



**CHRIST
COMMUNITY**
C H U R C H



**Kingdom
Kids**
Christian Preschool

**PARENT HANDBOOK
2019-2020**

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Why Choose Kingdom Kids?

Mission Statement – Restoring Our Broken World

The mission of Christ Community Church is to ***Restore Our Broken World***. Kingdom Kids Preschool works towards this mission by providing students with a quality Christian education and 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 and developmentally appropriate curriculum.

Student Goals

Students will:

Cognitive:

- Develop receptive/expressive language skills in one-on-one, small group, and large group sessions
- Identify basic colors, shapes and body parts
- Recognizing upper and lower case alphabet letters
- Develop pre-reading skills
 - learn letter sounds, recognize beginning sounds of words, blend sounds together, and identify words that rhyme.
- Develop Pre-writing skills
 - printing numbers and letters, recognizing and writing own name, and using a variety of writing tools
- Develop appreciation for reading books
- Build numeracy skills
 - count to 100, identify numbers 1-20, add 0 and 1, one-to-one correspondence, patterning and sorting
- Learn basic science concepts through investigation and exploration
 - needs of humans and animals, animal habitats seasons, life cycles, and properties of light, air, and water
- Demonstrate knowledge of opposite words, spatial words, and quantity words.
- Use their individual creative expression
 - use imagination for dramatic play, use rhythm instruments, create process art, participate in songs and fingerplays, and analyze artwork

Spiritual:

- Understand that the Bible is a special book, God's word and truth.
- Use prayer to express their thoughts and needs to God
- Know God created the world
- Understand that God is a loving God and that Jesus is God's son.
- Have Christian songs and Bible verses as part of their daily curriculum.

Social/Emotional:

- Exhibit cooperation, sharing, and taking turns
- Develop friendship skills with all children
- Share job responsibilities in the classroom
- Line leader, snack helper, etc.

- Follow classroom/gym/playground rules
- Use language to express needs and wants
- Develop appropriate work and play habits
- Identify and express feelings/emotions appropriately both positive and negative
- Gain competence and self-confidence
- Use proper manners
- please and thank you
- Follow single and multi-step directions
- Sit in a group without disturbing others or interrupting
- Develop good listening skills
- Learn the home phone number
- Solve conflicts using words
- Display self-control
- Learn positive character traits
- Respectful, generous, obeying quickly, persistence, diligent, dependable, truthful, attentive, courteous, kindness, etc.

Physical:

- Acquire and refine gross motor skills
 - jumping, hopping, throwing, catching, kicking a ball, climbing, running and walking on a balance beam
- Acquire and develop fine motor skills
 - cutting, coloring, tracing, gluing, painting, lacing, and writing
- Grow in their personal hygiene and cleanliness skills
 - hand-washing, table manners, and using the bathroom unassisted
- Gain independence in performing self-help skills
 - buttoning, zipping, snapping, and dressing for outdoor play
- Be introduced to daily nutrition and healthy food choices through use of 'My Plate' materials
- Acquire and improve upon eye hand coordination
- Imitate actions of others in songs or games
- Learn 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 (ACSI), and has received a 4 star Parent Aware Rating.

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 = \$ 82 /month |
| TTh | 9:00 - 11:30am | 2 day = \$174 /month |
| MWF | 9:00 - 11:30am | 3 day = \$233 /month |
| 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 = \$174 /month |
| | 12:30 - 3:00pm | 3 day = \$233 /month |
| MWF | 9:00 - 11:30am | |
| | 12:30 - 3:00pm | |
| MWF | 9:00 - 3:00pm | 3 full day = \$435/month |

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 = \$174 /month |
| TTh | 9:00 - 11:30am | 3 day = \$233 /month |
| | 12:30 - 3:00pm | 4 day = \$284/month |
| MWF | 9:00 - 11:30am | 5 day = \$337 /month |
| | 12:30 - 3:00pm | |
| MTWTh | 12:30 - 3:00pm | |
| MTWThF | 9:00 - 11:30am | |
| TTh | 9:00 - 3:00pm | 2 full day = \$298/month |

KinderPrep

KinderPrep is a great option for those students with a late spring or summer birthday and are not going on to Kindergarten. 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 | \$435/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.

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 = \$89 /month 3 classes = \$243 /month 5 classes = \$359 /month

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

Art

Children will explore elements of art such as line, shape, color, form, texture, pattern, perspective and much more. This class is focused on the process of art and will allow your child 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 dinosaurs, space, nocturnal animals, or hibernation. 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, music 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, fables and classic tales. 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, 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! Children will discover what makes each place unique. The traditions, ancient and current cultures are explored through group activities and discovery time in centers.

Class Size

The maximum 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. On May 1st, the first month's tuition payment and the \$25 supply/activity fee (which covers all classroom supplies, field trips, activities, and snacks) will be due. If this payment is not made, your child's spot for the school year will be released.

