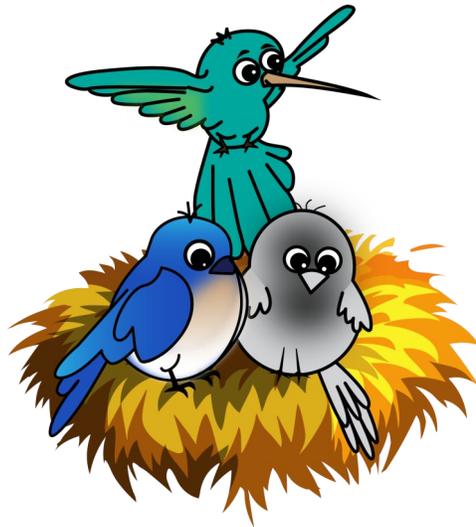


St. John's NEST Children's Day Out



Parent Handbook

Revised February 2026

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WELCOME

We welcome you and your child to St. John's NEST Children's Day Out Program. We strive at all times to create a loving, nurturing and safe environment. The policies set forth in this handbook are for the protection of all our children. We respect the role and influence of our parents in developing a quality program. We look forward to working in partnership with you for the care of your child.

Admission is open to all regardless of race, creed, heritage, or ability. However, in order to maintain a safe environment for all children within our care, we reserve the right to refuse service to anyone who is unable to abide by the policies of our NEST program. We accept children ages 2 and 3 years old.

Our program is located at:

900 S. Littler Avenue
Edmond, OK 73034

The mailing address is:

St. John's NEST CDO
P.O. Box 510
Edmond, OK 73083

You can reach us by phone at (405) 340-1789 or email at nest@stjohn-catholic.org. We're also on the web at www.stjohn-catholic.org. Our fax number is (405) 340-5715.

OUR MISSION

The mission of St. John's NEST CDO is to help children develop their Catholic faith. We provide a safe, loving environment emphasizing spiritual and religious values and hands on experiences encouraging social and emotional growth through play.

PARENTS AS PARTNERS

We believe that parent support is essential to promote the well-being of the children in our program. We expect our parents:

- To become familiar with the NEST's policies and cooperate in every way possible;
- To notify the office when their child is absent;
- To respect and follow class schedules (drop off and pick up times, rest time);
- To bring all necessary supplies labeled with their child's name each day;
- To complete and return any requested information promptly;
- To inform the program of any special situation regarding their child's well-being, safety, and health;
- To read program notes, newsletters and other correspondence, and respond when appropriate;
- To work with teachers to help their child reach developmental goals;
- To support the religious and educational mission of the program;
- To treat teachers and staff with respect and courtesy;
- To adhere to the program's "Nut Free" Policy at all times;
- To adhere to the program's "No Phone Zone" policy while dropping off or picking up their child;
- To pay all tuition and fees on time;
- To follow procedures during emergency drills;
- To inform the program if someone other than those listed on the pick up list is to pick up their child;
- To refrain from engaging in defamatory comments regarding the program, teachers, staff, other children or our Catholic Parish, including, but not limited to, those made on social media sites.

CURRICULUM

Our goal is to help each child develop an awareness of concepts through sensory experiences. We facilitate this development daily through age-appropriate activities:

Working with a variety of tools and materials

Music and movement (gross motor skills)

Story time

Practicing life skills

Practicing good health habits

Providing time and room to explore, experiment, discover, play, and be a child

These activities are planned around themes such as feelings, family, holidays, seasons, etc.

CLASSES

Hummingbirds

The Hummingbird class serves children who have turned 2 before September 1st of the current year. The class can have up to 14 children with two teachers.



Bluebirds



The Bluebirds class serves children who have turned 3 before September 1st of the current year and who are fully potty trained. The class can have up to 14 children with two teachers.

HOURS OF OPERATION

St. John's NEST CDO begins in mid August and ends in May. Check our calendar located on our website for days we will be closed. **If St. Elizabeth Ann Seton School is closed or closes early due to inclement weather the NEST will also be closed or close early.** St. John's NEST does not make up snow days or provide tuition breaks for the days missed.

