



## Kingdom Kids Preschool

### Vision

Kingdom Kids Preschool is under the mission and outreach of Roy Christian Church. Kingdom Kids Preschool is focused on caring for and developing a love of learning in a Christian atmosphere and a readiness for kindergarten that emphasizes social skills, academic preparedness, emotional and spiritual development of the child.

### Philosophy

- Children's play is important to their development.
- Children are provided with the opportunity to play, share and learn with other children in a safe, loving Christian environment with an atmosphere of acceptance and warmth.
- Parents are supported in the difficult but rewarding task of child rearing through the teaching staff, the church and parent events (special speakers (in-person and/or virtual), educational readings (online and/or handouts), etc.) throughout the school year.
- Kingdom Kids Preschool responds to the needs of the community for quality care and education of children.

### Goals

- To provide a healthy, nurturing, and safe environment
- To accept, respect, and appreciate each child and family. To provide age appropriate materials and equipment that supports children's learning in a fun and interesting way
- To encourage the physical development of large motor skills through outdoor and indoor play as well as fine motor development through manipulative toys, blocks, and puzzles.
- To encourage creativity by offering experiences in music, art, and literature
- To encourage interest in language through games, stories, and conversation
- To partner with parents in the care and teaching of their children.

### Curriculum

The daily curriculum is structured so that children learn the skills they need to enter kindergarten in a Christian environment. The curriculum is based on child development and appropriate practice and provides for the various ages, ability levels and developmental stages of the children. The staff is in constant contact with the kindergarten teachers in the school system to make sure that the curriculum meets the standards for kindergarten preparation. Children learn from a Bible curriculum as well each week. Prayer takes place before mealtimes and at the beginning of each day.

## Discipline Policy

Children are small, tough, exasperating, interesting, and loveable. To be “good” with children, we watch each face and listen to each voice. We observe what each child is like, how each is feeling, how each child plays and moves around. We get to know the weaknesses and strengths of each child and of the group. This is how good discipline begins.

The word “discipline” is derived from the word “disciple,” someone who follows the teachings of another. Discipline means learning. It does not mean punishment, tears, or humiliation. It means a chance to learn how to live in a social world. Discipline is not something adults do to children. It is something they do with children.

The goals of discipline are self-control, responsibility, and self-discipline. Children need help in controlling their behavior. Most important, they need to become responsible for their own behavior and develop self-control.

Teachers are most likely to achieve the goals of discipline when they respond to the cause of behaviors as well as to the behaviors themselves. We ask, “why?” silently before reacting/responding.

Teachers may utilize a variety of discipline techniques to meet the needs of different situations:

- Let children make some decisions and choices – one good way to teach responsibility is to give the child as much responsibility as possible.
- Give reasons for rules – understanding the reasons for rules make it easier to remember and follow them.
- Be consistent in our language and behavioral response to children – consistent behavior by adults facilitates development of inner control through modeling.
- Remove children from situations they can’t handle – if a child is too young to understand, or there is no way to change the cause, it may be possible to change the situation.
- Redirect children’s behavior – often there is a way to let children do something in a better place or safer way.
- Let children learn the consequences of their actions – experience is the best teacher.

Teachers WILL NOT humiliate or demean a child in any form, verbally or physically. Such actions will be cause for immediate dismissal. No punitive action toward children will be tolerated including slapping, hitting, and/or spanking. The return of negative behavior, such as biting back, is also not acceptable. Children do not like those moments when they are out of control. They need adults, at those times, to firmly, with gentleness, exert control. Returning negative behavior deepens frustration. Firmly holding and gently verbalizing, calms, and fosters control.

## Safety and Emergency Plans of Action

- Children will never be left alone or unsupervised.
- There will be a minimum of 1-2 staff members present during the hours of operation.
- Each employee is certified in CPR and First Aid yearly.
- Fire evacuation and severe weather plans will be posted in each area that is used by the children.
- Fire drills will be held quarterly and at varying times. A record of drills is kept in the office.
- Earthquake drills will be held during the Great ShakeOut.
- Lock-down drills will be held every 6 months.
- In the event of an emergency when evacuation is necessary, the children of Kingdom Kids will be taken to the church office on the north side of the parking lot.
- Parents will then be called and informed of when to pick up their children.

