



# PARENT HANDBOOK

## ***St. Luke's Children's Center***

222 N.W. 15th  
Oklahoma City, OK 73103 (405) 232-2391

## ***Trinity Child Development Center***

1322 N.W. 24th  
Oklahoma City, OK 73106 (405) 525-6937

## ***First Kids Learning Center***

131 N.W. 4th  
Oklahoma City, OK 73103 (405) 239-6496

## ***St. Luke's Edmond Children's Center***

900 N. Sooner Road Edmond, Oklahoma 73043  
(405) 285-2210

Revised January 2020  
Effective January 2020

# Welcome to the Children's Center!

Under the guidance of our Children's Center Directors, the Executive Director, and St. Luke's United Methodist Church, the following policies and regulations have been developed for all weekday programs. These policies are subject to change or revision as needed by these entities.

## **CHILD CARE:**

A full day, five-day a week program for children, ages infant through 5 years who need all-day care.

## **AFTER SCHOOL CARE:**

Runs from 3 p.m. - 6 p.m. We pick up children from the area schools, have snack and activities Monday-Friday.

## **SUMMER:**

A full day, seasonal program for school age children (entering first grade to 10 years of age) who need all-day care. Availability to already enrolled children will be first, and then outside enrollment will be taken as openings occur.

## ***Philosophy of St. Luke's Children's Center***

We believe that every child is a unique individual, a sacred entity from birth. Each child has his own personality, learning style and pace. Therefore, beginning with our infants, our programs are designed to encourage the social, emotional, intellectual and physical development of each child. We do this by using a child-centered approach to learning rather than a teacher-directed one. Group activities are an important part of our program, but the majority of the children's time is spent working individually.

We believe that children desire to grow and learn and that they will seek out opportunities or materials to promote learning. Many activities are available in order to encourage decision-making and much of the curriculum provides "hands-on" experiences for the child because learning happens through a process of doing an activity rather than from the result.

We believe that during the early childhood years children are learning self-control. We will endeavor to help them to do this by setting clear, consistent, age appropriate limits. Teachers who guide with sensitivity and skill help children understand why some behavior is inappropriate without damaging a child's self-esteem.

We believe that a clean, orderly and safe environment is part of teaching children to be responsible for themselves. Our administration and staff are responsible for maintaining this environment.

We value the interactions between our staff and children, and believe these are the central part of development for our infants. As such, we strive to provide continuity and consistency in our teachers, knowing how important a consistent caregiver is at this age. We believe infants are capable of much learning and benefit greatly from appropriate levels of stimulation with a focus on developing their cognitive motor and language skills.

## ***Purpose Statement for the Children's Center***

The purpose of St. Luke's Children's Center is to provide a creative learning experience for children in a Christian environment. We seek to provide an atmosphere in which children can grow spiritually, socially, mentally, physically and emotionally to his/her fullest potential and support parents as they provide the same atmosphere at home.

Our Children's Center offers a developmental program designed to help children develop to their fullest. Our philosophy is that a child's growth, emotional and mental wellbeing is best promoted by teachers who love, teach and care for children in a way that demonstrates God's love and care. This concept is more than just a religious idea; it crosses all denominational lines.

In a supportive and loving atmosphere, we observe that children quickly respond, showing love and care for each other.

### **1. To help a child grow spiritually:**

- A curriculum based on a Christian foundation for younger children will be an integral part of all weekday ministry programs.
- The child will be introduced to the basic concept of faith that is appropriate for the child's age.

### **2. To help a child grow socially:**

- Children will come from all walks of life without preference for any one race, creed, or socio-economic group.
- Children with special needs will be accepted whenever possible to give them the experience of being with other children and give the child who has no exposure to special needs children an opportunity to develop understanding that we are all different and that each of us is special.

### **3. To help a child grow mentally:**

- Teachers will have prior training or experience in early childhood development so that they might understand each child's individual development and abilities to learn, and apply this knowledge to their classroom work.
- Teachers will be required to continue their training and update their skills on a regular basis.

#### **4. To help a child grow physically:**

- Quality nutritional meals and snacks will be served.
- Good health habits and nutritional responsibility will be an integral part of the program curriculum.

#### **5. To help a child grow emotionally:**

- Special attention will be given to the hiring of persons to work with the children who present the model image we wish to provide for the children, and to give each child several models from which to learn.
- Special attention will be given to promoting positive self-concepts in each child.

