



PARENT HANDBOOK

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KUMCC INFORMATION

PRESCHOOL AND CDO JOINT POLICIES

OVERVIEW

HISTORY - THEN AND NOW

Kirkwood United Methodist Preschool opened in April, 1962 on a trial basis with 30 children enrolled and a staff of two teachers. The trial was a success and in the fall of 1962, KUM Preschool opened with an enrollment of 45 children and a staff of three teachers. Over the years, KUM Preschool has offered class options that focus on a developmentally appropriate curriculum and child-directed play for children ages two and a half to six years old. KUM Preschool was originally designed as a Co-Op Preschool. A Co-Op preschool, or cooperative preschool, is part of a non-profit organization where parents and teachers are active participants in their children's education. Parents work with the classroom teachers and participate in the classroom on a rotating basis. This collaborative approach promotes a community spirit and encourages positive bonds between families and staff. Parents' participation can also help keep the cost of running the school down, which can be beneficial for many families. There are currently over 25 staff members and 150 children. This loving and skilled staff are dedicated to helping children achieve personal, social and academic success while developing a love of learning in the process.

Kirkwood United Methodist Children's Day Out began in the early 1970's as a ministry of KUMC. Its purpose is to serve the Church and community by providing a loving and caring Christian atmosphere for children ages 6 weeks through Pre-kindergarten while they are away from home. They met one day a week in two classrooms (ages 6 weeks through 2 years old and 3 years old through five years old) and could take twenty-six children at any given time. In the mid-1980's the program expanded to five days a week and after the Make Room campaign was able to expand to four classrooms taking up to forty children at any given time. CDO takes children not just from the Kirkwood community, but from all areas of St. Louis City and County. The program is unique in that they not only enroll children, but allow reservations and same day drop-ins.

In the 2024-2025 school year, KUM Preschool and Children's Day Out combined to create Kirkwood United Methodist Children's Center. KUMCC continues to offer child care for children ages 6 weeks through 6 years (Children's Day Out), as well as preschool programming (KUM Preschool) for children ages 2.5 through 6 years. Children may continue to attend either program individually or in tandem to accommodate each family's needs. This new umbrella organization allows these two incredible programs to continue to operate and thrive in their distinct ways, while also having the collaboration of shared policies, leadership, and vision to make each program stronger, allowing them to better meet the evolving needs of our kids, families, and community.

ADVISORY BOARD

KUMCC is governed by the KUMCC Advisory Board. This group of individuals meets four times a year to support the Director with budgeting, policies, and operations of the program. There are two (2) preschool parent representatives on the Board, one for members of KUMC, and one for non-members. There are also two (2) CDO parent representatives on the Board, one for members of KUMC, and one for non-members. Our Board changes bi-annually. A list of the current members and their contact information can be obtained from the preschool office.

MISSION

The mission of KUMCC is to provide a safe, nurturing, Christian environment where all children, families and staff can learn and grow.

PHILOSOPHY

KUMCC strives to provide quality programming led by a trusted and caring staff where families and children can build relationships and feel at home as part of a warm, supportive community. Meaningful, age-appropriate activities and developmentally appropriate curriculum are prepared in an enriched environment so that children may achieve personal, social, and cognitive growth while developing a love of learning in the process.

ALL ARE WELCOME

Kirkwood United Methodist Children's Center does not discriminate on the basis of race, color, national origin, gender identity, sexual orientation, marital status, age, physical/mental ability, economic station or political ideology in administration of its staffing, educational, admissions, or scholarship policies. KUMCC ensures all rights, privileges, programs, and activities are made available to all students at the school.

KUMCC admits children with disabilities and various special needs and accommodations. The application process involves, among other things, a health record and parent questionnaire, and an interview with the child and parents. Should special conditions or concerns develop as a result of this process, it may become necessary for special agreements to be reached between KUMCC and the parents or legal guardians before admission. Students can be maintained in the program, provided there is the proper level of support to maintain a successful school experience. KUMCC reserves the right to deny admission when it feels that either the program offered or the child's best interests cannot be served emotionally, medically, or socially.

WHEN ARE WE OPEN?

CALENDAR / SCHEDULES

KUMCC Preschool and CDO are open from Tuesday, September 2nd, 2024 through Friday, May 15, 2026. The calendar can be found on our website, or a paper copy can be obtained from the school office. Individual classroom schedules will be posted in each classroom. A copy of the schedule will be made upon request for the family.

Any changes to the calendar will be communicated to families via email, our website calendar, social media and Procure messaging

SNOW DAYS

KUMCC will be closed in case of snow or ice when Kirkwood School District cancels classes, or if the Director deems the roads or parking lot conditions are unsafe. School closing will be announced on the local TV stations/weather apps. Cancellations will also be shared by email, Procure messaging, and on Social Media. There will be no compensation, or make-up days arranged for snow days unless arranged at the discretion of the Director.

SUMMER PROGRAMS

CDO and the Preschool both offer summer programs and are determined during the program year to coordinate with KUM Church activities. These dates and all related registration fees will be publicized as soon they are available and are independent of the program year.

SAFETY/SECURITY

The safety of the children in our building is of primary concern. All doors to the building will be locked when the programs are in session. Doors will be unlocked at pick-up and drop-off times (see the Preschool/CDO information pages for specific pick-up and drop-off procedures.) If a parent / guardian must enter the building at other times, they may ring the doorbell at the North Entrance, and a staff member will escort them into the building to sign in at the Welcome Desk.

KUMCC is a license-exempt facility, meaning that the school is operated under the exclusive control of a religious organization, yet follows all of the health and safety regulations as stated by the Missouri Department of Elementary and Secondary Education Office of Childhood. Any person who is a paid employee of KUMCC must undergo a background check from the Family Care Safety Registry. This background check includes:

- State criminal history records maintained by the Missouri State Highway Patrol
- Sex Offender Registry maintained by the Missouri State Highway Patrol
- Child abuse/neglect records maintained by the Missouri Department of Social Services
- The employee disqualification list maintained by the Missouri Department of Health and Senior Services
- The employee disqualification registry maintained by the Missouri Department of Mental Health
- Child-care facility licensure records maintained by the Missouri Department of Health and Senior Services
- Foster parent licensure records maintained by the Missouri Department of Social Services

Along with this background check, staff members take Safe Gatherings, as required by the Missouri Conference of the United Methodist Church. Safe Gatherings is an online abuse prevention program that screens and educates staff and volunteers to help prevent abuse of children, youth and vulnerable adults. Background and reference checks are also part of this training. KUMCC also participates in CPR training and intruder training with the Kirkwood Police Department in order to be prepared for such an incident.

