



Welcome

Welcome to Kids of the Kingdom Lutheran Child Development Center. We have been providing a Christian educational environment since 1988. This handbook has been developed to help strengthen the relationship between our families and the school by providing you with specific information about our school. Please read it carefully and in its entirety so that you will better understand the role we all play in making this a special time in the life of your child.

Kids of the Kingdom is governed by a Board of Directors, which includes members elected by the congregation of First Lutheran Church of San Marcos and a Parent Representative (a list of current Board Members is available online at www.kidsofthekingdom.org). The Board meets monthly to make policy decisions and oversee the operation of the center. Kids of the Kingdom Child Development Center does not discriminate based on race, creed, color, nationality, ethnic origin, or disability in administration of its educational or admission policies.

We are delighted that you have chosen us to join with you in providing for the care and education of your child. We expect parents to understand and abide by all policies in this handbook as well as read and understand all forms of communication made by the center (notes that are sent home, emails, texts, flyers, parent communication board, monthly newsletters, etc.). Please feel free to be an active participant in KOK by offering questions, concerns, and praise to our staff. We welcome you and your child and look forward to sharing our ministry with you.

Important Contact Information

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| Emergency (medical, fire, law enforcement) | 911 |
| Poison Control Hotline | 1-800-222-1222 |
| DFPS Child Abuse Hotline | 1-800-252-5400 |
| DFPS Child Abuse Website | www.txabusehotline.org |
| Childcare Licensing Website | www.dfps.state.tx.us |
| Childcare Licensing Information | 1-800-862-5252 |
| Childcare Licensing Office | 512-753-2259 |
| Childcare Licensing Address | 1901 Dutton Dr., Ste C, San Marcos, 78666 |
| SMCISD Emergency Closures | 512-393-6700 |
| KOK Office Number | 512-353-5437 |
| KOK Fax Number | 512-392-2207 |
| KOK Email | scherrell@kokcdc.org |
| KOK Website | www.kidsofthekingdomcdc.org |
| KOK Address | 130 W. Holland St., San Marcos, 78666 |

Standards for Child Care in Texas

Kids of the Kingdom Lutheran Child Development Center is a licensed child-care facility. Therefore, all staff members follow the Texas State Minimum Standards, as outlined by the Texas Department of Family and Protective Services. This agency conducts annual inspections of our facility. The most recent Licensing Inspection Report is posted on the bulletin board next to the Assistant Director's Office. We encourage you to also view our compliance history with the TXDFPS Licensing Website (listed above). Copies of the Texas State Minimum Standards and our Licensing Reports can be found on the TXDFPS Licensing Website. Any complaints may be made to Childcare Licensing through any of the contact methods listed in the important contact information section above.

Any area within 1000 feet of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. For more information, please see the posting on the bulletin board next to the Assistant Director's Office.

Children Served/Hours of Operation

Kids of the Kingdom serves children from six weeks through five years old. Children are placed into classes according to their age on September 1st of each academic year. We rarely transition children individually, preferring to transition as a group in August to begin a new school year, this allows our children to share the experiences of learning a new schedule, getting accustomed to a new environment and new teachers with friends.

Kids of the Kingdom operates Monday through Friday from 7:00 a.m. to 6:00 p.m. We are open January through December and follow the San Marcos CISD schedule for extreme weather closures (please see absences and closures page 13 for more info on weather). The center is closed for the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Teacher Workday, Labor Day, Thanksgiving (Thursday and Friday), and Christmas Break (the 2 weeks between Christmas and New Year). A Holiday schedule is given out at the beginning of each school year detailing exactly which days these holidays fall on. If any fall on a weekend we may take the Friday before or Monday after.

Governance

The Kids of the Kingdom Board determines personnel policies and procedures of KOK. The Board is composed of elected members of the First Lutheran Church of San Marcos as well as the Pastor. One of the members of the Board is a Parent Representative. The KOK Director is a non-voting member of the Board. Voting members may not be employees of Kids of the Kingdom. When there is a change to school policy or procedures, parents will be notified in writing.

