

Acts 2 Church  
**Children's Day Out**

**PARENT HANDBOOK  
2021-2022**

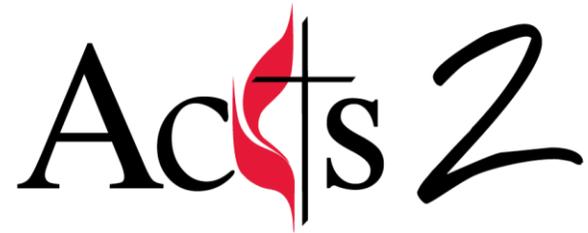
**\*Updated with COVID-19 Protocols\***

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United Methodist Church

### **Our Values**

**Welcome All • Love Authentically • Light of the World**

### **Our Dream**

**To create a people who sing God's praises, serve God's children,  
and share God's salvation until Christ comes again.**

### **Our Goal**

**To help non-religious and non-active Christians  
become radical Christ followers.**

### **Our Strategy**

**"They devoted themselves to the apostles' teaching and fellowship, to the  
breaking of bread and the prayers." – Acts 2:42**

### **Our CDO Mission**

**To provide a loving, Christian atmosphere where children grow into their full  
potential as children of God.**

## **CLASSES AND ENROLLMENT**

Class assignments are determined by each child's age on September 1, 2021. Assignments may change based on enrollment numbers and the needs of children enrolled in the program.

**Young 2's** • Ages 18 months – 2 years

**Older 2's** • Age 2 years old

**Young 3's** • Age 3 years old

Child must be self-sufficient in the restroom

**Older 3's & 4's** • Older 3's & 4-years old

Child must be completely independent in the restroom, and have completed one prior year of similar program.

## **TUITION**

\$125 per month for 1 day a week – any 1 of Monday through Thursday

\$250 per month for 2 days a week – Monday/Wednesday or Tuesday/Thursday

\$375 per month for 3 days a week – any 3 of Monday through Thursday

\$500 per month for 4 days a week – Monday through Thursday

There is a family discount of \$25 per month when more than one child is enrolled.

Payments: Tuition will be paid via direct withdrawal on the first of each month. If your child enrolls in the second half of the month, you will only be charged half of the month's tuition. Please see the Director to set up and/or change your direct withdrawal account. Your child will not be able to participate in the program until your direct withdrawal is set up. The last month's tuition (May 2022) is due at the time of registration. Direct withdrawal will occur on the first day of the remaining months of the year (September 1, 2021 through April 1, 2022). All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays including Thanksgiving, Christmas, and Spring Break.

## **FEES**

Non-Refundable Annual Supply & Registration Fee: \$125.00 per child is required upon registration for the CDO. This fee assists in the purchase of capital items and expendable supplies.

Non-Refundable Annual Wait List Fee: \$25.00 is required to place each child on the wait list for any classroom that is currently full. If your child on the wait list is placed in a classroom during the current school year, this \$25.00 will be applied to your registration fee. However, if an opening does not become available for your child, the fee will be forfeited.

Drop-In Fee: For children currently enrolled in the program, we provide a drop-in option of care on days when your child(ren) otherwise would not attend for \$35 per child per day.

### **DECLINED PAYMENTS**

Unless acceptable arrangements are made with the Director, a declined payment will result in a \$25.00 fee. This fee will be automatically withdrawn from your account when the repeat transaction is submitted (as stated within the auto-withdrawal authorization form). If not resolved, a declined payment will then result in temporary suspension from the program on the 15<sup>th</sup> day of the month, and dismissal if still unresolved by the last day of the month. If dismissal occurs, all fees will be forfeited and retained.

### **WITHDRAWING FROM CDO**

If you plan to withdraw your child from the program, you must give written notice at least two weeks prior to your child's last day. If your child will attend half or less of their final month, then only half of that final month's tuition will be required. The last day to withdraw from the program is March 15, 2022.

### **DISMISSAL FROM CDO**

Dismissal from the CDO may occur only after a written warning is given to the parent of a child. Dismissal may occur for reasons such as, but not limited to, repeatedly failing to notify CDO Director of late arrival/pick-up, habitual late pick-up, repeated declined payments, parental behavior deemed inappropriate by Director, failure to promptly update child's immunization records, or non-compliance with DHS requirements. If dismissal occurs, all fees will be forfeited and retained.

### **HYGIENE MEASURES AND PROCEDURES**

Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed frequently throughout the day with soap and water for at least 20 seconds. We will wash or sanitize specifically after: entering the classroom, being outside, snacks, lunch, and the bathroom. Hand sanitizer will be used for older classes when soap and water are not feasible. Hands-free sanitizer dispensers are located throughout our facility.

