



WESLEY KIDS DAY OUT  
POLICIES AND PROCEDURES --2019 – 2020  
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630-355-1758

### Registration

1. There is an **annual** \$75 non-refundable, non-transferable registration fee for every family. (The fee for church members and active duty military families is \$45.) This fee is prorated starting in January 2020 to \$35 per family (\$20 for church members) for the second half of the school year.
2. Completed registration forms and current immunization records (available from your physician's office) must be on file in the KDO office before your child may participate in Wesley Kids Day Out.

### Reservations

1. We take reservations monthly. Reservations in writing and payment are due the **third week** of each month. Forms will be available one week before they are due.
2. Half-day sessions are 9 – 11:30 and 11:30 – 2; or a full day session is 9 – 2. Children may attend a maximum of 10 hours a week. That is equivalent to four sessions a week which can be two full days or one full day and two half days.
3. In order to support the basic operations of the program, your child/children need to attend a minimum of four sessions a month.
  - **This means that a \$56 reservation fee will be assessed per child for each month to secure your registration in that classroom.**
4. Wesley KDO must have the original copy of your reservation form because the state requires that we keep these on file.
5. After reservations are turned in, you will only be contacted if your times are NOT available.
6. After reservations are turned in, **NO CREDIT OR REFUNDS** will be given for cancellations due to sickness or last minute plan changes. Reservations **may** be switched through the directors if space is available.
7. If your child is unable to attend class for **any reason** please call or email and let us know. This will allow those on the waitlist to attend. In addition, it is a common courtesy for the teacher to know how many children will be in attendance.

### Discipline

When discipline is necessary, we have found the most positive and effective approach is to separate the child from the situation and redirect them. We will work with families to encourage appropriate behavior.

With safety as a priority at Wesley Kids Day Out, if we feel or observe a child's behavior is repeatedly contributing to an unsafe environment and do not observe improvement, we may ask that the child be removed from the program permanently.

### Weather Closures

1. We follow District 203 for closures. If District 203 closes for the day we will also be closed. You will get credited for the sessions you were registered to attend.
2. If District 203 has a delayed start then Wesley KDO will only be open for the afternoon session. Those people signed up for the morning will have a credit to use for a future session.

## Monthly Fees

1. Fees are due with your reservation form.
2. Half-day sessions are \$14.00 each and a full day is \$28 for one child, additional siblings reserving the same sessions will receive a \$1 discount per session.
3. Reservations will not be processed without payment.
4. A monthly financial commitment of \$56 (four sessions) per child ensures your membership in Wesley KDO. If you have not fulfilled the minimum of four sessions per month for two consecutive months and you have not contacted us, you will be dropped from the enrollment.
5. Returned checks will be assessed a \$35 fee.
6. In cases of financial hardships, please see one of the Co-Directors.

## Late Fines

1. There will be a 5 minute grace period each pick-up time from 11:30-11:35 and 2:00 – 2:05.
2. If you are habitually late picking up your child/children you will be assessed a fine, assigned at the discretion of the directors.

## Drop Off

If you are more than 10 minutes late arriving for a session, please drop your child off in the Wesley KDO office and the directors will take your child into the classroom.

## Pick Ups

If you need to pick your child up early, please stop by the Wesley KDO office and ask the directors to get your child from the classroom.

The Wesley KDO office must be notified in writing if someone, other than authorized persons listed on the registration form, is picking up your child/children. That person must have a picture identification presented before the child will be released.

## Parking

Parking in the church's parking lot is restricted to the available legal spots. At NO time should you park where you are blocking other vehicles that are parked legally. For ONLY QUICK drop offs and pick ups (less than 10 minutes) you may park briefly along the circle drive sidewalk. If you plan on doing other business in the church building (ex. paying your bill, changing reservations, etc) you must find a legal parking spot. If you are parked illegally or blocking another vehicle you may be assessed a fine at the discretion of the Wesley KDO directors. Please do not use the Franklin Avenue driveway or the dental or bank parking lots.

## Food

We will provide water and snacks (ie goldfish, pretzels). Please send your child with a labeled sippy cup filled with water to start the day.

If you would like to bring a snack to celebrate a special day, please check with the teacher before the day. Your child's teacher can provide you with information on an estimated amount and an appropriate snack (**all snacks must be store bought**).

If your child will be attending our afternoon session, please provide a lunch. Send easy to manage food. Please label all contents and containers.