

It is a joy for me to welcome you and your family to Kingdom Kids Weekday Preschool at Grace Bible Church. Our church family recognizes that children are important to God and therefore are a special part of the ministry of Grace Bible Church. If you are new to the Bryan/College Station area or do not currently have a church home, we encourage you to visit the worship services at Grace Bible Church/ Anderson Campus or Southwood Campus where we are committed to loving people and sharing Jesus with them.

Preschool is the beginning of an important phase of growing up. It is a step into the world of school. For some children, it is the first school experience. For others, it is a continuation of learning. No matter which, we consider it a privilege to open this door of learning opportunities for your child. As parents, you play a vital role in our ministry to your child. Cooperation between parents and teachers will contribute to a successful experience for your child.

How Parents can Help:

- Encourage regular attendance.
- Attend special events and scheduled conferences.
- Take an interest in the things your child does in school. Listen to his/her experiences.
- Show admiration for your child's hand work and art work by displaying it in your home and at work.
- Model a positive attitude toward school and learning.
- Provide your child with a good night's sleep, a nutritious breakfast, and a cheerful send-off.
- Inform the teacher of any upsetting experiences or problems that will help her understand the child better.
- Give your child some responsibility at home.
- Consistently encourage your child to finish what he/she begins.
- Read to your child daily.
- Pray for your child and his/her teachers!

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful year at Kingdom Kids. You are always welcome to visit, ask questions, and make suggestions. Thank you for entrusting us with your child. May God's blessings touch your lives daily.

Sincerely,

Trich Thomas
Director

2011 - 2012

PARENT HANDBOOK

Kingdom Kids Weekday Preschool A Ministry of Grace Bible Church

About the School:

History:

Through the cooperative efforts of Grace Bible Church, a weekday program for young children was chartered in 1991. The mission of the school was to provide a loving, safe, Christian environment for young children and an outreach to their families. Over the years, God has blessed Kingdom Kids with growth and resources; however, the established purpose has and will remain the same.

Philosophy:

"And Jesus grew in wisdom and stature, and in favor with God and men." Luke 2:52
Because each child develops mentally, physically, spiritually, socially, and emotionally, age-appropriate learning experiences and biblical truths are provided to allow each child to progress at his/her own pace and to experience success through hands-on activities in learning centers. The development of the total child will be the objective rather than the teaching of individual skills such as reading, writing, and math. Academic skills will be the by-product of age-appropriate activities.

Purpose:

The purpose of Kingdom Kids Weekday Preschool is to extend the ministry of Grace Bible Church by supporting families, providing care, biblical education, and growth opportunities for their children, and by providing a program of ministry and outreach to the families of the children enrolled.

Objectives:

1. Provide well-trained Christian teachers who care about young children and who communicate care through love and individual attention.
2. Provide an environment designed to meet age-appropriate needs of each child.
3. Provide a curriculum of planned activities in learning centers and group experiences designed to facilitate the child's total development.

Children's Ministry: Kingdom Kids Weekday Preschool is part of the Grace Kids Children's Ministry at Grace Bible Church. The Children's Ministry at Grace Bible Church exists to Partner with Parents to lay a strong spiritual foundation in the life of each child by:

- **Welcoming** children & families to a safe, secure, and loving environment.
- **Providing** adequately trained teachers and leaders who possess Godly character, model Christ's love, and have a passion for teaching children.

- **Teaching** children biblical truths through age-appropriate, culturally relevant, and doctrinally sound curriculum.
- **Promoting** children's spiritual growth and maturity through activities that encourage life applications of Biblical truths.

Curriculum:

Kingdom Kids Weekday Preschool has adopted the WEE Learn Curriculum published by LifeWay Christian Resources. One of our goals as a Christian Weekday Preschool is to integrate biblical concepts throughout the total curriculum. The spiritual dimension is woven through the curriculum and is applicable to everyday use with the children. The curriculum also has a strong literacy emphasis and a wealth of activities for implementation in learning centers. The curriculum addresses the eight domains through which children learn (play, senses, repetition, imitation, curiosity, doing, relationships, reflection, verbalization, visualization, and logic). For our students in the 4-year-old classes, we also look at the criteria for kindergarten readiness from CSISD and adapt those guidelines into the curriculum.

