



**PARENT HANDBOOK
2017-2018**

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Why Choose Kingdom Kids?

Mission Statement – Restoring Our Broken World

In partnership with Christ Community Church, our mission is to restore our broken world by providing students with a quality Christian education while providing families with opportunities to gain and grow in their knowledge of Jesus Christ.

Philosophy

We partner with your family to educate, nurture, and encourage the development of the whole child. Every child is made in God's image and has incredible intrinsic value. Our goal is to build a strong foundation in God's word from which your child will benefit for life. Students are prepared for Kindergarten through our academic, developmentally appropriate curriculum.

Goals

1. **Cognitive** development will be encouraged by use of Core Knowledge and A Beka curriculum:
 - Communication skills in one-on-one, small group, and large group sessions
 - Basic colors and shapes
 - Sounds of each letter of the alphabet
 - Recognizing upper and lower case alphabet letters
 - Pre-reading skills – blending sounds together
 - Appreciation for reading books
 - Recognizing and writing own name
 - Pre-writing skills - printing numbers and letters
 - Counting to 100
 - Numbers 1-20 and number families
 - Addition of 0 and 1
 - Measurement concepts
 - One-to-one correspondence
 - Greater than and less than
 - Patterning and sorting
 - Identifying coins
 - Basic science concepts
 - Opposite words
 - Spatial words
 - Temporal words
 - Sight words
2. **Spiritual** development will be encouraged through:
 - Discussing Bible stories and personal applications
 - Including Christian songs and Bible verses as part of their daily routine
 - Modeling and encouraging participation in prayer
3. **Social/Emotional** development will be encouraged through:
 - Cooperating and sharing
 - Developing friendship skills
 - Sharing job responsibilities in the classroom
 - Following classroom/gym/playground rules
 - Verbally expressing needs and wants
 - Appropriate work and play habits
 - Expressing feelings appropriately

- Competence and self-confidence
- Using proper manners (please and thank you)
- Following single and multi-step directions
- Sitting in a group without disturbing others or interrupting
- Good listening skills
- Learning the home phone number and address
- Solving conflicts using words
- Displaying self-control
- Character traits (respectful, generous, obeying quickly, persistence, diligent, dependable, truthful, attentive, courteous, kindness, etc.)

4. **Physical** development will be encouraged through:

- Gross motor skills (jumping, hopping, throwing, catching, kicking a ball, climbing, galloping, and running)
- Fine motor skills (cutting, coloring, tracing, gluing, painting, lacing, and writing)
- Personal hygiene and cleanliness skills (hand-washing, table manners, and using the bathroom unassisted)
- Self-help skills (buttoning, zipping, snapping, and dressing for outdoor play)
- Personal safety skills
- Daily nutrition through use of 'My Plate' materials
- Eye hand coordination
- Imitating actions (moving to music)
- Walking forward, backward and sideways on a balance beam
- Learning to ride tricycle

Accreditation, Licensure & Certification

Our Christian teachers are highly qualified through a combination of 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 is trained in first aid and CPR. Kingdom Kids Christian Preschool is licensed by the Minnesota Department of Human Services, is accredited by the Association of Christian Schools International (ASCI), and has received a 4 star Parent Aware Rating. The Kingdom Kids' child care program plan is available for review upon request.

Curriculum in Traditional Classes

Core Knowledge curriculum, A Beka curriculum, and other supplementary materials are used. The curriculum is designed to stimulate intellectual growth and is structured around themes, concepts and skills that are introduced to students in a logical progression. The order of themes may vary slightly from year to year.

Nondiscrimination Policy

Kingdom Kids is a ministry of Christ Community Church and does not discriminate on the basis of race, color, religion, or gender.

What Classes are Available?

Traditional Preschool Classes

Parents are welcome to request specific teachers. However, teacher assignments are never guaranteed. The director will determine class placement based on a variety of items (gender, personalities, class size, teacher suggestions, etc).

