



**PARENT HANDBOOK
2011-2012**

SPECIAL NEEDS

Parents/guardians have the responsibility to inform the school 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.

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 contact 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.

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OVERVIEW

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.

Philosophy of Education

Kingdom Kids Kindergarten partners with your family, working in the process of educating, nurturing and caring for your child. We believe it is our role to encourage the development of the whole child by focusing on meeting the child's individual needs as well as supporting his/her development spiritually, socially, emotionally, physically and cognitively.

We offer an academic and developmentally appropriate curriculum which presents both structured and non-structured activities, providing the children with a wide variety of hands-on learning opportunities throughout the day. As a Christian School ministry, our goal is to build a strong foundation in God's Word that your child will benefit from for life. Our loving, dedicated, trained staff is committed to providing quality education and care for your child.

Values

We believe...

- God has appointed parents as spiritual leaders. We will partner with them in the development of their children.
- Every child is precious and vulnerable. We will create an environment of physical and emotional safety.
- Adults leave lasting impressions on children. We will model God's character through a competent and caring staff.
- Children can have an authentic relationship with God. We will create opportunities for their foundational faith steps.
- Children grow through a variety of developmental stages. We will provide education appropriate for each stage.
- Children are more than spiritual beings. We are committed to the overall development of each child.
- Children can make a difference in their world. We will encourage them to have an influence in the lives of friends and family.
- Children can have a meaningful spiritual impact upon their parents. We will encourage the spiritual interest of parents with the positive experiences of their children.

FIRST AID

Our staff is certified in First Aid and CPR. 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.

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 school 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

We strive to provide a safe and happy environment for each student. There are high expectations for students. When there are high expectations for children, they rise to meet these expectations. To ensure that your child is in an environment conducive to learning, the following plan is implemented in your child's kindergarten classroom. Children will be rewarded for following the rules and displaying positive behavior in two ways; as a group and individually.

Certain inappropriate behaviors are not allowed and will receive no warning. These behaviors include: hitting, kicking, biting, fighting, or any other behavior that would harm a student or teacher.

IMMUNIZATION & HEALTH RECORDS

State law requires each child's immunization record to be on file with the school. A copy of the immunization record must be on file in order for your child to begin school. Students who have not turned in the required form will not be able to attend school until we receive it. 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 a parent opposes immunizations the form must be notarized. A **Health Care Summary** must be signed by the child's physician and returned within 30 days of the first day of school. The immunization and Health Care Summary must be dated less than 3 months from the first day of class.

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.

SCHOOL CLOSINGS

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

- If public schools are cancelled kindergarten will be cancelled.
- If public school begins two hours late kindergarten will begin two hours late.
- If public school begins one hour late, 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. It will also be announced on KFSI radio (FM 92.9).

EMERGENCY SHELTER

In case of severe weather, the class will move to Room 301.

MEDICATION

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 non-prescription medication.

ILLNESS

Please do not send your child to school if:

- Your child has a temperature of 100+ degrees
- Your child has vomited or had diarrhea in the past 24 hours
- Your child has had a fever within the past 24 hours

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.

Goals

1. Spiritual growth:

- Discussing Bible stories and personal applications
- Including Christian songs and memory verse work as part of their daily routine
- Modeling and encouraging participation in prayer

2. Social/Emotional growth:

- Cooperating with peers and learning to share
- Developing friendship skills
- Sharing job responsibilities in the classroom
- Following rules of behavior with reminders
- Clearly expressing needs and wants
- Developing appropriate work and play habits
- Expressing feelings appropriately
- Developing competence and self-confidence

3. Intellectual growth:

- Recognition of basic shapes
- Identification of numbers to 100
- Recognition of coins and their value
- Ability to tell time
- Familiarity with and ability to read sight words
- Ability to read one and two vowel words
- Understanding of print concept
- Correctly forms letters and numbers when printing

4. Physical growth:

- Participating in activities which utilize large motor skills (jumping, hopping, running)
- Participating in activities which utilize small motor skills (cutting, coloring, tracing, gluing, painting and writing)
- Developing personal hygiene and cleanliness skills
- Developing self-help skills (buttoning, zipping, and dressing for outdoor play)
- Developing personal safety skills

CURRICULUM

We use ABeka curriculum. Our educational approach is founded on biblical principles and our reading is taught through phonics. We recognize that children enter kindergarten at various stages and individualize our program to reflect the level of each child. Children may learn at their own pace.