#### **6. To reinforce the quality of family life:**

- Parent enrichment programs will be conducted.

### ***Enrollment Records***

All enrollment forms must be filled out and signed before a child can be left in any program. Notify the office immediately of any changes in address, phone numbers, health problems, child custody arrangements or other emergency numbers and information. Please keep your child's records current for his/her safety and wellbeing.

### ***Authorization of others to pick up your child***

If there are occasions when someone other than those listed on our authorization card will be picking up your child, please give us a signed written permission slip to release your child to that person. In case of emergency, a phone call will suffice. All persons picking up any child who is unfamiliar to our staff, will be required to present a photo I.D. to a St. Luke's staff member.

### ***Child Custody***

For parents who are separated or divorced, the Children's Center must have a copy of any legal document, ON SITE, concerning the visitation and custody and any subsequent change in that status. The Children's Center strives to exercise reasonable control in not turning the child over to someone who has no right to the child. The custodial parent MUST INFORM the Children's Center of visitation rights or changes in the legal document.

## ***Hours and Late Departures***

The Children's Center is open from 6:30 a.m. to 6 p.m., Monday through Friday except for the noted holidays recognized by this facility (see ***Holidays***). The weekly monthly fee covers the stated business hours. After 6 p.m. a LATE FEE of \$5 per minute will be charged for each child. The late fee will be paid the following Monday with the regular week's tuition. Time computation or late charges will be based on the Children's Center time clock. Frequent failure to pick up your child on time may result in stiffer late fees or termination of enrollment.

## ***Insurance***

Each child enrolled in the Center is covered by accident insurance during the hours he/she is in our care.

## ***Tuition and Deposit***

Any child may be placed on the Children's Center waiting list for a fee of \$50. If his or her name is removed, the \$50 will not be refunded. If the child is placed in the Center, the amount will be applied to the deposit. One week's tuition is due as a deposit with the enrollment of each child. IF WRITTEN NOTICE OF TWO WEEKS IS GIVEN FOR WITHDRAWAL, THIS DEPOSIT WILL BE APPLIED TO THE FINAL WEEK'S PAYMENT OR WILL BE REFUNDED; OTHERWISE, IT WILL BE FORFEITED.

## ***Payment of Tuition***

Tuition is paid with one of our two payment options- Automatic Credit Card which runs each week for one week or Bank Draft which runs every other Friday for two weeks. TUITION IS DUE IN ADVANCE OF EACH WEEK. Late fees will be assessed by Wednesday morning. If an account becomes one week past due, your child's enrollment will be subject to termination unless special arrangements have been made prior to the time the account becomes delinquent. A \$50 service charge will be added to your account for each returned check. A LATE FEE OF \$50 per week will be assessed at the discretion of the Director for accounts past due.

## ***Admittance Policy***

First, all efforts will be made for siblings currently enrolled in the Center to be admitted to St. Luke's. Secondly, St. Luke's Church members will be given priority, and finally, the general public. All openings are subject to availability in the program and every child, including siblings, must be placed on the waiting list and secured by the \$50 waiting list fee. The waitlist fee is not a confirmation of your spot at the center. While we strive to provide siblings and the general public with childcare when requested, we cannot guarantee a spot will open at the time or location requested. Infant spots become available when current children in the infant rooms are at both the appropriate age and development to move to the next class. When an opening becomes available and is confirmed for your child, you will receive notification by phone call and paperwork will be provided. Your deposit, one week's tuition and enrollment fee must be paid in order to guarantee and hold your child's spot. We admit children without regard to race, sex, religion, or national origin.

## ***Summer School-Age Program***

The school age program is a full-time seasonal program offered during the months of June, July, and the first two weeks of August. Enrollment typically begins in March of each year for the coming summer. Enrollment is offered first to regularly enrolled children. A waiting list is provided for outside siblings and church members. After the posted enrollment time, the wait listed children are applied to the enrollment spaces available. The general public is put on a waiting list and then enrolled should vacancies become available. A NON-REFUNDABLE enrollment fee of \$75 will secure a space for each child enrolled in Summer program. The program will run from the first week of June through the first two weeks in August. Upon enrollment you will receive tuition prices for each week. Vacation credit is ONLY given to year round, full time children. (see ***Vacation Policy*** for further clarification).

