

**CROSSCHURCH**  
**Kids Day Out**

**Parent Handbook**  
**2024-2025**

**Cross Church Fayetteville**

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# Kids Day Out Program

Cross Church

Fayetteville, Arkansas

Kids Day Out is a Christ-centered program for children ages 3 months - 5 years. We provide a quality experience for your child in a nurturing environment designed to bring out the best in each child. Kids Day Out is a two-day-a-week program and is open on Mondays & Thursdays from 9 AM – 2 PM through the public school academic year. Children are placed by their birthday with August 1<sup>st</sup> as the reference point. Those enrolling for the fall must turn 3 months by August 1<sup>st</sup>.

## **REGISTRATION and ENROLLMENT**

We have designated registration days in March for the following KDO academic year. We grant permanent reservations on a first come/first serve basis for those who pay the \$45 registration fee. After the designated registration period is over, spots are filled as space allows. Registration website: <https://www.crosschurch.com/fayetteville/kdo/>. Registration will be completed when the registration fee is paid online.

***Registration, supply, and tuition fees are nonrefundable.***

We place children in specific rooms using their date of birth. Classroom and Teacher assignments are given out to parents before we have our Open House. Once a child has been given a permanent spot in our program, we will guarantee a place for that child in his/her age group for the entire academic year (August - May). **If for some reason your child leaves our program, we require a 30 day written notice prior to their departure date. We require this in order to successfully fill your child's open spot in our program. If you want to transfer to another Cross Church campus we require a 14 day notice and registration fee is non-transferable.**

## **TUITION and FEES**

**Registration Fee:** There is a \$45 **non-refundable** registration fee for each child for the academic year.

**Supply Fee:** A supply fee of \$70 will be assessed per child for each semester. The fall supply fee will be included in the August tuition payment. The spring supply fee will be split in half adding \$35 per child to the January tuition payment, and the other \$35 per child fee will be added to the February tuition payment.

**Monthly Tuition: Tuition is due by the 7th of each month.** Tuition will be averaged out for each semester so that your payment will be approximately the same amount each month. This is done by counting the total number of days for the semester and dividing by the number of months in that semester. **The tuition cost is the same regardless of whether your child attends. The monthly tuition is past due if not received by the 7th of the month. After the 7th of the month, a \$20 late fee will be added to the monthly tuition amount. Failure to meet financial obligations will result in being discharged from the program if tuition is still unpaid by the 10th of the month.**

You will receive a paylink each month via email to pay your child's tuition. There is a 2% charge included to cover the fees associated with online transactions. **All payments must be paid online.** You may pay month by month, for the entire semester, or for the entire academic year. We calculate tuition costs at \$27 per day for one child, and \$26 per day for each subsequent sibling enrolling in the program.

As a reminder your tuition payment is not based on your child's attendance. You cannot opt to skip a month of attendance and therefore skip tuition. For example, if you are out of town for 3 weeks in December, you still must pay the tuition for December and you cannot opt out of December Tuition and still remain in the program. Once enrolled, monthly payments are expected and required. *If you plan to be out of town the first week of the month and would like to pay early please contact the Director.*

**Late Pick Up Fee:** ***Children must be picked up by 2:00 pm.** If you are late to pick up, please understand that there is a late fee of \$5.00 per minute that will be charged beginning after 2:05 pm.* This will be added to the next month's tuition paylink. Please expect to receive text or call notifications if you are late.

If you have an emergency that prevents you from picking up your child on time, please notify the Director. *However, late fees may still apply even in cases of emergency and will be left up to the discretion of the Director.*

## **DISCIPLINE**

When a child is not obeying or is disrupting the class, the following steps of discipline are taken:

1. The child is talked with privately by the teacher to make sure he/she understands the rules for proper classroom behavior. The teacher will follow their specific classroom management routines.
  
2. If improper behavior persists, the child is separated from the other children and must stay with a teacher away from classroom activities for a little while. The teacher will talk to the student about proper classroom behavior and what it means to be a friend.
  
3. If improper behavior still persists, the child will be sent to the Director for time away from the classroom. At this point, the Director talks with the child, assuring him/her of our love but also, that his/her behavior must improve, otherwise his/her parent will be consulted. After a certain amount of time away from the classroom, the child is returned to the classroom.
  
4. If improper behavior still persists after this point, the Director will consult with the parent and ask for their assistance to help guide the child. The situation will be discussed privately with the parent.
  
5. If all efforts have been made to correct negative behavior by parents and teachers, and a child's behavior is a physical or emotional threat to

other children or the teachers, the child will be discharged from the program.

Very seldom are all of these steps of discipline necessary, but they will be carried out so the individual child and the class as a whole can have a happy, productive experience. Please know that we will work diligently on our end to ensure your child receives more than reasonable support in hopes of finding working solutions should there be a problem.

## **DISCHARGE**

Reasons for discharge are as follows:

1. As outlined in our discipline policy, if all efforts have been made to correct negative behavior by parents and teachers, and a child's behavior is a physical or emotional threat to the other children or teachers a discharge notification will be communicated.
2. A parent/guardian is a physical or emotional threat to other children, teachers, or parents.
3. KDO is unable to meet the physical, social, emotional, and/or developmental needs of the student.
4. Failure to meet financial obligations. If tuition is still unpaid on the 7<sup>th</sup> day of the month, it is past due and the child will be discharged by the 10<sup>th</sup> of the month if no payment has been made.