Ratios- The staff / child ratios established for each age range are:

- Under 2 years of age 1 staff member for every 4 children
- 2 and 3 years of age 1 staff member for every 8 children
- Ages 4 and up 1 staff member for every 16 children
- Due to capacity restraints and mixed age groups, the number of children for each staff member could be lower than those established.
- There are two staff members in every classroom for the protection of our students, as well as staff.

The Preschool allows Parent Volunteers in the classrooms. These volunteers must watch our Parent Helper Video for guidance on how to participate in the classroom setting. Any one who is a volunteer in the classroom signs an affidavit stating that they have not been convicted of a crime involving children, and must be willing to undergo a background check through the FCSR if the school deems it necessary. These volunteers are always in the company of the teacher or assistant teacher, and never left alone with children.

COMMUNICATION

- When a child attends KUMCC, we believe that a partnership has been established between our staff and the parents. Communication is an important aspect of this partnership.
- KUMCC communicates with our families through email, newsletters, and the ProCare Connect app. PLEASE FOLLOW US ON FACEBOOK and INSTAGRAM. It is the parent's responsibility to let us know if they are not receiving school communications
- To receive information in a timely manner we request that each family ensure KUMCC has a current email address.
- Preschool teachers send out weekly or monthly newsletters.
- Preschool teachers communicate student goals and progress once a year. There is a formal conference in January to discuss progress throughout the year.
- Parents may ask for Teacher/Caregiver input regarding their child's expectations and progress at any time. The Director is also available at any time to discuss goals, expectations and progress of the child and school.

CODES OF CONDUCT

Confidentiality Policy: All staff adheres to the guidelines of the NAEYC Code of Ethical Conduct (1998).

Ethical responsibilities to families:

1. Ideals 1-2.1: *To develop relationships of mutual trust with the families we serve.* Principles P-2.9: *We shall maintain confidentiality and shall respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life.*
2. Expectations to uphold these guidelines apply to our families as well. Sharing information that would breach this Code of Ethical Conduct could compromise the goals and mission of our preschool.
3. Questions and concerns may be addressed privately with the Director at any time.

Social Media Policy: KUMCC currently uses our school website and Facebook page account to inform our families and the community about our school. We reserve the right to adopt other forms of social media in the future if we determine such methods enhance our ability to communicate with our families and our community and benefit our school.

1. All methods of social media, either sanctioned by KUMCC, or ones of personal use, shall not be used inappropriately. KUMCC defines inappropriate electronic conduct as anything of a sexual nature, statements that threaten, libel, slander, malign, disparage, harass or embarrass members of the KUMCC community, families, students, and/or staff.
2. No person shall use words, actions, or depictions which violate the privacy, safety, or good name of the community, families, students and/or staff associated with the school. In addition, inappropriate electronic conduct includes words and/or statements that can harm the school either internally or how the school is viewed by outside sources.
3. KUMCC reserves the right to remove comments or content from social media site(s) that compromise the dignity of the school community, families, students and/or staff.

HEALTH INFORMATION

ILLNESS

Keeping sick children at home helps prevent the spread of communicable illnesses and ensures that KUMCC has adequate staff to care for all children. **Please read p. 22, KUMCC Illness Policy for Children and Staff.**

- If your child is experiencing any symptoms, please contact your physician for a diagnosis, and follow recommendations for treatment.
- Remain at home until symptoms are resolved without fever-reducing medication for 24 hours. If the 24 hour time limit extends into the next school day, the child should return on the following school day. Your child's health will be monitored throughout the day to ensure he/she is well enough to remain at school.
- If your child becomes ill at school, they will be sent home. If an enrolled child misses due to illness, tuition and fees are still owed.

ALLERGIES

If your child has any FOOD allergies, please notify the office and the teacher/caregiver. An allergy form must be filled out and kept on file as well as in the classroom. If your child has seasonal allergies, have the physician make notes on the health form.

MEDICATIONS

A *Medication Authorization Form* and/or a medical action plan must be on file to administer medication. Medication must be in its original container labeled with the child's name, dr.'s name, instructions and dosage. Medications will be stored away from children. If it is necessary to be stored in a child's backpack, the backpack will be placed out of reach of children. Please do not put medicine in bottles or food and send it with your child. The Medication Authorization Form must be signed to use hand sanitizer, and/or diaper cream as well.

BEHAVIOR EXPECTATIONS

1. KUMCC is a place which allows children to practice using age-appropriate behaviors in a safe, nurturing environment. Children are learning how to make good choices and interact positively within the environment in social contexts. To ensure success for each child, the school sets reasonable and predictable limits so children can behave freely and responsibly within secure boundaries. These limits are to ensure that all children feel safe, respected and loved.
2. KUM Children's Center has a KINDNESS CODE:
 - a. Take care of yourself.
 - b. Take care of your friends.
 - c. Take care of your school.
 - d. Take care of our world.
3. The methods in which these expectations are taught include:
 - a. Direct teaching of social skills
 - b. Modeling of appropriate behavior by all adults- teacher, staff, and parents.
 - c. Positive reinforcement
 - d. Redirecting children so that children can make a new, more acceptable choice.
 - e. Teachable moments- Guiding children to problem-solve during conflict and decision making as they occur naturally.
4. Teachers will approach situations with empathy, using a calm voice and demeanor.
5. A self-calming time may be necessary if a child is extremely agitated or upset. A teacher, assistant, assistant director, or director may sit with a child during this self-calming time. When the child is ready to resume play or group activity, the adult will assist the child back to the class.
6. No child may hurt another child. Teachers will intervene and remove the child(ren) from the situation, allow the child time to calm down, and help the children make better choices for problem-solving and conflict resolution. Parents will be notified of the following types of incidences: Hitting, kicking, biting, scratching.
7. If a child exhibits challenging behaviors, meaning "a behavior which interferes with the child's learning and development, or the learning and development of other," (Kaiser & Sklar-Rasminsky, 2015), parents and teachers will work closely to develop a behavior modification plan so that the child may become a productive member of the classroom community. If a child does not show growth under these plans, KUMCC may seek the advice of outside support staff, or may suggest an alternate school placement.
8. In order to ensure a child's safety and success in a classroom, if one-on-one support is necessary, the school will advise the family of this arrangement and may ask for financial assistance to provide this service.

