



## **2021-2022 Parent Handbook**

**Parkway Church**  
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**Kidz Day**  
[www.parkwaychurch.tv/kidzday](http://www.parkwaychurch.tv/kidzday)  
[kidzday@parkwaychurch.tv](mailto:kidzday@parkwaychurch.tv)

Dear Parents/Guardian:

It is with great pleasure that we welcome you and your child to the Kidz Day Ministry of Parkway Church. Kidz Day is a ministry designed to provide a safe, fun, and nurturing environment that promotes physical, social, cognitive, and spiritual development of young children. Our goal is to help them develop a positive sense of who they are and how to properly relate to the world around them through loving relationships and experiences in a Christian environment.

We have created this handbook in an effort to help you understand our policies and procedures, and to allow us to work together in providing the best environment for your child. Please take the time to read the handbook carefully.

We welcome all your questions, comments, and/or concerns. Please do not hesitate to let us know what we can do to help meet your family's needs. We look forward to you being a part of the Kidz Day family!

Sincerely,

Heather Leigh,  
Kidz Day Director

[kidzday@parkwaychurch.tv](mailto:kidzday@parkwaychurch.tv)  
361-648-8640 (Cell)  
361-572-8368 (Kidz Day Office)

## **PARKWAY VISION**

Parkway Church exists to “build relationships that build disciples.” Everything we do at Kidz Day will help your child begin to learn how to love God and love people.

## **PARKWAY MISSION**

- Connect people to God and to each other.
- Grow spiritually by loving God and loving people.
- Serve others to share the love and message of Jesus.
- Worship Jesus through faithful living and generous giving.

## **PARKWAY CORE BELIEFS**

As we teach and train kids at Kidz Day, these Core Beliefs are seen in what we teach and in how we treat one another.

### **THE BIBLE**

The Bible, comprised of 66 books of the Old and New Testament, is God’s Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any error and it is authoritative in all areas of life and doctrine. (2 Timothy 3:16; 2 Peter 1:20,21; 2 Timothy 1:13; Psalm 119:105, 160, 12:6; Proverbs 30:5)

### **GOD**

God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. (Genesis 1:1,26,27;3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14)

### **JESUS**

Jesus Christ is the Son of God. He is the eternal second person of the Trinity and co-equal with the Father and the Holy Spirit. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven’s glory and will return again someday to earth to reign as King of Kings and Lord of Lords. (Matthew 1:22,23; Isaiah 9:6; John 1:1–15, 14:10–30; Hebrews 4:14–15; 1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9–11; 1 Timothy 6:14,15; Titus 2:13)

### **HOLY SPIRIT**

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians we seek to live under His control daily. (2 Corinthians 3:17; John 16:7–13, 14:16,17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25;

Ephesians 5:18)

### **HUMAN BEINGS AND ETERNITY**

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life. (Genesis 1:27; Psalm 8:3–6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1,2.)

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. (John 3:16, 1 John 2:25, 1 John 5:11–13; Romans 6:23; Revelation 20:15; Matthew 1:8)

### **SALVATION**

Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by believing in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we believe in Jesus by faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. (Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1)

### **ETERNAL SECURITY**

Because God gives us eternal life through Jesus Christ, believers are secure in that salvation for eternity. If you have been saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by self-effort of the Christian. It is the grace and power of God that gives us this security. (John 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10,14; 1 Peter 1:3–5)

### **CHURCH**

There is one true church universal comprised of all those who are believers in Jesus Christ. The scripture commands believers to gather together to devote themselves to worship, prayer, teaching the Word, observance of Baptism and the Lord's Supper, fellowship, service to His church, and outreach to the world. Whenever and wherever God's people meet regularly in obedience to His command, there is a local expression of the church. Its members are to work together in love and unity, intent on the ultimate purpose of glorifying God. (Acts 2:42-47)

## **BAPTISM**

Baptism is an ordinance of the Lord Jesus Christ, wherein the believer is immersed in water in the name of the Father, Son and Holy Spirit. Baptism is a sign of the believer's identification with the death and resurrection of Christ, and of his obedience to God to live and walk in the newness of life. It is a prerequisite to church membership. (Matthew 28:19-20, 1 Corinthians 12:13, Colossians 2:12, Acts 8:36-38)

