

# PARENT HANDBOOK 2007-2008

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## MISSION STATEMENT

The mission of Kingdom Kids is to encourage the whole development of each child by inspiring a love for learning, instilling a love for God, and experiencing the love of others.

## CURRICULUM

Kingdom Kids Kindergarten uses the A Beka Christian Curriculum and supplements with other materials. A Beka materials are used exclusively in the following areas: phonics, math, science and Bible. All instruction is based on sound scholarship, common sense, and the Word of God. Phonics is used to teach reading as we believe it to be the most logical and orderly approach. We realize that children come to kindergarten at a variety of stages in the area of reading. Some children are reading and others learning the alphabet. Our reading program is individualized so that a child may work at their own pace. The curriculum will be evaluated each year.

## VALUES & GOALS

Activities which offer children opportunities to interact with materials, peers, and adults in individual and group experiences will be provided. These activities are designed to meet the children's spiritual, social/emotional, intellectual, and physical needs. These activities will challenge but not discourage children. Knowing how the children in the program are growing and developing is of primary importance in planning what will be taught and how it will be accomplished.

### I. Spiritual

- God has appointed parents as spiritual leaders and we will partner with them.
- Children can have authentic relationships with God. We will create opportunities for their foundational faith steps and strive to follow the example of Jesus. (Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14)
- Children are more than simply spiritual beings. We are committed to the overall development of each child.
- Children can have a spiritual impact on their parents. We will encourage the spiritual interest of parents through the positive experiences of their children.

Spiritual growth will be achieved through:

- Discussing a Bible story and its personal applications
- Participating in Christian songs and memory verse work as part of the daily routine

- Participating in prayer

## **II. Social/Emotional**

- Responsibility for the nurture of children remains with their parents. We will partner with parents to provide a safe and exciting place to learn and grow.
- We will encourage children to reflect Christ's love. We will accomplish this through promoting habits of self-control, fair play, courtesy, and respect for property.
- Children can make a difference in their world. We will encourage them to have an influence on the lives of friends and family members.
- Every child is precious and vulnerable. We will create an environment of physical and emotional safety.
- Adults leave lasting impressions on children. Our competent and caring staff will model God's character through their actions and example.

Social/Emotional growth will be achieved through:

- Developing friendship skills
- Sharing job responsibilities in the classroom
- Following rules of behavior with reminders
- Developing appropriate work and play habits
- Expressing feelings appropriately
- Developing competence and self-confidence

## **III. Intellectual**

Children pass through a variety of stages. We will provide educational experiences appropriate for each stage.

Intellectual growth will be achieved through:

- Recognizing, rote counting and understanding of numbers to 100
- Recognizing and using addition families 1-10
- Telling time and numerical problem solving skills
- Recognizing, identifying, and learning the sounds of each letter of the alphabet
- Using phonics to decode words
- Printing letters, words and sentences
- Developing an appreciation for children's literature
- Developing thinking and observation skills through simple science experiments
- Understanding the world around them and their place in it.

## **IV. Physical**

We will provide age appropriate physical activities for the students.

Physical growth will be achieved through:

- Participating in activities to develop large motor skills (jumping, hopping, running)
- Using small motor skills (cutting, tracing, and writing)
- Developing personal hygiene and cleanliness skills
- Developing self-help skills (buttoning, zipping, snapping, dressing for outdoor play)
- Developing personal safety skills

## REGISTRATION

**Prior to April 1st**, registration is done by completing a registration form and submitting it along with a \$100.00/student registration fee (\$125/family maximum). This will hold your child's spot until April 1st. The first month's tuition payment of \$221 and the \$25 supply/activity fee (which covers classroom supplies and field trips) are due on April 1st. If these payments are not received by April 1st, your child's spot for the 2007-2008 school year will be released.

**After April 1st**, the registration form, registration fee, supply/activity fee, and the first month's tuition must be submitted together at the time of registration.

Registration and supply/activity fees are non-refundable. The first month's tuition (due April 1st) is refundable ONLY if your family relocates to another city. Notification of a move must be received by the Director prior to August 1st in order to be reimbursed.

## ENROLLMENT ELIGIBILITY

Kingdom Kids Christian Preschool is operated by Christ Community Church. Christ Community Church does not discriminate on the basis of race, color, gender or national origin. Students must be five years old by September 1, 2007.

## OPTIONAL ENRICHMENT CLASSES

In addition to our kindergarten class, Enrichment classes are offered on Tuesday and Thursday for children age 3 ½ through kindergarten. These classes are in the areas of art, social studies, science and thematic exploration.