2 Year Old Classes

Children must be **2 years** old by September 1st and need **not** be toilet trained.

| | | |
|-----|----------------|----------------------|
| MW | 9:00 - 11:30am | 1 day = \$ 71 /month |
| TTh | 9:00 - 11:30am | 2 day = \$151 /month |
| MWF | 9:00 - 11:30am | 3 day = \$201 /month |
| T | 9:00 - 11:30am | |
| Th | 9:00 - 11:30am | |
| F | 9:00 - 11:30am | |

3 Year Old Classes

Children must be **3 years** old by September 1st and toilet trained.

| | | |
|-----|----------------|--------------------------|
| MW | 9:00 - 11:30am | |
| TTh | 9:00 - 11:30am | 2 day = \$151 /month |
| | 12:30 - 3:00pm | 3 day = \$201 /month |
| MWF | 9:00 - 11:30am | |
| | 12:30 - 3:00pm | 3 full day = \$345/month |
| MWF | 9:00 - 3:00pm | |

4/5 Year Old Classes

Children must be **4 years** old by September 1st and toilet trained.

| | | |
|--------|----------------|--------------------------|
| MW | 9:00 - 11:30am | |
| | 12:30 - 3:00pm | 2 day = \$151 /month |
| TTh | 9:00 - 11:30am | 3 day = \$201 /month |
| | 12:30 - 3:00pm | 5 day = \$293 /month |
| TTh | 9:00 - 3:00pm | |
| MWF | 9:00 - 11:30am | 2 full day = \$259/month |
| | 12:30 - 3:00pm | |
| MTWThF | 9:00 - 11:30am | |

KinderPrep

KinderPrep is a great option for those students with a late spring or summer birthday but are not going on to Kindergarten. If KinderChallenge is not a fit for your child, and you do not want to repeat the traditional 4/5 class, your child will benefit greatly from KinderPrep. This class will be using a combination of our traditional 4/5 year old curriculum and the A Beka kindergarten curriculum. Students must be at least **4 ½ years old** by September 1st. Priority will go to those who turn 5 before September 1st.

| | | |
|-----|---------------|-------------|
| MWF | 9:00 – 3:00pm | \$345/month |
|-----|---------------|-------------|

KinderChallenge

KinderChallenge class is more structured and advanced than our typical 4/5 year old program. Children must have passed an assessment by the teacher or director prior to registering. The students in this class will acknowledge all the letter sounds and may already be reading during the fall assessment of their 3 year old year. Students will be asked to recite all letters and sounds or read from an easy reader during the assessment.

| | | |
|-------|----------------|--------------|
| MTWTh | 12:30 - 3:00pm | \$254 /month |
|-------|----------------|--------------|

Enrichment Classes

Children must be 3 years old by September 1st. All students must be toilet trained.

In addition to our traditional preschool classes, Kingdom Kids also offers Enrichment classes. Enrichment classes are similar to traditional classes but concentrate on a specific curriculum area rather than numbers and letters. Bible is part of the curriculum in each class. Our enrichment classes do not participate in the Christmas program, the 4 year old graduation or other daytime special events. All of our classes are intended to be full school-year classes. Changes made to enrichment class schedules will incur a \$10 charge per class change.

Mornings 9:00 – 11:30

M Art
T Discovering God's World
W Young Explorers
Th JAM
F Mother Goose & Math

Afternoons 12:30 – 3:00

M Junior Gym
T JAM
W Young Explorers
Th Spanish
F Creative Adventures

1 class = \$79 /month 3 classes = \$211 /month 5 classes = \$319 /month

Priority will be given to students also enrolled in other Kingdom Kids classes.

Art

Students will explore elements of art such as line, shape, color, texture, pattern, perspective and much more. This class is focused on the process of art and will allow your student to make original masterpieces. Come ready to create!

Creative Adventures

Creative Adventures allows children to use their imagination and creativity to explore storytelling, drama, and music. Children will participate in puppetry, dramatic exercises, and varied music activities. This class is a wonderful introduction to a life-long enjoyment of the creative arts.

Discovering God's World

What is a scientist? We will find out in this hands-on class. Students will explore the world around them, focusing each month on a discovery theme such as plants & trees, fossils & rocks or life cycles. We use music, experiments, outdoor experiences, and literature to make science come alive!

JAM

An intriguing, hands-on, thematic class that provides a blend of dramatic experiences, imaginative crafts, and dynamic storytelling. Every Bible story comes to life! All activities and experiences are extensions of weekly themes. We'll have a jammin' good time in this class!

Junior Gym

Move and groove with us in this energetic class which will focus on increasing gross motor skills while engaging in active play. Coordination, agility and cooperative play are encouraged through varied activities and games. Portions of this class take place in our gym. What a wonderful opportunity during our Minnesota winters!