## **LORD'S SUPPER**

The Lord's Supper is an ordinance of the Lord Jesus Christ, to be administered with the elements of bread, and wine or grape juice. It is to be observed by His church until Jesus Christ's return. In no sense is it a sacrament but it is designed to commemorate His death on the cross for the sins of men. This observance is always to be preceded by solemn self-examination. (Luke 22:19-20, Matthew 26:26-28, 1 Corinthians 11:23-29)

## **KIDZ DAY MISSION STATEMENT**

Our mission is to connect hearts to Jesus Christ through a loving, nurturing, and fun environment in which children can develop physically, mentally, emotionally, socially, creatively, and spiritually.

## **KIDZ DAY PURPOSE**

We provide early childhood Christian education for ages 1 year through preschool. We seek to help each child:

- Grow in understanding and love for themselves, family, and friends
- Grow in awareness that God loves them and Jesus is our Savior
- Enjoy creative expression through music, art, and play
- Grow in the ability to concentrate and problem solve
- Develop language and thinking skills
- Grow in the ability to work and play nicely with others
- Develop an attitude of respect, kindness, cooperation, courtesy, and helpfulness towards others

## CALENDAR

A 2021-2022 school calendar is provided in this handbook and online.

## NEWSLETTER

A monthly calendar and newsletter will be provided for parents with information about upcoming events, activities, etc.

## CLASSROOM REQUIREMENTS

<u>Class</u>	<u>Age at Entrance / Requirements</u>
1 Year Olds	1 year old & walking by Sept. 30th
2 Year Olds	2 years old before Sept. 30th
3 Year Olds	3 yrs old & potty trained by Sept. 30
4 Year Olds	4 years old before Sept. 30th

## CURRICULUM

Kidz Day seeks to provide an environment that emphasizes Christian values and the principles of faith as the foundation for spiritual growth. We use The Gospel Project for Kids by Lifeway for our preschool curriculum. The curriculum is designed to meet your preschooler where they are cognitively, spiritually, physically, emotionally and socially. Through age appropriate activities, preschoolers are building their spiritual foundation so that they know these three basic truths:

- God's Word is True
- God Loves Me
- Jesus is my Savior

We also teach academics such as number and letter recognition, colors and shapes through many hands-on activities according to our yearly scope & sequence. Monthly skills and objectives will be included in each monthly newsletter.

## BEHAVIOR AND DISCIPLINE ISSUES

*Separation Anxiety:* Some children will experience sadness and crying when separating from parents initially, but will adjust well after a few weeks. If the anxiety continues, we may ask you to ease your child into the program by bringing them into the classroom for short periods of time. This will continue until the child is able to attend a full-day.

*Discipline:* Our goal is to provide an orderly classroom all times. Children may act out and may need to be disciplined in a loving way. Discipline will be individualized and consistent for each child and appropriate to the child's level of understanding. Discipline is intended to teach the child acceptable behavior and self-control. Kidz Day staff has been trained on how to use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction. Our goal is to teach children to respect themselves and others through firm discipline techniques.

The following forms of discipline are considered appropriate at Kidz Day:

- Use praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding and redirecting a child of behavior expectations using clear, positive statements
- Using brief supervised separation or time out from the group, limited to no more than one minute per child's age (i.e. 3 years old = 3 minutes time out).

The following forms of discipline are considered inappropriate:

- Harsh, cruel, or unusual treatment of a child
- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with anything, including hand
- Putting anything in the child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom or closet
- Requiring a child to remain silent or inactive for a period of time longer than the child's age
- Time out chairs should not be placed in the hallway or with the child in the classroom facing the wall

Discipline is handled on an individual basis. We will make every effort to work with the child and parent, but safety is our first concern. Dismissal from the Kidz Day program is the discretion of the Kidz Day Director.

*Biting, scratching, hitting:* If a child bites, scratches, or hits another child, an Injury/Incident Report will be completed and provided to the parents/guardians of any children involved. If a child physically harms another child or a teacher, the child will be removed from the area and will sit in timeout. A Discipline Documentation form will be filled out by the teacher, signed by the Kidz Day Director, and will be signed by the parent. If the child repeats the behavior a second time in the same day, the child's parent or guardian will be called and the child will be sent home for the day. If the behavior continues for an extended period of time and the child has been sent home for physically harming other children or adults more than 5 times the child is subject to being dismissed from the Kidz Day Ministry. All efforts will be made to work with the child and parent prior to a child being asked to leave Kidz Day.