DAILY SCHEDULE

8:50 – 9:00	Arrive, Color, Opening
9:00 – 9:20	Sing, Bible Lesson Wednesday – Chapel... <u>please join us!</u>
9:20 – 10:00	Phonics
10:00 – 10:25	Recess
10:25 – 11:10	Math
11:10 – 11:40	Lunch
11:40 – 12:00	Recess
12:00 – 12:30	Rest Time
12:30 – 12:45	Printing
12:45 – 1:00	Show and Tell
1:00 – 1:25	Monday – Music Wednesday – Social Studies Friday – Library or Social Studies
1:25 – 1:45	Storytime, Snack
1:45 – 2:10	Monday – Phy Ed Wednesday – Art Friday – Science
2:10 – 2:35	Spanish
2:35 – 3:00	Center Time
3:00 – 3:10	Prepare to go home

COMMUNICATION

The teacher will meet with each student prior to the start of school to do an individual assessment and provide feedback to the parents.

Students will participate in a Mini Day prior to the start of school. This is an opportunity for your child to become familiar with their teacher, classroom and other classmates.

Parent Orientation is held at the beginning of the school year and is an opportunity for the parents to ask questions, receive information from the teacher and to meet the child's teacher.

Weekly Newsflashes and monthly Newsletters will help to keep you informed about classroom happenings.

Report cards will be distributed each quarter and two parent/teacher conferences will be scheduled during the school year. Parents may contact the teacher by email or written note if they would like to set up additional time to meet.

Please feel free to communicate with the teacher when class is not in session. If you have a concern you wish to discuss at length, please contact the teacher ahead of time to schedule an appointment.

VOLUNTEERS

We encourage parents to volunteer. Help can be used with a variety of tasks, both in and out of the classroom. Parents may sign up to volunteer at Parent Orientation. Please do not bring other children with you when you are volunteering in the classroom.

FIELD TRIPS

Parents must sign the field trip consent form prior to each trip. Students will explore and experience the world around them by taking regularly scheduled field trips. Students will be transported by school bus. Students are given t-shirts that should be worn on all field trips.

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.

ARRIVAL AND DISMISSAL

Students should enter the building through the east entrance. Class begins at 8:50am. Please call if your child is going to be absent or late. Children arriving after 8:50am must sign in at the office and will receive a tardy slip to give to the teacher. Dismissal time is 3:10pm. The teacher will escort the children from the building. You may meet your child at the curb. If a student is not picked up by 3:20pm the parents or emergency contact person will be called and a late fee assessed.

BUSSING

Bussing to Kingdom Kids Kindergarten is available free of charge through Rochester Public Schools. Please contact their transportation office for more information at 507.328.4260.

PICK-UP AUTHORIZATION

You must either provide a written note or call the office to inform them if someone other than a parent will be picking up your child. This is necessary even if the person picking up the child is on the authorized pickup list. Students who are picked up during the day or leave early before dismissal must be signed out at the office by the person picking them up. A pass will be issued and this is given to the teacher.

RECESS

Weather permitting, we will play outside each day for recess. When we are unable to play outside the children will instead play in the gym. The weather must have a wind chill above 0° for children to be outside.

SNACKS

We promote good nutrition and teach each child to eat healthy foods. Children will have a snack break at school each afternoon. Please send a nutritious snack to school with your child each day.

REST TIME

Kindergartners will rest quietly for 30 minutes each day. A mat is provided.