## **PARENT COMMUNICATION**

Each classroom will utilize the Homeroom app to share pictures and reminders of daily activities. This can be accessed either through the app or through a web browser.

Any emergency contact that needs to be made will be done so via phone call. This includes, but is not limited to, injury, illness, etc. If a parent is not available, we will call down your approved list of emergency contacts.

## **ARRIVAL**

The exterior doors will open at 8:50 AM to enter the lobby and check in. The interior doors will be unlocked at 9 AM for the children to be taken to their classrooms for drop-off. Our structured time begins at 9:15 AM. Please do your best to drop off before that time. The exterior doors will be locked at 9:15 AM. If you are running late please call the Director and someone will assist you at the door. Please do your best to allow your child to be present for the full day and schedule any personal appointments around KDO days when possible.

## **DEPARTURE**

***Pick up your child by 2 PM.*** Exterior and interior doors will open at 1:50 PM. See our Tuition and Fees section for policy regarding the penalty for late pick up.

For the smoothest pick-up process, whomever is picking up your child must have the pick-up sticker or a picture of that sticker for your child to be handed over to the person there picking up your child. Life happens and sometimes we just can't find that sticker. This is not a problem and should not cause you to panic. We will ask that you provide your driver's license (a picture of that works great too). The information from your driver's license will be written on a log sheet in the specific classroom. This will take a little longer as your child's teacher will have to go get the Director or Assistant Director to take down this information. If you don't have your driver's license with you at pick-up, we will ask you to go get that item from your car. We know this may seem like a huge inconvenience, but we pray you see that the safety of your child is very, very important to us. This policy is one we will not cut corners on, and we appreciate your understanding.

## **SICKNESS POLICY**

Please be considerate of others and keep your child at home on days when they have exhibited any of the following symptoms 24 hours prior to a KDO day:

1. A temperature above 100.4 F
2. Vomiting or diarrhea
3. Any sign of infection (green nasal discharge, severe cough, contagious diseases such as measles, mumps, chicken pox, etc.)
4. Common cold; sore throat
5. Croup
6. Any unexplained rash
7. Any skin infection (boils, ringworm, etc.)
8. Pink eye or other eye infections
9. Head lice (must be nit-free for 24 hours; if there is uncertainty, please do not bring child)
10. Lethargic or uncharacteristic behavior

If your child has been sick, he or she must be free of fever (without the assistance of medication) and symptoms for 24 hours before they may return to Kid's Day Out. **Please do not bring siblings if you have a sick child at home.** If your child develops symptoms while at Kids Day Out, we will contact you so you can pick your child up and any other children in our program promptly. This helps ensure the health and safety of other children and our staff.

Any open wounds must be properly bandaged before your child may attend.

**Medication will only be administered in life threatening situations.**

## **WHAT TO BRING TO KID'S DAY OUT**

Each child will need a full size backpack, a leak proof cup, and a lunch box. Children in Rooms 4 and above will need a nap mat. KDO will provide a morning snack for all children.

It is your responsibility to provide your child with a nutritious lunch. Lunch should require no heating or refrigeration. **WE ARE A PEANUT-FREE FACILITY.** *At no time are children allowed peanut products at KDO.* If you happen to forget, this food item will be removed from the room and a note will be sent home with a gentle reminder.

All rooms have a nap time after lunch. Children in rooms without cribs need to bring a nap mat to rest on. Linens are provided for rooms with cribs, but please bring whatever items your child needs to make him/her feel comfortable during this time. This may include things like a sleep sack or favorite stuffed animal.

Every child in the program needs to bring a change of clothes in a labeled ziplock bag each day in case of accidents or every day spills. If your child is potty training, please include extra changes of clothes. You may also choose to include bags for the soiled clothes. Please make sure clothing is labeled with your child's name. **If your child is 3 ½ and older, they must be potty trained.**

**LABEL EVERYTHING WITH YOUR CHILD'S NAME.** Cups, bottles, clothes, coats, stuffed animals, lunchboxes, backpacks, hats, gloves, diapers, pull-ups (must have velcro sides) etc. need to be labeled with first and last name. This helps to ensure your items return home with your child at the end of the day.



## WHAT WE DO DURING THE DAY AT KDO

All classrooms have a structured schedule that they follow during the day. There is a set Music/Chapel time every day that includes the Bible Story for that day. Your child's day may include a craft, fine motor, gross motor, singing, dancing, puppets, dramatic play, books, blocks, science experiments and other learning activities. We have an indoor and an outdoor playground where the children have the opportunity to play each day. Class daily schedules will be provided at Open House.

## BIRTHDAYS and SPECIAL DAYS

One of our favorite things to do at KDO is to celebrate birthdays and holidays! Before each class party there will be a sign up sheet outside their classroom. A calendar of these dates will also be provided at Open House.

If you would like to provide a treat for your child's birthday you are welcome to do so. Please arrange with your child's teacher for the day you would like to bring store bought treats for the entire class. ***Please be mindful of any allergies present in your child's classroom.***

## CLOSINGS

We follow the Fayetteville Public School calendar and will be closed for inclement weather, holidays, and other times when the school district is closed. Please check internet, radio, and television stations for this information during bad weather. We will post on Instagram and Homeroom as soon as we become aware of any closings. An email will also be sent. *If Fayetteville schools close early due to inclement weather, KDO will close 1 hour before their closing time.* **There will be NO REFUNDS for inclement weather closings.**

Any pre-scheduled closings will be listed on the calendar provided at Open House.