Children enrolled in the Hummingbird class can attend the NEST on Mondays and Wednesdays, Tuesdays and Thursdays, or Monday through Thursday. Children enrolled in the Bluebird class can attend the NEST on Tuesdays and Thursdays. All classes run from 8:30 am to 3:00pm.

ENROLLMENT

All children must be able to walk independently, have completed the required DHS immunizations and be at least 2 years old to begin this program. Enrollment for our program is typically starts in February/ early March each year. The NEST office must have a current immunization record and DHS Compliance File Notification form along with the completed enrollment form for every child. **During the school year, please make sure that we have all of your CURRENT emergency numbers, updated immunization records, and any changes for emergency/pickup contacts.**

TUITION & FEES

The registration fee is \$310.00 per child. All registration fees are due at enrollment and are non-refundable.

Tuition rates are posted on our website. St. John's NEST CDO uses the FACTS Tuition Management System for tuition and any incidental charges.

Tuition is due on the 5th or 20th of each month August through May. All families are encouraged to enroll in autopay to avoid late payment fees.

A late fee of \$15.00 will be charged and collected by FACTS for failure to pay invoices (tuition or incidental) by the specified due date. A returned payment fee of \$30 will be automatically applied by FACTS for insufficient funds.

Failure to pick up your child by 3:05 pm will result in a \$10 late pick-up fee.

Cancellation during the school year requires **30 days written notice** per the Tuition Contract in the electronic enrollment form.

Please direct all questions and concerns that may arise involving tuition and fees to the Director.

ATTENDANCE

Children are expected in the program every day they are enrolled. Parents must call or e-mail the office by 9:00 am if their child is going to be absent. Parents will be contacted if they have not indicated that their child is absent.

ARRIVAL

All classes begin at 8:30 am. Children will be accepted beginning at 8:25 am. Parents must park in the north parking lot (off of 9th Street) and escort their child inside using the northwest door of the Parish Center. Parents will check their child in by entering their Parent ID number on an I-pad at the check in station. Please be respectful of other parents by not lingering at the check in station.

Please contact the office if your child will be arriving after 8:50 am and ring the doorbell on the right side of the office door to be let in.

NEVER LEAVE CHILDREN IN THE CAR ALONE. NEVER LEAVE AN UNATTENDED CAR RUNNING. This is for the protection of your children and property.

If someone else will be dropping off your child, please be sure that person is aware of the procedures.

DISMISSAL

Parents will line up in the Carpool in the North parking lot and stay with their vehicle. We will bring your child to you. Please be patient as parents load their children in front of you and DO NOT drive around the other vehicles!

No child will be released to a person that is not listed on the enrollment form as a pick-up contact unless permission is given by the parent. The child should be able to identify the person who is to pick him/her up upon arrival. Anyone picking up a child may be asked to verify their identification. No child will be allowed to leave the program unaccompanied by an adult.

Please be advised that if a person is listed as a pick-up contact on the enrollment form, he/she will be authorized to pick up the child at any time. **Any changes to be made to the pickup list need to be made in writing (an e-mail is sufficient).**

Children must be picked up by 3:05 pm. See the "Tuition & Fees" section for the penalty for late pick-ups.

If you need to pick up your child earlier, please contact the office in advance and ring the doorbell on the right side of the office door to be let in.

LUNCHES & SNACKS

Parents will need to provide a nutritious lunch and water in a reusable water bottle for their child each day. Please send lunch in a labeled lunch box/bag with ice packs (if needed). Lunch needs to include food items that are ready to eat (cut, peeled, etc.). Please do not send food that needs to be heated and be sure to include any necessary utensils. Parents must adhere to our "Nut Free Policy".

Snacks will be provided and are not to be brought from home unless special permission is granted due to allergies.

BIRTHDAYS

Birthdays are a special time for children. Parents are welcome to bring "goodies" for the class to help celebrate. Please arrange with your child's teacher for the day you would like to bring treats and make sure all treats are nut free and commercially pre-packaged.