### Enrichment Class Schedule

T	9:00 – 11:30 am	Young Explorers
	12:30 – 3:00 pm	Discovering God's World
TH	9:00 – 11:30 am	J.A.M.
	12:30 – 3:00 pm	Art

### Young Explorers

Students will participate in hands on learning about the city of Rochester, the state of Minnesota, the United States, countries and continents. As students study Minnesota, they will fish from a canoe, camp in a tent, experience the life of a pioneer while sitting in a covered wagon, learn about Native American Culture, etc. Students will be given a passport as they visit each country. Cooking activities will reflect the ethnic culture of each country. Special speakers will be brought into the classroom to share various cultures.

Bible is part of the curriculum.

### **Discovering God's World**

Students will focus on discovering the world around them. Each month the class will focus on a different science theme such as space, rocks, dinosaurs, etc. Each theme includes hands on activities and experiments. The students will also study a foreign language. Bible is part of the curriculum.

### **J.A.M.**

J.A.M. is a fun, interactive theme class. Students will partake in a variety of hands-on activities based around monthly themes. We will have a jammin' good time in this class! Bible is part of the curriculum.

### **Art**

This class will focus on instructional art. Students will experience art through a wide range of mediums in fun and non-traditional methods! Students will focus on the elements of art such as color, texture, line, shape, balance and expression. Each student is encouraged to create his/her own artistic masterpiece using the elements of art, in a manner that allows them to experiment with and experience the process. Bible is a part of the curriculum.

## **TUITION**

### **MWF Kindergarten**

\$1989/year or \$221/month

### **MTWThF Full Program** (includes Kindergarten, TTh Enrichment classes and lunch)

\$4077/year or \$453/month

## **PAYMENT**

Please make checks payable to Kingdom Kids. A payment drop box is located next to the bulletin board for your convenience.

Tuition is due a month in advance on the 1st of each month, ex: October tuition is due September 1, November tuition is due October 1, etc. Please attach the appropriate coupon to your check. Tuition coupons will be mailed out in April or at the time of enrollment. A late fee of **\$20.00** will be added to your account if your tuition is not paid by the 10th of each month.

A 30-DAY NOTICE TO THE DIRECTOR IS REQUIRED to withdraw your child during the school year. If such notice is not given, you will be charged the next month's tuition. Refunds are not given for missed school days due to sickness, weather, conferences, teacher work days, holidays, etc.

## **LUNCH BUDDIES**

Students enrolling in our Tuesday and Thursday Enrichment classes may participate in Lunch Buddies on those days from 11:30 am-12:30 pm. Parents need to provide a sack lunch and Kingdom Kids will provide milk. Please label your sack lunch with your child's first and last name. During this hour, your child will participate in social interaction, structured time and free play.

## **EARLY DROP-OFF & LATE PICK-UP OPTIONS**

There is an early drop-off option beginning at 8:00 am each day. Students must be pre-registered by 3:00 pm the previous day. The cost for this service is \$5.00 and is non-refundable. Early drop-off will be held in the gym. We will offer curbside drop-off from 8:00 am – 8:15 am each day. Please pull your vehicle up to the Kingdom Kids entrance. A staff member will be there with a sign-in sheet and will escort your child to the gym. This service is available for early drop-off students only and is included in the \$5.00 fee. The \$5.00 charge will be billed to your account on the 10th of each month and will be due upon receipt. Students with past due accounts will not be able to attend early-drop off or late-pick until the account is current. Parents who use early drop-off but do not desire curb side service may sign their child in and walk their child into the gym.

There is a late pick-up option until 3:30 pm each day. Students must be pre-registered by 3:00 pm the previous day. Late pick-up will be in the gym. The cost for this service is \$3.00 and is non-refundable. The \$3.00 charge will be billed to your account the 10th of each month and will be due upon receipt. Students with past due accounts will not be able to attend early-drop off or late-pick up until the account is current.

## **SUPPLY LIST**

Each child will need 1 book bag (large enough to store papers, hat, glove, mittens etc.)

\*All other items are covered by the \$25 supply/activity fee which is due on May 1st.

## **REST TIME**

Kindergartners will rest quietly for a period of 45 minutes each day. Each student may bring a towel or soft blanket to lay and a pillow if they wish.

## **STAFFING**

The staff determines the quality of our program. Our Christian teachers are highly

qualified through both training and experience. Staff members are required to take courses or attend workshops each year. Kingdom Kids staff are mandatory child abuse reporters. All staff members are trained in First Aid. Our lead teachers are trained in CPR.

## **ARRIVAL AND DISMISSAL**

Students must enter the building through the east entrance. Students may arrive no earlier than 8:35am. Class begins at 8:45am.

Pick-up time is 3:10 pm. The teacher will escort the children from the building and you may meet your child at the curb. Please call if your child is going to be absent or late. If a student is not picked up by 3:25 the parents or emergency contact person will be called.