## **CLOTHING**

Children should be brought to their class in comfortable play clothes and shoes conducive to weather conditions. Little girls wearing dresses must be wearing shorts or bloomers underneath. **Tennis shoes or closed-toe**

rubber-soled shoes are highly recommended for outdoor safety.

Please provide clothing that is washable and able to withstand messy artwork and playground activities. A change of clothing is required for all children. Clothing should be labeled with your child's first and last name.

### **DIAPERS/WIPES**

For children not completely potty trained, parents/guardians should provide an adequate supply of diapers and/or pull ups and wipes. Label items with the child's name which will remain in the classroom. Swim diapers are also required for water play days. Teachers will alert you when the supply for your child needs to be replenished.

### **TOILET TRAINING**

Teachers are willing to work with your child in the toilet training process. Please tell us when you have begun the training at home. We will partner with you and attempt to toilet train the way it is done at home since consistency is the key. Please bring a supply of underwear, clearly labeled with your child's first and last name, as well as changes of socks and shoes. We deal with accidents in a calm and patient manner. Children will not be forced to use the toilet at any time. Please be aware that if there is no change of clothes provided for your child, you will be called to bring dry clothing. If your child is still consistently having accidents, he/she will need to wear pull ups at Kidz Day due to hygiene concerns.

\*Children enrolling in the 3 year old classes must be potty trained by September 30. Children in these classes can wear pull-ups for nap-time only.

### **SNACKS & LUNCH**

All children should eat breakfast prior to arriving at Kidz Day. Classroom activities begin promptly after drop off and we are unable to feed your child(ren). If your child eats baby food, please send spoons, bibs, and food your child enjoys. Plastic bottles and cups should be clearly labeled with your child's name each day. To avoid mistakes, please premix formulas and juices. Please note that we do not provide refrigeration for milk and other foods that need to be refrigerated. Food and drinks should be premixed and ready to feed, and kept in a cooler bag if necessary. If still on a bottle, the child must be able to self feed. Please be aware that it may be difficult for us to adhere to a strict feeding schedule.

Parents should provide children with a peanut free snack each morning. Please label this separately from their lunch. This may include goldfish, animal crackers, cheerios, pretzels and/or water. Juice may be given if provided by the parent. If alternative snacks are provided, teachers have been instructed to check food allergies listed on the registration form and notify parents.



Lunches are to be provided by the parents for their children only. Parents are encouraged to bring easy to eat finger foods (i.e. sandwiches, cheese, fruit, etc.) that do not require heating. Please bring a small plate or container if necessary. Please provide a drink not in a glass bottle and no carbonated sodas. Please be sure your child's name is on his/her lunch box, cup, or any other containers. We are unable to heat or refrigerate lunches. Please do not send candy or gum.

**\*If your child has a food allergy, please alert your child's teacher personally and the Kidz Day Director as well. It should also be documented on the registration form.**

**Parkway is a "Peanut Free" campus.** We do not serve peanuts or peanut products and strive to keep our campus peanut free. We ask that you read labels carefully and do not send any products containing peanuts or tree nuts for your child's snack or lunch as well as for class parties and special events.

Listed below are foods that babies and toddlers most commonly choke on, as reported by the American Red Cross. Please refrain from sending these foods or ensure they have been prepared properly to prevent choking hazards:

- uncut round foods such as grapes, raisins and olives, cherry tomatoes
- popcorn
- nuts
- hard candies
- raw veggies, such as carrots, that are cut into circles rather than strips\*
- small circular hot dog pieces\*
- seeds, such as, pumpkin or sunflower
- marshmallows

**\*\*Please cut and quarter any type of bite sized round food before sending for your child we will not serve foods that are not cut**

Teachers will lead children in prayer before snack and lunch. To prevent the spread of germs, teachers will wash children's hands before snack and lunch.