Disinfecting Process: We use a CDC-approved disinfectant by, Bioesque Solutions, administered through foggers and hand sprayers. All classrooms will be disinfected each day. All hard surfaces will be wiped down with cleaning and disinfecting solution throughout the day. Any toys that go into a child's mouth or have bodily fluids on them will be put through the disinfecting process. Outdoor areas like playgrounds require normal routine cleaning. High-touch surfaces made of plastic or metal such as grab bars, railings, door handles, and playground toys will be cleaned after each class leaves playground.

Social Distancing: Each class is considered a “family.” Each “family” will social distance from other “families” to assure safety. Classes will not intermix and will remain with the same teachers and subs as much as is feasible.

Mask-Wearing: All children over the age of 2 will wear a mask to the best of their ability outside of their specific classrooms. Children will be allowed to remove their masks while they are in their classrooms or on the playground. When a child’s mask is removed, it will be stored in a space specific to that child. Staff will be required to wear masks at all times.

## **HEALTH INFORMATION**

Children who are obviously ill with fever over 100.4 degrees, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or other condition (i.e. ringworm, head lice, chicken pox, measles, mumps, pink eye, etc.) will not be admitted to CDO. It is a danger to other children and staff members in our facility. If you have any doubts about your child’s health, please call us at (405) 888-6904 to be sure they may attend. If a child appears to be sick or demonstrates any of the above symptoms while at school, parent/guardians will be notified immediately. Children must be picked up within one hour of notification from Acts 2 CDO. The child will be escorted to a designated area outside of their classroom to rest until pick-up.

The child will be permitted to return once he/she is fever-free for 48 hours. The child must have any prescribed medication, such as antibiotics, in his/her system for at least 48 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Acts 2 CDO without a doctor’s note. The doctor’s note must be provided on your provider’s letterhead, and state that your child is no longer contagious.

## **MEDICATIONS**

The CDO staff will not administer medication to your children with the exception of an EpiPen or inhaler that are prescribed by your child’s medical professional. DHS Medical Permission and Administration paperwork has to be completed before child can attend school. See Director for form.

## **COVID-19 PROCEDURES**

Exposure to an Infected Person: If a CDO student has been exposed to an individual who has tested positive for COVID-19, the parent/guardian must inform the CDO Director in writing immediately. The student must quarantine for 5 days subsequent of notification, and will only be allowed to return to Acts 2 CDO if they remain fever-free and asymptomatic during the 5-day quarantine.

Child Tests Positive for COVID-19: If a student tests positive for COVID-19, the parent/guardian must notify the CDO Director immediately in writing. The student must quarantine for a minimum of 14 days. The student will only be allowed to return to Acts 2 CDO when they are fever-free and asymptomatic after the 14-day quarantine has concluded.

COVID-19 Exposure at Acts 2 CDO: If there is a confirmed case of COVID-19 within a CDO classroom, the Director will immediately notify the parent/guardians in writing and over the phone. The room will be closed for 5 days, and all children in that room must quarantine. During the 5 days of quarantine, the CDO will have the room professionally cleaned and sanitized.

## **IMMUNIZATION RECORDS**

Immunization records are required at enrollment, and it is the parent's responsibility to keep current and updated records. Failure to update immunization records in a timely manner may result in dismissal from the program. Children who do not have vaccinations or immunizations cannot enroll in our program. This is for the protection of our staff, the children and their families. We do not accommodate for Oklahoma State Department of Health exemptions.

## **ARRIVAL AND DEPARTURE PROCEDURES**

Our CDO program is open from 9:30am – 2:30pm, Monday through Thursday. To help maintain social distancing, drop-off times will be assigned and staggered. Parent/guardians will be assigned a time between 9:30 – 9:45am for drop-off and between 2:15 – 2:30pm for pick-up. Please only come at your designated drop-off or pick-up time, and allow for only one check-in/out at a time.

Arrival: Parent/guardian will bring child to the CDO entrance where they will be met by a designated CDO staff member who will take a visual assessment of the child and ask parent/guardians a series of yes/no questions regarding symptoms and travel. Please see Form 3. The child's temperature will be taken, and if it is below 100.4, the CDO staff member will escort your child to his/her classroom. Children 2 and older are required to wear a mask while outside their classroom or playground area. Once in the classroom, the child's mask will be placed in a space specific to your child.

Departure: Parent/guardians will be met at the CDO entrance by a designated CDO staff member at the assigned pick-up time. The designated staff member will escort the child from their classroom to the entrance to meet the parent/guardian.