Mother Goose & Math

Experience a year full of fun with literature and math, using nursery rhymes and fairytales. Children learn about the structure of stories: beginning, middle, and end. They will also explore various math concepts through exciting hands on activities. Felt boards, math manipulatives, puppets, costumes, creative math games/activities, and BIG imaginations are used by teachers and students to explore rhymes and tales.

Spanish

Exposing your child to a second language at a young age allows them to optimize their learning potential. They will discover the Spanish language through thematic lessons that build on each other. Each lesson may contain music, poetry, games, stories, art projects, and more. The children will be able to have short conversations with each other while having fun in the classroom.

Young Explorers

Come explore the world and learn about other cultures, people, and places as you take a walk through the seven continents of our world! Students will discover what makes each place unique. The traditions, inventions, and culture are explored through group activities and discovery time in centers.

Class Size

The teacher/child ratio in the classroom is as follows:

| | |
|-------------|--------------------------|
| 2 yr-olds | 14 students w/2 teachers |
| 3 yr-olds | 18 students w/2 teachers |
| 4/5 yr-olds | 20 students w/2 teachers |
| KinderPrep | 20 students w/2 teachers |
| Enrichments | 20 students w/2 teachers |

How Do I Register?

Requirements

Prior to May 1st – Register by completing a registration form and submitting it along with the \$65/family registration fee. This will hold your child's spot until May 1st. The first month's tuition payment and the \$25 supply/activity fee (which covers all classroom supplies, field trips, activities, and also snacks for Enrichment classes) will be due on May 1st. If this payment is not made, your child's spot for the school year will be released.

After May 1st – Register by completing a registration form and submitting it along with the \$65/family registration fee, the \$25/child supply/activity fee, and the first month's tuition.

Registration fees are non-refundable.

The first month's tuition and the \$25 supply/activity fee (due May 1st or at time of registration if registration occurs after May 1st) are refundable **ONLY** if your family relocates to another city outside of the Rochester area (30 mile radius). Notification must be received by the director prior to August 1st in order to receive a full refund due to a move.

Immunization & Health Records

State law requires each child's health and immunization records to be filed with the school. Forms are available on our website. 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 a parent opposes immunizations, we must have a notarized statement.

What are the Financial Obligations?

Payment Policy

Tuition is due one month in advance on the 1st of each month. October tuition is due September 1st, November tuition is due October 1st, etc. A late fee of **\$20.00** will be added to your account if your tuition is not paid by the 10th of each month.

We offer three payment options: electronic bank deduction (a form must be completed to set up monthly deductions), cash/check and credit/debit card payments (a form must be completed to set up recurring payments). Checks should be made payable to Kingdom Kids and placed in the payment drop box next to our office window. Tuition is not adjusted for days missed due to sickness, weather, holidays, etc.

Withdrawal Policy

All of our classes are intended to be full school-year classes. If you must withdraw during the school year, a **30-day written notice to the director is required**. You will be responsible for a full 30 days of tuition from the date of written notice. Changes in Enrichment classes will incur an additional \$10 charge per change.

Scholarships

Tuition assistance is available for the 2017-2018 school year. If you are interested, or know someone who may be interested, please contact our office for more information. A link to the online application is available on the Kingdom Kids website.

Is Extended Care Available?

Early Drop Off

An early drop-off option is available beginning at 7:30am each day. Students will play in the gym until class time and must be pre-registered no later than 3:00pm the previous day. Once you have signed your child up for an extra service, your account will be charged. The cost for this drop-in service is \$9 and is non-refundable. Registrations made after the deadline incur an additional \$2 charge..

If your child is on the regular Early Drop Off list, the monthly charges are as follows.

| | | |
|----------------------|---------------------|--------------------|
| 1 day/week = \$29 | 2 days/week = \$57 | 3 days/week = \$86 |
| 4 days/ week = \$115 | 5 days/week = \$144 | |

Curbside drop-off is offered between 7:30am and 8:00am each day. During this time you may choose to pull your vehicle up to the Kingdom Kids entrance where a staff member will meet you at your vehicle and escort your child to the gym. There is no additional charge for this service.

