

**KIDS ARE SPECIAL PEOPLE**

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# Family Handbook 2026-2027

A ministry of the First United Methodist Church  
717 North 11th Street  
Boise, Idaho 83702  
**208-343-8441**

## Welcome to KASP

We are glad you have chosen “Kids Are Special People” for your early care, childcare and preschool needs. This handbook was created to answer your questions about our program, philosophy, goals and policies. In addition, each class has an “Orientation Packet” that reflects specific classroom needs. These are the standards by which we operate. Please use this as a reference while your child is enrolled in our program. If you have any questions this book doesn’t answer; we welcome the opportunity to meet with you for clarification. The staff at Kids Are Special People are always open to dialogue with you at any time. We desire to work in cooperation with parents to ensure the best possible early care and education experience for each child entrusted to our care. We are proud of the quality and commitment of our staff to the program (several staff have been here 20+ years). They continually seek to improve themselves through ongoing training classes, college courses and achievement of their CDA, AA, & BA, in addition to their annual First Aid and CPR re-certification.

Heather Sarria Director

## Contact Information

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**FUMC Office:** 208-343-7511

**Fax:** 208-343-0000

**Email:** [kasp@boisefumc.org](mailto:kasp@boisefumc.org)

**KASP Website:** [www.KidsAreSpecialPeople.com](http://www.KidsAreSpecialPeople.com)

**FUMC Website:** [www.CathedralOfTheRockies.org](http://www.CathedralOfTheRockies.org)

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**Hours of Operation:** Monday through Friday, 7:30am to 5:15pm

Class	Age	Ratios	Group #
Sprouts	Infants	4:1	6-7
Tiny Tots	1's	5:1	6-8
Little Lambs	Older 2's	6:1	10-12
Shooting Stars and Super Stars 3/4 Preschool	3 by Sep. 1 <sup>st</sup>	10:1	10
Explorers 4/5 Preschool	4 by Sep. 1 <sup>st</sup>	10:1	16
Cheetahs	In Kindergarten	12:1	20-22
Tigers	Grades 1-4	12:1	20-22
Kid's Kamp- summer program	1st—going into 5th grade	12:1	20-24

Wesleyan, our sister program, is located in the same facility.

For further information, go to their website at [www.WesleyanPreschoolBoise.com](http://www.WesleyanPreschoolBoise.com)

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## A – POLICIES FOR PARENTS

### **Statement of Philosophy**

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Kids Are Special People (KASP) is a licensed preschool and childcare program in Boise, located at First United Methodist Church. KASP provides a safe, nurturing environment where children learn, discover, explore, and grow.

Our creative and caring teachers support children through a balance of self-directed and teacher-guided activities. We nurture positive self-esteem, socialization skills, independence, and confidence by encouraging choice-making, problem-solving, and communication. We believe that children learn best through play. By providing intentional and meaningful experiences, we nurture growth across cognitive, language, literacy, social, emotional, and physical development. KASP cultivates an atmosphere of respect and appreciation for the wonders of God’s world and for each individual child. We recognize and celebrate the unique differences, strengths, and abilities of all children. We believe that all cultures and religious backgrounds are valuable and welcome opportunities to celebrate the diversity each child brings to our community.

Our guiding principle is reflected in our name: **Kids Are Special People.**

## **Diversity, Equity, and Inclusion Statement**

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KASP is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Our families reflect this commitment through their diverse socio-economic, racial, cultural, and religious backgrounds. We are united by a shared dedication to supporting each child's optimal growth, development, and learning.

KASP welcomes and enrolls children from all families without discrimination based on race, national or ethnic origin, color, religious beliefs, gender identity or expression, sexual orientation, family structure, or disability that can be reasonably accommodated. We believe that embracing diversity strengthens our community and enriches the educational experience of every child.

## **Quality Achievers**

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KASP follows the **Quality Achievers** program (Idaho's Quality Rating and Improvement system) in an effort to maintain a high-quality program and staff. High-quality programs provide a safe and nurturing environment while promoting the development of young children. KASP strives to:

1. Promote **positive relationships** for all children and adults.
2. Implement a **curriculum** that fosters all areas of child development- cognitive, emotional, language, physical, and social.
3. Use developmentally, culturally, and linguistically appropriate and **effective teaching approaches**.
4. Provide **ongoing assessments** of child progress.
5. Promote the **nutrition and health** of children and staff.
6. Employ and support qualified **teaching staff**.
7. Establish and maintain collaborative relationships with **families**.
8. Establish and maintain relationships with and use resources of the **community**.
9. Provide a safe and healthy **physical environment**.
10. Implement strong **program management** policies that result in high-quality service.

## **Licensure**

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KASP is fully licensed by Idaho State Regulations. This includes annual Health and Safety, Fire, and State inspections as well as background checks on all staff. A copy of our current license and recent inspections is posted in the office.

## **Purpose**

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Kids Are Special People began in March of 1986 and was created to serve the needs of parents who belonged to the First United Methodist Church. Twice per week, KASP provided a safe, fun place for children.

Over the years KASP has grown to accommodate the needs of today's families. We offer quality care for young children called the Looping Program, a full day preschool

program, and an after-school program and summer camp for school age children.

KASP recognizes that children learn best through play. We believe that a quality program offers children an individualized and age-appropriate curriculum. Working and non-working parents feel confident that they are leaving their child at a quality Preschool/Early Care Center that mirrors their family values.

### **Community Outreach**

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At KASP we recognize the importance of teaching children about community service. During the year we focus on special projects, whether it is learning about fire safety, collecting non-perishable items for the local food bank or collecting toys for donations. Many projects offer parent participation, which is always encouraged. Information regarding these projects can be found in the monthly newsletter via BrightWheel and classroom newsletters.

## **B – PROGRAM CONTENT**

Children learn best by actively engaging with the world around them—through touching, tasting, listening, smelling, and seeing. Our environment and curriculum are designed to provide age-appropriate experiences that nurture the natural curiosity and creativity found in every child. Placement in classrooms is determined by considering both chronological age and individual developmental readiness to ensure each child’s success.

### **Curriculum**

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The KASP curriculum is grounded in developmentally appropriate practices and guided by the interests of the children. To promote stability and strong relationships, children remain in the same classroom from September through the end of August, transitioning to a new classroom at the start of the new school year.

At KASP, we believe in the value of exuberant, boisterous, rough-and-tumble play as an essential part of a child’s overall development. This kind of vigorous physical play gives young children important opportunities to learn about their bodies, understand their limits, and develop self-regulation skills. It also helps them build early social awareness as they begin relating to others, learning cooperation, and showing care and concern for their peers.

### **Early Care/Looping Program**

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In our youngest classes, we work very hard to provide a warm and nurturing environment for children to grow and explore. Our ratios remain low to provide lots of one-on-one time. Young children learn best when they feel secure; they develop trust and security when they know the caregivers will be right there to help if they are hungry, wet, learning to crawl or walk, or simply uncomfortable. At KASP we recognize this special bond and make a strong effort to provide at least one teacher that moves

with the children during their early years at KASP (infant-3 years). The children are kept in their peer groups as they move up from class to class and the caregivers come to know a child's unique characteristics and preferences. In addition, a deep bond develops with the entire family, thus supporting a strong team approach.

