

*1017 North Main Street  
O'Fallon, Missouri 63366  
636-379-9543*



***PARENT  
HANDBOOK  
2018-19***

*Operating Hours: 6:00 AM until 6:00 PM*

*Michael and Cheri Price, Directors  
[www.amerikids.net](http://www.amerikids.net)*

**Parent/Student Handbook**

## Statement of Purpose

*AmeriKids*® primarily exists to:

1. Strengthening families through spiritual growth and by assisting parents in fulfilling their divine responsibility of teaching each child in the ways of God.
2. It is the purpose of *AmeriKids*® to plant the seed of Jesus Christ in the hearts of our little ones, and it is our prayer that through this our families would desire to find a "home church" if they do not already have one to help prepare their children for their future in God's kingdom..

*AmeriKids*® curriculum is age-appropriate and is taught within the framework of Biblical principles and our American Heritage. The curriculum is complete with a variety of early learning activities and experiences to build inter-strengths and assure competence in academics.

*AmeriKids*® employs staff who have a love and respect for children. We value each child as a unique creation and accept the responsibility of nurturing their individual gifts by providing an academic climate conducive to learning and opportunities for growth in social skills that will assist them as they face the challenges of today's society. Each teacher professes a personal relationship with Christ and seeks to exemplify Him as they teach and train the children.

*AmeriKids*® is a license-exempt religious organization child care facility. However, we are subject to all of the fire, health and safety regulations as any licensed facility. A copy of the Missouri licensing rules for child care facilities is available for review in our office. As part of our enrollment process, you will be asked to sign a "Notice of Parental Responsibility" form indicating that we have made you aware of this status. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions and hiring policies.

Our handbook has been provided to answer many questions you may have pertaining to our school.

## **Policies**

**Health and Safety:** Children who have a contagious illness or exhibit signs of illness (101° fever, vomiting, diarrhea, or a suspicious-looking rash) may not attend. If your child becomes ill during the day, he/she will be isolated from the group, and you will be called to pick him/her up immediately. You will need to obtain a note from his/her doctor stating that your child is released to return to school.

In the event of exposure to a contagious disease within the group, you will be given written notice.

If prescription or over-the-counter medication must be taken during the day, the parent must complete the medication authorization form and leave the medication with the office staff. The medication must be in its original container with the dosage instructions listed.

Our program exercises reasonable care and judgment in all matters related to safety. In all emergencies, the program has permission to take reasonable measures as are, in the judgment of the teacher or director, necessary for the welfare and safety of your child until a parent can be reached.

**Arrival and Departure:** Parents will log your child in on the computer located in our foyer. Persons bringing or picking up a child will need to confirm that a staff member is aware of the child's arrival or departure.

**Authorized Pick-Up:** Your child will only be released to persons listed on the Enrollment Form. Please notify office/staff of any special arrangements regarding pick-up of child.

**Discipline:** The staff of *AmeriKids*® is committed to providing a positive learning environment and will use the following discipline procedures set by program policy to achieve this goal.

1. Students must observe all school rules.
2. Students must have respect for the staff and fellow students.
3. Students must respect the property of the school and others.
4. Honesty and truthfulness is expected at all times.
5. When discipline is necessary, our staff will redirect when possible.
6. In cases of serious behavior problems, we will discuss the options with the child's parent(s). If such behavior cannot be modified, the child may be dropped from our rolls. Every effort will be made to resolve such issues.

**Field Trips:** Parents will receive specific information prior to any field trip beyond a one mile radius of the school requiring parent signature.

**Food:** Parents provide all food for children under age 1. Each container/bottle should be labeled with the child's name.

For older pre-school children, morning and afternoon snacks and lunch will be served daily. State regulations require that children cannot bring food into the school (breakfast/lunch). One exception would be for special occasions (birthday, etc.), with teacher approval, and then he/she must bring a sufficient amount for their whole class. The treat must be pre-packaged and store or bakery bought with consideration given to students will allergy concerns. Parents will provide an appropriate substitute for lunch/snacks when students have a note from their physician regarding allergy restrictions. A light breakfast can be provided between 7 and 7:30 for \$5.00/week.

**Calendar:** Our center will be closed the following days:

|                                    |                               |
|------------------------------------|-------------------------------|
| New Year's Day                     | Labor Day                     |
| Good Friday                        | Thanksgiving Day and the      |
| Memorial Day                       | following Friday              |
| Independence Day<br>(July 4, 2019) | Christmas (Dec 24, 25 and 26) |

**Records:** Enrollment forms and registration fee are required before a class commitment will be made. Your child's health record must be received prior to their start date. You will also be required to update your child's immunization records whenever they visit their doctor or when any information/phone numbers may change.