## Safe Conditions Policies

### Safe Conditions Policy

The following steps will be taken to ensure that children are safe while at Kingdom Kids Preschool. Children will be actively supervised with the required number of qualified adults (adults who have completed a comprehensive criminal history check and have completed all required trainings). Kingdom Kids Preschool will not care for children in areas that are being remodeled, repaired, or painted. The director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys and furnishings, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The Kingdom Kids Preschool will take the following steps to maintain the facility:

- Clean the facility daily.
- Keep the facility in a sanitary condition always.
- Sanitize toys, furniture, and other equipment used by children, daily, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.

### Child Abuse Protection

The staff and school committee of Kingdom Kids Preschool are mandated by law to receive Child Abuse Detection and Prevention training. The staff and committee are required by law to immediately notify the local child protection agency if they suspect that a child has been abused or neglected.

### Parent/Guardian Communication

- Family conferences will take place for all children three times per year. Topics discussed will include interests, development, strengths, and areas of individual need.
- Parents of children in the program will have daily opportunities at morning drop off and pick up to discuss the events of his/her child's day. Written communication may also be in your child's binder, so please make sure to check it daily.
- Parents may also receive and/or send communication to the director and staff through the communication application Brightwheel, which is a free download to a computer and/or phone.
- Special conferences may be requested by the director or child's parents as needed.
- To further foster whole family relationships, parents or guardians of children enrolled at Kingdom Kids Preschool are welcome to visit at any time, by scheduling a time that works best for both the teachers and them.

## Admission/Enrollment/Termination Policies

### Eligibility for Enrollment

- Children that are 3 or older before April 1 and are potty trained, are eligible to be enrolled at Kingdom Kids Preschool, provided enrollment space exists.
- We enroll children who are at a stage of growth and development, which enables them to benefit from the educational program.
- The parent is responsible for submitting all enrollment forms for the child's attendance.
- We cannot provide service to any child whose needs cannot be met or whose behavior endangers other children.
- Kingdom Kids Preschool is committed to supporting all children and families but realizes there are children who may be better served through the support of other local agencies. Parents will be notified if concerns arise.

### Caring for Children with Special Needs

Childcare programs must comply with the Americans with Disabilities Act. We are committed to meeting the needs of all children, regardless of special health care needs or disabilities.

- Children with special needs will be accepted into our preschool program under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and respect for their individual needs and/or differences.
- Kingdom Kids Preschool will be responsible for ensuring that confidentiality about special needs is maintained for all families in the program.
- Kingdom Kids Preschool will ensure all health forms and other important information regarding the individualized needs of the child will be completed by the health care provider and/or other providers for the child.
- Children with special needs will be educated in the least restrictive environment as possible. To accomplish this, Kingdom Kids Preschool may work in coordination with other agencies and/or health care providers as needed. No contact with outside organizations will be made without written parental consent. Inclusion of staff on IEP

(Individualized Education Program) and IFSP (Individualized Family Service Plan) meetings is desired to ensure the childcare program provides the most supportive and least restrictive environment.

- It is important that parents keep Kingdom Kids Preschool apprised of any changes or needs that their child may have regarding their special need.

### Enrollment Forms

Forms to be completed and submitted to the preschool director prior to admission include:

1. Registration Agreement
2. First Aid Permission / Emergency Info
3. Social Media and Photo Release
4. Safe Food Transportation Agreement
5. Child Information Form
6. Parent Notice
7. Medication Consent (if needed)
8. Proof of immunizations and a physical exam (well child check-up)
9. Handbook Acknowledgement Signature Form

### Waiting List

In cases when enrollment space is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

### Registration Fee

Upon registration, the family must pay the \$65.00 registration fee. This fee is non-refundable should the family decide to not attend.

### Termination of Care

Kingdom Kids Preschool reserves the right to terminate childcare for the following reasons (but not limited to):

- Failure to pay invoices as they are due
- Failure to complete required forms, as required
- Lack of parental cooperation
- Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents.
- Lack of compliance with handbook regulations
- False information given by parent either verbally or in writing
- Disciplinary reasons as outlined previously

Kingdom Kids Preschool also understands that life circumstances may arise that would require families to remove a child from our care. In that instance, we request the following:

- 30 days, advance written notice stating when care will be ending
- Payment for the last 30 days of care
- If the child is pulled without a 30-day notice, payment is to be made immediately for the final weeks.