### **Preschool Program**

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In our Shooting Stars (3/4s), Super Stars (3/4s) and Explorers (4/5s) preschool classes we offer a full day of activities to engage and challenge young minds. KASP offers rich experiences for preschoolers to explore many themes and seasonal events. The children are provided many opportunities to learn and develop through play and experimentation.

Language/literacy skills, mathematics, science, social studies, art, drama, and dance are part of the integrated curriculum on which we focus. In the Explorer class we work on pre-reading skills and encourage a love of learning. We go on field trips as often as possible. We also work with the Soccer shots Program, Just For Kix Program, and have a Spanish Curriculum that is taught on Wednesday mornings. These 3 extra programs run from September to May. Information is shared weekly in BrightWheel newsletters.

### **After School Program (K-4<sup>th</sup> grade)**

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Transportation is available to a limited number of schools, depending upon how many children sign up per school site. This program provides children with a safe, enriched environment to enjoy with their peers under direct supervision. Physical play, homework time, projects, are included in our afterschool curriculum. Except for federal holidays, we often remain open when public schools are closed.

### **Summer School Age Program a.k.a. Kids Kamp**

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During the summer, KASP offers "Kid's Kamp," a program for children entering 1<sup>st</sup> grade and finishing 4<sup>th</sup> grade. The Cheetah class is for children entering 1<sup>st</sup> grade in the fall while the Tiger class is for those entering 2<sup>nd</sup> - 5<sup>th</sup> grades in the fall.

This successful, multi-age program enjoys trips to a variety of parks, swimming pools, restaurants for tours, and other choices which may include swimming trips and lessons, the Discovery Center, and Zoo Boise. Children also enjoy classroom guests who bring special activities into the classroom. The themed weeks/months help teach children about history, world cultures, and teamwork.

## **C – ASSESSMENT PROCESS**

### **Assessment of Child Progress-**

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Assessment is based on close and ongoing observation of children’s activities and experiences within the classroom. Family input is valued and encouraged through both verbal and written communication. Each year during enrollment, families complete a “Getting to Know Your Child” form, which provides important insight into their child’s development, interests, and needs. This information, along with parent-teacher conferences, supports teachers in making thoughtful decisions about teaching each child individually and as part of the group.

Documentation and the use of the Ages and Stages Questionnaire (ASQ) further support our ability to meet each child’s needs. This screening tool assesses development in communication and language, problem solving, gross and fine motor skills, personal and social skills, and overall health. The information gathered provides families and KASP with a developmental baseline and helps staff individualize curriculum planning. Assessment data also contributes to ongoing program improvement efforts. Early screening allows us to identify potential concerns and respond proactively.

When additional screening or evaluation is recommended, families are referred to appropriate community agencies, public school resources, or medical providers for further assessment.

If a child or family requires additional services—such as speech and language evaluation or therapy, learning disability screening, or counseling, the Lead Teacher and Program Director collaborate closely with the family to help facilitate and locate appropriate services. KASP maintains an up-to-date list of local resources to ensure families receive timely and supportive assistance.

Our goal through this ongoing assessment process is to build meaningful partnerships with families while recognizing and nurturing each child’s competence, individuality, independence, confidence, trust, social relationships, and creativity.

## **Brightwheel**

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Brightwheel is an app that teachers use to capture the essence of classroom activities and strengthen relationships between home and school. It is used in all the classrooms. Teachers use Brightwheel to record photos and videos of important classroom activities and share them with families. The app also helps teachers to digitally document your child’s growth and progress throughout the year. Please make sure you receive messages from Brightwheel. KASP also uses this app for enrollment purposes. All families are required to set up a Brightwheel account.

## **Parent - Teacher Conferences & Child Reports-**

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KASP offers parent/teacher conferences yearly. Our teachers look forward to this opportunity to share information about your child. You will be given information on the relationships that your child has developed with his/her teachers and peers. Teachers also hope to learn about your child’s experiences at home with his/her family. Information is given regarding the skills that your child is working on in the classroom, and any questions that you may have are answered. If you have questions or concerns about the school experience, please do not hesitate to contact your child’s teacher and additional conferences will be set up for you. In the early Fall, teachers will send a

“Friends and Favorites” email home. This email highlights some of your child’s favorite things such as, peers, activities, and classroom centers. Child reports are sent home at the end of January and July. The reports are a brief write up about your child and what we have observed. A conference is offered at this time as well. The Brightwheel app helps families and teachers work together to create a complete picture of development and learning.

## **Communication Procedure**

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Communication between teachers and families is very important to us, and we encourage open and ongoing dialogue. We foster communication in several ways:

- **Brightwheel App:** In our younger classrooms, teachers document each child’s daily activities using the Brightwheel app so parents can stay informed about their child’s day.
- **Weekly Newsletters and Emails:** Teachers send a weekly class newsletter that shares what is happening in the classroom. Additional emails may be sent to parents regarding special announcements or important updates.
- **Classroom Information Boards:** Each classroom posts information that may be helpful to families, such as KASP policies, upcoming parent events, snack calendars, immunization policies, and other important notices.
- **Open Communication:** Messages and questions from parents are always welcome. Teachers and administrative staff are happy to respond and assist whenever possible.
- **Director Availability:** The director is available to speak with parents and welcomes conversations about how things are going or any concerns that may arise.
- **Contacting Teachers or Staff:** Parents may message teachers directly through the Brightwheel app or call the office. Please note that teachers’ primary focus is caring for the children, so messages will be returned as soon as possible. For immediate assistance, please contact the office at **208-343-8441**.

## **Confidentiality**

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Assessment and health information for each child is kept in an individual file in the classroom. The teachers, the Directors, consulting specialists (who may be brought in if needed), and the child’s legal parents/guardians have access to the files. Specific permission to share these files with anyone else requires written permission from the parents.

## **Permanent Files**

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The files that are kept for children in our program include: enrollment forms, immunization records, health release forms, address, email, transportation release forms, incident reports, student information sheets, informal assessment results, and conference notes. Parents may request to read the contents of their child's file at any time. Files will be kept in storage for seven years after a child leaves our program and then shredded.

## D – CHILD GUIDANCE PHILOSOPHY STATEMENT

Children have the right to feel physically and emotionally safe within their environment. They will be encouraged to develop socialization skills through positive interactions with their peers. Conflict in early childhood is viewed as a natural part of children's development. Nurturing teachers support children as they work through these conflicts by using techniques that encourage problem solving and thoughtful choices.

Strategies include:

- Redirecting behavior and setting clear limits within the classroom.
- Modeling and encouraging expected behaviors.

KASP teachers foster an atmosphere of respect for children's individual rights and for the world around them.

### Direct Guidance Techniques

Our goal as early childhood professionals is to provide the best care possible for your child. We believe that children should be given the tools to handle their expected behavior. With the use of problem-solving techniques, most situations can be alleviated. As necessary, the following procedures will be implemented:

1. **Ignore minor misbehavior** and respond positively to the desired behavior.
2. **Act as mediator** by getting down on the children's eye level, listening to both sides, and trying to come to an agreeable solution.
3. **Verbally redirect misbehavior** by removing the child from the situation and giving choices if possible: "Susie you may choose to read the books in our reading center or you may build in the block area, but you may not build with the books in the reading center."
4. **"Cooling-off zone"** is used when a child is feeling out of control and the child may need to go to a prearranged space to "cool off." If needed, the teacher can help the child identify his feelings that he might need to take a little time until he feels back in control. After the child has calmed down, he will be encouraged to rejoin the group.
5. With **aggressive and difficult behavior**, the teachers will help the child acknowledge the other person's feelings and help the child understand that behavior is not

acceptable at KASP. Finally, the child will be encouraged to help in making restitution to the hurt child.

