



McFarlin UMC

Kid Zone

Out-of-School Program

2026-2027

Family Handbook

419 S University Blvd

Norman, OK 73069

Kid Zone Office Phone: (405) 225-3499

Church Phone: (405)321-3484

www.mcfarlinumc.org

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Welcome to McFarlin UMC Kid Zone Out-of-School Care

Our out-of-school program isn't just about childcare—it's about creating unforgettable experiences for your children. We're excited to blend fun and learning through our faith-based approach to STREAM education (Science, Technology, Reading, Engineering, Arts, and Mathematics).

At McFarlin Kid Zone, your child will embark on a journey filled with exploration, creativity, and friendship. Whether they're diving into hands-on science experiments, unleashing their imagination through art projects, or engaging in meaningful discussions about faith and values, we're committed to providing a safe and nurturing environment where every child can thrive.

We invite you to take a peek at our handbook for all the details about our program. Feel free to reach out with any questions or to secure your child's spot in our exciting after-school adventures!

Warm regards,
Madisen Myers

Director of Kid Zone

mmyers@mcfarlinumc.org

(405) 225-3499

Who We Are

McFarlin Kid Zone Out-of-School Care is a ministry within McFarlin United Methodist Church where all are welcome. Changing lives that change the world by providing a safe, nurturing, inclusive, and Christian environment that promotes spiritual, physical, social-emotional, and intellectual growth, and the well-being of each individual child.

Expectations

Children

- Observe and respect their classroom and program expectations.
- Respect other children and staff in words and actions.
- Respect the building, classrooms, and equipment used.
- Participate in activities appropriately.
- Wear appropriate clothing for the afternoon.
- Follow the directions of staff members, especially when it comes to the safety of themselves or other children.
- Use appropriate language.
- Leave home toys at home.

Parent/Guardian

- Observe all rules & policies of the program.
- Respect pick-up times as well as the class schedule.
- Label all your child's belongings before your child arrives at our program.
- Communicate any changes:
 - Schedule
 - Pick-up person
 - Child's needs

- Days in attendance (vacations, illness, etc.)
- Pay tuition by the due date.
- Read all communications from the program to be informed of camp activities, closings, or changes in schedule/routines.
- Provide all necessary paperwork and documentation.
- Work with the Director and staff to help children reach developmental goals in a respectful way.
- Be sure children are in good health to attend the program each day.
- Communicate respectfully with all staff, children, and other families within the program.

Teacher/Staff

- Create a safe and positive environment for children.
- Create and engage in activities and play with children.
- Provide structured and unstructured activities for children each day.
- Encourage each child's individuality and creativity.
- Model Christ-like behavior.
- Share observations of children with the Director and the child's family (when applicable).
- Assess health before the start of the day, and do not come in when sick.
- Show respect to children, other staff members, and families through actions, attitudes, and words.

Director

- Involved in daily operations.
- Creates staff schedule and class schedule.

- Provide a welcoming environment.
- Know each child and family.
- Mediate and resolve conflicts.
- Listen and incorporate family feedback.
- Respect children, families, and staff in words and in actions.
- Equip staff in their roles and responsibilities by providing resources and training.
- Notify parents/guardians of emergencies and changes in policies.
- Report suspected abuse to proper authorities.
- Organize and help implement a faith-based inclusive curriculum.
- Model appropriate language and behavior.
- Plan and implement engaging activities for the children.

Enrollment & Tuition

Enrollment: Out-of-school enrollment takes place online with a non-refundable enrollment fee. Your child/ren will be placed in classes matching their grade groups.

Summer Enrollment Fee: \$250

School-year Enrollment Fee: \$150

If a spot is not currently available, a \$25.00 non-refundable wait list fee is required along with an enrollment form and current shot record.

Summer Tuition: \$1,000 charged on June 1st and July 6th, 2026.

School Year Tuition:

1 Day a week \$130 per month

2 Days a week \$230 per month

3 Days a week \$250 per month

4 Days a week \$290 per month

5 Days a week \$310 per month

Full Day \$75 per day

Upon enrolling, please select the days you would like your child to attend McFarlin Kid Zone. Once your child is placed, they will have a reserved space and we will staff accordingly. Therefore, you will be required to pay full tuition whether or not your child attends. All future tuition invoices will be emailed before the end of each month. All tuition is due on the 1st of each month, except August. Tuition is late after the 10th of each month. A late fee of \$10.00 will apply on the 11th of each month and accounts not paid by the 15th of the month will result in a consultation with the director. Failure to pay tuition may result in the removal of your child from the program. A \$25.00 fee will apply to all returned payments.

Withdrawal from the program requires a 14 days' notice to the Director. If 14 days' notice is not provided families will be expected to pay the following two weeks' Tuition.

Full Day Care: Registration for full day care will go out one month prior to full day care. Registration must be completed and full day care days paid before the first day of drop off for full day care.

Daily Information

Hours of Operation

Summer:

7:00 A.M. - 5:30 P.M. Monday through Friday

Dates of Summer Operation:

Monday June 1st - Wednesday August 5th.