TOILETING EXPECTATIONS

Infants/Toddlers, Preschool Young 3's and the CDO Frog Room do not need to be potty trained to attend. The Preschool encourages all children in the 3-4's and PreK classes to be independent with toileting.

Potty training consists of knowing when and how to use the potty and to be independent in this area. When potty training starts, we ask that caregivers be informed. Staff will make every effort to take potty

trainers regularly to the bathroom. Sometimes this is difficult when it affects our staff to child ratio. Please continue to send your child in a Pull-Up or diaper until they can verbalize when they need to use the potty, or they can hold their bladder for at least an hour and a half. Children should be able to wait until scheduled bathroom breaks or be able to communicate to their caregiver/teacher that they have to use the potty before coming to school in underwear. Young children will still be learning how to be independent in toileting and we understand that there will be accidents. Please send Pull Ups and extra clothes. Staff will assist in changing soiled clothes, and work with children to become independent. Staff will teach children to wipe themselves and encourage independence in self-help skills such as putting on/taking off clothes, buttoning, zipping, and snapping. We offer flushable wipes to make wiping easier, and plastic bags at the ready for soiled clothes. We typically do not wipe children's bottoms in the PreK classes, unless there is a specific circumstance communicated by the parents. We respect the children's right of privacy for their body as they become older. KUMCC does not exclude children from our program for having potty accidents.

SCHOLARSHIP

A scholarship fund for children who would benefit from attending a childcare or preschool program, but are unable to attend because of financial concerns is available. Funds are designated within the KUMCC budget for this purpose. A scholarship application may be obtained from the Director. The KUMCC Board meets to approve all scholarship applications. Scholarship funds may also be obtained through the Kirkwood Area Every Child Promise if a family lives within the Kirkwood School District.

DONATIONS

KUMCC is a great place because of your generosity. If you would like to donate, we have a yearly Re-Fundraiser Program which allows families to make a one-time, tax-deductible contribution. These funds are designated to support the school with purchases for the classroom, garden, and playground. Teachers and Caregivers will also post wishlists for small classroom items. Donations are welcomed to help with our Scholarship Fund as well. Our Tax ID number will be shared for your records.

CDO SPECIFIC INFORMATION

CLASSROOMS

In order to provide age-appropriate activities for our attendees, CDO is divided into three different units:

- Tadpole Room (ages 6 weeks to ~18 months)
- Pollywog / Frogling Rooms (ages ~18 months to ~3 years)
- Frog Room (ages 2 1/2 through Pre-K)

CAPACITY

In order to help assure a safe environment for the children, CDO will accept no more than a total of thirty-eight(38) children at any given time with a maximum of fourteen (14) in the Frog Room, a maximum of sixteen(16) in the combined Pollywog and Frogling Rooms, and a maximum of eight (8) in the Tadpole Room. Parents are always welcome to phone ahead to see whether or not the maximum has been reached.

ADULT/CHILD RATIO

A total of at least nine (9) adults are present each day when all rooms are open. Two (2) adults working in each of our rooms and one (1) adult working as a "floater" in whichever room has the greatest need. The staff / child ratios established for each age range are:

- Under 2 years of age 1 staff member for every 4 children
- 2 and 3 years of age 1 staff member for every 8 children
- Ages 4 and up 1 staff member for every 14 children. Due to capacity restraints and mixed age groups, the number of children for each staff member could be lower than those established.

HOW TO ATTEND CDO

CDO has Enrollment Days for returning and new families in March/April for the following calendar year. This will be communicated by the office beginning in January with instructions on how to enroll.

ENROLLMENT

- In order to serve families that have the occasional need for CDO, we have **limited** the number of enrolled spaces available for enrollment to six(6) in the Tadpole room, thirteen (13) in the combined Pollywog and Frogling rooms, and twelve (12) in the Frog room.
- Once the maximum number of enrollments has been reached, we will form a waiting list for spots as they become available. Enrollment is for a certain day(s) of the week for the program year and will be on a first come, first serve basis.
- Enrollment openings will begin at 9:00 am, 11:30 am, and 12:30 pm for a minimum of 2 1/2 hours.

- A child will be considered enrolled once registration and supply fees are paid. These fees are non-refundable.
- Persons wishing to extend the time of pick up must make arrangements in person or by phone no later than fifteen (15) minutes of the scheduled expected return, or it will be considered a late pick up and penalties will be charged. (Example: must contact before 11:15 am if scheduled pick-up time is 11:30 am.)

WITHDRAWALS

Children may drop out of the enrollment program with a two-week notice. Childcare fee refunds will be made for days paid beyond this notice. KUMCC reserves the right to request the withdrawal of a child whose enrollment presents disadvantages for his/her own development and progress or whose presence causes injury or impedes the developmental progress of other children.

ADVANCE RESERVATIONS

CDO will accept reservations up to two weeks in advance in each of our rooms. Reservations are not meant to be used as an enrollment spot. The administrative staff may limit the number of reservations used by a family during the week in order to allow other families the opportunity to attend CDO.

- Two (2) in the Tadpole room,
- Three (3) in the combined Pollywog and Frogling rooms
- Two (2) in the Frog room.
- Reservations should be made in person in room 204 or by phone at 314-966-5223. Reservation requests will not be accepted via email or text.
- Once the maximum number of enrollment plus reservations has been reached, no other advance reservations will be accepted.
- All reservations are for a minimum time of 2 1/2 hours with starting times of 9:00 am, 11:30 am, or 12:30 pm.
- KUMCC Preschool – In a spirit of cooperation with the Preschool, reservations for parent volunteering dates, parent orientations, field trips, and other pre-approved preschool functions may (and SHOULD) be made as soon as the dates are known. (All other reservations made by the preschool parents will fall under the "General Public" rules below.). Persons trying to make a reservation after the maximum has been reached will not be allowed to do so even though it is for a pre-approved KUMCC Preschool function.
- General Public – These persons may make their reservations no more than two weeks in advance.