Kingdom Kids provides enrichment activities through our Music and Movement classes which help develop the whole child.

Kingdom Kids uses the "Write Out of the Box", developmentally-appropriate, fine motor activities to prepare the children for handwriting.

Admission and Registration:

Kingdom Kids Weekday Preschool is open to all families wishing to enroll their child in a Christian learning environment. Every family will be advised of our policies through the parent handbook. Children admitted to Kingdom Kids Weekday Preschool must be able to participate in group activities, utilize and benefit from the curriculum and follow behavioral guidelines. Any child who is unable to do these things will be dismissed from the program.

Kingdom Kids Weekday Preschool serves children 12 months of age through 4 years of age. Classrooms are arranged according to the child's age as of September 1. The following requirements must be met before a child may attend Kingdom Kids.

- Complete all registration forms
- Pay registration fee at the time of registration
- Provide current immunization dates
- Sign and return the last page of parent handbook

Registration for the upcoming school year takes place in March of the current school year. We do not continue our waiting list from year to year. When a class becomes full, a new waiting list is started and maintained for the current school year. Those

families currently enrolled in the program will have the first opportunity to register for the upcoming school year. They will be able to register children already in the program and siblings who are not currently enrolled. Grace Bible Church members and regular attendees will be given the next opportunity to enroll. Registration is then open to the community.

Records:

We keep records of identification, health, and attendance for each child. It is the parent's responsibility to notify the Kingdom Kids office of change of address or any other information.

Tuition/Fees:

Registration Fee: A non-refundable Registration fee of \$90.00 is due at the time of registration for each child being enrolled.

Tuition:

Wobblers - 2's Classes:

<u>Tuesday</u>	<u>Thursday</u>	<u>Both</u>
\$90	\$90	\$160

3's & 4's Classes:

Both days are required.

\$195

Monthly tuition (September – May) is due on the first of the month and late by the tenth of the month. A \$10.00 late fee will be assessed to any payment made after the tenth. Kingdom Kids cannot accept cash payments. Please make all checks payable to Kingdom Kids. For your convenience, Electronic Fund Transfers can be set up for drawing monthly tuition.

Supply Fee: Supply fees are paid each semester for each child enrolled. The fee is \$30.00 for a child enrolled one day and \$60.00 for a child enrolled both days. Fall Semester Supply fee is due by May 15. The Spring Semester Supply fee is due when school resumes for the Spring Semester. All supply fees are non-refundable unless a child is withdrawn prior to the start of the semester.

Administrative Change Fee: \$50.00 – Applies to any student dropping from 2 days to 1 day after Registration.

Income Tax Information: If you claim a deduction on your income taxes for the school expense, the tax ID number is 74-6072966.

Withdrawal Policy:

A thirty-day verbal or written notice is required for all children withdrawing from Kingdom Kids. For any withdrawals with less than 30 days notice, remaining tuition will not be refunded and the next month's tuition is still due. Prompt notice will be appreciated.

Hours of Operation:

Kingdom Kids hours are 9:00 a.m. to 2:00 p.m. Tuesday and Thursday. Teachers arrive early to set up their classrooms and attend staff prayer time. Please do not bring your child before 9:00a.m. Children will be ready for pick-up at 2:00 p.m. *PLEASE BE PROMPT IN PICKING UP YOUR CHILDREN.*

Any child not picked up by 2:15 will be taken to the Director's office to wait for parents. Picking up a child after 2:15 will result in a late fee of \$1.00 per minute.

Health:

Immunizations: Current immunization dates are required for all students prior to attending. If a parent chooses to exempt or delay immunizations for reasons of conscience including religious belief, they must submit an official notarized affidavit form developed and issued by the Department of State Health Services. For additional information visit www.dshs.state.tx.us/

Allergies: Please list all allergies your child has on the registration form and communicate this information to your child's teacher. Food allergies will be posted in classrooms to ensure all staff members are aware of these allergies. Alternative snacks will be offered to children with allergies.