Summer Camp Dates of Closure:

July 2nd & July 3rd

School Year:

Monday through Friday

After school dismissal to 5:30 P.M.

Full Day Care: 7:50 A.M. – 5:30 P.M.

Dates of NPS Operation: First Day of NPS Wednesday August , 2026 through the Last day of NPS Thursday, May , 2027.

Dates of Full Day Care Operation:

Dates are subject to change upon NPS schedule changes

Pick-up Procedures

Pick-up begins at 5 PM in Fenn Hall, which you can access through the Northeast sliding glass doors. Only individuals on the child/ren pick-up list will be permitted to pick up. Please communicate pick-up changes to the Director

Late pick-ups need to be communicated with the Director. Late pick-up fee after 5:35 p.m. is \$3.00 per minute; after 5:45 p.m. is \$5.00 per minute.

Transportation

-Children remain calm, buckled, and seated while on the bus.

-We use level 1 voices while on the bus.

-We remain facing forward while on the bus.

-If required, we remain in a booster for each bus ride.

Summer:

Summer camp will attend two off-site trips a week requiring transportation

. Each family is required to sign a transportation permission form and go over transportation safety with their child/ren.

School Year:

We will pick up children from their elementary school at dismissal each day and transport them to McFarlin by our buses. Each driver will have gone through a driving course.

Please let the Director know if your child will be absent before we pick-up from the elementary schools.

McFarlin buses only pick up from our designated Norman Public Elementary Schools.

What to bring each day

Summer:

- Change of clothes just in case an accident occurs.
- Water Bottle
- Lunch (**Peanut Free**)
- Sunscreen
- Change of shoes (water days)

School Year:

- Change of clothes just in case an accident occurs.
- Water Bottle
- Sunscreen

In addition to these items, on Full Days of Care, please send a **PEANUT FREE LUNCH**

Daily Schedule

Summer Schedule

7-8 Drop-off at the playground

8-4:45 Classrooms follow their specific schedules

4:45-5:30 Fenn Hall Pick-Up

School Year Schedule

2:50 Dismissal

3:20 Arrive at McFarlin UMC and go to the classroom

3:25 – 4:55 classrooms follow their specific schedule

5:00 – 5:30 Fenn Hall Pick Up

Curriculum

We will implement a faith-based inclusive curriculum within our program, offering STREAM activities throughout the afternoon for the children to be fully immersed in each day. Weekly themes will be in each month's Newsletter and posted by the classrooms.

Weather Policy

If the heat index exceeds 98°F or drops below 37°F, children will engage in indoor activities. Should Norman Public Schools close due to weather conditions or anticipated weather hazards, McFarlin Kid Zone Out-of-School Care will also be closed. When NPS is not in session during scheduled breaks and holiday closings, McFarlin Kid Zone Full-Day Care will be closed when it is determined that inclement weather or forecasted inclement weather could result in unsafe conditions for children, staff, and families. Closure announcements will be sent via the Remind app.

Illness & Medication Policy

To keep children and staff healthy, please keep your child home if he or she is experiencing symptoms of contagious illnesses or any of the following.

- Fever, over 100*
- Vomiting or diarrhea
- Eye Infection
- Rash (not allergy related)
- Head lice

Parents will be notified if a child arrives ill and the child must be picked up within the hour. Children must remain symptom-free for 24hrs to return to the program.

Medications: If your child needs any type of medication during operation hours, a **Medication Permission Form** will be required with written instructions and the parent's signature. Medication should be in its original container with the child's first, and last name, and dosage amount. We do not share medications with other children.

Injuries

All injuries will be recorded in an Incident Report and provided to you at pick-up. Whenever an incident occurs, the parents/guardians must sign the form for our records. A copy of the report can be emailed to you at your request.

For injuries to the face or head, a parent/guardian will be notified by phone call or text message depending on the severity.

Communication

You are welcome to reach out to the program Director at any point of the day through email, and by phone each day. Please keep in mind that if you are reaching out after hours, the Director will get back to you during business hours.

We will use the **Remind App** for easier mass communication with the families. We will use **Seesaw** for direct classroom communication.

Emergency Preparedness

Serious Injuries: Notify parents/guardians, DHS, and emergency personnel.

Serious Illnesses: Notify parents/guardians, DHS, and emergency personnel.

Poison Exposure: Contact the poison control hotline, parents/guardians, and DHS.

Outbreaks of Communicable Diseases: Notify the health department, DHS, and parents/guardians.

Fire: We have fire drills each month to ensure that each staff person and child are familiar with our emergency routes and procedures in an emergency. All classes will exit classrooms as quickly as possible. The meeting location is the South Lawn Gazebo Area. Children who need special accommodation will be transported accordingly. In the event of a real fire, after emergency procedures are taken, parents/guardians will be contacted along with DHS.

Tornado: In the event of severe weather while we are in session, each classroom has an emergency plan. These routes are posted in each classroom. Children will be relocated to Fenn Hall Restrooms. Emergency kits are stocked in these rooms. Children who need special accommodation will be transported accordingly. We have monthly drills to practice these procedures to ensure everyone is aware and ready during the severe weather season. In the event of a real tornado, after emergency procedures are taken, parents/guardians will be contacted along with DHS.