**Clothes:** Diapers and wipes are provided by parents. Washable play clothes are recommended for weekday activities. Parents of pre-school and pre-kindergarten children are expected to send an extra set of clothes which will be kept in your child's backpack or cubby. Please mark all articles of clothing with your child's name in black permanent marker.

**Dismissal of a Child:** The program reserves the right to dismiss any child if, after entering, he/she is unable to participate in group experiences, if fees are two weeks in arrears or not paid according to the guidelines, or if specific inappropriate behavior is unable to be modified.

**Toys:** No toys should be brought from home unless requested by their teacher, i.e. "show'n'tell day". However, your child may bring in a "G" rated video to be viewed at the teacher's discretion.

**Outdoor Play:** Our children will go outside every day, weather permitting. Dress your child appropriately to enjoy God's beautiful world. Tennis shoes must be worn at all times for safety on our playground.

**Withdrawal:** One week's notice in writing is required for withdrawal and is to be submitted to the *AmeriKids*® office. If no notice is given, you will be billed one additional week's tuition which would serve as your written notice.

**Vacation:** Our year-round students earn the equivalent of one weeks vacation. For example: a student starts on June 1st. Vacation accrues from start date; therefore, a full-time student would have earned approximately 3 vacation days by the end of December and approximately 2 more vacation days would be earned from January through May timeframe. Second example: Your student starts on November 1st. He/she will earn approximately one day by end of January and approximately 4 vacation days from February through October. Keep in mind that the student must remain enrolled to accrue their vacation time. If at any time your student is dropped, all unused vacation time until that point is lost; and their vacation time starts accruing again if, and when, the student is re-enrolled. Our part-time students will earn equivalent vacation time pro-rated based on their start date and the number of days attending per week. For example: Your student starts October 1st and attends on Tuesdays and Thursdays only. He/she will accrue one day of vacation time by the end of April and one vacation day by the end of September. Please make your requests for vacation in writing and submit to the office staff. If at any time your tuition payments are two or more weeks in the arrears, you forfeit your use of vacation days from that point on.

**Collection Policy:** As communicated to you during your initial visit, we will work with all situations regarding your payment. However, if your balance is not paid in a timely manner and becomes two weeks in arrears, your child will be dropped from our rolls until full payment is received. Another registration fee of \$40.00 would be required to re-enroll your child in our program. If your account should go to collection, *you agree to pay for all costs incurred with this process.*

## WEEKLY TUITION

| <u>Days</u> | <u>Pre-K<br/>Class</u> | <u>3-4 Year Old<br/>Class</u> | <u>2 Year Old *<br/>Class</u> | <u>Infant</u> |
|-------------|------------------------|-------------------------------|-------------------------------|---------------|
| 5           | \$140                  | \$140                         | \$175                         | \$210         |
| 4           | 130                    | 130                           | 160                           | 190           |
| 3           | 115                    | 115                           | 140                           | 170           |
| 2           | 80                     | 80                            | 110                           | 120           |
| 1           | 45                     | 45                            | 65                            | 70            |

*\*Students promoted only when completely potty trained.*

## ELEMENTARY SCHOOL STUDENTS

### Elementary Students

Summer Care \$140.00 *Less than 5 days/week.....\$30.00/day*

Before and After School \$85.00\* *Less than 5 days/week.....\$20.00/day*  
(Additional \$10.00 per day when in attendance for a full day)

Before or After School \$60.00\* *Less than 5 days/week.....\$14.00/day*  
(Additional \$15.00 per day when in attendance for a full day)

Elementary Students Early Dismissal Day: Additional \$10.00 per day

\*All students attending JL Mudd, Forest Park, Mt. Hope, Flint Hill, and Assumption will be charged \$5.00/week for transportation costs.

### ALL PROGRAMS:

All programs require a \$40.00 registration fee. Tuition fees are due on Monday. If your tuition is not paid by Friday, \$10.00 late fee will be added. There is a \$35.00 charge for all returned checks.

When an account becomes two weeks delinquent, the student will be dropped until account is brought current.

All students must be picked up by 6 PM. Any student picked up after 6 PM will accrue a late charge of \$1.00 for each minute or portion thereof.

No credit is given for absences or holidays.

If a student needs to be in our care over 10.5 hours a day, there is an additional charge of \$5.00 for each 30 minutes or portion thereof.

**Our Motto:**

*AmeriKids—  
Where Children are Happy!*

Our Motto was created by one of the children that attended AmeriKids. She was an elementary student and she was “doodling” on one of our dry erase boards and came up with the words “AmeriKids--Where Children are Happy”. AmeriKids adopted the saying. It makes the staff feel great that students enrolled feel such a heart-warming emotion.

**Thank you Edan!**