## ***Vacation Policy***

After your child has been enrolled in the center for a full year, you are eligible to have one week vacation (Monday- Friday). During this week your tuition will be half price. Each year after this date you will be eligible for one week of half price tuition. Advanced written notice of at least two weeks must be given to receive vacation credit. NO EXCEPTIONS. The child will not be allowed to attend during this vacation week.

## **Snow Policy**

If the management finds the roads too hazardous for the staff or parents to travel, we will close the Childcare Center. We will send a text message to your phone number, so please make sure we always have a current contact number and email address. Closings or delays will also be posted to the website ([stlukesokc.org](http://stlukesokc.org)), our Facebook page, and an email sent to all parents on our email blast.

## **Holidays**

The Center will close one day for each of the following holidays. If the holiday falls on Saturday or Sunday, the work day nearest the holiday the center will be closed.

*Half day on New Year's Eve*

*New Year's Day*

*Martin Luther King Day*

*Memorial Day*

*Fourth of July*

*Labor Day*

*Thanksgiving and the following day*

*Christmas Eve, Christmas Day and the day after*

*In-service Days: President's Day, Good Friday, Friday before Move-up (closed at 12:00), and the Friday before Labor Day*  
*St. Luke's also closes early for select events throughout the year- Summer Kick off, Thanksgiving Dinner, and Christmas Sing.*

FULL TUITION WILL BE CHARGED FOR FULL-TIME, AFTER SCHOOL, OR SUMMER ENROLLMENT DURING THE MONTHS WITH A HOLIDAY OR SPECIAL DAY DESIGNATED.

### ***Staff Training and In-service Days:***

Following a careful selection process, each staff member receives training before beginning to work in the classroom. All teachers will receive a New Employee Orientation, Entry Level Childcare Training, Infant Safe Sleep Training, and First Aide/CPR within 30 days of hire. Upon entering the classroom, training is done on a continual basis for teachers.

The Children's Center has carefully identified the skills and abilities teachers must have to meet the childcare and educational needs of the children. The administration regularly observes and conducts feedback conferences to ensure the competence of each staff member.

In-service days allow the all of our Children's Centers to meet at the same time. At this time, we review any changes in policies as well as plan curriculum. We also bring in outside speakers/trainers to tailor staff training to our specific needs.

## ***Emergency Care***

In the event of an emergency, the person in charge of the Children's Center will make every attempt to contact you, or the emergency persons listed and/or the family physician. If it is not possible to contact you or any other person listed above, all efforts will be made to transport the child to your preferred hospital listing. Should your child need immediate care, they will be transported by car and/or ambulance (subject to the condition of the child which is determined by the administration) and taken to St. Anthony's Hospital Emergency Room or Integris Edmond. All attempts will be made to contact you at the numbers provided. Please remember to stay calm to avoid hurting yourself when meeting us at the hospital.

## ***Illness and Dispensing of Medications***

These are policies and guidelines set in place by St. Luke's Children's Center. Please do not bring your child to the Center if he/she is running a fever or has the possibility of a contagious disease. Children must be 24 hours fever and symptom free without the use of medication, provided that the child feels well and is able to participate in all center activities including outside play, before returning to the Center. These guidelines are from St. Luke's Children's Center management and follow criteria stated by the Health Department and the Oklahoma Good Health Handbook, which can be found online. Every child has a chance of illness, it is a fact which must be planned into the life of working parents. We do not assume the responsibility of illness or the care of sick children. The following criteria, stated by the Health Department and laid out in the parent handbook below, will be used but not limited to the determination of excluding a child from the Center:

### **Upon parent notification, children must be picked-up at the Center within 30 minutes.**

1. Fever of 100.5° or more - Children will be sent home with a fever of 100.5 degrees or more, may NOT be re-admitted until they have been fever-free without medication for 24 hours provided the child feels well and is able to participate in all center activities. Children with a fever under 100.5° that show signs of illness will be sent home at the discretion of the Center Director.
2. Vomiting and/or Diarrhea (with or without fever).
  - **Vomiting and Diarrhea are considered** contagious and the child(ren) must be sent home.