Mission Statement

Kids of the Kingdom Lutheran Child Development Center provides a Christian environment that aims to enhance the love and care of the child's home. We believe each child is a unique gift from God and this ministry is designed to provide developmentally appropriate activities for children ages six week through five years old. We promote the child's total physical, cognitive, social, and spiritual development through providing a variety of activities in an enriched environment that fosters a positive self-image.

Program Goals

Kids of the Kingdom Lutheran Child Development Center seeks:

- To plan for and provide a safe, clean, well-equipped, well-arranged facility, conducive to meeting the basic physical, educational, spiritual, emotional, and social needs of each child.
- To provide an educational atmosphere where each child will enjoy learning about himself/herself and the rest of God's creations.
- To help each child grow as a social being through both large and small group interactions.
- To create a spiritual atmosphere where God's love for us and our love for God is expressed by caring and loving individuals.
- To provide a developmentally appropriate curriculum that prepares each child for a successful Kindergarten experience.
- To work closely with the family of each child to ensure high-quality care and education for their children.
- To provide a social environment where children of all races, religions, family backgrounds, and cultures are treated with respect and consideration.

Developmental Goals

Developmental goals are posted in each classroom to reflect age-appropriate expectations. KOK staff also sends home information about developmental milestones frequently throughout the year. Our children's social-emotional development is tracked through the use of E-DECA, and evaluations made by teachers and parents.

Our Staff

The stimulus for a good educational program is a good teaching staff. Kids of the Kingdom employs qualified and nurturing professionals who are committed to enriching the development of each child. All staff members are dedicated to and trained in early childhood education, first aid, and CPR. All staff members, at a minimum, must meet current licensing requirements for yearly training hours. Staff with less than two years of experience in a licensed childcare care center must have at least eight hours of training prior to being in the classroom. As required by law, all employees must have background checks, and FBI fingerprinting done prior to employment.

All staff members will ensure confidentiality in all matters related to the children and families of KOK. Kids of the Kingdom does not currently require our staff to receive any vaccinations, however we do have procedures to ensure that teachers are not possibly passing any illnesses to our children. We require that our staff do not attend work when they are potentially contagious, and that protective equipment (including gloves and masks) are used based on the level of risk the employee presents to the children based on the employee's routine and direct exposure to the children.

The staff at KOK take special pride in the loving atmosphere of our school and are excited by how young children learn. We believe the early years are the most important, challenging, and rewarding to teach.

Child Abuse Reporting Law Requirements

All staff members of Kids of the Kingdom are REQUIRED by Texas State Law and Child Care Licensing to report any instance where there is reason to suspect the occurrence of child abuse, neglect, or exploitation. Each KOK staff member takes annual training on recognizing and preventing child abuse and neglect. Kids of the Kingdom has made a commitment to help increase awareness and prevention of child abuse and neglect through trainings, memos, and newsletters. We also coordinate with community organizations on strategies to prevent abuse and neglect.

Please see our attached sheets with more information on child abuse and neglect, including facts, warning signs, and what you can do to help prevent child abuse and neglect.

If parents feel that they need assistance with possible abuse or neglect, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

Ratios

Kids of the Kingdom strives to keep teacher-child ratios that exceed recommendations by child development experts and have been built into the make-up of our classes. Our optimal ratios are as follows:

Infants have eight children with two teachers

Ten to eighteen months have twelve children with two teachers

Eighteen to twenty-four months have twelve children with two teachers

Two-year-old's have sixteen children with two teachers

Three-year-old's have ten children with one teacher

Four-year-old's have ten children with one teacher

Classroom/Behavior Management

The school day is structured in such a way as to always encourage appropriate behavior. Our staff members make learning fun and enjoyable through the development of weekly topics and daily lesson plans. Our main emphasis is teaching the children that God loves them, and He wants us to love others. This knowledge and faith in God's love should be shown in their daily lives by showing respect for the teachers and adults, getting along with others, following class rules, being kind to one another, and sharing God's love with others.