Online registration can be found on the Kingdom Kids website (kkrochester.org). Paper forms are available in the school office.

After May 1st – Complete a registration form and submit 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 are refundable **ONLY** if your family relocates to another city outside of the Rochester area (30 mile radius). Notification must be received prior to August 1st in order to receive a full refund of the supply fee and tuition.

Immunization & Health Records

State law requires each child's health and immunization records to be filed with the school. Forms are available in the school office. 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. 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 Policies?

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 accept three payment options. You may pay via electronic bank deduction or credit/debit card. A processing fee will be charged for credit/debit card transactions. In addition, an authorization form located on our website (under the Resources tab) must be completed prior to any withdrawals from your account. If you wish to pay by check, they can be made payable to Kingdom Kids and placed in the payment drop box next to our office window. Cash payments should be turned into the office and a receipt for payment will be issued. Tuition is not adjusted for days missed due to sickness, weather, holidays, etc.

Withdrawal Policy

All of our classes and regularly scheduled extra services are intended to be full school-year commitments. If you must withdraw during the school year, a **30-day written notice is required**. You will be responsible for a full 30 days of tuition from the date of written notice.

Scholarships

Tuition assistance is available for the 2019-2020 school year. A link to the online application is available on the Kingdom Kids website (under the Enrollment tab).

Is Extended Care Available?

Early Drop Off

Early drop-off is available beginning at 7:30 am each day. Students play in the gym until class time and must be pre-registered no later than 3:00 pm the previous day. Once you have enrolled your child for the 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 regularly scheduled for Early Drop Off, 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 7:30 am – 8:00 am each day. This service allows you, at no additional charge, to pull your vehicle up to the Kingdom Kids entrance where a staff member will meet you and escort your child to the gym.

Lunch Buddies

We offer a daily program from 11:30 am-12:30 pm. After lunch, your child will participate in various activities. Parents provide lunch and Kingdom Kids provides milk. KK will label your child's lunch 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 3:00 pm the previous day. Once you have signed your child up for this 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 12:25 pm. If your child attends Lunch Buddies before an afternoon class you may drop your child off in the gym at 11:30 am.

Late Pick Up

Late pick up is offered from 3:00 pm-5:30 pm each day. Students play in the gym and must be pre-registered by 3:00 pm the previous day. Kingdom Kids provides a snack for these students. Once you have signed your child up for this 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 11:30 am – 3:00 pm for \$23 or from 11:30 – 5:30 for \$28. The cost of this class includes the Lunch Buddies program. Students will have rest time, center time, snack, recess and more. Students must be pre-registered by 3:00 pm the previous day. Once you have signed your child up for the 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 regularly scheduled for Friends 'N Fun until 3:00 pm, the monthly charges are as follows.

| | | |
|----------------------|---------------------|---------------------|
| 1 day/week = \$80 | 2 days/week = \$160 | 3 days/week = \$240 |
| 4 days/ week = \$320 | 5 days/week = \$395 | |

If your child is regularly scheduled for Friends 'N Fun until 5:30 pm, the monthly charges are as follows.

| | | |
|----------------------|---------------------|---------------------|
| 1 day/week = \$100 | 2 days/week = \$200 | 3 days/week = \$300 |
| 4 days/ week = \$400 | 5 days/week = \$500 | |

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

- If a child is not picked up from their class by 11:35 am or 3:05 pm, your child is late in being picked up.
- An additional \$10 will be charged at the beginning of every 15 minute increment your child is late in being picked up. Your child will be taken to the office.
- If a child is not picked up from Late Pick Up by 5:30 pm, your child is late in being picked up.
- An additional \$10 will be charged at the beginning of every 5 minute increment your child is late in being picked up.

How Do I Know My Child Will Be Safe?

Arrival & Dismissal

The classroom doors will be opened at 8:55 or 12:25 to welcome the students for the day. 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. The doors to our school remain locked except for drop-off and pick-up times. If you need to arrive late, or pick up early, you must ring the doorbell at door #3 and a staff member will escort your child to/from the classroom.

Supervision

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, you must either provide a written note to the teacher 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. You will also be assigned to a Teacher Parent Group in "My Community". "My Community" is an online data base that Kingdom Kids uses as their primary source of communication.

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 teachers provide information to parents.

There are 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.

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. 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, KAAL channel 6, on our kkrochester.org website, and an email will be sent through My Community with the details of the closing. 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, KAAL, kkrochester.org, and an email will be sent from My Community.

In the event of a utility failure, parents will be notified by phone and will be asked to pick up their child.

Emergency Shelter

In case of tornado, classes will be moved to a designated interior shelter area.

What is the Snack Policy?

Special Dietary Needs

If your child has special dietary needs, 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.

Allergies

Prior to the first day of class, parents must notify Kingdom Kids, in writing, of any allergies, including food allergies for their child. This information is part of the child's permanent Kingdom Kids Preschool file. 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. The same procedure will be used if a child develops an allergy during the school year. Allergies will be posted in each classroom that the child attends, and made available to all substitute teachers.