6. By **keeping the parents informed**, focus is always placed on the behavior, not the child: "May I call you regarding \_\_\_\_\_'s behavior in class?"
7. **Documentation** is used if a child's behavior continues to be inappropriate. This includes how the teachers may have tried to redirect the child. Parents are also kept informed and work together to identify the cause of the behavior. We will act as a team to solve problems and carry out the agreed upon plan in the home and at school. If needed, an outside professional will be brought in to help solve problems and support programs, families and the child.
8. **Repeated inappropriate behavior** will result in returning the child to the care of parents or guardians. If we cannot make this a positive environment for your child, we will terminate enrollment.

**PHYSICAL PUNISHMENT, PSYCHOLOGICAL ABUSE OR COERCION WILL NEVER BE ACCEPTABLE AT KASP.**

### **Suspension and Expulsion Policy**

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KASP works very hard to meet the needs of all children enrolled in the program. However, we may not be able to respond effectively to all children's needs. Reasons for expulsion include: violent behavior, lack of parent involvement, risk of harming self and others, and violations of our illness policy. KASP's policy is to limit having this happen. Suspension and/or expulsion would only occur if all other measures were exhausted. We will work closely with parents, family members, and other professionals to help the child and family. The goal is what is in the child's best interests. KASP complies with federal and state civil rights laws. If expulsion measures must be taken, KASP will provide assistance to the family in accessing services elsewhere.

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### **Child Abuse**

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Idaho Code section 16-1605 requires all childcare personnel to report any indication of Child Abuse. We are obligated by law to inform the Child Protection offices of the Health and Welfare Department within 24 hours of any conditions or circumstances which have or could reasonably result in physical injury to a child. People who act upon reasonable cause in reporting child abuse are protected from any liability by Idaho Code section 16-1605.

Report Abuse -**To report suspected child abuse, neglect or abandonment call:**

**Statewide: 1-855-552-KIDS (5437) Treasure Valley: 208-334-KIDS (5437)**

You can report child abuse and neglect 24 hours a day or dial the Idaho Care line at 211 and they will direct your call.

## E – PARENT INVOLVEMENT PHILOSOPHY STATEMENT

### Parents Are Essential at KASP-

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Parents are an important part of the KASP program and are always welcome. Research shows that when parents stay involved in their child's education, children have better attendance, attitudes, and academic success—especially during the preschool years when self-confidence and learning habits begin to develop.

We encourage parents to participate whenever possible, including through our **Parent-Teacher Group** and other classroom activities. Open communication between home and school helps teachers support each child's emotional, social, physical, language, and cognitive development. Translation services are available if needed.

If you have questions or concerns, please speak with your child's **lead teacher first**. Sharing information about changes at home (such as potty training, new caregiving arrangements, family absences, or the loss of a pet) can help teachers understand and support your child's behavior and needs.

For classroom conflicts, parents should **not intervene directly** with children. Instead, notify the teacher so they can address the situation appropriately. Stepping in may result in being asked to leave the program.

While relationships between parents and staff may occur naturally, KASP is **not responsible for staff actions outside of school programs or events**.

### Parent Photography

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You are welcome to photograph your child in the classroom and on field trips. However, please do not post these photos if they include other children or staff members to ANY internet or social networking sites without written permission from the child's parents/guardians and staff members.

### Annual Evaluation

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All adult family members are invited to participate in our annual program evaluation via a survey conducted each year, as well as contribute to our continuous quality improvement via PTG, fundraising efforts, etc. Evaluation results, plans and opportunities are highlighted in the monthly newsletter and discussed with staff and church administrators.

### Parent Orientation

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Prior to beginning the new classes, families will be invited to a parent orientation. This is an opportunity to review policies and get to know other parents.

**August 4th , 2026 at 5:00- Incoming Sprouts, Tiny Tots, and Little Lambs**

### **Client Policy**

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Kids Are Special People welcome parent visits at any time. For the safety of your child we will not accept or allow visitation, contact, or departure from our facility or teaching areas by anyone other than the client parent(s), guardian(s), registered child(ren) and those the client allows permission. We determine a client to be the party or parties registering their child, signing our documents, and/or personally paying the monthly tuition.

In the event of a separation or divorce, we make every effort to meet the needs of the family regarding billing and/or custody. We require a copy of the divorce or separation decree, as well as custody and childcare arrangements for our records.

### **Volunteer Policy**

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We occasionally allow Early Childhood Education students from BSU, CWI, and Boise High to do their practicums in our classrooms. We also partner with the Idaho Refugee Program and other international volunteers who are interested in working with children. They are NEVER left alone with children and are always being observed by the classroom teachers. These volunteers do not count toward our teacher-child ratios. Also, parents volunteer occasionally for field trips or other special events. Again, no one other than KASP staff are ever left in charge of a class.

## **F – OPERATING POLICIES**

### **Age Requirements-**

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We provide programming for children through the summer following 4<sup>th</sup> grade. Usually, your child will stay in the same age class, i.e. Sprouts, Tiny Tots, and Little Lambs for one full year (Fall to Fall). Transitions will take place mid-August unless the parent and director feel the child is developmentally ready to make a move before that time. Parental input is vital in making a mid-year transition.

### **Hours of Operations and Closures- 2026-27 KASP Closures**

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Our operating hours are from **7:30 a.m.** to **5:15 p.m.**, Monday through Friday.



# Year at a Glance Calendar August 2026 to July 2027

- KASP closure dates (also May 31st)
- KASP opens at 8:00am
- After School Program Closed
- Parent Orientation 5-5:30
- After School program open half day 1:15-5:15 (also May 24th)
- All classrooms including After School program will be open 7:30-5:15
- 1st day of Kids Kamp
- Last Day of Kids Kamp for 2026

**First day of new classes  
August 12, 2026**

AUGUST 2026						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

SEPTEMBER 2026						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

FEBRUARY 2027						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

JUNE 2027						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2027						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Weather or Emergency Closure

During severe weather, KASP will close when the Boise Public School District announces a closure. Please listen to your local news station during periods of extreme weather to stay informed of closures. KTVB Channel 7 is who we will contact.

Should a severe weather situation arise during the night, your only notification will be the news authorities announcing that Boise School District has closed their schools.

If your children are in our care when the announcement is made, we will email and/or phone you to come pick up your child immediately. Other types of emergency situations might be a power outage or loss of water services. A decision to close would be made by the staff of FUMC in conjunction with local authorities. FUMC policy is that refunds

will not be given due to emergency closures.

## **G – REGISTRATION, ENROLLMENT AND TUITION POLICIES**

### **Program Registration**

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1. A non-refundable registration fee of \$100.00 (\$50 for Afterschool Program) is due at the time of enrollment. This fee is paid annually for each child enrolling in KASP.
2. Enrollment contracts will be sent home in May and Registration paperwork in June. You will also receive an emailed invitation to sign up for Brightwheel.
3. Children in Kids Kamp (Summertime school age program) will pay a \$50 registration fee.
4. Each new family attending KASP, will have to have their health care provider sign a form telling us the current state of your child's health. If your child has allergies, changes in health, or requires a Medical Health Plan, a new form must be filled out every year.