## **REST TIME**

At Kidz Day we encourage children to rest daily. We will schedule rest time in age appropriate time lengths. **Parents should provide a wipeable nap mat with no cover.** Blankets, pillows, and comfort items will be sent home at the end of each day for cleaning. Please label your child's items with their first and last name, we are not responsible for lost items. Children will need to lie on their mats and rest quietly, even if they do not choose to sleep. \*If your child is unable to rest quietly at nap time, you may be asked to pick them up so that the other children are not disturbed.

## **BIRTHDAYS**

Birthdays are an important day to a child and will be celebrated in individual classrooms. You may bring a treat for each person in your child's classroom if you choose. Parents need to notify the teacher before providing treats to be sure to protect each child from food allergies.

## **HOLIDAY PARTIES & SPECIAL EVENTS**

Throughout the year Kidz Day classes will celebrate holidays and special events. Teachers may ask parents to provide extra snacks or goodies to help celebrate special occasions. Please remember that although the teachers want the children to enjoy each celebration, they cannot provide all the food and drinks necessary for the event. We encourage you to join in the fun and assist teachers on the special day.

## **INCLEMENT WEATHER OR OTHER CLOSINGS**

Kidz Day may close due to bad or inclement weather. We generally will follow school closing decisions made by VISD. If weather conditions change abruptly during Kidz Day hours, please come immediately to pick up your child. It is our goal to keep your child safe at all times while under our care. Discounts in tuition are not given for inclement weather days or for days when the weather requires us to open late or close early.

Kidz Day will follow VISD for closure (or remote only learning) due to COVID-19 community transmission. The Kidz Day Director will notify parents and staff if this happens during the school year. Kidz Day will resume classes on the same Tuesday or Thursday closest to VISD regathering.

If KidzDay closes due to COVID-19 you will be notified and you will receive a \$13.75 credit for each day of closure. Credits will be applied to the next month's tuition payment. During a COVID-19 closure, at home connections will be made from the classroom teacher, Kidz Day Director and learning activities in line with weekly lesson plans will be provided.

## **TOYS AND PERSONAL ITEMS FROM HOME**

We recommend that you leave your child's toys at home. The other children find it too difficult to understand why a child does not have to share their personal items. If a child carries a blanket or stuffed animal for naptime security, it must remain in their backpack during class time and can be taken out during nap time only. The same guidelines are used for pacifiers for children in the 1-4 year classes. Jewelry or other collectible items should also be left at home.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are encouraged at any time and may be initiated by the teacher or parent. Please call the Kidz Day Coordinator or contact the teacher to set up an appropriate time. We ask that parents not engage

teachers in unscheduled conferences before, during, or after school.

## **FINANCIAL INFORMATION**

Tuition is due on the 1st of each month. A late fee of \$20.00 will be assessed after the 6th of the month. Overdue balances must be paid by the 20<sup>th</sup> for the child to continue attending class.

If KidzDay closes due to COVID-19 you will be notified and you will receive a \$13.75 credit for each day of closure. Credits will be applied to the next month's tuition payment.

Annual Registration & Monthly Fees:

- One time non-refundable deposit of \$200.
  - Monthly tuition is \$230 /month
  - Second child monthly tuition is \$210/month

Payment options include:

- **Check/Cash** please put all cash payments in a labeled & sealed envelope in the lock box at the check-in desk. Payments can be dropped off in the Ministry Center (church office) drop box located at the side of the building after hours.
- **Debit/Credit** card payments can be made with the Kidz Day director
- **Online payments** can be made at [parkwaychurch.tv/kidzday](http://parkwaychurch.tv/kidzday) by choosing the "pay tuition" option. There will be a \$35 fee for any returned payment. If a check is returned, a money order or cashier's check may be required as payment.

You are obligated to pay even if your child is absent for personal reasons or illness. Please be aware Kidz Day is closed for certain holidays, however, the monthly tuition remains the same. See the attached calendar of events for Kidz Day closings.

## **WITHDRAWAL FROM PROGRAM**

Please contact the Kidz Day Director, as soon as possible if you will be withdrawing your child from the Kidz Day program. We have waiting lists for most of our classes, and would like to be able to fill your spot promptly. If your child drops mid-month, no refund will be given for remaining days. \*You are obligated to pay unless an official withdrawal form has been completed within 2 weeks of withdrawing your child from Kidz Day.