## Operational Policies

### Advisory Board

- Kingdom Kids Preschool has an Advisory Board made up of members chosen by the leadership member of Roy Christian Church.
- The Board meets quarterly to review the preschool directors report, the financial report, enrollment information, and other information as presented by the preschool director.
- The Advisory Board assists the preschool director in areas of policy, budget preparation and management, staffing decisions, and other facility operations.

### Hours of Operation

Kingdom Kids Preschool is open from 9:15am-1:00pm, Monday-Friday.

### Special Holidays

- Kingdom Kids Preschool will close for holidays following the Weber School district school calendar.
- There may be additional days throughout the year when Kingdom Kids Preschool will close (weather related), but notice will be given whenever possible.

### School Breaks

Kingdom Kids Preschool will follow the local Weber School District Calendar.

## Emergency Policies

### Bad Weather

Kingdom Kids Preschool will make every effort to be open in bad weather. We will close when Weber school district closes or when it is otherwise deemed necessary (i.e. extremely low student numbers, power outage, and/or for the safety of staff and families).

### School Delays and Closings

The childcare DOES NOT follow the county schools' delays. We will be open for the regular hours even if the county schools are delayed.

### Relocation of Children in the Event of Building Emergency

- In the event of a major emergency, such as a fire or other event that would make the building unsafe, the children will be relocated to a safe facility.
- The children will be moved to the church office on the North side of the parking lot.
- Parents will be notified that they must pick their children up immediately from the home.

## Child Attendance, Arrival, and Departure

### Arrivals and Departures

- Drop off is 9:15am- 9:30am. We ask that children arrive no later than 9:30am, as we start our preschool day at that time. If your child is to arrive later than 9:30, please notify the preschool director Jennifer Hill, with the understanding that your child may miss some preschool lesson time. Appointments (i.e., doctor, dentist, etc.) are the exception to this. Again, please contact the director so he/she is aware of an approximate arrival time.
- Parents/guardians are required to sign children in and out each day they are in attendance through the parent communication app.
- For your child's protection, only persons authorized by the parent/guardian are permitted to take the child from the facility.
- Parents/guardians must list the names of anyone allowed to pick up the child as well as the names of anyone denied permission on the Emergency Information Sheet.
- Individuals listed in the child's file may be asked for photo identification to confirm their identity.
- If someone other than the listed individuals will be picking up your child, you must notify the director. Staff will ask for photo identification before the child is handed over to them.
- In the case of court-ordered custody decisions that would affect drop off or pickup, documentation must be on file.
- Under no circumstances will the facility allow a child to leave without these provisions.
- Please notify the preschool director Jennifer Hill if, due to some emergency, you are unable to pick up your child on time.
- Overtime charges of \$20 will apply after the scheduled pick-up time of 12:45pm.
- If a child has not been picked up by 1:00pm after their scheduled pick-up time, and there has been no contact by the parent/guardian, or another authorized person, the local Department of Child Services will be called with a report of child neglect

### Reporting Children's Absences

Kingdom Kids Preschool staff plan the day based upon the number of children expected. We ask that parents notify the preschool director, Jennifer Hill as early as possible if their child is going to be absent, late, or if they plan to pick up their child unusually early.

### Tobacco, Alcohol, Firearms and Drugs

Kingdom Kids Preschool prohibits the use of tobacco, alcohol, firearms, and drugs on the premises while children are in our care. The entire policy may be read at the entrance to the building. A copy of the policy may also be requested at any time.

## Payment and Fee Schedule

All tuition payments are due monthly, regardless of your child's attendance. Kingdom Kids Preschool reserves the right to change these fees with a 60-day notice.

### Childcare Fees

\$135 per month for the Monday, Wednesday, Friday class, whether the child is in attendance the full time or a portion of the time.

\$115 per month for the Tuesday, Thursday class, whether the child is in attendance the full time or a portion of the time.

### Fees for Families on Subsidy

Families are responsible for the portion of the fee not covered by the subsidy.