REST TIME

Children in both of our classes have rest time during the day. We provide cots with sheets. Feel free to send a small blanket and/or lovie, stuffed animal, etc. that will help provide comfort for your child. Children are never required to sleep, but they are expected to rest quietly.

CLOTHING

Dress your child appropriately for play and outdoor activities. We go outside daily, weather permitting. Select clothing that is washable, sturdy, and free of complicated fastenings. Modesty shorts should be worn underneath skirts and dresses.

Please make sure your child has a complete change of clothing every day.

For your child's safety, we strongly suggest that all children wear closed toe shoes. No sandals please. **Tennis shoes are highly recommended.**

POTTY TRAINING IN THE HUMMINGBIRD CLASS

Potty training is a special time in your child's life. If you notice your child is ready to begin potty training, please discuss your thoughts with your child's teachers. To make the transition smoother for your child, dress him/her in easy up and down pants; no belts please. **Note: All children need to be potty trained before they can attend our Bluebird Class.**

PERSONAL BELONGINGS

Please be sure to clearly label all bags, blankets, lovies, diapers, jackets, gloves, mittens, hats, lunch boxes, etc. with your child's name. If possible, mark items with permanent marker instead of tape.

TOYS

We have a variety of constructive toys and games for the children to enjoy, so we ask that personal toys be left at home unless requested by the teacher. St. John's NEST is not responsible for lost or broken items.

TRANSPORTATION

St. John's NEST CDO does not transport children unless a child has a medical emergency and the child's parents have authorized transportation to a medical facility in the event they cannot be reached; or in the case of an emergency that requires all children in the NEST to be relocated off campus. In such an event, parents will be notified of the relocation as soon as possible.

ILLNESS

Children who are ill or contagious cannot be brought to the NEST. If you are unsure whether or not your child is well enough to attend our program, please keep him/her at home.

Ill children exhibit any of the following: temperature of 100°F or above, diarrhea (two loose stools within four hours), vomiting, unidentified rashes, eye inflammation (redness, matting), etc.

Each day as children arrive, teachers will do a quick health assessment for symptoms of colds, fever, contagious diseases, etc. Throughout the day, the children's health will be monitored for any sign of oncoming illness. Parents will be notified if any of the following are suspected or are present for their child: temperature over 100°F, breathing difficulty, diarrhea, mouth sores, pinkeye, impetigo, ringworm, irritability over a period of time, persistent crying, uncontrolled coughing, vomiting, rash, head lice, and any other signs of serious illness.

Parents or authorized individuals should **pick up an ill child within one hour of being notified**. Upon arrival, parents must take the sick child home immediately.

Ill children must remain home **48 hours** after symptoms resolve (without the aid of medication) before returning to the program. **Please adhere strictly to this policy.** This helps ensure the well-being of everyone.

Parents must notify the NEST office if their child develops a contagious disease or has been directly exposed to one. Following an absence for a contagious disease, a physician's written statement may be required for returning to the NEST.

When an individual within a classroom has a diagnosis of a contagious illness, an e-mail will be sent to all parents and a notice will be placed by the check-in station of the possible exposure.

HEAD LICE

If your child is found to have head lice, you must shampoo your child's hair with a shampoo formulated for head lice and ensure that all nits have been removed before returning to the NEST. You will be required to bring in the label or box off of the "lice" shampoo as evidence that the treatment has occurred. A repeat shampooing is required one week later. Our 'No Nit' policy is encouraged by the Oklahoma City Health Department.

All parents will be notified of a possible exposure to any infestation.

ALLERGIES

All known allergies must be listed on the enrollment form. Teachers and office staff should be made aware of any kind of new allergies.

Any severe allergic reactions that would require medical intervention must be noted with a written plan on steps to follow should the need arise.

NUT FREE POLICY

Due to the increasing number of children who are allergic to nuts and the severity of these allergies, St. John's NEST CDO is a "Nut Free" program. All food items brought from home for lunch and any birthday treats cannot contain tree nuts or peanuts.

ACCIDENTS

First Aid will be administered to all minor injuries. Teachers and staff will fill out an accident report that must be signed at pick-up. In the event of serious accidents, 911 will be called and parents will be notified. Our staff members have been trained in infant, child and adult CPR and first aid.