## **HOURS, CHECK-IN, AND PICK-UP**

Please enter through the doors to the Children's building. Parking is not permitted in any areas painted red by order of the Fire Marshal.

The main doors will be unlocked at 8:55 AM and will remain unlocked until 9:15 AM for children and parents to enter the building. Please use this time to

check your child(ren) into the classroom and to put away their materials. Please do not leave your child unattended in the classroom until the teacher arrives. The time before 8:55 AM is the teacher's prayer/preparation time and should be respected. Please make drop off time short and sweet, so the children can start their activities. Teachers are not available for conferences at this time. If you would like to schedule a conference, please notify your child's teacher. Please arrive by 9:15am so that your child does not miss important classroom time. If you arrive between 9:15 AM-2:00 PM, you will need to contact the Kidz Day director to let you in.

If your child has permission to be released to someone other than those on the authorization form you are required to provide two notes. Provide one to the Kidz Day Director at the front counter and the other to the child's teacher. Please state the person's name who has authorization to pick up your child and provide your signature. The person picking up your child will be required to provide a photo Id. For your child's safety, failure to provide a note by the parent or guardian will result in **your child not being released to an unauthorized person.**

Classroom time ends at 2:30 PM. At 2:30 PM, any child who has not been picked up in their classroom will be taken to the check-in area.

### **LATE PICK-UP FEE**

We do not offer extended care. A \$10.00 late fee will be assessed plus \$1.00 per minute for every minute after 2:35 PM. Please keep in mind that many of our teachers have their own children they need to pick up from school, and need to have time to clean up their classrooms so that they can leave by 2:45PM.

### **SAFETY AND SECURITY**

The main entrance door to the children's building will be locked each day at 9:15 AM and unlocked at 2:00 PM for security purposes. If you need to access your child or drop off items during this time, please contact the Kidz Day director by phone or a doorbell is located left of the doors to alert Kidz Day staff that you are there.

Security cameras are placed inside and outside the church building and classrooms. The function of security cameras is to assist in protecting the safety and property of Parkway guests and members. Only authorized personnel have access to security camera footage.

### **ABSENCES**

Please notify your child's teacher or the Kidz Day Director if your child will be absent for any reason. Credit will not be given for absences.

### **DROP-INS**

We do not allow drop-ins.

## **VISITORS**

Parents/guardians are welcome and encouraged to visit Kidz Day at any time but access to our building may be limited based on health and safety standards. For security purposes, please check in with the Coordinator when you visit. You must sign in at the front desk. The front doors to the Children's Building will be locked from 9:15 AM until 2:00 PM to ensure your child's safety. If you would like to speak with your child's teacher, please schedule a time with the teacher for a conference to be held.

## **HOME/SCHOOL RELATIONSHIP**

It is our greatest desire to make the transition each day from home to school an enjoyable one for your child. Here are some tips to help make the transition as smooth as possible:

- Help your child to anticipate happy experiences at Kidz Day.
- Help your child to attend regularly except when he/she is ill.
- Teach your child self-reliance by encouraging them to do things for themselves, allowing them plenty of time. Teach them to put on, take off, and hang up their clothes, put away their toys, eat regularly and properly, and to establish regular toilet and sleeping habits.
- Help your child learn his full name, birthday, address, and phone number or age appropriate information.
- Know your child's teacher. Work with them concerning any problems that may arise
- Report any upsetting experiences which you think will help the teacher understand the child better.
- Build in your child a wholesome, friendly, and respectful attitude toward the teacher and other Kidz Day staff.
- Take an interest in Kidz Day and whatever your child brings home. Take time to listen to your child's daily experiences and discuss them with genuine interest.
- Take time to do things with your child. Live, work, & play as a family group.
- Attend all school programs whenever possible.
- Help your child to be in class by 9:00. This enables your child to participate in all activities and teaches promptness.
- Special problems or occurrences affecting the child will be brought to the attention of the parent—including serious communicable diseases.
- A monthly newsletter will be issued school wide to continue open communication between teachers and parents

## **GRIEVANCE POLICY**

The purpose of this procedure is to properly facilitate any questions, concerns, or misunderstandings that may have occurred. Every effort should be made to resolve these problems in the following manner:

1. Discuss the problem or concern with the teacher or staff member involved. If this does not satisfactorily resolve the matter, then
2. Discuss the issue with the Kidz Day Director. If this does not satisfactorily resolve the matter, then
3. Discuss the issue with the Parkway Church Children's Director. If this does not satisfactorily resolve the matter, then
4. Discuss the issue with the Senior Pastor. You may be asked to document the grievance.