### **Registration and Wait List**

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We maintain a wait list on a first-come/first-serve basis with KASP staff children, sibling families, Wesleyan families, and members of FUMC given priority. We strive to maintain a gender-balanced classroom. You may register on the wait list once you have an established due date for the birth of your child (or anticipated adoption). If an opening occurs and your family is not ready to start the program and want to guarantee your spot in that class, tuition will be charged at ½ the month rate. After that, full monthly tuition must be paid to continue to “hold” that spot. Should you decline the spot offered, you can remain on the wait list if you desire.

### **Tuition**

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- KASP is a non-profit organization and timely payment is extremely important. Invoices will be emailed out on or near the 1<sup>st</sup> of each month.
- Billing questions are to be directed to our accountant, Ashlee Zorn at 343-7511 ext.3003 You may leave her messages or send an email to [azorn@boisefumc.org](mailto:azorn@boisefumc.org). **The KASP office staff does not have access to billing records and is not equipped to answer questions.**
- Tuition is due on the 1st of each month, paid in advance, for the current month.
- Tuition received after the 15th will be charged a \$25.00 late fee.
- **If payment is more than 45 days overdue, KASP cannot admit your child until full payment has been received.**
- **Invoices are provided as a courtesy and in the event that invoices are not available by the first of the month, you are still responsible for making your regular monthly**

**payment by the 15<sup>th</sup> using one of these four options:**

- 1) **Personal Check:** Please do not give your payments to the teacher. Instead, mail or place the checks in the tuition drop box in the office.
- 2) **ACH:** Automatic withdrawal from your checking account can be set up.
- 3) **“Bill Pay”:** You can set this up through your bank.
- 4) **Credit Card:** An administrative fee will be added for this option.

When you sign up for automatic checking or credit card withdrawal, you will need to fill out an ACH or Credit card form. You will only need to sign up once during the entire time that your child is enrolled in our program. If you no longer wish to have automatic withdrawal or banking/credit card information changes, please inform Ashlee 208-343-7511 ext.3003 in the accounting department.

When you are signed up for automatic withdrawal, additional fees you incur (such as late pick up fees or bus non-notification charges), may be withdrawn also.

Rates Effective August, 2026			
Option 1,2 or 3	M-F	M-W-F	T-Th
Sprouts- Infants	\$1525 FT only	N/A	N/A
Tiny Tots- 1’s	\$1470 FT only	N/A	N/A
Little Lambs- older 2’s	\$1365 FT Only	N/A	N/A
Preschool Classes: Super Stars Shooting Stars 3/4’s Explorers 4/5’s <b>Tuition includes Spanish, Dance, and Soccer</b>	\$1260	\$825	\$700
After School Program: 3:00-5:15 Some full days when school is out 7:30-5:15 K-4th	\$430	N/A	N/A
2026 Kids Kamp Summer School Age Program June, July, August is prorated	\$1260	N/A	N/A

**Returned Check Charge**

A returned check will result in an additional charge of \$20.00. A consistent pattern of returned checks will result in accepting only cash or a money order for your tuition .

## **Overtime & Late Charge**

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Children may not arrive before 7:30 a.m. and must be picked up no later than 5:15 p.m.

If you typically arrive at 5:15 p.m., please schedule conversations with staff at another time. Our staff members have families, plans, and commitments as well, and appreciate your consideration.

Late pick-up fees will be applied as follows:

- \$25 for pick-ups after 5:15 p.m.
- \$50 if you are more than 15 minutes late
- An additional \$25 for each subsequent 15-minute period

Habitual lateness will result in a meeting with the director to find a better solution, or may lead to dismissal from the program.

Late arrivals can cause concern for both staff and children. If you expect to arrive later than your usual pick-up time, please send a message through Brightwheel to keep us informed.

## **Schedule Changes**

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If you wish to change your child's schedule at KASP, please discuss your needs with the director. You can always reduce the days of care but increasing will depend upon availability. For example, if your child attends full time and you would like to change to part time, you can choose to change your child's schedule to Mondays, Wednesdays, and Fridays or to Tuesdays and Thursdays. Some classes are full time only. The director will be happy to discuss your changing needs. We do require a month's notice in writing to do so.

## **Idaho Child Care Program (ICCP)**

The Idaho Child Care Program provides childcare subsidies for qualified families. These subsidies are given to families who are working, looking for work, attending training or education programs, or need preventative services. Parents pay a percentage of the childcare costs, based on the number of children in their home and their monthly income. Parents are required to pay their portion monthly. If you are interested in finding out more, call the Idaho Care Line at 2-1-1.

## **Termination/ Withdrawal**

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**ONE MONTH WRITTEN notice is required when withdrawing your child.** If within the first 30 days of your child's enrollment it is apparent that we cannot meet your child's needs, this notice may be waived after a conference with the director.

## **Refund Policy**

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Space that is reserved for your child must be paid for, whether it is used or not. The earliest morning arrival time is 7:30 a.m. but it is not necessary to have your child here at that time. For example, it may work best for you to bring your child in at 10 a.m.

instead of 7:30 a.m. Please talk with your child's teacher to find out the time that would work best for your child to arrive. We bill on a monthly rate rather than hourly so it doesn't matter what time you arrive. However, we appreciate it when the Shooting Stars and Explorers (preschool classes) arrive by 9AM to start their school day. Refunds are not given due to illness, vacations, holidays or weather closures.

### **Drop-Ins for Enrolled Children**

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Drop-In care is available on a very limited basis for families enrolled in KASP. Please request drop in spots to the office 48 hours in advance. The drop in fee is **\$60** per day per child (except for after school children during the school year it is **\$30** per day). If your plans change, we request a 24-hour cancellation notice or the drop in fee will be added to your bill. Your cooperation and understanding is important so that we can schedule adequate staff to keep the ratios in compliance.

### **Drop-Ins for Non-Enrolled Children**

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The only time we allow children to drop-in that are not currently enrolled in KASP is when they were previously enrolled children and/or siblings of currently enrolled children.

- Parents must fill out paperwork to allow your child to attend for the day.
- Putting the child in our care automatically gives permission for the child to do whatever our plan is for that day.
- **\$60** for full day and **\$30** for After K or After School from fall through spring.
- Any extra fees for field trips that day will be paid by the parent.

When non-enrolled children accompany you during drop-off or pick-up we expect that they will abide by our KASP rules in the halls, classroom, and playground, and are within your eyesight at all times. Please, never leave a non-enrolled child out on the playground while you come inside for a pickup.

### **Attendance Records**

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Children must remain under parent/guardian supervision until they are checked in and in the care of a teacher. It is mandatory that parents record the child's arrival and departure times on the classroom sign-in sheet and initial it. This is extremely important for purposes of accountability--especially in the event of an emergency.

Drop off time begins at 7:30

Pick up time ends at 5:15

If you need to pick up your child earlier, please call or message us so we can help get your child ready.

### **Absences**

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Please Brightwheel message your child's teachers **and** email or call the KASP office if your child will be out for the day or will be arriving later than his/her time. In order to maintain the required staff to child ratio we need to know of changes in your child's

schedule. This helps staffing schedules as well. There is no refund for missed days.

### **Separation Anxiety**

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Learning to separate for short periods of time is developmentally appropriate for young children. We do all we can to help your child work through separation anxiety. It is completely normal to experience difficulty separating, even after coming to class for several weeks or months. Please let your child's teachers know if your child is experiencing any difficulties, and they will be glad to work with you and your child.