Exceptions: If you need a designated CDO staff member to meet you at your vehicle to escort your child into the building due to another non-CDO sibling's presence in the vehicle, arrangements can be made in advance with the CDO Director.

## **SNACK AND LUNCH**

Please bring a sack lunch, snack, and a drink each day. Bring your child's drink in a labeled sippy cup or water bottle. Lunches should contain food that your child is able to manage alone. Label all sacks, lunch boxes, cups, lids, etc., with the child's name. We also request that your child's lunch does not contain anything that requires refrigeration or microwaving. Here are some suggestions for lunch:

- Cubed cheese
- Small sandwiches
- Diced fruit
- Raisins
- Crackers
- Cut vegetables
- String cheese
- Fruit snacks

## **CLOTHING**

Please dress your child in appropriate clothing for play, crafts, and outdoor activities. Children will play outside unless the temperature is below 35 degrees or the heat index exceeds 100 degrees. Every child needs to bring 2 extra set of clothes including socks to CDO in their backpack/bag each day. Girls need to wear shorts under their dresses.

## **VISITORS**

Visitors will not be permitted at this time due to COVID-19. Special needs instructors will be permitted if they pass the screening procedures defined in this handbook and the teacher handbook.

## **PERSONAL BELONGINGS**

Please clearly label diaper bags, blankets, diapers, jackets, lunches, pacifiers, bottles, nap mat, extra sets of clothes and all other personal belongings with your child's name. During COVID-19, personal items are limited only to the items listed above. Please leave your child's own toys and special items at home.

## **POTTY TRAINING**

If your child is potty-training, he/she must wear pull-ups until he/she is accident-free for two weeks. If your child comes in underwear and has not been accident-free, we will put a pull-up on him/her from our supply. Please bring your child in easy-off clothing to facilitate independent changing. We have scheduled bathroom breaks, and we will take your child at other times as the child requests. We will not force children to take a bathroom break.

## **DIAPERS**

Please provide enough disposable diapers and wipes for the entire day. Please use easy-off pants to help with changing diapers. Diaper cream must have child's name on it, and the DHS Medication Permission and Administration form must be completed.

## **BIRTHDAYS**

If you wish to celebrate your child's birthday while they are at CDO, please let your teacher know before you provide a birthday snack for your child's special day. Birthdays are celebrated in the classroom during snack time. Your teacher will let you know about any allergies in the class. Birthday snacks must be prepackaged.

## **ALLERGIES**

If your child has a severe food allergy, we require a written plan of action from your pediatrician in addition to any emergency medications. Each medication will require the completion of a DHS Medication Permission and Administration form.

## **DISCIPLINE**

Discipline is not a form of punishment. Our view is that situations requiring discipline provide teachable moments about love and care for others. Our focus in applying discipline is consistency. We believe in progressive discipline, and below are measures we use in that process:

- Provide verbal reminders of acceptable behavior
- Try to redirect the child with another activity
- Have the child take a break from all activities
- Ask Director for assistance and intervention
- Hold parent conference to discuss a reviewable plan of action
- Temporary suspension from CDO
- Dismissal from CDO

## **CDO CLOSINGS**

Ice/Snow: The CDO follows Edmond Public Schools' closure determinations and will close on all days that Edmond Public Schools are closed. Parent/guardians will be provided with email notification in the event of closure and upon re-opening.

Facilities: In the event of loss of power, HVAC, or plumbing at our facility for one hour or more, parent/guardians will be contacted and instructed to pick up their child(ren). The CDO will close until power can be restored.

COVID-19: If the COVID-19 pandemic causes prolonged and continued disruptions of care such that the program becomes unsustainable, Acts 2 UMC may temporarily suspend or

cancel the 2021-2022 program. In this event, Acts 2 will refund any paid but unused monthly fees. If the program is cancelled, the prepaid May 2021 fees will also be refunded.

### **DATES TO REMEMBER**

Labor Day	September 6, 2021
First Days of CDO	September 8, 2021 & September 9, 2021
Fall Break	October 14-18, 2021 – CDO Closed
Thanksgiving Break	November 22-26, 2021 – CDO Closed
Winter Break	December 20, 2021-January 3, 2022 – CDO Closed
Martin Luther King Day	January 17, 2022 – CDO Closed
President’s Day	February 21, 2022 – CDO Closed
Spring Break	March 14-18, 2022 – CDO Closed
Easter Holiday	April 4, 2022 – CDO Closed
Last Days of CDO	May 11, 2022 & May 12, 2021

### **SAFETY PROTOCOLS**

The CDO conducts monthly fire and tornado drills as required by the Oklahoma Department of Human Services. In the event of any of the following scenarios, the Director will immediately communicate any actions taken to parent/guardians.