## **IMMUNIZATION REQUIREMENTS**

In an effort to ensure all children are healthy and not spreading diseases, we have certain immunization requirements for approved enrollment. Before a child can attend Kidz Day, we must have a current immunization record validated by a doctor's signature or a clinic stamp. Parents are responsible for providing an updated copy of immunizations records throughout the school year. Kidz Day is not a state licensed childcare provider. As a private institution, we do require state recommended vaccinations for all children. Kidz Day does not accept vaccination exemptions.

## **INJURIES/INCIDENTS**

A report will be completed for any injuries or incidents. You will be provided a copy of the report for your record keeping.

## **ILLNESS**

Kidz Day appreciates you keeping your child home if you suspect any illness. If symptoms of illness are observed, you will be asked to pick up your child. A child will be considered ill if they have any of the following:

- Fever/ temperature of 100.4 degree F or higher (must be fever free without medication for 48 hrs)
- Nausea, Diarrhea or vomiting (must be free of diarrhea and/or vomiting for 48 hrs)
- Common cold – from onset through 1 week
- Any symptoms of childhood diseases
  - Chicken pox – all sores must be scabbed over and dry underneath
  - Heavy nasal discharge
  - Any unexplained rash
  - Head lice
  - Skin infections– boils, ringworm, impetigo, thrush, hand-foot-mouth disease , fifth disease
  - Inflammation or discharge from eyes (all eye infections are contagious, must be on medication for 24 hrs)

When in doubt, please ask. It is our policy that NO medications will be administered by the Kidz Day staff team. With parental consent, an exception may be made if your child has severe allergies (ex: peanut butter). If a child carries an Epi-Pen, it must be left with the classroom teacher.

Please note on your child's information sheet any allergies or food limitations your child may have and see the director to complete a Food Allergy and Anaphylaxis Emergency Care Plan.

\*Please refer to the *Common Communicable Diseases* list to verify symptoms and duration or common ailments.

### **COMMON COMMUNICABLE DISEASES**

*COVID-19:* Fever, cough, sore throat, nasal congestion, loss of taste and/or smell

Incubation: 2 - 10 Days

Contact Tracing: You will be notified if a child or teacher in your child's classroom reports a positive COVID-19 diagnosis. No personal information will be shared when contact tracing is necessary.

Return: Improving symptoms and 48 hours fever free

*COVID-19 Exposure in Home:* Someone in house tests positive or is presumed positive.

Incubation: 2 - 10 Days

Return: Isolate for 10 days following exposure with no symptoms or a negative test result (test must occur on day 5 or later from exposure) with no symptoms.

*Chicken Pox Symptoms:* Fever, loss of appetite, red/spots some with a clear blister

Incubation: 14 - 21 Days

Return: Physician's note

*German Measles Symptoms:* signs of cold, swollen glands, rash

Incubation: 14 - 21 Days

Return: Physician's Note

*Hand, Foot & Mouth Disease Symptoms:* blisters in and around the mouth, on hands and/or feet

Incubation: 3-6 Days

Return: fever free for 48 hours and no open blisters on skin and in the mouth.

*Head Lice Symptoms:* Scratching of head, rash-like appearance around ears and neck, nits

Incubation: 3 weeks cycle

Return: Nit and lice free

*Impetigo Symptoms:* small blisters with thin yellow fluid, blister break & Scabs forms

Incubation: 5 days

Return: Physician's Note

*Measles Symptoms:* Signs of COLD, red eyes, fever, red spots

Incubation: 10 - 14 Days

Return: Physician's Note

*Mumps Symptoms:* Swelling, fever, sore throat, difficulty swallowing, tired

Incubation: 12 - 26 Days

Return: Physician's Note

*Pink Eye Symptoms:* Pink coloration of eyes, swollen eyelids, matted eyes, sticky discharge

