



# **KIDS AT LYTLE HANDBOOK** **2023-2024**

## **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 in the Nursery area of Lytle South Baptist Church, 1125 E. Industrial Blvd. For easiest access to the center, enter the church through the side door labeled Fellowship Hall and Classrooms.

Kids at Lytle MDO is open Mondays and Wednesdays mid-August through mid-May 9:00 a.m.-2:30 p.m.

**Holidays, Semester Breaks, & Inclement Weather:** We follow Wylie Independent School District calendar regarding holidays, early releases, and semester breaks. In case 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.

**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. The teachers take the time prior to 9:00 am to prepare for the classes. 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.

It is our goal to have Kids at Lytle as a safe place for your child/children. We are continually updating our security plan for the church. At present our policy include the following:

- All doors will be locked during the time your children are at Kids at Lytle except for 8:55 -9:10 am and 2:25-2.40 pm (arrival & departure). If you need access to the building during locked hours, please notify the Director so arrangements can be made to let you in if the church secretary is not at her desk.
- A buzzer is also available for you to ring to alert the Director or the secretary that you have arrived and need access to the building.

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

## **Registration**

Registration will take place the end of March for the following school year for currently enrolled families and their siblings, as well as church members. All families must re-register for each session. A pre-registration period for current and new students will be posted and due to hold your spot for the coming year, at which time there will be a discounted fee (\$65 or \$105 to include all in-house siblings) that is due at time of registration. The program is then opened to the community at the beginning of April (\$75 or \$115 to include all in-house siblings). Registration will then take place on a first come, first-serve basis. Check Facebook for updates on Registrations dates.

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 (that will be prorated at \$30.00 per remaining school days) must be submitted before your child may begin attending MDO.

## **Tuition & Fees**

Registration Fee: A \$75 registration fee per child or \$115 per family is non-refundable and due at the time of enrollment. (*Pre-registration period - \$65 Registration fee or \$105 per family*)

Tuition: Your child's tuition and fees provide the operating budget for Kids at Lytle and based on the average number of class days in the school year. Tuition is \$185 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 Secretary's Office or online. 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.

Payments for tuition may be paid.

1. Brightwheel app is the preferred way to pay to insure immediate, accurate accounting for your account for registration fees, tuition, event charges, and special meals.
  - a. We strongly encourage the use of AUTO PAY for tuition. This will ensure you are not charged a late fee and will help stabilize the income of our program, which will allow us to provide the best care & training for your child at the minimal cost.
2. Checks are to be paid directly to the church office or to the Director. Please make checks out to LSBC with MDO & your child's name in the memo line.
3. Cash for tuition or registration fees are to be paid only to the office where a cash receipt will be given at that time.
4. Cash for special events or special meals can be paid to your child's teacher.

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

**Late Fees:** A \$15 late fee is charged on all late tuition after the 10<sup>th</sup> of each month. If your family is having some unexpected financial issues, please contact Dianne, the secretary, to make special payment arrangements to catch up.

**Pre-K Class Field Trips:** Throughout the year, the Pre-K class will be taking short field trips. For some there will be a small fee to cover the cost of admission to a certain location, but you will be given plenty of notice. The cost will be minimal.

**Insufficient Checks:** We will charge a \$40 NSF 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 also 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 parent 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, to meet our expenses and offer an 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.

## **Brightwheel**

Brightwheel is an all-in-one platform that makes communication and coordination much easier. Through Brightwheel you will have access to the school calendar, notes from the teachers, daily reports, signing in and signing out your child, payment and what your child is learning about. We ask that you fill out information about your child, parents, approved pick up and emergency contact through Brightwheel.

## **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 & Movement

Language & Reading

Arts & Crafts

Field trips for the Pre-K class (add fees may apply)

**Outdoor Play:** \*Weather permitting, please dress your child appropriately and send layers of clothing during cooler seasons. In 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.**

**Lunch & Snacks:** We ask that each family be sensitive to other children that have food allergies of any sort. A note will be sent home to the families in any class that has a child needing this caution. We appreciate your cooperation with this and know that you would want others to be cautious if it were your child.



## **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 and posted on Kids at Lytle private Facebook page when time allows.

**Accident Report:** Though we take precautions 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 parents 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 transport the child 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 in 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 child is asked to bring items and will be given a list by the Director or Teacher upon registration or at Meet the Teacher.



## **Meals & Snacks**

Please send a lunch (remember to label everything) with a drink and utensils for your child. We will provide snacks. **Please inform us in writing of any food allergies your child has or develops during the year.**

Throughout the year, teachers will have special meals. We will ask students to provide specific items for those meals.

## **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 a 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.

\*No physical restraints of any kind will be used on a child, except in a situation where 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 at 325.695.6533.*



## **Summer MDO Session**

At Kids at Lytle, we offer a June-July MDO session. The curriculum is more relaxed with more outdoor activities, weather permitting. It is designed to be more fun than educational. All the above policies apply to the June session.

**Registration Fee:** A \$75 registration fee per child or \$115 per family 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 due on the first of the month unless other arrangements have been made with the Director. Payments can be made at the Director's Desk. 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. Check with us for information on the summer session.

NOTE: The 2022 Summer Session is \$195/month for the 2 months (June and July). The cost for summer Session's tuition depends on the number of Mondays/Wednesdays per month.

**Tuition Discount:** A family discount (\$10 Family Discount) will be given to all additional children ages 2 – Pre-K (5 years old) only, after the first child, from the same family.

*If you have any further questions or need anything at all, please contact the Summer Program Director at 325.695.6533.*