### **Pick-up Authorization**

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#### **Child Pickup Authorization**

- Your child will **only be released to people who have permission** from a legal guardian.
- Authorized pickup people should be **listed in your Brightwheel account**.
- If someone **not listed in Brightwheel** will pick up your child:
  - You must provide a **signed note** or **email the office**.
  - The note/email must say **who will pick up your child and what time**.

#### **Identification Requirement**

- Anyone picking up your child must **show a photo ID** before the child is released.
- They should **go to the office first**, and staff will **escort them to the classroom**.

#### **When Parents Are Traveling**

- If you are **out of town**, you should **email KASP** to let them know **who is responsible for your child while you are away**.

#### **Safety Regarding Alcohol**

- If staff **smell alcohol on your breath** and believe your child may be unsafe riding with you:
  - They will **ask you to call a cab or arrange another ride**.
  - If you **refuse and drive away with your child**, the teacher will **call 911 and report it**.

#### **Key Point**

The program's **top priority is the safety of the child**, so they require verification, authorization, and may intervene if they believe the child is at risk.

## Immunizations-

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Idaho State Law (Idaho Code Section 39-1118) requires licensed childcare providers to keep immunization records on file for all children. The immunizations required follow the Idaho Board of Health and Welfare's rules adopted under the provisions of Chapter 52, Title 67, Idaho Code. KASP uses IRIS (Idaho's Immunization Reminder Information System) to acquire a copy of your child's immunization record. **If we cannot locate your child's immunization record in the IRIS system, we will notify you and it will be up to you to provide a current copy prior to your child's first day at KASP.** The copy must contain the following: Name of child, birth date, full date of each immunization, health care provider and clinic/office name, address, and phone number. Immunization records must be obtained before a child may start attending KASP.

**Idaho Statute Title 73, Chapter 5, the Idaho Medical Freedom Act:** KASP will accept children that are not immunized or do not have all the required immunizations. Families will need to complete the **Childcare Exemption form** prior to your child's first day at KASP. The form must be; 1. Signed by a physician licensed by the state board of medicine stating that the physical condition of the child is such that all or any of the required immunizations would endanger the life or health of the child, or 2. A parent or guardian may state and sign their objections on religious or other grounds.

**In addition, please schedule appointments on Fridays. Shots can be hard on little bodies and they may need to be home with you.**

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## Illness Policy

### **KASP and Wesleyan Illness Policy**

Please review the current illness policy closely and come up with a backup plan when your child is ill and cannot attend school. We know it can be difficult to stay home when your child is ill, but it is imperative that you do so in order to minimize the spread to other individuals. If multiple staff become sick, we risk closing classrooms for a short time.

**Should your child become sick, please notify the office immediately, even if it is on the weekend.** This helps us track illnesses and determine if we need to inform other classroom families.

If your child is not their "normal" self or has any of the following symptoms, it indicates the beginning of a possible illness, and the individual should stay home.

- Sore throat (not eating or drinking)
- New congestion or runny nose
- New or unusual rash covering multiple parts of the body
- New or unusual onset of severe headache
- New or unusual muscle or body aches
- New onset fatigue (not engaging in usual activities/play)
- Nausea, vomiting, diarrhea, or loss of appetite
- An elevated temperature
- New uncontrolled cough
- Shortness of breath or difficulty breathing
- New loss of taste and/or smell

<b>Elevated Fever</b>	Fever free for a full 24 hours without the use of medication and no other symptoms.
<b>Vomiting</b>	A full 24 hours after resolution and able to eat and drink
<b>Diarrhea</b>	A full 24 hours after resolution and able to eat and drink
<b>Rashes</b>	Generalized rashes over multiple parts of the body requires a physician's note/clearance to return
<b>Impetigo</b>	Until untreated sores are NOT present OR after 48 hours of antibiotics and sores can be covered
<b>Chicken Pox*, Herpangina, or Hand/Foot/Mouth</b>	Until body and face sores are dry and mouth sores are completely gone
<b>Molluscum Contagiosum</b>	Lesions and bumps must be completely covered by clothing or watertight bandage
<b>Head lice or Scabies</b>	Louse and completely nit free (must be cleared by staff or director)
<b>Nasal Discharge</b>	When nasal discharge is clear and not continual
<b>Respiratory Distress</b>	Child is able to breathe normally without wheezing, feeling short of breath, and a cough that has <b>significantly</b> improved. We may ask you to pick up your child if their cough is non-stop, keeps them from napping, or is accompanied by other symptoms
<b>Pink Eye</b>	A full 24 hours on antibiotics, all drainage is gone, and child has stopped rubbing their eyes. <b>Without antibiotics:</b> child remains out until all drainage is gone, and child has stopped rubbing their eyes (could be 2-3 weeks)
<b>Pin Worms</b>	Child may return a full 24 hours after the first treatment if they are feeling well. <b>A second treatment is required 2 weeks after the initial treatment.</b> If no medication is given, a 6 week stringent hygiene regime is needed before returning to school.
<b>Strep Throat</b>	A full 24 hours on antibiotics and no other symptoms. Without antibiotics, out until no longer contagious and no symptoms (2-3 weeks)
<b>Surgical Procedures</b>	If undergoing general anesthesia, child must be out of the school for the entire day of the procedure, and an additional 24 hours to ensure complete recovery
<b>Testing Positive for Covid</b>	Child may return after 5 school days if symptoms <b>have significantly improved</b> or sooner if they test negative.
<b>Communicable disease*</b>	measles, mumps, rubella (MMR), diphtheria, tetanus, pertussis (DTaP/Tdap), polio, hepatitis B, varicella (chickenpox), and meningitis

**\*A child Exempted from child care immunization requirements or a Delayed Schedule may be excluded from attending KASP/Wesleyan in the event of exposure or outbreak**

Disease	Exclusion Trigger	Exclusion Duration	Return to Care
<b>Measles</b>	Known exposure	21 days after last exposure	No symptoms + clearance if required
<b>Mumps</b>	Known exposure	25 days after last exposure	No symptoms after full exclusion
<b>Rubella</b>	Known exposure	21 days after last exposure	No symptoms
<b>Varicella (Chickenpox)</b>	Known exposure	Day 8 through day 21 (up to 28 days if needed)	No symptoms
<b>Pertussis (Whooping Cough)</b>	Known exposure	21 days after last exposure <b>OR</b> 5 days after antibiotics	Symptom-free + treatment documentation if applicable

**Adjustments to our policy**

Any adjustments to our policy will be considered on a case by case basis. The administration team will determine if adjustments are to be made. Factors influencing an adjustment might include but are not limited to; length of time out, reason for fever, the need for siblings to be out, and illness patterns we are seeing in the classrooms, school environment, and community. When making the decision to send a child home, the Admin Team will take into consideration the teacher’s input, our policies, and what the current health situation is at the school.

Our programs require honest communication and full transparency from parents and guardians in regards to any symptoms, medication, and exposure to or contracted illness. A violation to this policy will result in a warning. A second violation will result in a meeting with our Administration team. Continual violations will result in a meeting with our Administration team and the Church Board members and/or expulsion from the program.

## Hand Washing

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Frequent hand washing is the best method of preventing illness. **Please**, when first arriving, help your child wash his or her hands with soap and water for a full 20 seconds—NOT hand sanitizer (teachers will assist if parent is not able). Thorough hand washing is the primary way in which we keep germs and infections at bay. Children wash hands often throughout the day; please encourage this at home as well.