Lunch Buddies

We offer a bridge program daily from 11:30am-12:30pm. After eating lunch, your child will participate in various activities. Parents provide lunch and Kingdom Kids provides milk. Hot Lunch options are available two days a week. Please label lunches with first and last name. Lunches are not refrigerated so please use an ice pack if needed. Students must be pre-registered no later than 3:00pm the previous day. Once you have signed your child up for an extra service your account will be charged. The cost for this service is \$7 and is non-refundable. Registrations made after the deadline incur an additional \$2 charge. Lunch Buddies is reserved for full day students only, on the 3rd Wednesday of each month.

If your child is on the regular Lunch Buddies list, the monthly charges are as follows.

| | | |
|---------------------|---------------------|--------------------|
| 1 day/week = \$22 | 2 days/week = \$43 | 3 days/week = \$65 |
| 4 days/ week = \$87 | 5 days/week = \$108 | |

If your child attends Lunch Buddies after a morning class you may pick your child up in the gym at 12:25pm. If your child attends Lunch Buddies before an afternoon class you may drop your child off in the gym at 11:25am.

Late Pick Up

A late pick up option is offered from 3:00pm-5:30pm each day. Students will play in the gym and must be pre-registered by 3:00pm the previous day. Kingdom Kids provides a snack for these students. Once you have signed your child up for an extra service your account will be charged. The cost for this drop-in service is \$13 and is non-refundable. Registrations made after the deadline incur an additional \$2 charge..

If your child is on the regular Late Pick Up list, the monthly charges are as follows.

| | | |
|----------------------|---------------------|---------------------|
| 1 day/week = \$44 | 2 days/week = \$87 | 3 days/week = \$130 |
| 4 days/ week = \$173 | 5 days/week = \$217 | |

Friends 'N Fun

An extended afternoon class is offered daily from 11:30am – 3:00pm for \$21 or from 11:30 – 5:30 for \$26. The cost of this class includes lunch buddies. Students will have rest time, center time, snack, recess and more. Students must be pre-registered by 3:00pm the previous day. Once you have signed your child up for an extra service your account will be charged. The cost for this service is non-refundable. Registrations made after the deadline incur an additional \$2 charge.

If your child is on the regular Friends 'N Fun list until 3:00pm, the monthly charges are as follows.

| | | |
|----------------------|---------------------|---------------------|
| 1 day/week = \$72 | 2 days/week = \$144 | 3 days/week = \$217 |
| 4 days/ week = \$289 | 5 days/week = \$362 | |

If your child is on the regular Friends 'N Fun list until 5:30pm, the monthly charges are as follows.

| | | |
|----------------------|---------------------|---------------------|
| 1 day/week = \$91 | 2 days/week = \$181 | 3 days/week = \$271 |
| 4 days/ week = \$362 | 5 days/week = \$452 | |

What Happens if I am Late to Pick Up My Child?

- If a student has not been picked up by 11:35am (for am classes) or 3:05pm (for pm classes) you will be charged \$10 and your child will be taken to the office.
- If a student is not picked up by 11:45/3:15 you will be charged an additional \$10 and the parents or emergency contact person will be called.
- If a student is still not picked up at 12:00/3:30 you will be charged another \$10.

- A \$10 charge will be added for each 15 minute increment you are late.
- If a student has not been picked up by 5:30pm (after late pick up) your account will be charged \$10 for every 5 minutes that you are late. After the third time a child is picked up late, the child will not be allowed to attend Late Pick Up for one week.

How Do I Know My Child Will Be Safe?

Arrival & Dismissal

Please check your child in at a kiosk and accompany him/her to the classroom. Make sure the teachers are aware of your child's arrival. When picking up your child, please wait near the classroom door until dismissal. Children must be picked up at their classroom by an authorized adult. If you need to arrive late, or pick up early, you must ring the doorbell and a staff member will escort your child to/from the classroom.

Supervision

Kingdom Kids prides itself on attention to every student. All students are supervised at all times while attending Kingdom Kids. Once a child has been released to a parent or guardian, the child ceases to be the responsibility of Kingdom Kids.

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 office to inform them of the change. You must provide the note or call even if the person picking up the child is on your authorized pick up list.

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 it 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 your 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.

How Will I Stay Informed?

Communication

During the month of August, parents will receive a calendar, teacher assignments, and other information.

Meet the Teacher Day is 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 the classroom and other classmates.