CANCELLATION OF A RESERVATION

Persons needing to cancel advance reservations should do so as soon as possible by calling 314-966-5223 or by email to cdo@kirkwoodumc.org. Voice mail and email are accepted 24 hours a day / 7 days a week. If Cancellations are made by 2:00 pm the preceding business day, there will be no charge. After that time and before 9:00 am the day of the reservation, parents will be charged for one hour's service plus a one-dollar (\$1.00) administrative fee. Parents failing to cancel by 9:00 am will be charged for the full amount of time reserved plus a one-dollar (\$1.00) administrative fee. Reservations will be held for one-half hour past the scheduled time. If we have not been notified by then that you are coming, the

reservation will become a drop-in or same day reservation space, and the penalty for not canceling will go into effect.

PICK UP

Parents picking up their child(ren) before the scheduled pick-up time will be charged for the entire time reserved. Persons wishing to extend the time of pick up must make arrangements in person or by phone no later than fifteen (15) minutes of the scheduled expected return, or it will be considered a late pick up and penalties will be charged. (Example: must contact before 11:15 am if scheduled pick-up time is 11:30 am.)

Any changes to the policies regarding reservations, which may be deemed necessary during the year will be posted outside the classrooms and on the website.

DROP-IN SERVICE

Reservations are limited in order to leave space available for those persons needing to use Children's Day Out on a same day, drop-in basis.

Spaces available each morning at the time of opening are at least one (1) each in the Tadpole room, the combined Pollywog and Frogling rooms, and the Frog room. These spaces are on a first come, first serve basis. Priority is given to those persons physically in the building when we open at 9:00 am. Dropping off a bag doesn't hold your spot in line unless you remain in the building. You can call after 9:00 am to see if spots are still available. The minimum charge for drop-in service is one hour. Parents picking up their child(ren) before the scheduled pick-up time will be charged for the entire time requested. Persons wishing to extend the time of pick up must make arrangements in person or by phone no later than fifteen (15) minutes of the scheduled expected return, or it will be considered a late pick up and penalties will be charged. (Example: must contact before 11:15 am if scheduled pick-up time is 11:30 am.)

FEES AND PENALTIES

Childcare fees for enrolled children are to be paid at the beginning of each month unless arrangements have been made with the Director or Assistant Director. CDO charges for the time a child is enrolled on days CDO is scheduled to be open. ***These fees are owed regardless of sickness, vacations, or weather-related closings.***

- Billing and payments may be accessed at [MyProcare.com](https://myprocare.com).
- When viewing your statements in procare, you must use the website, NOT the app.
- If your family has children in both programs, please be aware that there is a separate "school" for CDO and the preschool. You need to view the account ledger in each school to view your statements for the total amount owed for each program. See p. 27 for instructions.
- Fees may be paid either by cash, check (made payable to KUMCC), credit card, Zelle, or your bank's on-line bill pay feature. Parents making payments for multiple children, or for both programs using Zelle, check, cash or your bank's online bill pay feature. Credit card payments must be paid separately for each program in Procure.
- Please make notes on checks or Zelle payments with the child's name, program and important information.

- Childcare fees for those using CDO through reservations or drop-in are due on the day of service unless other arrangements have been made with the Director.
- Statements for all fees paid in the previous month along with fees owed for the current month are available on the first day of the month. Please keep these for your tax / childcare reimbursement records.

REGISTRATION FEES

There will be an annual registration fee charged of \$75.00 per family for those families enrolling children. These fees apply to the program year and are separate from the CDO Summer Program. These fees are non-refundable.

SUPPLY FEES

There will be an annual supply fee charged for each child enrolled of \$25.00 for the first day enrolled plus \$7.50 for each additional day enrolled. These fees are non-refundable.

FACILITY FEES

A \$20 Facility Fee will be charged to your Procure account for all children using the CDO program. This fee helps cover the operational costs of maintaining and improving school facilities.

HOURLY RATES

Hourly rates apply as follows:

- \$10/hr. for infants
- \$9/hr. for Froglings, Pollywogs and Frogs
- \$10/hr. for Reservation and Drop-In spots
- A \$2/hr discount will be applied for additional siblings
- The youngest child will be considered the first sibling

LATE PAYMENTS

There will be a late fee of \$15 for any amount due on the monthly statement after the 10th of the month. If a family owes childcare fees for more than two months, they must meet with the Director to discuss a payment plan. The Director may refuse to allow a child to attend until payment is received.

LATE PICKUP PENALTIES

- Pick up times scheduled before 3:00 pm (12:30 pm on Friday) – Persons failing to make arrangements to extend the time of pick up will be charged at the rate of one hour's service for every additional fifteen (15) minutes beyond the scheduled return time. Penalties for scheduled 3:00 pm pick up will be added if actual return time runs past 3:00 pm. All penalty charges are in addition to that day's charges.
- Pick up times scheduled for 3:00 pm (12:30 pm on Friday) – Parents will be charged for one hour's service for child(ren) picked up 15 minutes late. Anytime thereafter, parents will be charged an additional penalty of thirty dollars (\$30.00). All penalty charges are in addition to that day's charges.

SICK CHILD PICK UP POLICY

When a parent is called to pick up a sick child, they will have a maximum of one (1) hour from the time of the call to pick their child up. During this time CDO must have a valid emergency number, and this person must be available to receive calls. Failing to pick up the child in this amount of time will result in a penalty fee of thirty dollars (\$30.00).

INSUFFICIENT FUNDS

There will be a fee, equal to what the bank charges CDO, for all checks returned due to insufficient funds.

CHILDCARE REIMBURSEMENT- TAX STATEMENT

Receipts for all fees paid in the previous month are available on the first day of the next month. Please keep these for your records. If CDO is asked to calculate the childcare fees for a reimbursement / tax statement, there will be a \$15.00 charge per request.