Any child with vomiting or diarrhea cannot be readmitted to the Center until the symptoms have been gone for 24 hours, provided the child feels well and is able to participate in all Center activities. Children who return to the center 24 hours after being sent home and continue to have diarrhea and/or vomiting will be sent home immediately. Doctor's note will not be accepted for readmission to the center prior to the 24 hour mark.
3. Colored Nasal Discharge with Fever. Children with green, yellow or bloody nasal discharge with fever must be sent home. Children cannot be readmitted to the Center until the symptoms have been gone for 24 hours, provided the child feels well and is able to participate in all Center activities.
4. Severe cough with or without discharge and/or distressed breathing. Children with a severe cough accompanied by high-pitched whistling sound and difficulty breathing, will be sent home. A doctor's statement will be required to be readmitted to the Center. Children cannot be readmitted to the Center until the symptoms have been gone for 24 hours, provided the child feels well and is able to participate in all Center activities.

5. Any communicable disease or condition. Head lice, chicken pox, strep throat, measles, impetigo, pin worms, roseola, conjunctivitis (pink eye), Sore throat, tonsillitis, rash, , open sores, hand, foot, and mouth, etc. Any child with these listed conditions cannot be readmitted to the Center following these guidelines:

- Strep Throat: Children must be on medication and symptom free for at least 24 hours before returning to the center, provided the child feels well and is able to participate in all center activities.
- Flu: the child may return when the child has been fever and symptom free for 24 hours provided the child feels well and is able to participate in all center activities.
- Impetigo, MRSA, and Ring Worm: The child can be readmitted to the Center as long as the infected area(s) can be covered at all times. Parents must provide a doctor's note upon returning to the center with the diagnosis. St. Luke's staff cannot change any coverings are bandages to the infected areas.
- Roseola, Fifth's Disease, and other Skin Rashes (with or without fever): Children who break out with any type of skin rash will be consider contagious until a doctor's statement is received determining that it is not contagious. Children cannot be readmitted to the Center until the symptoms have been gone for 24 hours, provided the child feels well and is able to participate in all Center activities.
- Chicken Pox: Children must not be re-admitted until 6 days after the rash appears and only when all blisters and sores are scabbed over.
- Measles: Children must be home at least 4 days after the rash appears and the child is symptom free.
- Scabies: Children must be on medication and symptom free for at least 24 hours before returning to the center, provided the child feels well and is able to participate in all center activities.
- Open sores: this including but not limited to- Hand, Foot, and Mouth, Herpangia, etc. Children will be sent home when they begin to show signs of open sores. Blisters can appear on the hands, feet, buttock, and mouth. This is a highly contagious illness. In order to prevent the spread, children must be excluded from the center until their fever has been gone for at least 24 hours and/or all sores and blisters are scabbed and dry provided they feel well and participate in all center activities. In addition, children who are excessively drooling and have oral sores will need to be excluded until those symptoms are gone and are able to eat and drink as normal. Sores must be cleared even if a doctor's note is provided.

- Conjunctivitis and Inflammation of the eyes: Children with these conditions must be seen by a physician and provide a doctor's note upon returning to the center. Children may be re-admitted 24 hours after the child begins medication.

**If medications of any kind are required to treat medical conditions, the child must have taken 24 hours of the prescribed medication before returning.**

**Following an illness, a doctor's statement must be presented to the children's center management upon re-admittance to the classroom. When doctor's notes are required, children must still be fever and symptom free for 24 hours.**

**NO EXCEPTIONS! No doctor's statement, no admittance.**

**We will not be accepting Virtual Dr. Visit notes and/or text messages / e-mails from a doctor.**

## ***Dispensing Medications***

Medications must be signed in with the classroom teacher. We will only give prescribed medication. NO over the counter medication will be given except for pain medication. NO cough, cold or allergy medications will be given. Pain medications will only be given with a doctor's note for a designated amount of time. Parents will dispense the first dose of any medications.. Any medications brought from home to the Center must be in the original container, marked with the child's name, in zip-lock baggies and the date clearly marked on the bottle. All medications must be taken home DAILY or they will be thrown away.

No medication can be left in your child's bag for any reason. Any medications left in a child's bag will be thrown away.

A Doctor's statement must be on file for us to administer any medication, indicating a specific time and length of treatment. This includes Tylenol, Motrin, or Advil. There will be NO EXCEPTIONS to this policy.

Diaper creams do not require a doctor's note, however; parents are required to sign the medication permission form.