Children are encouraged to develop and grow in self-control by many means- redirection, positive reinforcement, use of logical and natural consequences, individual and group discussions, and development and implementation of consistent Christian classroom guidelines. The goal of discipline is to teach each child to be responsible for themselves and their actions. This is achieved by setting consistent guidelines, encouraging verbal expression of feelings, and redirecting inappropriate behavior. When a child exhibits unacceptable behavior, the teacher first tries to redirect the child to another project or area of the room. If a child continues to have a difficult time controlling themselves, a brief separation from the group activity or "time-out" will be used. This is always accompanied by communication of why this behavior is inappropriate and what would have been a more desirable reaction. On the rare occasion that the above procedures do not work, the child is escorted to the Director's office for an extended time-out. If the disruptive or destructive behavior is a consistent problem, a conference will be arranged with the child's guardian(s) to try to gain further insight and ideas.

Please inform your child's teacher if your child has experienced a traumatic, emotional, or stressful event. Sometimes there are occurrences in the home that may disturb or temporarily upset your child. These kinds of things create tension to which your child may react. Tension creating incidents are not necessarily unpleasant, they could be something exciting. Whatever the cause, if you notice that your child seems unusually tense, please let their teacher know. This will enable your child's teacher to understand and deal with behavior difficulties they may observe in the classroom.

Kids of the Kingdom feels a strong Christian commitment to work with and help the children and families in our school within the limits of our capabilities. If a child is unresponsive to the above methods, and the student's behavior continues to cause problems, KOK reserves the right to request the withdrawal of a child who cannot adapt to the group situation. Should this be the case it will be important that school and homework closely together to best meet the needs of the child. Every child is precious in His sight.

Biting Policy

Biting is one of the most difficult behaviors to address in a childcare setting. Biting can occur without warning and is difficult to defend against. It provokes a strong emotional reaction in the biter, the victim, the parents, and the caregivers involved. If your child begins to bite at home, please notify your child's teacher or a staff member, so that they are better prepared to intervene and prevent your child from biting another child or teacher.

In cases where biting occurs, the biter will be immediately removed from the group using words such as "biting is not ok-it hurts". The child who is bitten will be comforted while receiving medical care. Incident and Owie reports will be written to notify parents or guardians of both children involved.

Parent Communication

The parents and families are an important part of Kids of the Kingdom. The director and staff encourage your participation in your child's school.

The staff understands that communication is the key to any effective relationship. For this reason, you will be notified of needs in your classroom and kept up to date on school activities through daily sheets, send home notes, postings, the monthly newsletter, emails, and text messages.

PLEASE READ ALL INFORMATION SENT HOME!

Teachers can be available for conferences by appointment. Should you feel the need to confer please contact the director or teachers to schedule an appointment. Please do not confer with the teachers during class time as this takes their attention away from the other students and the teacher will not be able to provide you with their undivided attention. It is in the best interests of the children to discuss any problems in a private setting.

Any questions, concerns, or praise that you have about your child's daily activities should first be addressed with your child's teachers. The teachers want the best for your child and your family, and they welcome your input and insights.

If you have any questions or concerns about policies or procedures, tuition, payment problems, etc., please see the director. We are always looking to improve our ministries, hear your thoughts, suggestions, and concerns, clear up any confusion about anything, or just lend a listening ear.

After addressing your concerns with the Kids of the Kingdom director and you feel like you need to go further, you are welcome to speak to the KOK Board.

Parent Involvement

Please talk with the Director about opportunities for parent involvement. We are re-evaluating this after COVID forced us to discontinue most volunteer opportunities.

Breastfeeding

Kids of the Kingdom strives to maintain an environment that is welcoming to breastfeeding mothers. We offer a quiet room with comfortable seating to allow for a pleasant nursing experience. (due to covid some temporary changes) We also provide a fridge and freezer space for the storage of breast milk to be served to your child as requested. More information about breastfeeding or local breastfeeding support groups can be found on our Community Resources attachment.

Arrivals and Departures

Our parking lot is busy during arrival and departure times. Please DRIVE SLOWLY using extreme caution, watching for children who might dash out between parked cars. Please Park in designated parking spaces when dropping off or picking up your child. Please do NOT park next to the sidewalk, mailbox, or drive through. **Please DO NOT leave your car running unattended!! Please DO NOT leave small children in the car unattended!!**

Children must be brought in and picked up from their classroom by an adult. Parents are required by Texas DFPS Licensing to sign their children in and out daily on the classroom sign in/out sheet. Please keep your child with you and for your safety, do not let your child run down hallways or leave the building ahead of you. Please talk with the Director about possible changes due to Covid.