Proper Hand Washing Procedure for children and adults (about one minute – the time it takes to sing Twinkle Little Star)

- *Use plenty of soap and warm water.*
- *Rub your hands vigorously as you wash them.*
- *Wash all surfaces, including back of hands, wrists, between fingers, and under finger nails using a good brush.*
- *Rinse your hands well.*
- *Dry hands with a clean paper towel.*
- *Turn off the water using the paper towel instead of your bare hands to prevent recontamination of your hands.*
- *If you are washing your hands in a restroom, use the towel to open the door.*

## Emergency Procedures

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All teachers have CPR and First Aid training. In the event of an emergency or illness, the following procedures will be utilized:

- We will attempt to contact at least one parent by email and/or phone.
- Should neither parent be reached, a third person designated on the enrollment form will be contacted and asked to act on your behalf. Completing new paperwork every year is one way we keep on top of current information. We ask that you notify the office immediately when you have a change of contact information.

We have an emergency evacuation plan in the event of a flood, active shooter, or other emergencies. Escape routes and procedures are posted in classrooms and drills are conducted monthly, year around. Should there be a need to evacuate the building, we will exit and proceed to the large parking lot on Hays at 12<sup>th</sup> street. In the event that emergency crews determine we must evacuate further away we will proceed to the parking lot of the Baptist church on 13<sup>th</sup> and Franklin, the Downtown YMCA, or Boise High School. If evacuation to a site away from the downtown core is necessary, we have an arrangement with Eagle Methodist Church, 651 N. Eagle Road 939-0180 KASP is located in the third zone of the Boise Flood Evacuation plan. In the event a flood occurs children will be taken to the fellowship hall on the 2<sup>nd</sup> floor and released through the southern-most doors on 12<sup>th</sup> street. Teachers will remain with the children until they are picked up by an authorized adult.

If you are NOT going to be at your usual phone number during school hours, please make sure the teacher knows a number where you can be reached. In an extreme emergency 911 will be called. The emergency authorization form you signed as part of the enrollment process allows us permission to request emergency medical treatment when necessary. It is important to keep all telephone numbers current.

## Medications

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In order to dispense medication to your child, we must have a signed medical authorization form from you and complete written instructions. Medication must be in the original container with the child's name, medicine label, dosage and the doctor's name listed and HANDED TO THE TEACHER BY PARENT. Staff will lock up meds. Please notify the teacher of any special instructions, especially any refrigeration requirements. KASP staff will not administer treatments that require invasive procedures. Minor injuries are treated with soap, water, ice and/or Band-Aids, as needed.

## Allergies/Medical need

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If your child has known allergies, you must have your Health Care Provider fill out a **Medical Action Plan** (located on the Health Care Provider Form). We requires a physician's signature and instructions. Teachers must be given both **verbal** and **written** instruction if there is a need for any special precautions in the classroom. The allergy to a particular food must be documented on the Medical Action Plan before we discontinue use of that food in the classroom. Should an Epi-pen play a part in your child's special needs, you will be required to give the staff specific training for your child, as well as making sure medication is current and not expired. A current Epi-pen (one that is not expired) must be available. If not, your child may be in harm's way and will not be able to attend KASP until a current Epi-pen has been provided. **It is the responsibility of the parent/guardian to ensure that we have a current Epi-pen on hand at all times!** When there are **changes in your child's allergies**, please make sure that you give us written notification regarding the changes (email is fine).

## Peanut/Nut-Free

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For the safety of all, KASP is a "nut-free" program (we expect your full and complete supportive cooperation. Nut allergies can be life-threatening and we take this very seriously. Our goal always is safety first!

## I – GENERAL INFORMATION

### Snacks and Lunch

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We offer a nutritional snack twice a day, following the USDA guidelines (including amount and types of food). The children generally snack at 9:00 am and 3:00 pm in their rooms. Menus are posted in classrooms and are included in the monthly newsletters.

If you would like to provide a snack for a special occasion, please feel free to talk to your child's teacher. Let them know the date and time you would like to bring snack. The teachers in your child's room can tell you how many snacks to bring.

Please be aware that there are some children with food allergies that can be potentially fatal. We ask that you avoid these foods if you bring snacks to share. Also, if your child has any special dietary needs, please let us know in writing.

Please send your child a lunch, including a beverage. Their water bottles can be their beverages. We promote healthy eating habits at KASP and ask that parents try to make their child's lunches healthy. Please include real silverware and limit waste as much as possible.

While we understand that "Lunchables," "Toddler Graduates," and such pre-packaged, processed products may occasionally be necessary, we implore you to keep these at a minimum. Parents in need of ideas for quick, healthy foods can check the internet or pick up a list of ideas from the office. Please **do not send** pop or candy in your child's lunch. Refer to the schedule in your child's classroom for your child's specific lunchtime.

### Food Documentation

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In the Sprouts through Little Lambs classes (up to three years old) we keep track of what the children eat during the day and document it on Brightwheel or the daily sheets. If others need details of what your child is eating, talk with your child's teacher.

### Baby Bottles

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- We ask that you label bottles daily with the child's full name, date and ounces in the bottle.
- For the safety of your child, we do not let them walk around the room with bottles in their mouths.
- Please bring all bottles prepared and ready to use.
- Staff will discard any unfinished un-refrigerated formula or breast milk after

1 hour

### **Quiet Time and Nap Time**

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Check with your child's class schedule to find out the time they take naps. Children need to bring a blanket and/or soft toy for nap time. Please take your child's blanket and/or used clothing home to launder on your last day here each week. Rest is very important – we will not wake children.

### **Cots**

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KASP will provide your child a resting cot and sheet for rest time for Sprouts through Explorers. Each cot will have the child's name, and only be used by your child. Cots and sheets will be disinfected on a regular basis.



### **Infant Sleep Policy**

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To reduce the risk of Sudden Infant Death Syndrome (SIDS)—Infants, (younger than 12 months) unless otherwise ordered by a signed document from a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the United States Consumer Product Safety Commission. If children arrive asleep, or fall asleep in equipment not designed for sleep, the child will be removed and placed in appropriate sleep equipment. Soft items are not allowed in cribs.

### **Toys brought from home**

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A soft toy or blanket for naptime may be brought from home. However, we ask that you do not bring any other special toys as it may cause disruption during daily activities. We are unable to guarantee the condition of any item that is brought from home. There will be special days during the year for children to bring in favorite toys. Toy guns, knives or any kind of object used for weapon play are not acceptable at any time at KASP. Books are always welcome, just make sure to write the child's name inside the book.

### **Clothing**

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Please dress your child in comfortable, washable play clothes. Shoes must be worn at all times (except our young ones). Rubber soled shoes are preferred as they allow the children to safely engage in all activities. Sandals must have a

strap around the heel. Water shoes are required for swim lessons. For your child's safety while at KASP, **flip flops are not permitted!**

### **Extra Clothing**

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Because childhood accidents (i.e. toilet mishaps, food spills, etc.) do happen, please bring your child an extra, **labeled** set of clothes. If we need to use our extra clothes on your child, please launder and return the next time your child attends. As your child outgrows his/her clothing please consider donating underwear, pants, shirts, and socks so we can continue to provide extra items.