Approved Medications with a doctor's note:

Over the counter Steroid ointments and creams

Over the counter pain medications (Tylenol, Motrin, and Advil)

Prescribed medications, ointments/creams.

Benadryl as part of a plan of action/treatment plan for those with allergic reactions as prescribed by a doctor.

Prohibited Medications:

Any medications that cause drowsiness; including those prescribed by a doctor

Cough and Allergy Medication; including those prescribed by a doctor

St. Luke's Children's Center is an advocate for your child and the families of the Center. These policies are followed strictly by our facility. We reserve the right to exclude any child that potentially could be a health risk. Repeated abuse by parents of the illness and the dispensing of medication policies will be documented and reported to Child Welfare. Full cooperation is expected.

## ***Immunizations***

The Health Department requires that your child have all listed immunizations at the appropriate ages to be eligible for enrollment:

Age: Type of Immunization

2 months: DTP, POLIO, HIB, HEP B

4 months: DTP, POLIO, HIB, HEP B

6 months: DTP, POLIO, HIB, DEP B 15

months: MMR, HIB, DTP

4-6 years: DTP, POLIO, MMR

Please contact the Children's Center offices immediately after a child is immunized. Records that are not current are documented by the Health Department. Should your child be unable to have an immunization at the designated times, a doctor's statement must be kept in your file to avoid Health Department documentation.

St. Luke's and DHS require that we keep up-to-date records. Please send or bring a copy of your child's immunization records each time your child receives a new immunization.

St. Luke's reserves the right to decline enrollment for children who are not vaccinated due to religious preference, parental choice, and/or not current on vaccinations.

***Allergies:*** all reported allergies must be accompanied by a doctor's note along with a treatment plan.

If an EpiPen is required for a child's allergy, we must have an EpiPen remains in the facility along with a doctor's note.

We will make every effort to reduce the risk of exposure, but it is never possible to achieve a completely allergen-free environment in any service that is open to the general community.

## ***Nutrition and Meals***

The Children's Center is a part of the Child Care Food Program which is a federally funded nutrition program. To meet their requirements, every meal and snack is planned according to their specifications. All meals are prepared on-site and served at specific times to meet the guidelines. All meals must be served by our cook and/or teachers.

### ***Meal Service***

Breakfast 7:30 a.m. - 8:30 a.m.

Lunch 11:30 a.m. - 12:30 p.m.

Snack 2:30 p.m. - 3:30 p.m.

To be in compliance we must allow these hours between main meals.

All meals are served in the classroom and teachers eat with the children. During this time, we teach children the fundamentals of good nutrition and sound eating habits. You are encouraged to enjoy lunch with your child anytime. We only ask that you tell the Children's Center offices by 10 a.m. to be included in the count for meal preparation.

St. Luke's participates in the Federal Food Program (CACFP). As a part of this program St. Luke's is reimbursed for a portion of our purchases each month. We are required to follow certain guidelines, regulations, and reporting requirements. Due to these guidelines regarding what we serve and how we report what each child consumes we will be making the following changes:

- Parents who voluntarily wish to NOT eat portions of our meals as served will be required to bring 100% of their meals each day. We will not be able to serve just portions of our meals/ selected items from the menu. Parents must provide a signed letter to the Children's Center management stating they will not be eating the food provided by the center and will bring their own meals prepared from home.
- Children with food allergies, must provide updated documentation from a doctor's office stating specific details on items they cannot have as we will have to provide this documentation to CACFP.
- For those with milk allergies, St. Luke's Children's Center will provide either goat milk or soy milk, to those children provided we have documentation from your doctor stating which milk your child may have.

## ***Behavior and Guidance Philosophy***

Behavior and guidance is an on-going process. Methods are determined by the child's understanding and stage of development. Generally, our procedure is to first try to redirect the child or distract the child, talk to the child about what limits are and what is not acceptable. At no time will a child be subjected to physical or emotional punishment, verbal abuse, humiliation or threats.

