help accomplish these goals.

Prevention: Our classrooms are tailored to the developmental level of the children. We try to set clear limits with the children and anticipate and eliminate potential problems. Our daily routine provides enough time for free play and activities without giving the children so much free time that they might get into trouble. Busy kids are happy kids!

Positive Redirection & Praise: Redirection is an important tool in classroom management. If a child is behaving in an unacceptable manner, the teacher uses positive words and actions to redirect the child to a new activity or positive behavior. We also make a point to praise appropriate behavior by using specific wording to applaud a good deed. For example, instead of just saying, "Good job!" teachers would use specific phrasing such as, "Michael! Thank you for being good helper today! You did a great job cleaning up those cars and putting them back where they belong."

Limit Setting: Children thrive in an environment where they know what is expected of them. We do set simple rules for the children to abide by. Our teachers clearly communicate these rules to the children by:

- Telling the children specifically what they are to do using positive words and actions
- Explaining and applying the rules frequently and consistently
- Describing rewards for following the rules

Disciplinary Actions: When guiding and directing children, sometimes disciplinary action is required. When disciplining a child, teachers will implement natural and logical consequences. Time outs are given if it becomes necessary. Time outs will not exceed 1 minute per age of child and the child will always remain in clear view of the teacher.

Prohibited Disciplinary Actions:

*No corporal punishment is allowed at Kids at Lytle. This includes rough handling, shoving, hitting, hair-pulling, shaking, slapping, kicking, biting, pinching, or spanking.

*Children will not be subject to any form of emotional abuse including name calling, shaming, making derogatory remarks about the child or the family, or using language that threatens, humiliates or frightens the child.

*Toilet habits, or lack of, will not be cause for punishment.

*The withholding of food, clothing, or medical care will not be used as punishment.

*No physical restraints of any kind will be used on a child, except in a situation that the child is physically harming one of their classmates. In this instance, the offending child will be removed from the situation as gently as possible and the parent will be contacted.

We are very excited that you have chosen Kids at Lytle and we are looking forward to a fun-filled school-year! If you have any further questions or need anything at all please contact the Director, Cassie Sliger, at 325-513-0667.