Floods: We will stay on our floor (3rd floor) and notify parents/guardians. In the event of a real flood, after emergency procedures are taken, parents/guardians will be contacted along with DHS.

Blizzards & Ice Storms: Should Norman Public Schools close due to weather conditions or anticipated weather hazards, McFarlin Kid Zone Out-of-School Care will also be closed. When NPS is not in session during scheduled breaks and holiday closings, McFarlin Kid Zone Out-of-School Care will be closed when it is determined that inclement weather or forecasted inclement weather could result in unsafe conditions for children, staff, and families. Closure announcements will be sent via the Remind app.

Man-Made Disasters: (chemical and industrial accidents) Notify parents/guardians, DHS, and follow evacuation protocols.

Human Threats: Notify on-site & emergency personnel, designate safe locations, encourage children to remain calm and quiet; secure building entrances, and prevent entrance of unauthorized personnel. After the event DHS will be notified.

Lost or Abducted Children: Notify parents/guardians, emergency personnel, and DHS.

Utility Disruption: Notify parents/guardians, DHS, and close the facility if necessary.

Structural Damage: Notify parents/guardians, DHS, and close the facility if necessary.

Evacuation: Notify parents/guardians, and emergency personnel, DHS, and relocate if necessary.

Relocation: Staff will transport children by foot to First Christian Church or First Presbyterian Church. Accounting for Children to make sure all children are present; staff will count the children and check names on the attendance sheets. Disabilities If there is a child with disabilities, a staff member will help them get to the proper location. We will notify parents/guardians and DHS.

Social Media/Web

Photos and/or videos of your children will not be used by McFarlin Memorial United Methodist Church for the purpose of identification, education, or promotion in both internal/external publications including Facebook and the website without your consent. Parents/guardians may only take pictures of their own children while in the After-School Program.

Security & Video Footage

Our building stays locked throughout the day. Each family receives a family specific door entry code. If entering the building out of pick-up hours, you must check in at reception at the

Southeast entrance of the building. Every individual who enters the building is monitored by our video cameras posted all over the building. Any non-staff or non-parent/guardian must check in at the reception desk before fully entering the building.

Cameras are located in the center and monitored within the office by the center personnel. To respect the privacy of all children, parents, and staff in our center, our cameras are for internal purposes only. Video footage is not available for review unless related to an incident and requested by the appropriate authorities, and then shall only be made available for viewing by such appropriate authorities.

Discipline & Bullying

In our Out-of-School Program, it is our belief that when children feel safe and are engaged socially, emotionally, and intellectually, behaviors are less likely to occur. If discipline is necessary, After-School staff primarily uses redirection, take a break, and “safe space.” If inappropriate or unsafe behavior occurs, we will follow the below steps to help the child:

- Verbally re-direct the child to appropriate behaviors
- Verbally correct behavior, offer an opportunity to problem solve.
- Verbally correct behavior, offer appropriate choices (safe space, alternate activity, etc.)
- Direct the child to “take a break” for cooling off time followed by a one-on-one conversation about appropriate choices and behaviors.
- Contact parent/guardian.
- Provide written documentation, if necessary.
- The After-School Program Director will intervene with the child, if necessary.
- Consultation with family/staff/Director on the phone or in person if necessary.

Depending on the severity of the situation: unsafe, disruptive, inappropriate, or recurrent behaviors directed towards other children, staff, or property could result in suspension, temporary, or permanent dismissal from the program.

Physical Roughness and Aggressive Behavior Policy

Physical roughness is defined as behavior that may cause harm to oneself or others and includes, but is not limited to:

- Hitting, slapping, or swatting
- Kicking
- Shoving
- Biting
- Wrestling or rough housing

McFarlin Child Care is committed to providing a safe environment for all children, staff, and families. Staff will implement developmentally appropriate guidance and supervision strategies to prevent and respond to physically rough or aggressive behavior.

If a child engages in physical roughness toward another child or a staff member, the Program Director and classroom staff will partner with the parent/guardian to develop and implement a behavior support plan aimed at reducing unsafe behavior and supporting the child's success in the program.

If the behavior persists, the following progressive discipline procedures will be followed:

1. First Occurrence:

The Program Director will speak with the child in a developmentally appropriate manner to explain that the behavior is unsafe and not permitted. A written behavior/incident report will be completed and shared with the parent/guardian.

2. Second Occurrence:

If physically rough behavior is repeated, the parent/guardian will be contacted and required to pick up the child immediately. The child will be suspended from the program for the remainder of the week.

3. Continued Occurrences:

If a child receives two suspensions related to physical roughness or aggressive behavior, the child will be dismissed from the program for the remainder of the program year.

Dismissal may impact future enrollment eligibility, including participation in Kid Zone.

This policy is implemented in accordance with applicable state childcare licensing regulations and is intended to ensure the health and safety of all children in care.