Children must arrive at Kids of the Kingdom by 9:00 a.m. each day. There are many reasons for this policy, including:

1. The children's morning has planned activity periods scheduled. Children who arrive late miss out on activities and teachers do not "catch up" children who arrive after and activity has ended.
2. Children who arrive late disrupt scheduled activities, causing the whole class to lose focus.
3. Children who slept in and arrive late are not "in sync" with the schedule of the rest of the children and may disrupt naptime. This causes other children to lose valuable rest.
4. NO child/children will be accepted into care after 3pm under any circumstances. The afternoon ratios change quickly due to children going home and teachers will leave early due to changes in ratio.

This policy is designed to meet the needs of each child, the whole class, and the center. In certain cases, exceptions to this policy may be granted when advanced notice is given to the Director or Assistant Director.

Children must be picked up in the afternoon by their parent or another adult listed on the child release form. Children will only be released to persons authorized by the parent at the time of enrollment. Staff will check photo IDs against the list of authorized picks up for each child, until familiar with each one. Parents who would like to add or remove someone from the pick-up list may do so in the KOK office. A person who is not on the list may NOT pick up a child unless the parent provides a written note that is signed and dated beforehand.

Well Checks

Kids of the kingdom staff will do a visual check of the children as they arrive each morning. If one of our staff members notices anything unusual, they are required to ask the parent about it, as well as note it in the classroom log. If your child has an accident overnight, please notify the staff members when dropping off so that we can assist in watching the child for side effects.

Late Pick-Up (After 6:00 p.m.)

The center closes at 6:00 p.m., however, a staff member will stay until all children are picked up. Late pick-up of children will result in the paying off a late pick-up fee. The Late Pick-Up fee is \$5 per minute, per child. Failure to pay late pick-up fees within one week will result in review of enrollment by the Board for possible termination. After four late pick-ups within a six-month period, enrollment will be reviewed by the Board for possible termination. Parents will be advised in writing when termination is imminent. If a parent or guardian cannot be reached by 6:30 p.m., we are required to call Child Protective Services.

What to Bring and Not to Bring to Kids of the Kingdom

What to Bring:

- Your child in washable play clothes. Please remember that this is a learn while playing and a learn by doing program. Your child WILL get dirty- children may get Playdough smashed into their clothing or paint on buttons and hair. Please do not dress them in their Sunday best, as they will probably not come home the same way.
- Closed-toed rubber-soled shoes with laces or Velcro closures. Please think of your child's feet in the rocks on the playground and provide sensible shoes for running and playing.
- Weather appropriate changes of clothing in a large Ziploc bag clearly labeled with your child's name (don't forget underwear and socks). This will stay in your child's cubby in case they have an accident. Please be sure to restock your child's change of clothes after each accident at school.
- A small blanket and pillow or "luvie" for nap time. Security or comfort items are welcome, but please keep them at a reasonable size.
- A water bottle clearly labeled with your child's name. This water bottle will be used throughout the day, including mealtimes and outside.
- Sunscreen and insect repellent clearly labeled with your child's name.
- For children in diapers: clearly labeled diapers, wipes, and diaper cream. We will contact you to bring items or pick-up your child if they do not have sufficient supplies.

- For infants: clearly labeled bottles (please label lids as well), formula/breast milk, food, and snacks. The infant (Mangers and Lambs) classrooms are the only one equipped with a fridge and microwave, so items that need to be refrigerated and warmed are allowed.
- A nutritious lunch in a lunchbox clearly labeled with your child's name. All food should be ready for your child to easily manage and eat independently for children ages 2 and up. All food must be something the child has successfully eaten before in front of the parents. We are not able to heat up or refrigerate your child's lunch. A thermos works well to keep items warm and cold/ice packs help keep items cold.