Illness: We can only accept well children. No child should be admitted who has a contagious or infectious disease, or symptoms described below. Parents will be notified to pick up their child immediately if any of the following symptoms occur:

- Fever over 99 degrees
- Diarrhea
- Vomiting
- Rash not associated with allergies or heat
- Severe cold symptoms – fever, cough, green runny nose, or runny eyes

Children should be free of the symptoms listed above for 24 hours before returning to school. For an infectious disease, a child should be on an antibiotic for 24 hours before returning to school. Parents are asked to notify the school regarding absences, especially as they pertain to illness. Exposure to contagious disease (chickenpox, pink eye) will be communicated to the parents.

If your child becomes ill during the day, he/she will be isolated from the group and you will be called to pick up your child. If we are unable to reach you, we will call the emergency contacts listed on the registration form.

Medication: The Kingdom Kids staff will not administer over-the-counter or prescription medications. Please do not send medication with a child. If a child has been diagnosed with a severe allergy that requires medication in the event of a reaction, Kingdom Kids will administer necessary medication per the parent's instructions. Detailed instructions must be given, signed by the parent, and accompany the medication (antihistamine, EpiPen) with the child's name on it. All medications will be stored in the Kingdom Kids office and will be returned to the parent at the end of the school year.

Accidents: Kingdom Kids exercises reasonable care and judgment in all matters related to health and safety. In all emergencies the program has permission to take such reasonable measures which are in the judgment of the teacher or Director, necessary for the welfare and safety of the child until the parent can be reached. Minor accidents will be reported to the parents and the Director on a daily basis. An incident report will be completed by the person who witnessed the incident and will be turned into the Kingdom Kids Director. The Incident Report will be available for parent inspection through the Director of Kingdom Kids Weekday Preschool.

Security/Safety Procedures:

Kingdom Kids Weekday Preschool has implemented security/safety procedures in the event of an emergency. We feel it is wise to be prepared with a well thought out plan in case of unforeseen emergencies:

- The front doors will be locked at 9:30am, and they will be unlocked again at 1:45pm for afternoon pick-up. If you enter the building between these times, you must enter through the main church office.
- All visitors attending a classroom special event or picking up a child early must check in at the Kingdom Kids office upon arrival and wear a name tag designating them as a visitor to the school.
- Children will only be released for pick up to their parents or those who are listed as being authorized for pick up on the child's registration form. If there is a need to add or delete someone on the authorized pick-up list, a parent must come to the Kingdom Kids office to add or delete the person's information on the registration form and initial the information. **This may not be done through notes or phone calls.**
- We will have fire/tornado drills periodically throughout the school year.
- GBC emergency evacuation plan is to move the children to the grassy area on the north side of the building.

Emergency Closings:

If College Station Independent School District is closed due to inclement weather or a community emergency, Kingdom Kids will close as well. Bad weather days will not be made up or refunded. If CSISD has a late start, then Kingdom Kids will start one hour after CSISD.

Arrival & Departure:

We urge you to have your child to school on time. It can be very upsetting to a child to arrive late and is also disruptive to the classroom environment. We feel that regular attendance is important in preschool, as it will set guidelines for kindergarten and elementary school.

Wobblers - Older 2's Classes:

Children are to be taken to their classrooms, signed in and signed out each day. If your child will be picked up by someone other than the parent, please note this on the sign-in form and alert their teacher or the Director. Your child will only be released to parents or those listed as authorized for pick up on the registration form.

3's and 4's Classes:

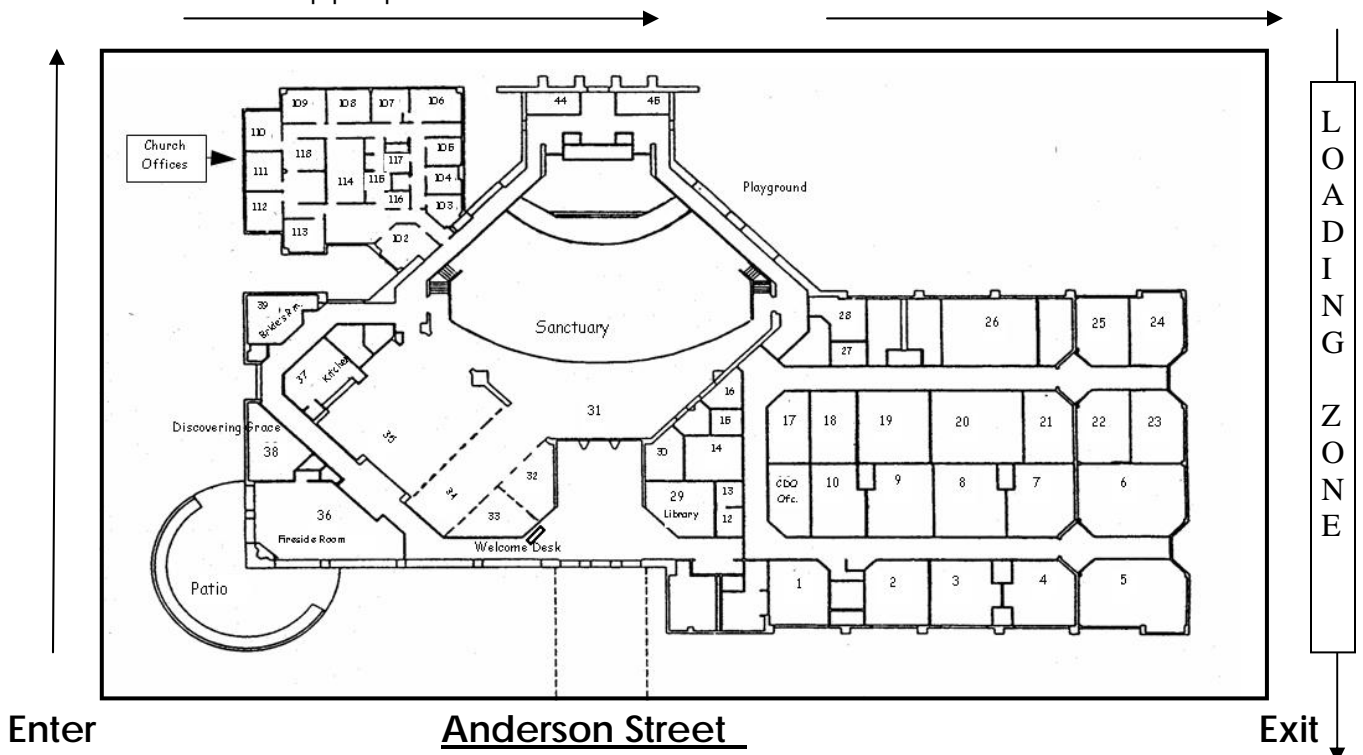
Children will be dropped off and picked up at a designated car pool loading and unloading spot. If you choose to walk into the building for drop off or pick-up, please park your car in the parking lot in front of the building and enter through the front doors only. Children must have a written note for alternate pick-up arrangements and must have an appropriate car seat. Your child will only be released to parents or to those listed on the registration form as authorized for pick-up.

Do not leave unattended vehicles in the red curbed fire lanes under any circumstance. We will not be responsible for citations issued by the Fire Marshall. Please park in the parking lot in front of the building.

In case of inclement weather (heavy rain, ice) all students including Wobblers – 2's classes will load/unload under the covered breezeway at the front of the church. Parents are asked to remain in their cars and the children will be loaded by Kingdom Kids staff.

Car pool Procedure:

- Car pool is for students in the 3's & 4's classes only.
- Car pool line will form from behind the church building and children will be dropped off and picked up on the north side of the building from the doors closest to the front of the church. *See map below
- Please pull to the front of the loading zone and wait for teachers to begin loading and unloading. **Please stay in your car!** Teachers will assist children into and out of cars including buckling into car seats.
- Please do NOT pull around cars in front of you to exit or move forward in line. We are asking that you wait for the car in front of you to move forward and that all cars stay in a single file line for the safety of all children.
- Please use your carpool sign.
- For the safety of your children, walk-in pickups will not be allowed through the carpool doors. If you would like to walk in to pick up or drop off your child, you must use the front doors.
- In case of heavy rain, we will load and unload under the covered entrance at the front of the church.
- Unloading will begin as soon as teachers finish prayer time at 9:00. If you arrive after 9:10, you will need to park in a designated space and bring your child to their classroom teacher.
- Pick up time is 2:00 p.m. - 2:15 p.m. Parents arriving after 2:15 p.m. may pay their late fees and secure their child/children from the Kingdom Kids office.
- Texas law states that children need to be secured into an appropriate car or booster seat. Teachers are not permitted to buckle children in a vehicle without the appropriate car seat or booster.