FORMS

KUMCC requires registration forms for each child attending the program. These may be obtained in the CDO office, or on the website:

Due on the first day of attendance:

- Enrollment Form
- Emergency Card / Authorization to Pick Up form
- Notice of Parental Responsibility (NPR)
- KUMCC Parental Notice of Policies and Procedures
- Medication Authorization Form
- Photo Release Form

Due within 30 days of attendance:

- Health Form
- Immunization records (Please submit updated immunizations as they occur)
- Immunization Exemption- Families who choose to abstain from certain immunizations for their child must have an immunization exemption form filled out and signed by their physician and on file in our preschool office. *Parents may request notice at any time whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.*

If your child attends both CDO and Preschool, the family will only need to fill out one set of paperwork. (There are some forms that only Preschool requires)

Please update any personal information in Procare as needed.

DROP-OFF PROCEDURES

All children must be checked in using the check in line outside of room 204. Children should be checked out with a staff member.

- Parents / guardians will have access to the CDO wing through the “CDO Entrance” at drop-off and pick-up times when the doors are scheduled to be unlocked. See school map on pg. 24.
- Check-in begins at 9:00 am through the check-in line or in room 204 unless other arrangements have been made in advance with the director.
- All families will line up outside the Pollywog classroom (room 204). Once emergency numbers are confirmed, parents /guardians will take children to the classroom door where they will be met by a caregiver.
- Families with children in both CDO and KUM Preschool may drop off their preschooler with a KUM staff member at the interior hallway doors connecting CDO and the Welcome Center.
- Children coming from KUM Preschool will be escorted to the classroom by an adult.
- A daily attendance form must be filled out by the parent / guardian each day for each room. These will be available on the website or at the classroom entrance upon your arrival. This form contains necessary information for the care of your child each day.
- **If a child is late and the door has been locked, please use the North Entrance, sign in at the Welcome Desk and proceed to check your child in at CDO. (See map on page 24)**

PICK UP PROCEDURES

- All exterior doors will be unlocked at pick up time. Parents/guardians may enter through any of the exterior doors.
- Please check out with a staff member before leaving the building.
- A form for names of authorized persons to pick up children must be signed at the beginning of the school year. If there is a change in the person who will pick up the child, the teachers must be notified.
- Teachers may ask the adult picking up to show identification to ensure that the child is being released to a person on the list.
- **No child will be released to someone not listed on the form without notification.**
- If you are arriving late for pick up, please call the office. **Habitual tardiness is not tolerated.** If this occurs, the parents will be given a warning, then charged a late fee. Penalties will be applied as discussed on page 13.
- If you or anyone in your party are sick, please call the office and we will escort your child to your car.

SNACKS AND LUNCH

CDO does NOT provide lunch for the children staying through the lunch hour (11:30 am – 12:30 pm). A packed lunch with the child’s name clearly marked must be sent with the child. Refrigerators and microwaves are available to keep lunches cold and warm them up. If a drink is not sent with the child, tap water is provided.

Snacks can be sent with your child. Otherwise, Cheerios and Graham Crackers are provided. If your child

has an allergy, please notify the caregiver and the office.

DO'S and DO NOT'S

- DO LABEL EVERYTHING including diaper bags, backpacks, individual diapers, bottles, lunches, jackets, hats, clothing, etc. This is a must! (Imagine trying to keep track of all articles for eight to sixteen children!)
- DO sign-in each child staying that day and leave an emergency number.
- DO bring only disposable diapers, and make sure the child is in a disposable diaper upon arrival.
- DO send a change of clothes including socks for ALL children. Spills can happen to anyone, even someone who is completely potty trained.
- DO send children in appropriate footwear (Tennis shoes are best): NON-WALKERS are encouraged to wear socks, Robbies, or booties to protect their feet. ALL WALKERS need to wear shoes (Tennis shoes are best). Crocs, sandals, Keens, and Cowboy boots are not considered appropriate footwear.
- DO send appropriate outerwear for your child. CDO tries to go outside for gross motor time even when temperatures are in the 40°s. (Temperatures under 50° - winter coat required, between 50° and 60° - jacket required.) The American Academy of Pediatrics recommends dressing children in one more layer than an adult would wear in the same conditions. **See the Outdoor Play Temperature Guidelines on Page 23**
- DO send a snack, if you want your child to have a snack and don't want them to have Cheerios or graham crackers.
- DO bring and label security items (lovies, pacifiers, blankets) for rest time. All other toys should be left at home or in the car.
- DO note any special instructions on the daily attendance form to ensure caregivers receive this information. *(Diaper rash ointment is considered a medication by the state. We will apply your ointment in the original container with a signed Medication Authorization form.)
- DO apply sunscreen at home and send a sunhat.
- DO accompany your child to the classroom and make sure a caregiver is in the room before leaving
- DO NOT bring glass containers, except unopened jars of baby food.
- DO NOT put medication in bottles or food. We cannot administer any medications.
- DO NOT bring or send chewing gum.
- DO NOT bring toys other than those which are for security for rest time.
- DO NOT bring a child who doesn't feel well enough to benefit from the program and/or may be contagious. Any child who has been ill must be fever free (greater than 100.4 degrees), diarrhea and vomit free for at least 24 hours before he/she may return. If the 24 hour time limit extends into the next school day, the child should return on the following school day. Please refer to the Illness Policy on page 22.
- DO NOT hesitate to ask if you ever have any questions or concerns regarding the program.

PRESCHOOL SPECIFIC INFORMATION

CLASS OFFERINGS

A list of available classes can be found on our website and on our tuition sheet. Birthdates are included for each class to ensure that your child enrolls in the correct class.

CURRICULUM

A developmentally appropriate curriculum is designed and facilitated by a dedicated, professional staff so that children may achieve personal, social, and academic success while developing a love of learning.

Each day includes class meetings, math and literacy development, and center time. Center time is designed to include a large block of time for child-directed play among the various centers in the room. During this time, teachers prepare the classroom with engaging materials and learning opportunities so that children may explore and act on their environment, observe and ask questions, and interact with others.