What NOT to Bring:

- Teething necklaces and clips for pacifiers. Teething necklaces and pacifier clips have been deemed a choking hazard by the Consumer Product Safety Commission and have been prohibited in licensed centers by the Texas DFPS department of Childcare Licensing.
- No toy guns, knives, war toys, swords, weapons, or toys of a destructive nature. These are prohibited and are not consistent with what we are teaching. Any acceptable toys that are brought to the center must stay in your child's cubby during the day.
- Money, jewelry, or other valuables. Children cannot be responsible enough to care for these items, and the staff cannot be held responsible for these items being lost or misplaced.
- Gum, candy, balloons, candles, or party favors as these may provide an unsafe hazard to the children here at the facility.
- Carbonated drinks/soft drinks.
- Anything fragile/breakable unless preapproved by the teacher.

Snacks and Lunches

Please provide a Morning snack, afternoon snack and a lunch for your child/children. Morning snack is served from 8:00 to 8:30 in the morning. Afternoon snack is served between 230 and 3pm. If you bring your child after 8:30, please make sure that they have been fed beforehand.

Please sign the agreement attached for meals and return with enrollment forms.

Parents are responsible for providing a nutritious lunch in a lunchbox labeled with your child's name. Please label all containers. All food should be ready to eat and easy to manage for children ages two and up. We will be unable to provide access to a fridge or microwave, so meals will need to be kept at the correct temperature using ice/cold packs, hot packs, or thermoses. KOK will provide milk for lunches, and we will provide water all day. Kids of the Kingdom is not responsible for meeting the daily nutritional requirements for the children in our care since they bring their lunches and snacks from home.

If your child arrives without a lunch, it needs to be delivered before 11:00 a.m. If your child's lunch is not here by 11:00, we will call you to pick your child up.

Celebrations and Birthdays

Children enjoy celebrating their birthday with their classmates. We count it as a privilege to make sure that your child's birthday is recognized in a special way and to thank God for their life. If you would like to bring a treat to celebrate your child's birthday, just let us know! Please check with your child's teacher about any possible food allergies in the classroom. Birthdays are celebrated during the afternoon snack time.

We have several celebrations throughout the year including End of Summer Picnic, Grandparents Breakfast, Halloween Party, Thanksgiving Feast, Christmas Party, Fairy Tale Picnic, Valentine's Day Party, Read Across America Week, Easter Egg Hunt and Party, Water Days, and 4th of July Parade.

Allergy Policy

Kids of the Kingdom wants to work closely with our parents and students to make sure that no child suffers needlessly from an allergic reaction to food or environmental factors. If your child suffers from any type of severe reaction, please be sure that the school is aware of your child's allergy by completing the Food Allergy Action Plan Form or the Child Emergency Action Plan Form. Our goal is to ensure the safety of all our students.

Outdoor Policy

Frequently parents ask if their child can remain inside during our outdoor playtime due to health concerns. **If the child is well enough to be at school, the child is assumed well enough to go outside.** Children go outside every day except in extreme weather conditions.

Our child to staff ratios rarely allows us to stay inside with one or two children while the rest of the children go outside. We understand that parents naturally have strong feelings about keeping their children healthy, which we share, but health experts agree that when properly dressed, cool weather is rarely harmful to children and that being outside in the fresh air is essential. Please make sure that you are sending your child with weather appropriate clothing and outer wear (ex. jackets, hats, scarfs, etc.).

If you have questions about whether your child can participate in outdoor play you might want to consider keeping your child home until you feel your child is ready to fully participate in our daily program, both inside and outside. We appreciate your cooperation as we all strive to maintain a healthy and happy group of children.

Kids of the Kingdom recommends that you send clearly labeled insect repellent and sunscreen for your child's use at the center. Your child's teachers will apply them each time your child goes outside. Only the clearly labeled sunscreen and insect repellent that you provide will be applied to your child. We do NOT provide insect repellent and sunscreen.

Water Activities

During the summer, Kids of the Kingdom plans at least two water-play days. There are NO pools during the water play days. We only use sprinklers, splash pads, water tables, and spray bottles. We usually have a Kona Ice truck come out and provide Snow Cones for the children. You will

be provided with notice of water play days through the monthly newsletter, emails, texts, and flyers. If you would like for your child to participate in water play days, you must fill out the water play permission on the enrollment application.