The Administration of the Program recognizes the stages of cognitive, social, and emotional development of children. However, there are occasional instances of persistent behavior by children in a group settings. These persistent behaviors as measured by the teachers and administration, will be handled by but not limited to:

- Teachers using methods of natural and logical consequences, re- direction, limit setting, and distraction.
- The teachers meeting with administration and developing strategies to help the child with the misbehavior. Administration will observe the child in the group setting to best determine the most appropriate plan.
- The parent is notified by the teachers concerning the methods being used to handle the misbehavior. Consistency of guidance strategies are highly encouraged between home and the Center.
- If the misbehavior persist, consultation will take place between the teacher, parents, and administration.
- At the cost of the parents, further consultation with an outside professional is sought if all previous procedures are not alleviating the situation. The child may need to enter outside therapy or counseling.
- Parents who do not wish to work with us cooperatively and to follow our philosophy will be asked to leave our program within 10 days of written administration notification.

Behavior and Guidance is a necessary component of any healthy, successful life. Our goal is to help children learn self-control. We feel children are best helped by a firm but gentle, calm, matter-of-fact and consistent approach.

## ***Child Care for Patrons Away from the Center***

The Children's Center does not prohibit staff members from providing care for children outside of the Center. However, parents **MUST** make these arrangements away from the Center. All employees of St. Luke's Children's Center are required to maintain a professional relationship and uphold all confidential matters of the Center.

## ***Pick-up/Parking Lot Safety***

Parents may not leave other children unattended in their vehicle while picking up another child. No one under the age of 18 may pick up or drop off children that attend the facility. Parents must hold your child's hand while walking through the parking lot/loading zone. Parents must maintain a speed of 5 mph or less in the parking lot/loading zone. Parents will indemnify and hold harmless the school if they fail to adhere to these rules.

## ***Parent Involvement & Bulletin Boards***

There are many opportunities for parents to be involved in our Center. Further, many family programs are offered and we welcome our parents to spend time with us anytime. Additionally, parents are welcome to accompany us on field trips and our monthly newsletter contains parent involvement activities. The Parent Bulletin Board is an important tool at the Center. It is used to display lunch menus, newspaper and magazine articles, certificates, and information directed to the parents. This is located beside the classroom doors. Additionally, each classroom has a posted Parent Bulletin Board. This is where you will find weekly lesson plans, daily schedules, teacher biographies and other pertinent information concerning your child's classroom.

## ***Parent Communication***

The Children's Center welcomes parents into the classroom at any time! Administration of the Center highly encourages your input concerning the Center. Communication can be in person, over the phone, or in writing. Any communication will be dealt with in a timely professional manner and is essential to the program of our Center.

We first encourage parents to discuss any comments with your child's teacher. This can be done in person, over the phone, or in writing. Appointments can be made with your child's teacher anytime. Twice a year, formal parent/teacher conferences are held for children. The purpose is to discuss the development of your child. Fall conferences are an opportunity to become acquainted with your child's teacher and to share information about your family. Spring conferences are to review the screening tools St. Luke's utilizes to assess the child's development.

Because your child's development is rapid between the ages of 6 weeks to 30 months, communication between parents and teacher takes place informally and more frequently. Any observed developmental delays would be brought to your attention by the administration of the Center. Communication can be discussed with the administration of the Center. Further communication can be made in writing, and given to the Executive Director.

St. Luke's is committed to a culture of respect, kindness and grace. We expect all staff and parents to communicate with one another in respectful ways, whether in-person or electronically. We request that the sharing of problems, concerns, opinions and conflict be handled in-person. We expect that all verbal and electronic communication will use language and intonation that is respectful. The use of profanity, screaming, yelling, and unkind or disrespectful remarks will not be tolerated. Staff or parents who use inappropriate language in verbal or electronic forms will be removed from employment or enrollment immediately.

The Director will handle your comments as deemed appropriate. We are happy that you have chosen the Children's Center for your child. We look forward to many years of continuing growth for the Center.

## ***Other Important Issues***

### ***Fresh Air and Exercise:***

We believe that children need fresh air and exercise daily. Outdoor play is scheduled, weather permitting. During the winter months, outdoor schedules are planned with limited time frames along with time to play in our gym area. All children will go outside unless the temperature is below 32° or if the wind chill is below 0°. In the heat of summer, playground times are scheduled for early mornings or late afternoons. Children do not go outside if the temperature is above 100°.

**Children who are too sick to go outside, are too sick to be in childcare.**

### ***What to Wear to School:***

Children will have daily outside play, messy art, sensory activities, and etc. We suggest all clothing is comfortable, washable, and clothing articles that are easy to move in. Think of the messy art materials and other messy activities and provide clothing that is washable. We ask that shoes are sturdy that he/she can run and play in without injuring their feet or coming off. Provide sweaters and jackets when the weather is cool.