## **PICK-UP AUTHORIZATION**

Parents are responsible for the transportation of their own children. Only authorized adults will be permitted to pick up your child. For your child's safety, if you are not picking up your child on a given day you must either provide a written note or call the teacher or director to inform them of the change. You must provide the note or call even if the person picking up the child is on the authorized pickup list.

## **CLOTHING**

Please send your child to school in comfortable clothing that is okay to get dirty. Children are encouraged to participate in all activities. Thus they should feel free to participate in all of the fun and sometimes messy activities such as playing with water, play dough, sand etc. Children will wear a smock while they are painting.

Please label ALL pieces of removable clothing and footwear. Please have your child wear or bring boots during the winter. If your child wears his/her boots to school please have them pack a pair of shoes in his/her backpack.

Please do not send your child to school in open-toed sandals.

## **OUTDOOR PLAY**

Weather permitting we will play outside each day. The amount of time spent outside will depend on the weather. Wind chill will be a factor when determining whether to play outside. Children will play outside when the wind-chill is above 20 degrees. There will be a sign posted on the Kingdom Kids bulletin board as to whether the children will be playing inside or outside on a given day. Please dress your child appropriately. When we are unable to play outside the children will play in the gym. We ask that you do not send your

child to school if your child is too ill to play outside.

## **BIRTHDAYS**

We will be observing your child's birthday during the school year. Summer birthdays will be observed during the month of May. You may provide packaged treats on your child's birthday if you wish. Regular snacks will still be served.

## **FIELD TRIPS**

Parents must sign the field trip consent form which will be on the classroom check in counter. Students will explore and experience the world around them by taking regularly scheduled field trips. Students will be transported by school bus.

## **COMMUNICATION**

Meet the Teacher Day and Parent Orientation are held prior to the first day of school and is a great opportunity for the parents and students to meet the child's teacher as well as become familiar with their classroom and other classmates.

Report cards will be distributed each quarter and two parent/teacher conferences will be scheduled during the school year. Parents may contact the teacher individually if they would like to set up additional conference times.

Special notices, calendars and other important information will be posted on the Kingdom Kids bulletin board next to the payment drop box.

Please feel free to communicate with the director and your child's teacher. However, please plan to visit with the teacher at a time when she is not responsible for the children in her class. If you have a concern you wish to discuss, please contact the director or teacher ahead of time to schedule an appointment.

Each child is assigned a hook for their book bag and coat and a basket for their papers. If you have a note for the teacher, please put it in the teacher's basket located on the sign-in counter. We will place any important notes and papers in your child's basket.

## **FOOD ALLERGIES**

Parents must notify staff in writing of any food allergies. Please submit the food allergy list with your student information packet. If a food allergy occurs during the school year, notify all staff providing care to your child, in writing, as soon as you know of the food allergy. This information will become part of the child's file

## **SNACKS**

We promote good nutrition and strive to teach each child to eat healthy foods. Please send a nutritious snack with your child each day.

## **PET POLICY**

Please inform us if your child has an allergy to animal dander. With parent supervision and teacher approval, children may bring a pet from home for show & tell. **The teacher must be notified at least one week in advance** in order to prepare for the pets' visit and to alert any parents in the case of pet allergies or a child's fear of pets. All visiting pets must be healthy, fully vaccinated, and under parent's control at all times.

## **PARENT VISITS**

Parents are encouraged to become familiar with their child's school. Parents or guardians are welcome to visit the classroom at any time. Guests may contact the director to arrange a visit. Families are encouraged to participate in special programs held throughout the year.

## **VOLUNTEERS**

We strongly encourage parents to volunteer within the classroom. Teachers often need someone to help within the classroom with a variety of tasks. Parents may sign up to volunteer at Parent Orientation. When you are volunteering we ask that you do not bring other children with you. All volunteers having direct contact with students must complete a background check form provided by the director.

## **SCHOOL CLOSING**

If school is closed due to the weather, it will be announced on KTTC channel 12 and KFSI radio station 92.9.

- If the public school cancels school all Kingdom Kids Kindergarten will be canceled.
- If the public school begins two hours late Kingdom Kids Kindergarten will begin two hours late canceled and morning Enrichment classes will be cancelled
- If the public school begins one hour late, Kingdom Kids Kindergarten will begin one hour late.
- If Rochester public schools are dismissed early, Kingdom Kids will be dismissed early. If school is dismissed early due to a snow emergency it will be announced on KTTC and KFSI.

In the event of a utility failure, parents will be notified by phone and asked to pick up their child. The announcement will also be made on KFSI 92.9.