Tornado: In the event of tornadic weather, the Executive Leadership of Acts 2 will instruct the Director and teachers to activate our tornado protocols. Teachers will follow our tornado procedures and escort the children to our underground shelters. The children may not be picked up until they are safely returned to their classrooms.

Fire: Once the fire alarms have sounded, teachers will follow our fire procedures and escort the children to designated safety zones on the Acts 2 campus.

Intruder: The Director will notify the teachers via walkie-talkie with a designated code word of an unauthorized person in the facility. Teachers will escort their children to the secure space in each classroom. Each classroom has been provided equipment to secure the entryway to their rooms.

### **DIRECTOR AND TEACHER MEETINGS**

Our Director and teachers are available to talk with you regarding any concerns you may have about your child or our program. In order for us to be able to provide the highest level of care to your children, we ask that you contact us in advance so that we can schedule either an in-person or Zoom meeting outside of classroom hours.

## **DAILY SCHEDULE**

This is a sample schedule. Exact schedules will vary by classroom.

9:30 – 9:50am	Welcome to CDO, drop-off and free play
9:50 – 10:00am	Clean up and wash hands
10:00 – 10:15am	Circle time: songs, weather, read story, colors, numbers
10:15 – 10:30am	Diaper change and bathroom break
10:30 – 10:45am	Snack
10:45 – 11:15am	Playground (staggered; no two classes out at same time)
11:15 – 11:45am	Craft time and free play
11:45am – 12:20pm	Wash hands and lunch
12:20 – 12:30pm	Diaper change and bathroom break
12:30 – 2:15pm	Story/rest time
2:15 – 2:30 pm	Free play, diaper change and bathroom break, pick-up



## WHAT YOU SHOULD KNOW ABOUT COVID-19 EXPOSURE

**Incubation period** – The incubation period of COVID-19 is 2 to 14 days. Most people who develop symptoms do so within 3 to 4 days after being exposed to the virus. If you are exposed to COVID-19 and you develop symptoms, you should get tested soon after you develop symptoms. If you are exposed, and you don't develop symptoms, you should wait until 5 days post-exposure to get tested to receive the most accurate result as a potential asymptomatic carrier.

**Infected Person** – An individual who has tested positive for COVID-19, with or without symptoms, is most likely infectious. According to medical guidelines, a person is infectious 48 hours prior to the onset of symptoms.

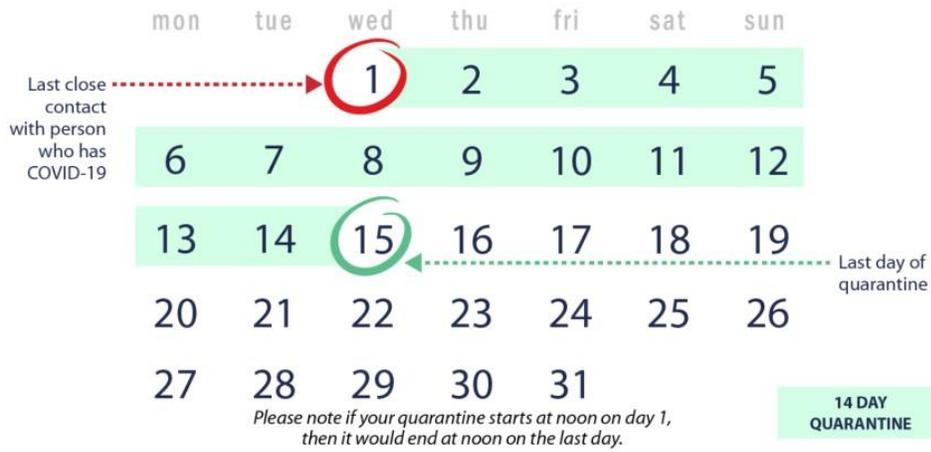
**Close Contact** – You are a close contact if you're within 6 feet of an infected person for at least 15 minutes, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. Examples are listed below:

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes.
- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (touched, hugged, or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

**What to do** - If you are a close contact, you should self-quarantine for 14 days from your last contact to the case even if you do not develop symptoms. You are not considered in the clear until you wait until 14 days post exposure to the virus.

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
- If possible, stay away from others, especially older or more vulnerable individuals who are at higher risk for getting very sick from COVID-19.

The calendar below provides an example of the recommended self-quarantine period following exposure to the virus:



[Coronavirus.health.ok.gov](https://coronavirus.health.ok.gov)

[Facebook.com/OklahomaHealth](https://facebook.com/OklahomaHealth)

[Twitter.com/HealthyOklahoma](https://twitter.com/HealthyOklahoma)