Incubation: 4 days

Return: 4 days or physician's Note and proof of antibiotic

*Ringworm Symptoms:* Raised, round ring shape, red & itchy

Incubation: 10 - 14 Days

Return: Physicians Note

*Scarlet Fever Symptoms:* sore throat, fever, possible rash

Incubation: 2 - 7 days

Return: 7 days from onset & Physician's Note

*Other Strep Symptoms:* sore throat, fever

Incubation: 2 - 7 days

Return: Physician's note and proof of antibiotic





# KIDZ DAY Calendar of Events 2021-2022

## AUGUST

- 31<sup>st</sup> Kidz Day Meet & Greet 11:00 AM-1:30 PM (by scheduled time)

## SEPTEMBER

- 7<sup>th</sup> First Day of Kidz Day 9:00 AM-2:30 PM

## OCTOBER

- 7<sup>th</sup> Fire Truck
- 21<sup>st</sup> Mom's Bunco Night 6:00pm-8:00pm
- 21<sup>st</sup> Fall Individual Pictures
- 28<sup>th</sup> Fall Fun Day

## NOVEMBER

- 18<sup>th</sup> Thanksgiving Feast (class lunch time)
- 23<sup>rd</sup> & 25<sup>th</sup> No Kidz Day Thanksgiving Holidays

## DECEMBER

- 14<sup>th</sup> Class Christmas Parties
- 16<sup>th</sup> Christmas Program 10:00 AM (early dismissal after the program)
- 21, 23, 28, 30 No Kidz Day Christmas Holidays

## JANUARY

- 4<sup>th</sup> Kidz Day Resumes from Christmas Holidays
- 27<sup>th</sup> Snow Fun Day 10:00 AM-12:00 PM

## FEBRUARY \*Dental Health Month

- 10<sup>th</sup> Valentine's Day Class Parties
- 22<sup>nd</sup> Begin Returning Student Pre-Registration

## MARCH \*National Read to Your Child Month

- 3<sup>rd</sup> Dr. Seuss Day
- 15<sup>th</sup> & 17<sup>th</sup> Spring Break No Kidz Day
- 22<sup>nd</sup> Begin New Student Pre-Registration

## APRIL

- 14<sup>th</sup> Easter Egg Hunt & Class Parties
- 17<sup>th</sup> Easter Services at Parkway
- 21<sup>st</sup> Spring Individual & Class Pictures
- 28<sup>th</sup> Water Day

## MAY

- 3<sup>rd</sup>-5<sup>th</sup> Teacher Appreciation Week
- 5<sup>th</sup> 1 year olds Muffins with Mom & Dad/Program 9:00 AM
- 12<sup>th</sup> 2 year olds Muffins with Mom & Dad/Program 9:00 AM
- 17<sup>th</sup> 3 year olds Muffins with Mom & Dad/Program 9:00 AM
- 19<sup>th</sup> 4 year olds Muffins with Mom & Dad/Program 9:00 AM \*Last Day early dismissal 11:00AM

## HANDBOOK ACKNOWLEDGMENT

**This page must be signed and returned before classes begin on  
September 7, 2021**

I, \_\_\_\_\_, Parent/guardian of \_\_\_\_\_, have read, understood, and will comply with all that is stated in the Kidz Day Handbook.

Signature of parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## CONSENT AND RELEASE AGREEMENT

I, the undersigned parent/guardian of \_\_\_\_\_, minor child, hereby give my permission for my child to participate in the Kidz Day ministry at Parkway Church. In consideration for allowing my child to participate in the Kidz Day ministry, I hereby release Parkway Church, its trustees, staff, employees, volunteers, agents, and assigns from any and all liability for any injury or damage which may be sustained by my child or me in connection with my child's participation in the Kidz Day ministry.

Signature of Parent of Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## COVID-19 CONSENT AND RELEASE AGREEMENT

COVID-19 is highly contagious and is known to spread mainly from person-to-person contact. By attending Parkway Church (the "Church"), I agree to abide by the procedures established by the church to protect attendees and staff. On my behalf, and on behalf of my children, I agree to assume all the risks of attendance and participation for myself and my family, and I waive any liability against the church and any other parties. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the Church, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any program.

Signature of Parent of Guardian: \_\_\_\_\_ Date: \_\_\_\_\_