Each child must have an Individual Child Care Program Plan (ICCPP) for allergies on file before the first day of class. This must be updated annually or as any changes are made. Any changes made will be communicated with all staff providing care to the child. Food allergy information will be posted and available in the gym and classrooms. Each teacher will receive a copy of the child's ICCPP. In cases of Epinephrine being administered 911 must be called, and parents will be contacted immediately.

Snacks

We promote good nutrition and strive to teach each child to eat healthy foods. All snacks are provided by Kingdom Kids and comply with the Department of Human Services Nutritional Snack Standards. Each snack will include two food groups.

Water

The Minnesota Department of Human Services requires all preschools to have a safe 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. 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 and appropriate clothing. Children are encouraged to participate in all activities, including sometimes messy activities such as playing with water, playdough, etc. Please consider this when dressing your child. 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. KK will label your child's backpack with first and last name. 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 full day classes' 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 am 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 their child's teacher 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. 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 in the resource section.

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 & Me, Mom & Me, Christmas Program, and/or the Carnival. Sign up opportunities will be available at Parent Orientation or in the office.

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 notify the teacher by calling the preschool, emailing your teacher or sending a note. Many times a child's behavior will change (moodiness, crying, clinging) during these times, and the teacher will be better equipped 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. 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.
 - 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:

1. Injury – any physical or mental or threatened injury, inflicted by a person other than by accidental means.
2. Emotional – yelling at, belittling, criticizing or bullying.
3. Inappropriate Touch – any touch or suggested touch above or under clothing that is suggestive or uncomfortable.
4. Destruction of Property – showing disrespect for equipment, games, toys and/or building.
5. Inappropriate Language – showing disrespect by talking back, swearing, name calling, or demeaning.
6. Harassment of Staff or Children – threatening behavior, disruption of class, inappropriate conduct, or failure to follow direction from a teacher.
7. Not following center rules and policies.

If any of the above behaviors are displayed, the following plan will be followed:

- The teacher will notify the parents 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 a child's misbehavior continues, or the child exhibits severely disruptive or abusive behaviors, a dismissal form will be completed and the parents will be notified. We will give one written warning, two suspensions and then dismissal. Every effort will be made to communicate with the parents to notify them of behavior changes.
- All suspension and dismissal forms will be determined and written by the Kingdom Kids director. The parent will be notified immediately. The first write up will constitute as a warning. The second write up we will ask the child to leave for the remainder of the day and if it is the end of the day the child will not be able to attend the following day. The parents and child must meet with both the director and the teacher before the child may return to Kingdom kids. There will be no reduction in tuition for the suspended days.

- Once a child has been written up and suspended twice they will be asked to leave our program permanently. Kingdom Kids reserves the right to dismiss a child at any time if we feel the circumstances warrant.
- Kingdom Kids does its best to provide a safe, fun and caring place for your child. We realize this action is severe, but we feel it is necessary to ensure a quality program for your children. If you have any questions or concerns please feel free to contact the Kingdom Kids director.

Please communicate all discipline concerns to the director.

What if My Child is Sick or Needs Medication?

Medication

It is the policy of Kingdom Kids NOT to administer any medication(s). Staff will give medication for emergency treatment only. Please administer medications before or after coming to school. If your child requires an EpiPen and/or inhaler for use in an emergency, you will need to complete a form from the office 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 office for further information.

Illness

Please call the Kingdom Kids 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 a fever, vomiting, or diarrhea in 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 office 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)
- Receives services through local school district & 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.

Early Childhood Special Education Referral Process

As Early Childhood Educators, Kingdom Kids teachers may notice behaviors in students that are not typical of a child their age. We work closely with the school district and refer children who would benefit from extra help. The referral process is as follows:

- Referral – written by the Kingdom Kids teacher and signed by the parent
- Parent Contact – the school district will connect with the parents to discuss the area of concern and gain background information
- Initial Paperwork – parent is asked to fill out information packet
- Meeting with Parent – a home visit is scheduled to observe child and discuss evaluation
- Evaluation appointments – Observation of the child in a natural setting (home, preschool, etc.)
- Evaluation Results Meeting – review of testing results and summary given
- IEP Meeting – for children who qualify, an IEP will be written with parent input

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 a timely manner 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 mandated to report abuse or maltreatment. If a Kingdom Kids staff member is aware or suspects 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 Kingdom Kids Director. If the Kingdom Kids Director is involved in the alleged or suspected maltreatment, the Christ Community Church Director of Administration will complete the internal review and will report the incident to the Lead Pastor. The Kingdom Kids Director or Christ Community Church Director of Administration will provide the internal review to the Commissioner upon request.

Procedure:

- The Kingdom Kids 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 Kingdom Kids 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 Kingdom Kids Director will protect the health/safety of the children.
- Based on the results of the internal review the Kingdom Kids Director will develop, document and implement a corrective action plan when deemed necessary.