Parent Orientation is held in September and is a mandatory meeting where the teacher and the director provide information to parents.

There will be two scheduled parent/teacher conferences during the school year. Your child's progress will be shared at that time. 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 office.

Each month a calendar of themes, goals, and field trips from your child's teacher will be available on our website. A newsletter from the school office will be emailed near the first of each month.

Teachers will post a brief weekly overview on the check-in counter for parents to review.

Please feel free to communicate with the director and your child's teacher. However, 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 a 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.

School Closings

If school is closed due to weather, it will be announced on KTTC channel 12, KFSI radio station 92.9 and on our kkrochester.org website. Please do not call the Kingdom Kids office to check on school closings. KTTC offers a text message alert service. You can sign up to receive a text message when school is closed at www.kttc.com

- If the public school cancels school all Kingdom Kids classes will be canceled.
- If the public school begins 2 hours late, Kingdom Kids morning classes will be canceled and we will start at 12:30pm.
- If the public school begins 1 hour late, Kingdom Kids morning classes will begin one hour late at 10:00am.
- 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, KFSI, and kkrochester.org.

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

Emergency Shelter

In case of tornado, classes will be moved to the following rooms and a note posted.

- 2 & 3 yr olds Rooms 204, 304, & 307
- 4 yr olds Rooms 203, 204, 301 & bathrooms
- Enrichment classes Room 204, & 304

What is the Snack Policy?

Special Dietary Needs

If your child has special dietary needs, such as with celiac disease, a written order from the child's parent or doctor must be given to the office. This order will become part of the child's file. You will need to provide snacks for your child and will be exempt from the snack calendar.

Allergies

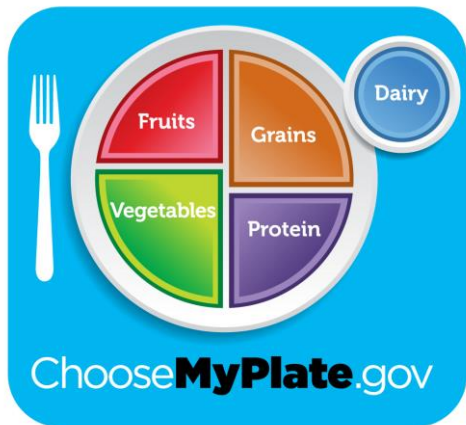
Parents must notify staff in writing of any food allergies. Please submit the food allergy list with your student enrollment form. If a food allergy occurs during the school year, notify all staff providing care to your child, in writing, as soon as you know of the food allergy. This information will become part of the child's file and will be shared with the child's class so that parents are aware of allergies when providing snacks. If your child has an allergy, please provide a snack that can be kept at school and used if the provided snack is an allergen.

Snacks

We promote good nutrition and strive to teach each child to eat healthy foods and comply with the Department of Human Services Nutritional Snack Standards. Children in classes other than Enrichment classes are asked to provide nutritious snacks for their class during the school year and will be given a date to provide a snack and a half gallon 100% fruit juice or milk. (Juices other than 100% do not meet the Department of Human Services Standards.) Each snack must include two food groups, as outlined below. The teacher will keep a backup snack. If you forget to bring snack, please provide a replacement snack (such as crackers). All snack items must be prepackaged or bakery shop made. We are unable to serve or send home any items that are baked or prepared at home. We provide napkins and cups.

EXAMPLES OF SNACK IDEAS WITH TWO FOOD GROUPS:

• milk w/ apple sauce • 100% fruit juice w/ crackers • 100% fruit juice w/ cheese cubes • 100% fruit juice w/ yogurt • milk w/ carrots • milk w/ raisins • milk w/ celery sticks • 100% fruit juice w/ pudding pops • milk or 100% fruit juice w/ teddy grahams • 100 % fruit juice or milk w/ pretzels • milk w/ bananas • 100% fruit juice w/ cream cheese spread on pita



Below are **some** examples of items in the different food groups. Bringing snack is very important and exciting to children. Have fun and plan something creative to bring for snack!

