



St. Luke's Children's Center Parent Handbook

St. Luke's Children's Center
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Welcome to the Children's Center!

Under the guidance of our Children's Center Directors, the Executive Director, and St. Luke's 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

After-school care is Monday-Friday, 3 p.m.-6 p.m. We pick up children from the area schools, provide snack and the children participate in educational activities.

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 Centers

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 approach. Group activities are an important part of our program, but most 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 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 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 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 Centers

The purpose of St. Luke's Children's Centers 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 Centers offer 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.

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.

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.

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.

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.

To help a child grow emotionally:

- Special attention will be given to the hiring of people 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.

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 form will be picking up your child, we do require a signed permission slip giving your consent to release your child to that person. In case of emergency, a phone call will suffice. All persons picking up any child 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-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 \$10 per minute will be charged for each child. The late fee will be paid the following Tuesday 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.

Tuition and Deposit

Any child may be placed on the Children's Center waiting list for a non-refundable fee of \$50. If the child is placed in the Center, this 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, the deposit will be applied to the last week of care for the child that is withdrawing or will be refunded via check in the mail; otherwise, it will be forfeited.

Payment of Tuition

Tuition is paid with one of our two payment options- Automatic Credit Card or ACH Bank Draft which runs each week for one week. It is required that a payment method is put on file for weekly billing. 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. An automatic \$30 service charge will be added to your account for any returned ACH payment and a \$50 service charge will be added to your account for any 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 non-refundable \$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 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 \$100 will secure a space for each child enrolled in the 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 on a 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. Please ensure we always have a current phone number and email. Closings and delays will be sent via email and text message as well as posted to our website (www.stlukesokc.org) and Facebook page.

Holidays

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

- New Year's Eve and New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- 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
- 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 Aid/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 all our Children's Centers to meet at the same time. On those days, 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 Centers 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. 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 fever and symptom free for 24 hours, 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.

Upon parent notification of sick child, children must be picked-up at the Center within 30 minutes.

The following criteria, stated by the Health Department and laid out below, will be used but not limited to the determination of excluding a child from the Center:

Fever under 100.5 – Children with a low-grade fever under 100.5 that are also displaying other symptoms indicating they do not feel well, including but not limited to, lethargy, excessive irritability and an inability to be consoled by primary caregiver will be sent home at the discretion of the Center Director.

Fever of 100.5 or more – Children will be sent home with a fever of 100.5 degrees or more and will 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. A doctor's note will not be accepted for readmission to the center prior to the 24-hour mark.

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. A doctor's note will not be accepted for readmission to the center prior to the 24-hour mark.

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.

Severe cough with or without discharge and/or distressed breathing – Children with a severe cough, including but not limited to, a high-pitched whistling sound and/or difficulty breathing, will be sent home, with or without

fever present. A doctor's note will be required to be readmitted to the Center. Children cannot be readmitted to the Center until the symptoms have been gone 24 hours, or they have been treated by a physician, provided the child feels well and is able to participate in all Center activities.

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, with or without fever, 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.
- **COVID/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.
- **Open sores** – this includes but is not limited to, hand/foot/mouth disease, herpangina, etc. Children will be sent home when they begin to show signs of sores. Blisters can appear on the hands, feet, buttocks, and mouth. This is a highly contagious illness. To prevent the spread, children must be excluded from the Center until all sores and blisters are scabbed and dry and their fever has been gone for at least 24 hours. Once that has occurred, the child may return provided the child feels well and is able to 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 they 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 readmitted 24 hours after the child begins medication.
- **Impetigo, MRSA, and Ring Worm** – the child can be readmitted to the Center if 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 or 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 considered 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 readmitted until 6 days after the rash appears and only when all blisters and sores are scabbed over and dry.
- **Measles** – children must be home at least 4 days after the rash appears and the child is symptom free.
- **Scabies, Head Lice** – 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.

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

Following an illness, a doctor's statement must be presented to the children's center management upon readmittance 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 accept virtual doctor visit notes and/or text messages/emails from a doctor.

Upon parent notification of sick child, children must be picked-up at the Center within 30 minutes.

Dispensing Medications

St. Luke's will only give medication that has been prescribed by a physician. Medications must be signed in with the Administrative Team. No over-the-counter medication (including, but not limited to, cough, cold or allergy medications) will be given with the exception of pain medication. 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, 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 note must accompany the medication and be put on file for us to administer any medication. The doctor's note must indicate the specific times and length of treatment. This includes Tylenol, Motrin, or Advil. There will be no exceptions to this policy. Parents must dispense the first dose of any medication.