Health Records

Each child must have a statement of good health and an updated record of immunizations from a physician or health professional on file in the office before they can begin attending Kids of the Kingdom. Once your child is attending KOK, please make sure that you are bringing in the updated immunization records to the office after each visit.

In compliance with state law, Kids of the Kingdom requires a vision and hearing screening on file for all children who are four years of age or older. These should occur during your child's four year well child exam.

Hays county does not currently require a TB screening prior to attending.

Illness

Your child's health is a matter of great importance to us. Precautions are taken to safeguard the health of every child and staff member, including refusing to admit sick children into the school and isolating children who get sick at the school. If you know or strongly suspect that your child is sick or is getting sick, please do NOT send them to school. Only send your child to school if they are well enough to participate in ALL school activities, including outside play. We are not able to admit children that are ill to a point of needing extra care by the teachers which compromises the care given to the other children.

Should your child become sick at school, the parents will be contacted. If parents cannot be reached, emergency contacts will be called. You are expected to pick up your child within one hour. Kids of the Kingdom is not licensed or equipped to care for sick children. If three incidents occur during a twelve-month period in which a sick child is not picked up within one hour of the parent being contacted, the family will be asked to seek childcare elsewhere.

To ensure the health of all children, we do not keep children who have symptoms of a contagious disease. If your child is sent home with symptoms, the child will NOT be readmitted until 24 hours after the symptoms have passed without medication or a note from the doctor saying that your child is not contagious is brought in.

If a child has any of the following symptoms, the parent will be called to take the child home:

1. An axillary (armpit) temperature of 100° or higher accompanied by behavior changes or other signs of illness
2. Vomiting- two or more episodes within 24 hours
3. Uncontrolled Diarrhea- two or more episodes within 24 hours
4. Eye infections- red eyes with discharge or crusting

Readmission criteria for illnesses:

1. Fever free for 48 hours without medication
2. Vomiting- symptom free for 48 hours, medication free
3. Diarrhea- symptom free for 48 hours, medication free
4. Eye infections- symptom free for 24 hours or with a note from a doctor
5. Coxsackie Virus (Hand, Foot, Mouth)- fever free for 72 hours and soars have crusted
6. Influenza- fever free for 72 hours without medication
7. Scabies- treatment has begun
8. Strep throat- effective antibiotic treatment for 24 hours and fever free 72 hrs without medication

Medications

All medications will be always stored in the Kids of the Kingdom office and must be signed in. There are Authorization to Dispense Medication forms in each classroom. These are kept in the red emergency folders in the emergency bags. You must completely fill out the form before we are able to dispense medication to your child. Kids of the Kingdom agrees to administer medications only if the following standards are met:

1. Prescription medications must be in the original container with the prescription label with your child's name, date, directions, and the physician's name. We will administer the medication as stated on the label's directions. We will NOT administer the medication after the expiration date.
2. Nonprescription medications must be labeled with the child's name and the date the medication is brought into the center. We must administer the medication according to the label directions (with written approval of the parent/guardian of the child). If label directions are not given for the age of the child, we require written approval from the child's physician.
3. Medication will NOT be administered without written permission from the child's parent or guardian. A completed and signed Authorization to Dispense Medication Form constitutes written permission.

Critical Illness or Injury Procedure

If a child becomes ill or is injured while at school, the staff will provide appropriate first aid. If the illness or injury is not life threatening, the parents will be contacted to come for the child. If the illness or injury is life threatening, the staff procedure is as follows: provide appropriate first aid measures; if the situation warrants, an ambulance will be called (parents are responsible for EMS fees); notify the parents; contact the child's physician if the parents cannot be located; accompany the child to the hospital if a parent is not present (the health information forms accompany the child to the hospital to ensure emergency treatment).

Enrollment Procedure

A completed enrollment packet (which includes the Enrollment Application, Initialed and Signed Enrollment Agreement, Health Statement, Immunizations, Signed Media Release Form, Signed Discipline and Guidance Policy, and Signed Safe Sleep Policy) with the \$100 Registration Fee is due upon enrollment. Children who are four years of age or older must also have a hearing and vision screen on file.