MEDICATION

A signed parent/guardian permission form must be given to the office prior to administration of any medication. DHS requires that parents sign an authorization every six months.

All medications, prescription and over-the-counter, must be in the original container. Medications must be labeled with the child's name and contain dosing instructions. Additionally, refrigerated medications must be brought in labeled plastic food storage bag.

Breathing treatments require specific instructions from the physician including: 1) dosage 2) prescriptive mixtures 3) time frame for administering including minimum time lapse. Any change in medication treatment will require a new doctor's statement of instruction. Any on-going treatments must have a doctor's statement including the specific time period for the next evaluation.

PLEASE KEEP ALL MEDICATIONS AND OINTMENTS OUT OF YOUR CHILD'S BAG.

SUNSCREEN

If your child will need sunscreen, please apply it before arriving each day. If your child's class will spend extended time in the sun (water day, etc.), apply sunscreen before arriving and send a bottle labeled with your child's name. Teachers will reapply the sunscreen as needed.

PERSONNEL

All staff:

- Have passed a National Criminal History check
- Have taken training in first aid, CPR, children's curriculum and development, and early childhood practices
- Have education and/or experience in teaching young children and the ability to relate to young children and their parents

St. John's NEST CDO makes every effort to provide stability for the children by retention of quality staff.

At this time, we do not use volunteers in our classrooms.

DISCIPLINE

We believe that discipline and guidance shall be consistent and based on an understanding of the individual needs and development of the child. It shall be directed at teaching the child acceptable behavior and learning to develop inner controls. Corporal punishment is not consistent with this objective and is prohibited in our program.

We will try and resolve all disciplinary problems at the NEST. You will only be notified if the problem continues and parental involvement becomes necessary.

If a child is unable to be settled down after a reasonable amount of time, parents will be notified to assist with their child.

REPORTING OF SUSPECTED ABUSE

Anyone with reason to suspect emotional, physical, sexual abuse or neglect is obligated by state law to contact the Statewide Child Hotline (1-800-522-3511). Any adults who pick up children and do not have or use proper restraint systems, or who are under the influence will be reported to authorities.

As Archdiocesan employees, all NEST teachers and staff are also required to report any suspected incidences of abuse to the Archdiocesan hotline if the suspected incidences involve a church, school, or NEST employee.

DHS

St. John's NEST CDO is a licensed part day child care program in the state of Oklahoma. The Oklahoma Department of Human Services visits our program several times a year. Our DHS Compliance File is located in the NEST office and may be viewed at any time.

EMERGENCY PROCEDURES

Specific procedures are provided for NEST staff and children for severe weather, and are practiced monthly. Children are escorted to the basement and will remain there until such time as it is safe to return to classrooms. **We will not release any children when storm sirens are sounding.**

Fire drills are practiced every month. Children are escorted to their safe zones outside the building.

Lock down, shelter-in-place, evacuation and relocation drills are also practiced throughout the year.

Parents and children arriving during any drills are asked to either accompany the class to the designated area, or to leave the child in the teacher's care where the class is assembled.

ENVIRONMENT

St. John's NEST CDO has a 24/7 tobacco free campus including our parking lots, buildings, playgrounds, etc.

NO PHONE ZONE

We encourage parents to put away their cell phones while dropping off or picking up their child.

DISCHARGE

A child may be expelled from the program in the following circumstances:

- If all efforts to correct behavior have failed and the child's behavior is a physical or emotional threat to the other children or teachers.
- If any adult who is responsible for the child in our program (parents, grandparents, emergency/pick-up contacts, etc.) exhibits behavior that is verbally or physically disruptive; including, but not limited to: carrying a weapon onto the premises (unless part of a work uniform); yelling; using threatening words or gestures; touching staff or children in an inappropriate manner, etc.
- If the responsible party fails to meet financial obligations.

RIGHT TO AMEND

The Director retains the right to amend this Parent Handbook for just cause. Notice of changes will be sent if, or when changes are made.