### **Labeling**

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We ask that you **label all personal items with your child's name**. These items include outerwear, lunchboxes, diaper bags, extra clothes, nap sheets, bottles and pacifiers. If you are missing any items please check with the classroom teacher. We also have a Lost & Found in the office. Items not claimed will be given to Goodwill periodically. KASP works with Mabel's Labels as a fundraiser. [www.Mabelslabels.com](http://www.Mabelslabels.com) -go to support fundraiser, and type in Kids Are Special People (Boise).

### **Outside Time**

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We take the children outside to play as often as possible because we know that kids need fresh air and room to exercise. We go outside on snowy days, so please bring outdoor apparel appropriate for the weather. Children should wear indoor shoes upon arrival and bring boots with them for outdoor play. Our courtyard remains in the shade most of the morning, so please send jackets, hats and mittens (labeled please).

### **Hot and Cold Weather and Air Quality Policy**

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Our policy is to stay inside if it is too hot (above 98°F) or too cold (below 15°F), or if the air quality is determined to be in the red zone according to local reporting agencies. Children and staff will be kept inside, based on individual needs when the air quality is in the orange or yellow zone. We track air quality daily and post it in the office.

### **Diapers, Wipes and Potty Training**

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#### **Diapers & Wipes**

- The school **requires disposable diapers only** for safety and sanitation.
- **Cloth diapers are not allowed**, unless there is a **medical reason with a signed doctor's note**.
- **Parents must provide diapers and wipes** for their child.

- If you forget after being reminded:
  - **\$1 per diaper**
  - **\$1 per day for wipes**

## **Potty Training**

- If you are considering potty training, please let your child’s teachers know. It’s important that we discuss whether your child is developmentally ready and, if so, create a consistent plan that can be used both at home and in the classroom. We will never push potty training on a child who is not ready. Potty training is a significant developmental milestone, and focusing on readiness, encouragement, and consistency—rather than pressure—leads to more confident and successful outcomes, even if the process takes a bit longer.
- **Children do NOT have to be potty trained to enroll.**
- Parents are **encouraged to work on potty training at home.**
- The school will **help support the potty training process.**
- You should **share your potty training plan with the teachers** so home and school stay consistent.
- 

## **During Training**

- Parents must **continue providing diapers or Pull-Ups.**
- **Diapers/Pull-Ups will still be used at nap time** until the child is fully trained.

## **What Parents Must Send**

Always keep these at school:

- Extra **diapers or Pull-Ups**
- **Wipes**
- **A change of clothes**

## **Clothing Guidelines**

- Avoid **one-piece outfits** or clothes that are **hard to remove.**

## **If There Is an Accident**

- Staff will **empty what they can into the toilet.**
- Soiled clothes will be **placed in a plastic bag and sent home in the child’s backpack.**
- Staff **will not fully wash the clothing** to prevent spreading germs.

## **Field Trips**

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This is a wonderful opportunity for children to explore and experience a variety of activities. We make every effort to provide field trips for the children using our buses, church vans, strollers, or by walking.

Trips using buses or church vans are limited to children who are enrolled in preschool classes. If a field trip is scheduled on a day your child is not normally in attendance, your child may still participate as long as a parent accompanies them.

Please check with your child’s teacher for all pertinent information. Details about upcoming trips will also be included in the monthly newsletter.

Written authorization must be provided for your child to attend field trips when you sign the enrollment paperwork. Children cannot attend a field trip without this written permission. Due to liability requirements, verbal permission cannot be accepted.

If our buses are unavailable, a licensed and insured church van equipped with proper seat belts will be used. All children will remain seated and properly buckled at all times. In accordance with the law, appropriate safety restraints—including seat belts, three-point harnesses, car seats, or booster seats—will be used as required.

## **Bus Non-Notification Charge**

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**Parents must notify us if their child will not be riding the bus. Use Brightwheel “Bus” classroom. The “Bus” classroom is only used to communicate bus absences.** Please help us provide a safe experience for your children while on the bus. If your child does not show up for bus pick up and we have not been notified via Brightwheel, Bus classroom, you will be charged **\$25 per incident.** When the driver has to wait for a child and/or make calls to the parents, it makes them late for the next pick up and we end up with anxious children. When schools are closed and KASP is open, we will provide a sign-up sheet 2 weeks in advance for those days as we use this information for staff scheduling and planning.

## **Walking Field Trips**

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Occasionally, teachers take children on walks around the block or they may take advantage of good weather and walk further. Teachers will have a cell phone with them in case of an emergency. The front office will be informed when

children are off-site.

### **Movie Guidelines**

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Technology is defined broadly to include knowledge and use of tools and machines. Included are computers, video, cameras and other forms of high technology.

Examples of media include DVD's, digital music files, CDs, You Tube etc. The intent of this criterion is that these types of media be selected with intentionality and that they are used to expand, enrich, and implement the overall goals and curriculum.

- Explorer and Cheetah classes can only watch G-rated movies.
- Tigers can watch PG-rated movies.
- Other options will be available for those students who choose not to watch the movie.

### **Parent Teacher Group—PTG**

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This group is made up of room parents and other interested parents from each class. Each year we ask that one or more parents volunteer to serve as the classroom parent. That room parent then becomes a member of the PTG and attends bimonthly meetings at the end of the school day to plan events which would benefit KASP, such as helping with the plans for special events and fundraisers. The room parent serves as the liaison between the teacher and the other parents in that room. They also usually arrange teacher appreciation items and help with fundraising.

### **Classroom Pets**

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Classroom pets provide a wonderful opportunity for children to observe and learn about the animal world. If your child has an animal related allergy please let the teacher know and arrangements will be made, if necessary, to remove the animal. Due to concerns about salmonella infection, reptiles are not allowed in the classroom. The teaching staff closely supervises all interactions with animals. Hand washing always happens after handling a pet.

### **Sunscreen/Insect Repellant Policy**

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Parents/guardians are responsible for applying sunscreen to their children here at KASP, during drop off, whether the sunscreen comes from KASP or from home. We will reapply as needed during the day. With parental permission given in the enrollment forms, children under six months must have a doctor's note before we will use sunscreen on them. We will never share sunscreens, except under direct instructions from the parents. We offer parents the option of using **Rocky Mountain Sunscreen SPF 50** ([www.rmsunscreen.com](http://www.rmsunscreen.com)) from May through September. It is PABA-free, Oxybenzone free, waterproof, hypoallergenic, fragrance-free, non-greasy, moisturizing, and aloe-based. The list

of ingredients is available in the office. If you choose this option in the enrollment paperwork, you will not need to provide bottles of sunscreen throughout the sunny season. Samples will be available in the office.

When public health authorities recommend the use of insect repellent due to a high risk of insect-borne disease, only repellent containing DEETS is used (applied only on children older than 2 months, staff apply insect repellent no more than once a day and only with written parent permission).

### **Birthday Celebrations**

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It is our policy to downplay the “party” aspect of birthdays and focus attention on the celebration of the child. For this reason, we invite you to come and spend some time with your child on that special day if possible. Providing a special snack for the class on that day is also appropriate, but bringing in a three-ring circus is not appropriate. We request healthy treats instead of items loaded with sugar. Our policy is to allow only one food item that does not meet the “healthy food” standard at these events. Please do not bring punch and cupcakes, as this would be two unhealthy items.

PLEASE NOTE: If your child will be having a birthday party outside of class time and not every child from the class will be invited, please mail invitations to the homes—to prevent hurt feelings.