What to send each day:

Wobbler – Older 2's Classes:

Bottles as needed; healthy lunch with drink; snack if you would like your child to have an alternative to the snack provided; change of clothes; an adequate supply of diapers; Pull-Ups if in the process of potty training; comfort items for nap time.

3's & 4's Classes: Healthy lunch with drink; change of clothes; back pack

PLEASE LABEL ALL OF YOUR CHILD'S PERSONAL ITEMS!

What NOT to bring:

Please do not bring toys from home. Toys from home can present a problem for teachers to keep up with and can cause disagreements about sharing among the children. We do understand that separation can be eased with the presence of a familiar comfort item (blanket, small stuffed animal, pacifier) to be used at rest time.

Classes will occasionally have "show and tell". Children may bring something special to share with their class.

School Rules/Conduct:

Each teacher will establish classroom rules that are appropriate for the children's ages and stages of development. These rules will be Biblically-based and presented to the children as part of God's plan for their lives. Rules will focus on areas including interaction with others, respect for person and property, obedience, and safety. Teachers will explain the basic rules in a way children can easily understand. Positive rewards are used to encourage acceptable behavior.

Discipline:

The staff of Kingdom Kids Weekday Preschool is committed to providing a positive learning environment for all children. This objective can be best achieved in an environment that promotes cooperation and Christian conduct among the children. The goal of our discipline is to direct children toward acceptable behavior that helps develop self-control and to maintain the order necessary to accomplish the academic, social, and spiritual growth we desire. Children may be corrected for displaying behavior such as:

- Action that disrupts the class or interferes with the learning process.
- Action that could possibly harm another child or teacher.
- Action in direct violation of a well-explained rule.
- Willful disrespect towards a teacher.
- Use of unwholesome language.

The teacher will handle most corrections either verbally or through time-out. If a problem persists, then the child will be brought to the director's office. Children who consistently fail to respond to efforts to correct behavior may be dismissed. The following are specifics in regard to the discipline policy:

- Children will be encouraged with re-direction when inappropriate behavior is observed.
- Positive responses to good behavior will be used.
- Time-out may be used.
- Children may be brought to the director for a supervised time-out if persistent disruptive behavior continues. Parents will be notified at the end of the day if this occurs and a note detailing the behavior and action taken will be sent home with the child.
- Physical punishment will not be administered.
- The use of abusive language is prohibited – discipline will not be humiliating or frightening to a child.

Parents are asked to support and uphold the discipline policy of Kingdom Kids. Without this cooperation from the parents, a double standard exists between home and school that is counterproductive to the child's development and our effectiveness. Kingdom Kids sees all situations requiring discipline as opportunities to teach and train children, not to punish.

Biting:

We are concerned about the health and safety of every child in our program, and biting is not acceptable. If a child bites another child once, they will be separated in their classroom for a set time period. If they bite a second time, the same day, they will be taken to the Director's office and Parent's will be called to pick the child up. If any child exhibits persistent biting behavior, the Director may ask for the child to be removed from the program until such behavior ceases. Payment will not be refunded.

Dismissal from school:

Kingdom Kids reserves the right to dismiss any child, if after entering, he/she is unable to participate in group experiences or if fees have not been paid. This will not be done until the teacher, parents, and Director have been in communication and resolutions have been attempted for the child. If a child is dismissed from the program, the remaining month's tuition and semester supply fee will not be refunded.