GOALS AND OBJECTIVES

First Quarter

Phonics & Reading	Name and sound for each letter
Printing	Print each letter
Numbers	Recognition, count, concept of 1-19
Science	God Made Me
Bible	Memory verses per week, Adam & Eve, Cain & Abel, Noah, Abraham, Isaac, Jacob & Esau

Third Quarter

Phonics & Reading	Sound out single vowel words, consonant blends
Printing	Print words
Numbers	Recognition, concept 70-100, count to 100, before and after, addition families 1-4
Science	Weather, Animals
Bible	One memory verse per week, Moses, crucifixion/resurrection

Second Quarter

Phonics & Reading	Blend consonants with short vowel sounds
Printing	Print blends
Numbers	Recognition, count, concept of 20-69
Science	Seasons, Animals
Bible	One memory verse per week, Joseph, Birth of Christ

Fourth Quarter

Phonics & Reading	Sound out two vowel words, apply word attack skills
Printing	Print words and sentences
Numbers	Count to 20 by 2s of and to 100 by 5s, addition families 5-10, telling time, problem solving
Science	Seeds, Seashore
Bible	One memory verse per week, life of Jesus

REGISTRATION

Prior to May 1st, registration is done by completing a registration form and submitting it with the \$100 registration fee (\$125 for students attending the five day program). This will hold your child's spot until May 1st. The first month's tuition payment of \$250 and the \$25 supply/activity fee (\$50 for students attending the five day program) are due on May 1st. If these payments are not received by May 1st, your child's spot for the 2011-2012 school year will be released.

After May 1st, the registration form, registration fee, supply/activity fee, and the first tuition payment must be submitted at the time of registration. The second payment is due on September 1st with subsequent payments being due the first of each month October – April.

Registration and supply/activity fees are non-refundable. The first month's tuition (due May 1st) is refundable ONLY if your family relocates to another city. Written 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 **Sept. 1, 2011**.

OPTIONAL CLASSES

Creative Adventures

Kindergarten students may join us one or two afternoons a week for this dynamic enrichment class. Students will experience and dig into an energizing blend of irresistible games, dramatic experiences, creative crafts, music and imaginative kitchen creations planned just for them. Classroom activities and experiences will revolve around an exciting new theme or topic each day.

Offered Tuesday and Thursday afternoons 12:30–3pm

Tuesday and Thursday	\$122/month
Tuesday or Thursday	\$61/month

SUPPLY LIST

Each child will need 1 book bag. Other items are covered by the supply fee.

TUITION

MWF Kindergarten

\$250/month or \$2250/year

Five Day Full Time Program

\$516/month or \$4644/year
(Monday – Friday, 8am – 5pm * call for more details)

PAYMENT

Cash/Check

Please make checks payable to Kingdom Kids. A payment drop box for check/cash payments is located next to the Kingdom Kids office window.

Automatic Transfer

A form may be completed to have tuition automatically deducted from your bank account the first of each month.

Credit Card

Payments may be made in the CommUnity Café down the hall from the school office.

Tuition is due a month in advance on the 1st of each month (October tuition is due September 1st, etc.). A late fee of **\$20** will be added to your account if tuition is not paid by the 10th of the month due.

A 30-DAY WRITTEN NOTICE IS REQUIRED to withdraw your child during the school year. You will be responsible for a full thirty days of tuition from the date of written notice.

LUNCH

Students must provide their lunch each day. Lunches are not refrigerated. Milk is available for 40 cents and punch cards may be purchased for \$8.

EXTENDED HOURS

Early Drop Off

This option begins at 8:00am each day. Students must be pre-registered by 3:00pm the previous day. The cost for this service is \$5.00/day and is non-refundable. You may pull your vehicle up to the curb from 8–8:15am each day. A staff member will be there and will escort your child to the gym. After 8:15am, you must walk your child into the gym and sign in at the kiosk.

Late Pick-Up

There is a late pick-up option after school until 5:00pm each day. Students must be pre-registered by 3:00pm the previous day. Late pick-up will be in the gym. The cost for this service is \$9.00/day and is non-refundable.