## **EMERGENCY SHELTER**

In the event of a tornado, the class will be taken to Room 201 and a note will be posted.

## **FIRST AID**

Our staff is First Aid and CPR certified. In the event of any injury or illness, trained staff will administer First Aid. If staff decides this is an emergency situation, 911 will be contacted to provide emergency First Aid. If necessary, the emergency medical service may transport your child to a medical facility of their choosing. A parent/guardian or emergency contact will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. Staff will not transport children. All expenses related to an emergency are the parent's responsibility.

## **BEHAVIORAL CHANGES**

If there are any changes taking place in your home routine or perhaps something has occurred that has upset your child, please be sure to let the teacher know by calling the preschool or sending a note. Many times a child's behavior will change (moodiness, crying, clinging) during these times and the teacher will be able to deal with the root of the problem and help the child adjust better.

## **BEHAVIOR GUIDANCE AND DISCIPLINARY PROCEDURES**

The teacher will go over the specific classroom discipline policy at Kindergarten Orientation. Kingdom Kids strives to provide a safe and happy environment for each child. Because we believe that every child has a right to physical and emotional safety, we have established certain behavior standards to ensure this.

If a child exhibits extremely inappropriate behaviors, a form will automatically be completed and parents will be notified. Examples of inappropriate behavior include:

- Punching, kicking, and biting (or other recurring actions or behaviors that cause endangerment to children and/or adults)
- Repeated destruction of property
- Inappropriate touching of other children
- Harassment of children or adults (threatening, severe teasing)

## **STATE HEALTH REGULATIONS**

### **Medications**

Office staff will administer medication. Prescription medication must be in the original container and if possible be accompanied by a note from the child's physician. A permission note with parent signature must accompany and non-prescription medication.

### **Illness**

Please do not send your child to school if:

- Your child has a temperature of 100 degrees.
- Your child has had vomiting or diarrhea in the past 24 hours
- Your child has had a fever within the past 24 hours. Your child should be kept at home until 24 hours after the last episode of vomiting or diarrhea.

If your child becomes sick at school, every effort will be made to contact you or the emergency contact person. Your child will be kept under the supervision of the office staff and away from other children until a parent can pick up the child.

## **IMMUNIZATION AND HEALTH RECORDS**

State law requires each child's health and immunization records to be filed with the school. A copy of the immunization record must be on file in order for your child to begin school. The health care summary must be signed by the child's physician and returned within 30 days of the first day of school. Students who have not turned in the required forms will not be able to attend school until we receive those forms. All records must be current and must be updated when your child receives additional immunizations. If there is a medical reason for missing immunizations, we must have a signed statement from your doctor. If there is a religious reason for not having immunizations, we must have a notarized statement of such reason.

## **SPECIAL NEEDS**

Parents/guardians have the responsibility to inform the preschool when their child has special medical concerns, conditions, needs or allergies so that Kingdom Kids can provide appropriate care and support. A plan to meet these needs must be in place prior to admission.

If your child has a special need and is (one or more of the following):

- Eligible for case management through the state and has an Individual Service Plan (ISP)
- Receiving services through the local school district and has an Individual Educational Plan (IEP)
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional

development

Parents will be asked to share the ISP and/or IEP with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us to meet your child's needs.

This plan must be signed by the parents and your child's source of licensed health care as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care.

If the special need requires that our staff be trained to perform a new skill we will ask that you arrange for this training.

## **REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN**

### **Who Makes a Report**

- Any person may voluntarily report abuse or neglect.
- Kingdom Kids is a licensed facility, and therefore, all staff is legally required or mandated to report and cannot shift the responsibility of reporting to their supervisor or to anyone else at the licensed facility. If a Kingdom Kids staff member knows or has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years he/she must immediately (within 24 hours) make a report to an outside agency.

### **Where To Report**

- If you know or suspect that a child is in immediate danger, call 9-1-1
- All reports concerning suspected abuse or neglect of children occurring within a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (507) 285-7009 or local law enforcement at (507) 285-8308.
- If a report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division at (651) 296-3971.

### **What To Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). A copy is available in the Kingdom Kids office.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse/neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by

a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

### **Retaliation Prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child about whom a report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### **Failure to Report**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

## **RESEARCH/PUBLIC RELATIONS**

Parental permission must be given prior to each occasion of research, experimental procedure, or public relations activity.

## **GRIEVANCE PROCEDURE**

Should a situation arise that you, the parent/guardian, see as a problem or if you have a grievance, please notify your child's teacher. If the situation is not resolved to your satisfaction please notify the director. The director will notify the parent within one week of a filed grievance.

Open and ongoing communication between parents and staff is an essential part of our program and we encourage you to share your concerns with your child's teacher.