A signed Kids of the Kingdom Parent Handbook Acknowledgement must also be completed. The policies outlined in this handbook are subject to change and may be revised by the Kids of the Kingdom Board of Directors. Parents will be notified in writing of any changes.

A list of current tuition and fees can be found on the Kids of the Kingdom website. Monthly tuition is due on the 1st day of each month. A \$25 late fee will be applied to any tuition paid after the 5th day, with an additional \$5 per day after. If payment is not made by the 9th day of the month, your child will not be allowed to return to the center until your account is paid in full (tuition and fees incurred).

A semi-annual supply fee of \$45.00 per child shall be due on August 1st and February 1st.

Tuition will NOT be refunded under any circumstances.

A 3% fee will be charged to any tuition when paid by credit card.

Absences and Closures

When your child must be absent, please advise the staff of when to expect your child to return to the center. When a child is absent due to illness, please notify the center of the type of illness and any important information that may be useful. No allowances, credits, or refunds shall be made for any absences. Your regularly contracted tuition is due regardless of your child's attendance.

Kids of the Kingdom is closed for several holidays throughout the year that you will be notified of upon enrollment. Tuition is due in full regardless of our Holiday closures. Our holiday closure list is updated and handed/emailed out at the beginning of each school year. It is also posted on our parent's board near the gym, in the Director's Office, and in each classroom. You are more than welcome to request copies of the holiday closure list at any time from the office.

Kids of the Kingdom will try to decide on a bad weather start delay by 7pm the night before to give all families and employees enough time to plan and we will then follow SMCISD and city/county closures due to inclement weather for the remainder of the day. We will NOT be putting signs on the doors for weather related closures. We will contact all families through a text message. There will NOT be any refunds on tuition due to any weather-related closures.

There will be No credit or refunds given due to any Covid closures or quarantines.

Withdrawal

A written two-week notice is required when a child withdraws from KOK. After we have received the written notice, a child on the waiting list will be enrolled to fill that spot.

We have found that many parents do not read through the handbook in detail. If you have gotten this far, thank you! We appreciate you taking the time to read this very important and helpful information. Therefore, mention this sentence in the handbook and get a 5% discount! Only valid for your first month's tuition.

Termination

Enrollment may be terminated for any of the following various reasons at the discretion of the center director and KOK Board of Directors.

1. Tuition- enrollment may be terminated for non-payment of any portion of tuition, fees, or other balances owed to Kids of the Kingdom, or for refusal to pay any portion of these amounts.
2. Policies- enrollment may be terminated for repeated violations and disregard for school policies, or for refusal to adhere to the policies outlined and agreed upon prior to enrollment.
3. Behavior- if a child's behavior poses a risk of harm to another student or teacher, or consistently disrupts the daily class routine, steps will be first be taken to redirect and manage the behavior (as explained in the Classroom/Behavior Management section). Suspension and/or termination is the final measure and is at the discretion of the director when all other avenues have been explored.

We have the right to refuse service to anyone. This can be determined by the KOK Board, Director, or Assistant Director.

Parent Code of Conduct

Please complete all calls before entering the classroom to pick up your child. A Kids of the Kingdom staff member may have important information regarding your child to relay to you and this is not possible if you are on the phone. We appreciate your consideration.

Please understand that young children are present in our building. Some adult language is not appropriate for young children. Kids of the Kingdom prohibits profanity on the First Lutheran Church property during our hours of operation.

Threatening behavior or language directed at staff, children, or other parents will NOT be tolerated. Kids of the Kingdom reserves the right to terminate care in the event of disruptive behavior from a parent or guardian.

Emergency Procedures

Parents are encouraged to read this information carefully. In the event of a parent being present in the building during an emergency, we will ask them to participate accordingly.

Kids of the Kingdom performs the following drills to practice all the aspects of our emergency preparedness plan (which can be found in the attached policy pages):

1. Fire drills are practiced monthly. We hold them at various times of the day so that all teachers experience them.
2. Severe weather drills are practiced four times a year. We hold them at various times of the day so that all teachers may experience them.
3. Sheltering-in-place/Intruder Protocol drills are practiced four times a year. We hold them at various times of the day so that all teachers may experience them.