Potty Training:

3 and 4-Year-Old Classes : *Children must be potty trained when entering the 3 and 4 year old classes. Children must be able to handle toileting independently and wear cloth underwear (no Pull Ups).* Potty trained means they know when to use the bathroom without being asked and are able to do so with minimal help. While we understand the occasional accident, daily or even weekly accidents are not considered being potty trained. The 3 and 4-year-old classrooms are not set up for changing diapers. The only exception will be made in case of a "special needs child", subject to the Director's approval.

Toddlers - 2-year-old Classes: If your child is showing signs of readiness, please communicate with your child's teacher about this important topic. Your child's teacher will be willing to work with you in toilet learning/potty training. Children will have a chance to use the bathroom at scheduled diaper changing times, or when they voice a need to use the bathroom. Children should be in a diaper or pull up until they are using the bathroom without being asked and are able to do so with minimal help. Encouraging words and praise will be given to children during the potty training process but **special snacks and treats cannot be given.**

Clothing:

Children should be appropriately dressed for the classroom and for outside play. Clothing for school should be washable (we will get messy!), comfortable, fitting, and allow for easy movement. Please do not send your child in boots or flip flops. These types of shoes are not suitable for the kind of movement typical for children in a preschool setting (ie. Climbing, running, jumping, dancing, etc.). Please send a sweater or light jacket, as our classrooms can be chilly at times.

Nutrition:

Snacks: A nutritious morning snack will be provided for all children. (Crackers, fruit, finger foods) Water or juice will also be provided at snack time.

Birthday/ Special Snacks: Parents may bring a special treat for a child's birthday. Teachers should be informed so snack time can be appropriately planned. Please keep these snacks simple. Please do not bring chocolate items or red drinks. To avoid hurt feelings, party invitations should be distributed only if the entire class is invited. Summer birthdays are celebrated in May.

Lunch:

Children bring a lunch and drink from home. We request that parents send a nutritious lunch and refrain from sending soft drinks and too many sugary treats. Please do not send foods that need to be heated.

Any food allergies or special dietary requirements your child may have must be indicated on the registration form.

Outdoor Play:

The children at Kingdom Kids Weekday Preschool go outside everyday, weather permitting. Dress your child appropriately to enjoy God's beautiful world!

Naps:

Kingdom Kids will have a scheduled and supervised nap or quiet time for all children. While they do not have to sleep, they are expected to remain quiet out of respect for the other children in the class. Please send a labeled towel or mat for rest time (no sleeping bags). These will be kept at school and will be sent home monthly so that they may be washed.

Holiday Celebrations:

Fall: Our focus during this time of year will be fall, harvest, and God's bountiful provision for us. Fall celebrations will include Pumpkin Patch (we do not celebrate Halloween) and Thanksgiving Feast.

Christmas: Our focus will be Jesus' birth which will include Happy Birthday Jesus parties in our classrooms and a Christmas Pageant for the 4-year-old classes.

Spring: Our focus will be spring, Easter, and new life. Easter is a special time of celebration and learning at Kingdom Kids. Activities are centered around learning about celebrating New Life and Resurrection Sunday.

Visitation:

Parents are always welcome in our classrooms and are encouraged to attend special events that are scheduled throughout the year. All visitors, including parents, are required to check in at the Kingdom Kids Office prior to visiting a classroom. Tours must be scheduled between 10:00-11:00 a.m. through the Kingdom Kids office.

NOTICE: For your child's safety, the front doors will remain locked from 9:30 – 1:45. During this time, if necessary, parents may enter the school through the main church office.

Parent – Teacher Conferences:

For students enrolled in our 3 and 4-year-old classes scheduled parent teacher conferences are held twice a year: in the fall and at the end of the school year. "Spot" conferences are helpful for teacher and parents alike, but immediately before or after school is not a good time. The teacher is occupied with the children's needs at those times. Arrangements can be made to talk at another time, or if all of the children have left, a short conference can be held.

Referrals:

Our desire is to assist each child in his/her growth and development in the preschool setting. If a teacher observes an ongoing delay in a child's physical, social, or academic development, the concern will be documented and brought to the Director's attention. The issue(s) will then be communicated to the parents by the Director and Teacher so that they may be addressed. If it becomes necessary to seek a referral to a professional for further evaluation and testing, the decision will be made by the parents with the assistance and cooperation of the Director and Teacher.