### Other Fees

- \$5.00 late payment fee (assessed starting on the 3<sup>rd</sup> day of the month) with a maximum of \$75 or 15 days past the 3<sup>rd</sup> day of the month.
- \$25.00 returned check fee (Subject to change, based on the bank charges)
- \$20 each day after closing time, if the child has not been picked up

### Billing

- Invoices will be delivered by the 25<sup>th</sup> of the month and will include the fees due for the following month. Payments are due 1<sup>st</sup> of each month.
- If the bill is unpaid by the 3<sup>rd</sup> day of the month, a late fee of \$5.00 will be assessed each day there is an outstanding balance, with a maximum of 15 days.
- Any late fees will be included on the next invoice, if not paid prior to when it is printed.
- If the account becomes 15 days overdue, the child's enrollment will be suspended, and not allowed to attend until the bill is paid.
- Billing will continue during this time.
- If the bill is not paid within 15 days of the suspension, the child will be removed from enrollment and their place could be filled with another child.
- There is no reduction in fees if parents choose to send their children less than the specified number of days.

### Late Pick-up Fee

- Failure to pick up your child/children by the end of the day will result in a charge of \$20 per child.
- Please make every effort to pick up your child at the specified time.



- It is understood that circumstances may come up to prevent getting to the facility on time. If you are unable to pick up your child on time, please notify the preschool director.
- If you will be more than 15 minutes late, please make arrangements with someone on your pick-up list to pick up your child to avoid a call to CPS for a child neglect report.

## Medical Policies

### Immunizations and Physical Exam

- Every child must be current on immunizations and verification of a physical exam (well child check-up) within a week prior to their attendance. These records must be provided prior to your child's first day of attendance.
- Without this documentation, your child may not attend.
- If your child receives new immunizations and/or has an updated physical, please update the record on file by providing the information the preschool director.
- Immunization exemptions must have proper documentation on file to be approved by state consultant.

### Medication

- Medication can be administered while in attendance provided a prescription is documented (pharmaceutical container and/or physician's signed instructions).
- Over the counter, non-prescription medication CANNOT and WILL NOT be given without a written physician's order. This order must be updated annually.
- A physician may write an order giving blanket permission for the child to have any over-the-counter medication, but it must state the amount of medication to be given.
- Medication will only be administered if the child's name is written on a medications form with the amount of dosage (including the appropriate measuring device) and time to be given along with the parent's/guardian's signature.
- Notify staff members of all medication, so that it may be locked in the medicine box or refrigerated as needed.

### Communicable Diseases

- Staff members are trained in the signs and symptoms of illnesses and in proper hand washing procedures to prevent the spread of communicable disease.
- Every means will be taken to prevent the spread of communicable diseases.
- Please do not send your child if he/she is ill or has been ill in the last 24 hours. If your child is too ill to go outside or participate in activities with their class, they are too ill to attend.
- You will be called to remove your child if any of the following symptoms exist:
  1. vomiting
  2. severe coughing
  3. temperature of 100 or higher
  4. diarrhea
  5. suspicious rash
  6. difficult or rapid breathing

7. lice (may only return when deemed "nit free")
  8. red, encrusted, or runny eyes
  9. lethargic behavior
- Parents are expected to have the child picked up within 30 minutes of being notified that the child is ill to minimize the spread of illness.
  - Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.
  - Children should be free of all symptoms for 24 hours, without medication, or have a note from the doctor stating that return is permissible before returning to Kingdom Kids Preschool.
  - Please do not give your child medication and send them to Kingdom Kids Preschool if they have been ill through the night.
  - Parents should have a backup plan of care established if a child is sent home from Kingdom Kids Preschool with an illness.
  - If a staff member has a communicable illness, parents will be notified. A substitute caregiver will be assigned in his/her place as needed.

### Keeping Healthy

Kingdom Kids Preschool will take every precaution for your child to stay healthy and ask that the parents help with this.

1. Consistent handwashing and cleaning of the center will be performed daily
2. Students and staff will be required to wash their hands and/or use hand sanitizer several times throughout the day. This may cause a child's hands to become more dry/raw than normal. We ask that you use lotion on their hands nightly to help keep the child's hands from becoming overly raw.
3. We need your help in keeping students and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked not to attend Kingdom Kids Preschool.

### Reoccurring Medical Issues

- If a child has a medical issue that is reoccurring, such as a rash, runny eyes, or an allergy, Kingdom Kids Preschool must have documentation from a physician stating that the issue is not contagious and that the child may attend when symptoms are present.
- Please refer to the Communicable Disease section for suspicious rashes or conditions.
- If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented.

### Accidents

- Parents/guardians will be notified of accidents as soon as possible.
- The staff member who has observed the accident will fill out the accident report. A copy will be kept for the files and a copy given to the parents/guardians.

