



WESLEY KIDS DAY OUT  
POLICIES AND PROCEDURES  
2022 – 2023  
wesleykidsdayout@gmail.com  
630-355-1758

### Health & Safety

- We are enrolling children 2 years and above. All children and staff are required to wear a mask.
- Parents are to complete a daily symptom screening before bringing their child to KDO. (listed on Self Certification Form)
- We will continue to monitor best practices for Covid 19 mitigations.

### Registration

- 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 2023 to \$35 per family (\$20 for church members) for the second half of the school year.
- Completed registration forms, current immunization records (available from your physician's office), and signed self-certification form must be on file in the KDO office before your child may participate in Wesley Kids Day Out.

### Reservations

- We take reservations monthly for the program. Reservations in writing and payment are due the **third week** of each month. The state of Illinois requires that we keep a paper copy of your monthly reservation form on file.
- Half-day sessions are 9:00a – 11:30a and 11:30a – 2:00p; or a full day session is 9:00 – 2:00p. 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.
- In order to support the basic operations of the program, your child needs to attend a minimum of four sessions a month.
- After reservation forms are turned in, you will only be contacted if your times are NOT available.
- You **may** be able to modify your reservations via the Directors - staffing and space permitting.
- If your child is unable to attend class for **any reason**, please call or email to let us know as soon as possible. This allows us to staff appropriately and for our teachers to prepare properly for the day.

### Monthly Fees

- Fees are due with your monthly reservation form. Reservations will not be processed without payment.
- Half-day sessions are \$15.00 each and a full day is \$30 for one child, additional siblings reserving the same sessions will receive a \$1 discount per session.
- Returned checks will be assessed a \$35 fee.
- In cases of financial hardships, please see one of the Co-Directors.

## 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

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

## Late Fines

- There will be a 5 minute grace period each pick-up time from 11:30a-11:35a and 2:00p-2:05p.
- 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

- You will drop off your child/children in the parking lot circle on Center Street.
- Please pull all the way up to the car in front of you to allow space for more families.
- A staff member will greet you to have you sign-in your child. We will take your child's temperature, and we will then escort your child to their classroom. Quick, happy goodbyes work best!
- If you are more than 10 minutes late arriving for a session, please ring the bell.

## Pick Ups\*

- You will pick-up your child/children in the parking lot circle on Center Street.
- Please pull all the way up to the car in front of you to allow space for more families.
- A staff member will greet you to have you sign-out your child.
- If you need to pick your child up early, please contact the Wesley KDO office to have your child brought to you.

*\*If someone other than the 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.*

## Food

- We provide water and snacks (ie goldfish, pretzels) during the morning session. 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 your teacher in advance of 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 all day or attending only an afternoon session, please send them with a lunch. Send easy to manage food that your child likes. **Please label all containers.**