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 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's 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, HEP 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 Benadryl or an EpiPen/Auvi-Q is required for a child's allergy, we must have both Benadryl and Auvi-Q/set of EpiPen's to remain at 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 and Adult 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 Child and Adult Care Food Program (CACFP). As part of this program, St. Luke's is reimbursed for a portion of food 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 ask that parents/children follow these regulations:

- Parents who voluntarily wish their children 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. Accommodations for food allergies will be made on a case-by-case basis as is reasonable.
- For those with milk allergies, St. Luke's Children's Center's will provide either lactose free 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 are 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.

St. Luke's Children's Center's Administration recognizes the stages of cognitive, social, and emotional development of children. However, there are occasional instances of persistent behavior by children in a group setting. 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 persists, 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 Centers 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 and our monthly newsletter contains parent involvement activities. Many family programs are offered and we welcome our parents to spend time with us anytime as well as accompany us on field trips. 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 programming of our Center.

We first encourage parents to discuss any comments with your child's teacher. 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.

A child's development is rapid between the ages of 6 weeks to 30 months so communication between parents and teacher takes place informally and more frequently. Any observed developmental delays will 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 conflicts 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.

Fresh Air and Exercise

We believe that children need fresh air and exercise daily. Outdoor play is scheduled, weather permitting. 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° or the heat index 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, etc. We suggest all clothing is comfortable, washable, and clothing articles that are easy to move in. We ask that shoes are sturdy and 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. Parents are responsible for providing extra clothing that is seasonally appropriate.

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 Philosophy/ Diapering

At St. Luke's Children's Center's, we believe toilet learning to be a "team-effort" between parents and the Center. Learning to use the toilet is a big event in a child's life and we want to make sure it is done in a relaxed and pressure free environment. Because toilet training is a complex process, there are many issues caregivers and families must consider before and during the process of toilet training for it to be a successful experience for everyone. We will participate in developmentally appropriate programs to assist your child in learning to use the toilet but do not assume sole responsibility for your child's toilet learning.

When beginning, we ask that you introduce your child to toilet learning at home and have spent at least one weekend heavily concentrating on toilet learning as well as continuing to work with them at home and on the weekends.

At the Centers we highly discourage "pull-ups" and/or the continued use of diapers and encourage underwear and extra changes of clothing. We ask that you bring a package of underwear to the Center to leave in their cubbies and at least 4 changes of clothing when beginning potty training. Soiled items will be sent home daily to be washed and returned the following morning.

Upon speaking with your child's classroom teacher about potty training, we ask that you inform our staff members of your child's toileting habits and any specifics that have been working at home. Consistency between the Center and home will be key to your child's learning. The Center will do their best to take your child to the bathroom every hour to an hour and a half or as needed.

Please keep in mind every child is different when it comes to toilet learning. Some children learn fast while others go through periods of regression throughout their toilet learning experience. Children who are too young to begin toilet learning may show signs of aggression or irritation. Below is some general information on toilet learning procedures and key behaviors we as caregivers look for to determine if a child is ready. We ask that if your child is not displaying these signs of readiness, you speak with your child's classroom teacher about beginning/ waiting to begin to toilet learning.

How to tell if a child is ready? The child will display most of the following indicators:

- Follows simple directions
- Remains dry for at least 2 hours at a time during the day.
- Dry after nap time.
- Isn't resistant to sitting on the toilet
- Tells you when they have a dirty diaper and/or begins to tell you when they are about to have a bowel movement.
- Walks to and from the bathroom, attempts to pull down their own pants and pulls them up again.
- Is able to perform simple undressing/dressing tasks.
- Your child's bowel movements are predictable.
- Seems uncomfortable with soiled or wet diapers
- Seems interested in the toilet.
- Has asked to wear grown-up underwear.

Diapering

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 in 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. All food must be unopened, store bought and peanuts and nut free when possible. As before, we do encourage low sugar foods. Parents are always welcome at any celebration!

Fire and Severe Weather

St. Luke's Children's Centers has an electronically monitored fire alarm system and written policies and procedures for dealing with emergencies. We schedule, carry out and document all monthly emergency drills. 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 older children to go to and take shelter. Infants and toddlers will take shelter from severe weather in the Parlor on the first floor. Should such an emergency occur, the administration would notify you by text message and/or email as well as post it to our private Facebook page.

Security

Security is provided by St. Luke's 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 in 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 health, 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.

Parent and Legal Guardian Name

Child's Name

Date

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



St. Luke's Children's Center

222 NW 15 St.
Oklahoma City, OK 73103
(405) 232-1371

Parent Handbook
Effective August 1, 2018
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