Extra Clothing: Water activities, sensory activities, sand play and occasional bathroom accidents necessitate an extra set of clothing be kept at the Center at all times. All extra clothing should be marked with the child's name. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning. The Center IS NOT responsible for lost or damaged clothing.

### ***Toys from Home:***

Except for toys that are needed in the very opening days of school to help ease your child's transition from home to school and special days designated as "Show n' Share," we ask that you leave your child's toys at home or in your car. If an item is brought to school we CANNOT be responsible for it. Please label your child's toys. No guns or war toys are allowed.

### ***Toilet Learning/ Diapering:***

St. Luke's Children's Center will participate in development appropriate programs to assist your child in learning to use the toilet. Should you be unclear concerning this important issue, please feel free to speak with the teachers and/or administration of the philosophy used at the Center.

We consider toilet learning to be a "team-effort." Additionally, when learning to use the toilet, we discourage "pull-ups" and encourage many pairs of underwear/panties and extra changes of clothing.

When your child is enrolled in the Center, we ask that you inform our staff members of your child's toilets habits and the likelihood of accidents. For infants, toddlers and two year olds, please provide us with disposable diapers (unless allergic to synthetics) and extra changes of clothing.

### ***Field Trips for School - age Children:***

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. The Center will provide the same adequate responsible adult supervision for these excursions as is provided to children while in attendance in our Center.

Your permission for your child to participate in such excursions is a part of your agreement with the Center. No one will be transported on a van without special written permission from the parent.

### ***Birthday and Seasonal Celebrations:***

The Children's Center encourages birthday parties in the classroom. These parties are at 3 p.m. during the afternoon snack time or at the discretion of your child's teacher. Low sugar foods are preferred but not required. Typically, with young children, visits from clowns and other animated costume characters are frightening and discouraged. Seasonal celebrations take place at the Center throughout the year. Parents are encouraged to watch for sign-up sheets on the Parent Bulletin Boards to bring special goodies and favors. As before, we do encourage low sugar foods. Parents are always welcome at any celebration!

### ***Fire and Severe Weather:***

St. Luke's Children's Center has an electronically monitored fire alarm system and written policies and procedures for dealing with emergencies. We schedule and carry out all monthly emergency drills which are documented. Evacuation plans are posted in each classroom.

In the unlikely event that the Center is severely damaged and declared unsafe, plans are made in advance to evacuate all children to an emergency area designated by the Church. The Church has several areas in the basement for the children to go to and take shelter.

Infants and toddlers will be in the Parlor on the first floor to take shelter from severe weather. Should such an emergency occur, the Administration would notify you by phone or post a notice at the Center.

### ***Security:***

Security is provided by St. Luke's United Methodist Church. We have installed security doors with pass codes to allow entrance only to persons with the code. Please do not give this code to anyone including your child. Grandparents and other friends picking up your child may stop by the front desk or ring the intercom button for entrance. Children are always supervised and no child is released except to persons authorized by the enrolled parent. Safety is emphasized regularly in staff meetings and every classroom.

### ***DHS Compliance Book:***

The Children's Center is required by licensing to have a compliance file. This is located at the front desk and is for parents to view whenever they choose. It is compiled of:

- Child Care licensing monitoring reports including most recent reports and licensing correspondence.
- Any Notice to Comply
- Licensing complaint
- Child Welfare Investigative Summary, with findings of unconfirmed to include findings of services not needed or services recommended.
- Child Welfare Investigative Summary, with confirmed findings, for one year from completion of the investigation.

### ***A Final Note:***

The Children's Center Staff reserves the right to discharge any child for behavior deemed to endanger the healthy, safety and welfare of the other children or staff.

### ***Parent Signed Acknowledgment***

I acknowledge that I have read the most current and revised Parent Handbook and I am fully aware of the educational/behavior and guidance philosophy, and all other policies as set forth in this handbook. I have read and understood the fee arrangements and conditions as detailed in this booklet. I am in agreement with such conditions and will abide by the same.

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Parent and Legal Guardian

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Child's Name

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Date

\*Please remove this agreement and return to the Children's Center office to be kept in your child's personal file. \*



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**Children Center Parent Handbook**  
**Revised July 2018 ~ Effective August 1, 2018**