Grains: pretzels, pitas, crackers, English muffins, bread sticks, graham crackers, popcorn (except for 2 1/2 year old classes)

Vegetables: carrots, tomatoes, broccoli, cauliflower, celery, cucumber, radishes

Fruits: raisins, applesauce, apples, grapes, pineapple, oranges, strawberries, raspberries, watermelon, cantaloupe, honeydew, bananas, etc., canned or packaged fruits, 100% fruit juice of any kind

Milk: cream cheese, cheese spread, string cheese, sliced or cubed cheese, pudding pops, pudding cups, yogurt and milk

Meat and beans: deli style lunch meats, peanut butter (watch for food allergies)

Water

The Minnesota Department of Human Services requires all preschools to have a safe water supply. Kingdom Kids Preschool is connected to the Rochester water supply. Any safety issue regarding water quality will be conveyed through Rochester Public Utilities. Kingdom Kids has drinking water available to children throughout the hours of operation. Water is offered in a single serve cup or through drinking fountains accessible to children. Each classroom has accessibility to drinking water. A drinking fountain, for use by children, is available in the gym (indoor play area).

What should I Know About Classroom Activities and Expectations?

Toileting

Students enrolled in our 2 year old classes are not required to be toilet trained. ALL OTHER STUDENTS MUST BE FULLY TOILET TRAINED / SELF SUFFICIENT IN THIS AREA. Please be sure your child uses the bathroom BEFORE coming to class. All students must have an extra pair of pants and underwear in their backpacks. If a child has a “wet” accident we will change the child’s clothing. If a child has a “messy” accident, the parent will be called to come and assist the child or take them home.

Clothing

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

Please send an extra change of clothes and underwear to be kept in your child’s backpack at all times. Please label ALL pieces of removable clothing and footwear. Please have your child wear or bring boots during the winter with a pair of shoes in his/her backpack. Please do not send your child in open-toed sandals anytime during the school year. Hats/Caps are not allowed to be worn during preschool hours.

Outdoor Play

Weather permitting, we will have recess outside each day. The amount of time spent outside will depend on the weather. Children will play outside when the wind-chill factor is 15 degrees or above (30 degrees for 2 year olds and 0 degrees for KinderPrep / Friends ‘N Fun lunch recess). Please dress your child appropriately. When the wind-chill factor is below 15 degrees the children will have recess in the gym. Please keep your child home if your child is too ill to play outside.

Field Trips

Our 3 year old and 4/5 year old students will explore and experience the world around them by taking scheduled field trips. Parents must sign the field trip consent form, which will be on the classroom check-in counter. Students will be transported by school bus. Parents are welcome to accompany us. Please see the **Volunteering** section for more information.

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 pet’s visit and to alert parents as there may be allergy or fear issues. All visiting pets must be healthy, fully vaccinated, and under an accompanying parent’s control at all times.

Sibling Policy

Throughout the year, teachers may plan special days/activities within the classroom. These are intended as a special time for you and your preschool child. To honor that important time together, we ask that siblings do not attend these events.

Morning Teacher Prayer Time

Each morning, the teachers meet together to pray for the school and students. The classroom doors will be opened at 8:55 to welcome the students for the day.

How Can Parents Get Involved?

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.

Volunteering

Teachers often need someone to help with a special project, field trip, or class party. We strongly encourage parents to volunteer within the classroom. Help can be used with a variety of tasks. Parents may sign up to volunteer at Parent Orientation. When you are volunteering, please do not bring other children with you. Volunteers must read the volunteer handbook and sign the acknowledgement form prior to being with the children. The volunteer handbook can be found on the Kingdom Kids website: www.kkrochester.org

Special Events Committee

Throughout the year, there are special events for preschoolers and their families to attend, but these events take extra volunteers to make them a success. We'd love if each family helps with at least one event; Dad n me, Christmas Program, Me & Mom, and/or Carnival FUNraiser. Sign up opportunities will be available at Parent Orientation.

How Will Behavior Issues and Discipline Be Addressed?

Behavioral Changes

If there are any changes taking place in your home routine or something has occurred that may be upsetting to 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 & Discipline

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. Each teacher must submit a discipline plan to the Director which explains how discipline will be handled within the classroom. The teacher will correct any student who is being disruptive to the class or showing inappropriate behavior (see examples below). The teacher will:

- Verbally communicate with the child and redirect the child in order to correct the behavior.
- If the teacher's attempt to redirect the child is unsuccessful, the child will be removed from the group for a short time but will stay within the room. This separation will last for a maximum of two minutes per year of age.
 - A child will never be left unattended and will rejoin the group as soon as the behavior is under control.
 - All instances of separation will be documented and kept on file.
- If a student is separated from the group three times in one day, the teacher will notify the child's parents and complete a Parent Notification Separation Report for the student's parents and the student's file.