### **Program Newsletter**

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All program newsletters will be provided at the beginning of each month. Brightwheel is the app that we use. It contains valuable information about upcoming events and policy changes. Each class will send out classroom updates and storyboards. Please be sure to read them. The KASP staff works hard to keep you updated.

### **Parking for Loading and Unloading**

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A loading/unloading zone is located on 12th Street, between Franklin and Hays. **Please** use 12<sup>th</sup> Street or the parking lot across from KASP.

- During drop off or pick up, please do not leave children unattended in your vehicle.
- **When parking on 12<sup>th</sup> street, PLEASE ONLY PARK FACING NORTH**—for safety reasons and to prevent a ticket.
- PLEASE DO NOT LEAVE YOUR CAR RUNNING. We are a clean air zone in cooperation with the DEQ.

In the fall, Wesleyan will begin at 8:45. Please be aware that, between 8:40 and 9:15 am, will be a **very busy time**. The Wesleyan pick up times for Monday through Friday are as follows:

- Noon until 12:30 pm
- 2:45 to 3:05 pm

## **Secured Entry System**

You will receive an email from Alta Avigilon inviting you to set up your account through their online app. Once your account is set up, you will use your phone to access the gate and the main school door.

## **Building Security:**

Please do not open the front gate for anyone you do not know. It is very important that each parent uses the door app to gain access to the building. If you do not recognize someone, please escort them to the office or have them ring the bell.

## **Paperwork Requirements**

Annual Registration includes: setting up or updating your Brightwheel account and 1 or more of the following forms to be filled out and returned

- KASP Family Payment/Permission/Volunteer Information
- \$100 registration fee
- "Getting To Know Your Child" Form
- Babysitting waiver
- Health Care Provider form-*which your physician must sign*
- Medical Action Plan (located on Health Care Provider form)
- Illness Policy

1. Medical Action Plan – *if your child has an allergy or medical condition.*
2. We will use the IRIS system to obtain a copy of your child's immunization record. If we are unable to locate the record on IRIS, we will notify you and you will need to provide a current copy.

**In order to prevent a late fee of \$25, make sure to return all paperwork on time.**

## **J – COMMONLY ASKED QUESTIONS BY PARENTS**

### **Dress Code**

Busy, creative play can be messy, regardless of the age of your child. We try to use smocks or shirts to cover clothing during messy art projects, as well as the use of washable paints. However, we cannot guarantee that spills or stains can be avoided. Please dress your child in play clothing that is washable and durable so that he/she can enjoy our activities without fear of ruining a special outfit. Shoes must be worn in school for safety. Sturdy shoes, such as tennis shoes will help protect your child from injury. **For playing outside, sandals must have heel straps. NO FLIP-FLOPS.**

### **Outside Play**

Children must have appropriate clothing each season. Please provide warm coats, hats, mittens and boots in the winter and jackets for spring or fall. Extra clothing may be left

in the child's cubby at school. If your child does not come with adequate clothing for the season you may be called to bring additional clothing or shoes to KASP.

### **What should we bring on the first day?**

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1. Healthy lunch, with drink (no soda, please limit sugar intake). Nut free program!
2. Complete change of clothing. **Please** remember to **always label** each article of clothing with a permanent marker. *(We give all unlabeled clothing to Goodwill.)*
3. Parents of young children-please bring at least a daily supply of disposable diapers or keep a box here
4. If needed, bottles must be ready to use (make sure to label).
5. Blanket for nap time if applicable.
6. If you choose NOT to use the sunscreen we have made available, please provide your own sunscreen labeled with your child's name.
7. Check with your child's teacher to see if a sippy cup or water bottle is needed.

### **How can my concerns be resolved?**

#### **Most concerns can be quickly addressed following these steps:**

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1. Always let the classroom teacher know your concern. Your level of comfort with your child's classroom is as important to the teacher as your child's comfort.
2. In most cases, resolution takes place with open communication at this level.
3. If you have a general concern about the program, or you have tried to resolve an issue with the classroom lead teacher without satisfaction, the Director should be contacted. Usually, a brief meeting with all concerned parties is effective and can be scheduled quickly in many cases.
4. If there are still unresolved concerns, a meeting with the Church Administrator will be scheduled.

## **K – BABYSITTING POLICY**

### **1. Onsite Care vs. Offsite Care**

- While children are at **Kids are Special People (KASP)**, staff and volunteers are supervised by trained Directors and teachers.
- KASP **does not supervise or control staff or volunteers** when they provide babysitting away from KASP premises.

### **2. Outside Babysitting Arrangements**

- Any babysitting **outside KASP** is strictly between you (the family) and the staff member or volunteer.
- KASP is **not responsible** for the actions of staff during offsite babysitting.

### 3. Liability

- KASP is **not liable** for any accidents, injuries, or incidents that happen during offsite babysitting.
- If a staff member transports your child as part of offsite babysitting, KASP is **not responsible** for injuries that may occur during transportation.

### 4. Waiver Requirement

- To hire a KASP staff member or volunteer for offsite babysitting, you **must sign the “Waiver and Release for Kids are Special People Staff Babysitting”** before any services begin.
- Not signing the waiver or failing to comply with this policy **could result in your child being removed from KASP.**

### 5. Access to Policy and Waiver

- The waiver is included in **enrollment paperwork.**
- Copies are also available at the **KASP front office.**

## **WAIVER AND RELEASE FOR KIDS ARE SPECIAL PEOPLE STAFF BABYSITTING**

**\*\*Before signing this form, please carefully review it and the “Staff Babysitting Policy” contained in the Kids are Special People Parent Handbook located on our website.**

I/We \_\_\_\_\_, the undersigned, parent(s)/legal

guardian(s) of \_\_\_\_\_ (name of child[ren]) hereby irrevocably release, waive, discharge, and covenant not to sue First United Methodist Church of Boise City, Inc., Kids Are Special People (“KASP”), the Cathedral of the Rockies, the Oregon-Idaho Conference of The United Methodist Church, and their directors, and each of them, for any and all past, present, or future claims, actions, demands, losses, costs, expenses, liabilities, or damages which the undersigned now has or may have in the future resulting or arising from, or incurred with, any babysitting services performed at my/our direction or request, by any KASP staff member or volunteer away from or outside of KASP premises.

By signing this form, I/we hereby accept full responsibility for any damages, including but not limited to damages for death, personal injury, loss of property, or property damage to others, however caused, that result in any way from any babysitting services performed by any KASP staff or volunteer away from or outside of KASP premises. I/we further agree to defend, indemnify and hold harmless First United Methodist Church of Boise City, Inc., KASP, the Cathedral of the Rockies, the Oregon-Idaho Conference of The United Methodist Church, and their directors, and each of them, from any and all past, present, or future claims, actions, demands, losses, costs, expenses, liabilities, or damages resulting or arising from, or incurred with, any babysitting services performed at my/our direction or request, by any KASP staff member or volunteer away from or outside of KASP premises.

I/we certify that I/we have fully and carefully read this "Waiver and Release for Kids are Special People Staff Babysitting" ("Waiver"), fully understand the terms and conditions of this Waiver, and have signed this Waiver voluntarily. I/we further certify that I/we have read and agree to abide by KASP's current "Staff Babysitting Policy" contained in the KASP Parent Resource Manual. I/we agree that this Waiver shall be binding upon me, my spouse, legal representatives, heirs, executors, administrators, and assigns.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent(s)/Guardian(s)