Parent Communication:

We share with parents the responsibility for promoting sound growth in a period when growth and learning are the most rapid of the entire lifetime. We want to encourage comfortable and open communication so that parents and teachers can function as a consistent team, supporting the needs of the children, parents, and teachers alike. Communication between parents, teachers, and all parties involved needs to remain confidential.

Parent Concerns:

As a ministry of Grace Bible Church and a Bible-based Preschool, we are committed to handling concerns, complaints, and conflicts as Biblically as possible. In doing this, we will be affording ourselves the opportunity to allow God to work to resolve the concern and to help us overcome the awkwardness and fear inherent to the resolution of differences. Matters should be handled between the parties involved first and foremost rather than involving those outside the incident. (Matt. 18: 15-17)

Should a parent have any questions or concerns about the policies and procedures of the program or concerns about their child, the following steps should be taken:

1. Direct questions, concerns, and problems to the child's teacher first.
2. If the issue is not resolved between the teacher and the parent, the issue should be taken to the Kingdom Kids Director.
3. If not satisfied with the Director's decision, a third appeal can be made to the Director of Children's Ministry.
4. After all steps have been followed, the Director of Children's Ministry can take the parent's written complaint and proposed solution to the GBC Operations Team for final determination of the complaint.

It is not appropriate for parties to directly consult a pastor or other persons without going through the stated procedure first.

Kingdom Kids reserves the right to dismiss a child/family from the program if the school reasonably concludes that the actions of a parent make a positive and constructive relationship impossible or if those actions interfere with Kingdom Kids' ministry.

Kingdom Kids Parent Action Committee (KPAC):

KPAC is a group of volunteer parents working as a team through various activities to support and encourage the staff, children, and parents of Kingdom Kids. KPAC does not in any way govern, monitor, or supervise the ministry or its staff.

Kingdom Kids Contact Information:

Kingdom Kids Weekday Preschool
Grace Bible Church
700 Anderson
College Station, TX 77840

Kingdom Kids office phone # 764-6624 (Direct Line)

E-mail: kingdomkids@grace-bible.org
www.grace-bible.org/kids

Kingdom Kids Staff:

All personnel of Kingdom Kids Weekday Preschool will be professing Christians and will strive to lay the foundation for the development of a biblical worldview in the mind and heart of each child. Kingdom Kids is staffed with experienced as well as degreed teachers. All staff are encouraged to treat all children equally, showing no partiality or favoritism, regardless of race, economic status or church membership.

Administrative Staff

Trich Thomas– Director Kerry Garner– Assistant Director

Teachers

Staci Williams	Tara Lenz
Marianne Hutto	Rebecca Neighbors
Lisa Olivieri	Katie Pfeiffer
Elaine Powdrill	Katy Martinez
Via Snoga	Sarah Moretz

Assistant Teachers

Lee Ann Hague	Amy Hanik
Kelly Mueller	Barbara Sapaugh
Debbie Wentling	Alicia Brumley
Marina Luepnitz	Beth Evans

**Parent Acknowledgement & Agreement of the Kingdom Kids Weekday
Preschool Parent Handbook**

____ I have received an Electronic copy of the 2011 – 2012 Parent Handbook. I have read and understand the entire Parent Handbook. I accept and agree to follow all policies and procedures stated within. I understand changes can be made to this handbook and I will be notified in writing of any changes.

____ I have received an Electronic copy of the 2011 – 2012 Parent Handbook. **I would prefer a hard copy of the Parent Handbook.** Although I am requesting a hard copy of the Parent Handbook I acknowledge that I have read and understand the entire Parent Handbook. I accept and agree to follow all policies and procedures stated within. I understand changes can be made to this handbook and I will be notified in writing of any changes.

****Please sign the following acknowledgement. This page must be returned to your child’s teacher at “Preschool Parties”, “Me and My Teacher Time” or by the first day of school.**

Signature: _____

Print Name: _____

Student’s Name: _____

Date Signed: _____