The following are examples of inappropriate behaviors:

- The 2nd offense of intentional punching, kicking, or biting (also any other recurring actions or activities which cause endangerment to children or adults)
- Repeated destruction of property

- Inappropriate touching of other children
- Harassment of children or adults (threatening, severe teasing)
- Screaming or other loud disruptive noises

If any of the above behaviors are displayed, the office will:

- Notify the parents both with an immediate phone call and with a written behavior report and may schedule a parent conference. Together, the parents, director and teacher will devise a plan of action to correct the misbehavior.
- If, after one week, the misbehavior continues, the teacher and director will meet. The parent will be contacted and the child dismissed from the program.
- At any time, misbehavior may lead to dismissal for the day, at the discretion of the director.

Please communicate all discipline concerns to the director. Good communication between the director and lead teachers is vital to the program.

What if My Child is Sick or Needs Medication?

Medication

Kingdom Kids has a general policy of administering no medication. Staff will give medication for emergency treatment only. We do not administer antibiotics or over-the-counter medicines. Please administer these before or after coming to school. If your child requires an EpiPen and/or inhaler for use in an emergency, you will need to have a form completed by your doctor and supply the EpiPen and/or inhaler with original prescription label attached. If your child requires medication to be administered while at school, please contact the director for further information.

Illness

Please call the KK office if your child will not be attending class. Do not send your child to school if:

- Your child has a temperature over 100.4 degrees
- Your child has had vomiting or 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.

A child with the following conditions or behavior is termed a sick child and must be excluded from a center not licensed to operate a sick childcare center. The license holder must exclude a child:

- With reportable illness or condition as specified by law that the commissioner of health determines to be contagious and physician determines has not had sufficient treatment to reduce the health risk to others;
- With chickenpox until the child is no longer infectious or until the lesions are completely crusted over;
- Who has vomited two or more times since admission that day;
- Who has had three or more abnormally loose stools since admission that day;
- Who has contagious conjunctivitis or pus draining from the eye within the past 24 hours;
- Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
- Who has unexplained lethargy;

- Who has lice, ringworm, or scabies that is untreated and contagious to others;
- Who has a 100.4-degree Fahrenheit auxiliary or higher temperature of undiagnosed origin before fever reducing medication is given;
- Who has an undiagnosed rash or a rash due to a contagious illness or condition;
- Who has significant respiratory distress;
- Who is not able to participate in activities with reasonable comfort;
- Who requires more care than the program staff can provide without compromising the health and safety of other children in the program.

Parents must notify the director within 24 hours if their child has developed a contagious disease. The teacher or director will notify other parents within 24 hours of this notification.

Do I Need to Know Anything Else?

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 healthcare 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.

Reporting Policy for Programs Providing Services to Children

Who Makes a Report

- 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 KK staff member knows or has reason to believe a child is being or has been neglected, physically, sexually, or emotionally abused within the preceding three

- years, he/she must immediately (within 24 hours) make a report to an outside agency.
- Any person may voluntarily report abuse or neglect.

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 651.431.6600.
- 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 507.328.6400 or local law enforcement at 507.328.6750.
- 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 651.431.6500.

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. If you have questions regarding our Minnesota child care license please contact the DHS at 651.431.6500.

Internal Review

Policy

In the event that a Kingdom Kids staff person is suspected of maltreatment, Kingdom Kids Preschool will ensure that an internal review is completed within 30 days, and that corrective action is taken, if necessary, to protect the health and safety of children in care.

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, an internal review will be conducted by the KK director. If the KK director is involved in the alleged or suspected maltreatment, the director of administration will complete the internal review and will report the incident to the senior pastor. The KK director or director of administration will provide the internal review to the commissioner upon request.

Procedure:

- The KK director will review current procedures and policies to determine if appropriate actions were followed and to determine if the policies/procedures themselves are adequate.
- The KK director will assess whether additional staff training is needed.
- The reported event will be compared against similar past events and services utilized in the event.
- At all times the KK director will protect the health/safety of the children.
- Based on the results of the internal review the KK director will develop, document and implement a corrective action plan when deemed necessary.