Activities are also provided to practice emerging, age-appropriate skills during teacher-directed, individual or small group activities. Additional classes are also offered throughout the week to enrich the child's school experience, such as music, movement, art in the Atelier, recess and outdoor exploration.

HOW TO ATTEND THE PRESCHOOL

HOW TO ENROLL

The Preschool has Enrollment Days for new and returning families in February for the following calendar year. This will be communicated by the office beginning in January with instructions about the registration process.

ADMISSION

Admission of a child to the KUMCC program is by application of the child's parents or legal guardians. Children who are three years of age before March 1st will be eligible for admission to the program. A child will be considered enrolled once the registration is submitted, and the Registration fees are paid. These fees are non-refundable. Additional fees for supplies, activities and facility use will be charged once class placement is confirmed. **A \$25 fee will be charged for class changes requested after August 31 due to additional administrative and supply costs incurred.**

REGISTRATION FEES

Registration and supply fees are due upon registration. This fee is a one-time, **non-refundable** fee. The cost for registration is \$75 for one child, and \$35 for each additional child.

SUPPLY FEES

Once registration is complete, and children are placed in a class, supply fees are charged for the child's classes. The supply fees are below.

- \$10 per half day (9:00-11:30) attending

- \$20 per extended day (9:00-1:30) attending
- \$25 per full day (9:00-3:00) attending
- \$10 per Lunch Bunch attending

FACILITY FEES

A \$20 Facility Fee will be charged to your Procure account for all children using the preschool program. This fee helps cover the operational costs of maintaining and improving school facilities.

ACTIVITY FEES

Activity fees are a nominal fee charged for extra activities or related programs. Currently the activity fees cover pumpkins and the Carnival. PreK students will also be charged for their PreK plates. Charges for activities will be added to the Procure account

OTHER CLASS OPPORTUNITIES

- Lunch Bunch- Lunch Bunch classes are offered on select afternoons from 11:30-1:30. Classroom teachers escort the children to their Lunch Bunch class at 11:30. Children must bring lunch from home. The children enjoy extra center time and outdoor play. Pick up is at 1:30.
- PreK Clubs- These clubs happen on select Tuesdays from 1:30-3:00. Classroom teachers escort the children to the club after their morning class. Clubs include gardening, yoga, and STEM-based activities.
- Musical Kindergarten- MK is offered to PreK students on Wednesdays and Thursdays from 1:30-3:00 where they will learn musical concepts through singing, movement, and instruments.
- Spanish- Spanish classes are arranged through The Spanish Clubhouse for the four and five year old students (dates and times TBA), for an additional fee.
- Early Drop Off- Children may arrange to be dropped off early from 8-9am Mondays through Fridays for an additional fee of \$8 per hour.

TUITION

- Tuition is divided into 9 equal payments. Tuition payments are due the first of each month, beginning in August. Current tuition rates can be found on our website, or a paper copy can be obtained from the office.
- Billing and payments may be accessed at MyProcure.com.
- When viewing your statements in procure, you must use the website, NOT the app.
- If your family has children in both programs, please be aware that there is a separate "school" for CDO and the preschool. You need to view the account ledger in each school to view your statements for the total amount owed for each program. [See p. 27 for instructions.](#)
- Fees may be paid either by cash, check (made payable to KUMCC), credit card, Zelle, or your bank's on-line bill pay feature. Parents making payments for multiple children or for both programs using Zelle, check, cash or your bank's online bill pay feature. Credit card payments must be paid separately for each program in Procure.
- Please make notes on checks or Zelle payments with the child's name, program and important information.

- There will be a late fee of \$15 for any amount due on the monthly statement after the 10th of the month.
- If a family is unable to make payments after two months, the family must meet with the Director to determine a payment plan. The Director may refuse to allow a child to attend until payment is received.

CHILDCARE REIMBURSEMENT- TAX STATEMENT

Tax information may be obtained by going to myprocare.com and logging into your account ledger. If the preschool is asked to provide these directly for reimbursement/tax purposes, there will be a \$15.00 charge.

WITHDRAWAL FROM THE PROGRAM

Parents must give two weeks' notice if withdrawing from the program. If immediate withdrawal is necessary, the family must pay the amount owed for those two weeks. KUMCC reserves the right to request the withdrawal of a child whose enrollment presents disadvantages for his/her own development and progress or whose presence causes injury or impedes the developmental progress of other children.

FORMS

KUMCC requires various forms for each child attending the program. A packet of these forms will be handed to you on Visit Day. These may also be obtained in the Preschool office, or printed off on the website. Forms should be turned in on the first day of attendance with the exception of the Health Form and Immunizations. Families have 30 days to turn those forms in.

- Enrollment Form
- Emergency Card / Authorization to Pick Up form
- Notice of Parental Responsibility (NPR)
- KUMCC Parental Notice of Policies and Procedures
- Medication Authorization Form
- Photo Release Form
- Health Form – due 30 days after the first day.
- Getting to Know You Form
- Immunization records- Please submit updated immunizations as they occur
- Immunization Exemption- Families who choose to abstain from certain immunizations for their child must have an immunization exemption form filled out and signed by their physician and on file in our preschool office. *Parents may request notice at any time whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.*
- If your child attends both CDO and Preschool, the family will only need to fill out one set of paperwork. (There are some forms that only Preschool requires)

DROP OFF PROCEDURES

- The Preschool has three points of entrance to the school- the Gym Doors, the Preschool Doors, and the North Entrance on Washington. The preschool office/classroom teachers will notify the families which entrance to drop off their student in the morning. See school map on page 24.
- Each child will have a colored backpack tag. This tag will help quickly identify which class your child is in during morning drop off.
- If your child is in our Early Drop Off program, enter through the Preschool Parking Lot door and meet the teacher at the interior gym door. The teacher will walk your child to their classroom line at 8:55am.
- Your child will be greeted at the assigned drop off door by their teacher. He/she will find their class sign and wait with the assistant until all friends arrive. Once all students arrive, the class will walk to their classroom and begin their day.
- If you have a younger child attending CDO, enter through the CDO doors and walk your preschool child to the interior double doors by the Welcome Desk. A preschool employee will meet you there and escort your child to their class line.
- If you have siblings in our preschool program, please bring BOTH children to the YOUNGEST child's drop off door. We will escort the older sibling to their class line. *When only one sibling has school, please take that sibling to their class' assigned door.*
- If a student is late, please ring the doorbell at either the Preschool Door or the North Entrance on Washington. A staff member will escort your child to class.