Fire Drills

Fire drills are signaled with the use of a smoke detector so that the children become accustomed to the sound of the alarm and are therefore less likely to panic in the event of an actual fire emergency. Exit routes are posted in each classroom, the hallways, the offices, and the kitchen. Teachers calmly line up their children, grab their emergency bags and sign in/out sheets, and exit the building. Classrooms with non-walking children have emergency evacuation cribs that are reinforced to allow for several children to be placed inside and rolled out. The children are all led outside to the exterior meeting place. The Director and Assistant Director assist the younger classrooms with evacuating and then check the building to ensure that all rooms are empty.

Severe Weather Drills

Severe weather drills are signaled with the use of a whistle. Teachers calmly line up their children, grab their emergency bags and sign in/out sheets, and make way to their assigned centermost classroom. The Director and Assistant Director will monitor weather reports for updates.

Sheltering-in-place/Intruder Protocol Drills

Sheltering-in-place/Intruder Protocol drills are signaled with the use of a code phrase across the walkie talkies, while calling 911. Teachers then check to ensure that their doors are locked and turn off the lights. The children are instructed to gather in a nonvisible location in the classroom. The Director and Assistant Director double check all doors are locked.

Once any of our emergency plans are put in place, our priority is to ensure the safety of everyone at Kids of the Kingdom. Once the situation has been stabilized, a phone message, text message, email, and/or paper letter will be sent to the parents to inform them of the emergency. Please make sure that the center has your most up-to-date emergency contact information on hand.

Emergency Closure

There are certain circumstances under which the center will be closed for an emergency during a regularly scheduled service day. These include, but are not limited to, the following:

1. Electricity is off for a continuous period of two hours or for a shorter duration that causes problems for the children's wellbeing (as during severe weather or extreme temperatures).
2. Phone service is disrupted to the extent that we have no contact or access to emergency services.
3. Water service is off for a continuous period of two hours with no prospects of immediate resumption of service or if water service is scheduled to be disrupted for this period.
4. Flood/ice storm where students may be flooded in or out or when icy road conditions make it unsafe to transport children and/or for teachers to drive to work.

Helpful Information

Separation Anxiety

Separation at this age is an unpredictable game. Some days children may not let go of you and some days they may run in to play. This is all very normal. If they cry and you have questions, feel free to ask one of the teachers for information. Do not hesitate to call the center to check on your child.

If your child is having rough times at drop off, we recommend that you come in, drop off your child's belongings, sign your child in, give them a hug and a kiss, tell them that you are leaving and will see them later, and then leave. The longer you linger, the harder and longer the separation anxiety usually lasts. Please do not sneak away as this can be frightening for your child.

Potty Training

Potty training is started in our two-year-old classroom. Potty training can be a very emotionally charged experience for children, parents, and teachers. We would like the training process to go as smoothly as possible, so parent-teacher cooperation is essential. Potty training is one of the major hurdles in socialization for a child.

We are very happy to work with your child in potty training, once they are ready. There are many signs of readiness including, but not limited to: waking up dry from sleep, expressing discomfort with soiled diapers, and curiosity/interest in others using the restroom. Once you and your child's teacher believe that your child may be ready to use the potty, you can meet to discuss a plan of action you would like to take. Once you make the decision to begin potty training, we recommend that you fully commit to it. If a child is ready. If your child is struggling with potty training after a two-week period, we recommend taking a break and trying again in another month or two. This lessens the likelihood of your child (as well as yourself) feeling defeated or frustrated.

We will NOT work on potty training with your child if you are not working at home also. It does no good for us to work with them at the center if you are not doing the same at home.

**Kids of the Kingdom
Parent Handbook Acknowledgment**

I have received and read the Kids of the Kingdom Parent Handbook. I understand all the preschool's policies and agree to follow them. I understand that not following the policies and procedures of Kids of the Kingdom may result in my child's removal from the school.

Child's Name

Date

Parent/Guardian Name

Parent/Guardian Signature

Please complete and sign the bottom portion and return with your enrollment packet to the Kids of the Kingdom office.

Kids of the Kingdom Copy

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