- In non-life-threatening instances, the staff will provide on-site first aid.
- If the child requires medical attention, the parent will be called, informed of the injury, and asked to pick up the child.
- Parents are asked to report any instances of the child being treated by a physician, clinic or hospital. Any injury that has been treated at a medical facility must be reported to the state of Utah. Parents will receive a copy of the accident report that is mailed to the state.
- If the injury requires immediate medical attention, 911 will be called.

## Pandemic Procedures

The health and safety of our children, families, and staff are our top priority. We will follow and monitor any recommended and/or mandated pandemic procedures and make decisions accordingly.

## Parental Responsibilities

### Snacks.

- A snack is served at approximately 10:30am.
- Please send your child with a healthy snack. Kingdom Kids Preschool will not be providing snacks for the students. Kingdom Kids Preschool does not have the ability to refrigerate any snacks that are brought from home. Please make sure the proper packaging is provided for the snack you provide for your child(ren)
- Parents are welcome to bring a special snack for their child's birthday, other special events, or just for fun, BUT the State Board of Health requires that all foods be commercially prepackaged. No homemade foods are allowed. Items may be purchased at a bakery with the logo and address on the box. Please inform the preschool director when you would like to bring a snack or treat in.
- Water will always be available as well throughout the day.
- If your child has a food intolerance or allergy, please send a doctor's order stating that the child has the intolerance/allergy and a list of acceptable drink or snack substitutes.

### Field Trips

- When a field trip occurs, it is the parents' responsibility to get their child(ren) to and from the destination. Field trips will count as class for that day.

### Files

- Keep all information (addresses, phone numbers, work phone numbers, immunizations, emergency phone numbers, etc.) current.
- If information is requested for the child's file, and is not received, care may be discontinued.

### Clothing

- Dress your child in clothing that is comfortable for a variety of active, and sometimes messy, activities as well as outdoor play. We do go outdoors as often as possible.
- Each child should be able to handle fastenings with minimum of help.
- Accidents happen. In case of a toileting accident, crafting accident or spill, please provide a complete set of clothing that is appropriate for the season (i.e., no shorts for winter weather).
- Mark your child's name clearly on all articles of clothing.
- Flip-flops or shoes without a heel strap may not be worn (Please have a pair of tennis shoes for outdoor play). Also, dress shoes with heels have been known to cause accidents and are often painful by the end of the day so we ask they not be worn.
- Tennis shoes or some other comfortable shoes are preferred for daily activities and playing, both in and out of doors.
- Please have your female child wear leggings/shorts under her dresses.
- As the weather changes, be sure to send sweaters, jackets, coats, gloves, hats, boots, etc. as warranted.
- Children will be expected to go outside to play (even if just for a short period of time) when the weather permits at the preschool directors' discretion. We will go out for recess unless the temperatures fall below 30\*
- Children without proper clothing for outdoor play (i.e., winter coat, jackets), will not be allowed to participate.

### Toys & Electronic Devices

- Kingdom Kids Preschool is well stocked with a variety of toys and materials for the children to play with.
- Personal toys are often the cause of arguments among children.
- No toys shall be brought to Kingdom Kids Preschool from home except when permission is given from their teacher (i.e., show and tell).
- If your child brings a toy, they will be asked to put it in their backpack until time for show and tell or the end of the day.
- Electronic devices (phones, gaming systems, tablets, laptops) are not allowed.

### Lost and Found

- Items often get misplaced or put in the wrong backpack. Please put your child's name on items that the child may remove (coats, sweatshirts, gloves, hats, etc.).
- Check with your child's teacher if an item comes up missing.
- Kingdom Kids Preschool is not responsible for items that the child has misplaced.

## Roy Christian Church's Involvement

On occasion, you will receive information about Roy Christian Church in your child's binder. This will keep you informed of Roy Christian Church's activities. Please accept our warm welcome to attend any service or program. Roy Christian Church has a pastoral staff to serve you. If you are not part of a church family, please consider making yourself a part of the family at Roy Christian Church. Everyone is welcome.

Service times:

Sunday's 10:30am

Mid-Week and extra programs throughout the year

As part of the ministry of Roy Christian Church, chapel is conducted weekly for children in our program. Daily lessons teaching Bible stories will also be conducted for the children in our program.