PICK UP PROCEDURES

- All exterior doors will be unlocked at pick up time. Parents/guardians may enter through any of the exterior doors and walk to their child's classroom door.
- A form for names of authorized persons to pick up children must be signed at the beginning of the school year. If there is a change in the person who will pick up the child, the teachers must be notified.
- Parents may arrange their own carpools for pick up.
- Teachers may ask the adult picking up to show identification to ensure that the child is being released to a person on the list.
- **No child will be released to someone not listed on the form without notification.**
- If you are arriving late for pick up, please call the office. **Habitual tardiness is not tolerated.** If this occurs, the parents will be given a warning, then charged a late fee. Parents will be charged for one hour's service for child(ren) picked up 15 minutes late. Anytime thereafter, parents will be charged an additional penalty of thirty dollars (\$30.00).
- If you or anyone in your party are sick, please call the office and we will escort your child to your car.

SNACKS / LUNCH

The Preschool does NOT provide lunch for the children staying for Lunch Bunch, CDO, or the Extended Day Classes. Please send lunch in a lunch box with an ice pack inside and a water bottle. Label all of your child's items.

Snack time is determined by the classroom teacher. He/she will communicate to you how this will be handled.. If your child has an allergy, please notify the teacher and the office. The families will be notified that there is an allergy in the room, and suggested snack options will be recommended.

SPECIAL EVENTS

FIELD TRIPS

Walking Field Trips- Notice of the field trip will be sent home by the teacher. Parents must sign a Walking Field Trip Form. Parent volunteers will be needed to accompany children on the field trip. Driving Field Trips- For most field trips outside of Kirkwood, parents are asked to take their own children to and from the field trip. Parents may arrange to carpool with another family. In this case, parents are expected to adhere to MO Child Car Seat/ Seat Belt law.

BIRTHDAYS/CELEBRATIONS

The Preschool celebrates birthdays at school. Please check with your classroom teacher to learn how birthdays are celebrated in your child's class. Birthday treats can be home baked. KUMCC also celebrates holidays. Please check the KUMCC Calendar for Halloween parade times, winter parties and Valentine's exchanges. Opportunities to sign up as a party volunteer will be posted at Visit Day. Please check with your teacher regarding how holidays are celebrated.

WAYS TO VOLUNTEER

PARENT CO-OP

(The Co-Op program was reinstated in 2022-2023 in a new format called VIP VOLUNTEERS.) Parents who have chosen to participate in our VIP VOLUNTEER program may sign up for a date once a semester on the class calendar. The times for volunteers will be agreed upon by each classroom teacher and the volunteer. Volunteers must have a signed volunteer agreement on file in the office. Volunteers should dress appropriately for class participation. Please wear comfortable clothing and shoes that can be exposed to paint, sand, water, etc. Please refer to the Volunteer Expectations and watch the Parent Helping video on our website. The purpose of volunteering is to assist all children, the teacher(s), and to have fun. Volunteers should not help with child toileting/bathroom use other than their own. Please refrain from drinking and eating other than snack at snack time. Please limit cell phone use.

OTHER VOLUNTEERING OPPORTUNITIES

KUMCC Preschool is a great place because of YOU! Please consider volunteering your time in these ways. A google form will be sent out to sign up for these committees:

- * Scholastic Book Fair
- * KUM Carnival
- * Teacher Appreciation
- * Recycled Treasures for the Atelier

* Gardening

DO'S and DO NOT'S

- DO LABEL EVERYTHING including backpacks, water bottles, lunches, jackets, hats, clothing, etc. This is a must! (Imagine trying to keep track of all articles for eight to sixteen children!)
- DO send a change of clothes including socks for ALL children. Spills can happen to anyone, even someone who is completely potty trained.
- DO send children in appropriate footwear (Tennis shoes are best)
- DO send appropriate outerwear for your child. Students will go outside for recess even when temperatures are in the 40°s. (Temperatures under 50° - winter coat required, between 50° and 60° - jacket required.) The American Academy of Pediatrics recommends dressing children in one more layer than an adult would wear in the same conditions. **See the Outdoor Play Temperature Guidelines on Page 23**
- DO NOT bring toys other than those which are security
- DO NOT bring a child who doesn't feel well enough to benefit from the program and/or may be contagious. Any child who has been ill must be fever free (greater than 100.4 degrees), diarrhea and vomit free for at least 24 hours before he/she may return. If the 24 hour time limit extends into the next school day, the child should return on the following school day.
- DO NOT hesitate to ask if you ever have any questions or concerns regarding the program.

KUMCC Illness Policy for Children and Staff

Adapted from the MO DHSS *Prevention and Control of Communicable Diseases*

Certain symptoms in children may suggest the presence of a communicable disease. Excluding an ill child may decrease the spread of the disease to others in the childcare and school settings.

Recommended exclusion varies by the disease or infectious agent.

Children / Staff with the symptoms listed below should be excluded from the childcare or school setting until symptoms improve; or a healthcare provider has determined that they can return; or children can participate in routine activities without more staff supervision than can be provided.

Exclude children / staff with any of the following:

- **Illness** – Unable to participate in routine activities or needs more care than can be provided by staff.
- **Fever** – Excluded when temperature taken with an ear, temporal or rectal thermometer is over 100.4°F. **Must be fever free without the aid of fever-reducing medicine for 24 hours** or a medical exam indicates that a child may return. If the 24 hour time limit extends into the next school day, the child should return on the following school day.
- **Signs/Symptoms of Possible Severe Illness** – Until a healthcare provider has done an evaluation to rule out severe illness when a child is unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, or other unusual signs for the child.
- **Diarrhea** – Until a child has been diarrhea free for at least 24 hours or until a medical exam indicates it is not due to a communicable disease. If the 24 hour time limit extends into the next school day, the child should return on the following school day. Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus.
- **Vomiting** – Until a child has been vomit free for at least 24 hours or until a cause is determined to be by a noncommunicable condition, and the child is not in danger of dehydration. If the 24 hour time limit extends into the next school day, the child should return on the following school day.
- **Mouth Sores with Drooling** – Until a medical exam indicates the child may return or until the sores have healed.
- **Rash with Fever or with Behavior Change** – Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.
- **Eye Drainage** – Until purulent (pus) drainage and/or fever or eye pain is not present or a medical exam indicates that a child may return.
- **Unusual Color of Skin, Eyes, Stool, or Urine** – Until a medical exam indicates the child does not have Hepatitis A. Symptoms of Hepatitis A include yellow eyes or skin (jaundice), gray or white stool, or dark (tea or cola colored) urine.

Updated 8/2022 MO DHSS *Prevention and Control of Communicable Diseases*

Head Lice Policy

Head lice is a nuisance to families, but not a health concern. It is also very common in school-aged children, and not considered to be a sign of poor hygiene. If head lice is suspected, the child will be checked by the classroom teacher and an administrator.

If live lice are found on a child, the parents will be notified and the child will be sent home to begin treatment. Appropriate treatments will be recommended to eliminate head lice or nits and suggestions for cleaning to be done at home to ensure that the head lice are eliminated. The child may return to school the next day after treatment. Upon returning, the child's head will be rechecked to ensure no live lice are present. If live lice are still present, the child will again be sent home to continue treatment.

Children will not be excluded from school for having just nits, or lice eggs. If nits are observed, the parents will be notified and suggestions for appropriate treatments will be shared. The administrator and teacher will recheck the child's head within 5 days to ensure no live lice have hatched.

If multiple cases are reported, the administrator will identify the group of students most likely to have been exposed and examine those children's hair as well. Whole school checks will not be performed.

Communication will be sent out to the class letting them know there is a case of head lice in the classroom without sharing the name of the child. The content will include this policy, suggestions to check their child's head at home, what we do at school, and links for reference.

Understand the Weather

Wind-Chill



- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- 20° to 0° is **bitter cold** with significant risk of **frostbite**
- 20° to -60° is **extremely cold** and **frostbite** is likely
- 60° is **frigid** and exposed **skin will freeze** in 1 minute

Heat Index



- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

Wind Speed in mph										
Air Temperature		Calm	5	10	15	20	25	30	35	40
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

	Comfortable for outdoor play	Caution	Danger
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Heat Index Chart (in Fahrenheit %)

		Relative Humidity (Percent)													
Air Temperature (F)		40	45	50	55	60	65	70	75	80	85	90	95	100	
	80	80	80	81	81	82	82	83	84	84	85	86	86	87	
	84	83	84	85	86	88	89	90	92	94	96	98	100	103	
	90	91	93	95	97	100	103	105	109	113	117	122	127	132	
	94	97	100	103	106	110	114	119	124	129	135				
	100	109	114	118	124	129	130								
	104	119	124	131	137										

Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months – lightweight cotton, colder months – wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

Condition GREEN – Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all age groups.
INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.
YOUNG CHILDREN – remind children to stop playing, drink a beverage and apply more sunscreen.
OLDER CHILDREN – need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats, or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

Condition YELLOW – use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time. **INFANTS AND TODDLERS** – use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.
YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.
OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats, or mittens), applying sunscreen and drinking liquids while playing outdoors.

Condition RED – most children should not play outdoors due to the health risk.
INFANTS/TODDLERS should play indoors and have ample space for large motor play.
YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.
OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed and have plenty of fluids. Child Care providers may be vigilant about maximum protection of children.

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words

Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

Relative Humidity: The percent of moisture in the air.

Temperature: The temperature of the air in degrees Fahrenheit.

Wind: The speed of the wind in miles per hour.

Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets, and livestock.

Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

Winter Storm Warning: Severe winter conditions have begun in your area.

Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.

KUMCC Map

For Drop Off / Pick Up

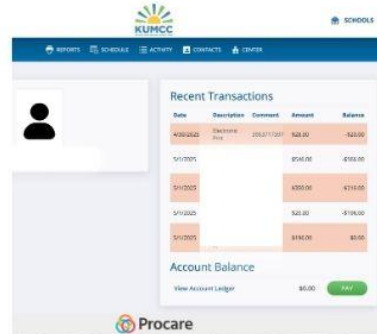


Procare Instructions for Families Using BOTH Programs

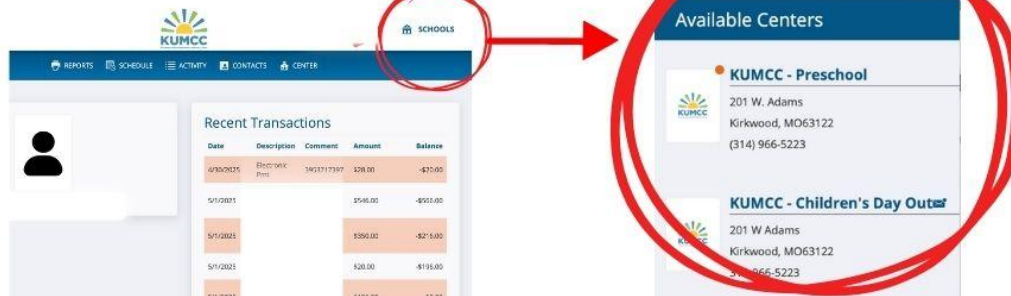
1. If your children attend both programs this will appear when you log in.



2. Your account ledger will be visible on login



3. Click “Schools” in the corner to change to the other program and see you balance



- Billing and payments may be accessed at MyProcure.com.
- **When viewing your statements in procare, you must use the website, NOT the app.**
- If your family has children in both programs, please be aware that there is a separate "school" for CDO and the preschool. You need to view the account ledger in each school to view your statements for the total amount owed for each program.
- Fees may be paid either by cash, check (made payable to KUMCC), credit card, Zelle, or your bank's on-line bill pay feature.
- **Parents making payments for multiple children or for both programs using Zelle, check, cash or your bank's online bill pay feature. Credit card payments must be paid separately for each program in Procare.**
- Please make notes on checks or Zelle payments with the child's name, program and important information.
- There will be a late fee of \$15 for any amount due on the monthly statement after the 10th of the month.