

Kiddie Kampus
Preschool
2009/2010
Student-Parent
Handbook



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Kiddie Kampus Preschool

Dear Parents and Guardians,

We are glad that you have entrusted your little ones to us and that your family is a part of our school family.

We appreciate the opportunity to serve your family by caring for your child. We strive to provide the same quality care for your child that you give in your home. Our goal is to give you peace of mind that your little one is being cared for in a safe, nurturing, and fun environment.

You, the parents, are the primary teacher of your child. We want to come alongside and partner with you during their early learning years. We desire to be an extension of the home and strongly emphasize good communication between the family and the staff. We want our school to be a positive experience for both you and your child.

If you have any questions or suggestions, please let us know. We pray that God will bless your family as we team up together for your child's continued growth and development.

This handbook contains information about all areas of the preschool. We hope you will find it informative and helpful throughout the year. Please refer to it when you have a question about anything pertaining to preschool procedures. We revise our handbook each year and appreciate your input.

Sincerely,

Denise Hogue, Co-Director

Andrea Miller, Co-Director

STATEMENT OF FAITH

THE BIBLE: The Word of God, the sixty-six books of the Old and New Testaments, verbally inspired in all parts, and therefore without error as originally given of God. (I Timothy 3:16, II Peter 1:21).

THE ONE TRUE GOD: Existing eternally as three persons -- the Father, the Son and the Holy Spirit (Luke 3:22, Matthew 28:19, II Corinthians 3:14).

THE LORD JESUS CHRIST: His pre-existence and deity (John 1:1-3), incarnation by virgin birth (John 1:14, Matthew 1:18-23), sinless life (Hebrew 4:15), substitutionary death (II Corinthians 5:21), bodily resurrection (Luke 24:36-43), ascension into heaven and present ministry (Hebrews 4:14-16), and coming again. (Acts 1:11)

THE HOLY SPIRIT: His personality (John 16:7-15) and deity (Acts 5:3-4), and His work in each believer; baptism and indwelling at the moment of regeneration (I Corinthians 12:13, Romans 8:9), and filling (Ephesians 5:18) to empower the Christian for life and service (Ephesians 3:16, Acts 1:8, Galatians 5:22-23).

MAN: His direct creation in the image of God (Genesis 1:26-28), his subsequent fall into sin resulting in spiritual death (Genesis 3:1-24, Romans 5:12), and the necessity of the new birth for his salvation (John 3:3-5).

SALVATION: A complete and eternal salvation by God's grace alone received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (Ephesians 2:8-9, Titus 3:5-7, and I Peter 1:18-19).

THE CHURCH: One true Church, the body and bride of Christ (Ephesians 1:22-23, 5:25-32), composed of all true believers of the present age (I Corinthians 12:12-13), and the organization of its members in local churches for worship, for edification of believers, and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (Ephesians 4:11-16).

CHRISTIAN LIFE: A life of righteousness, good works, and separation unto God from the evil ways of the world (Romans 12:1-2) manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Ephesians 5:22-6:4), settling differences between Christians in accordance with the Word of God (I Corinthians 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (Romans 12:17-21), exhibiting the fruit of the Spirit (Galatians 5:22-23), and maintaining a life of prayer (Ephesians 6:18, Philippians 4:6), including the privilege, when sick, to call for the elders of the church to pray and to anoint with oil in the name of the Lord (James 5:14).

ORDINANCES: The Christian should observe the ordinances of our Lord Jesus Christ, which are (1) baptism of believers by triune immersion (Matthew 28:19) and (2) the threefold communion service, consisting of the washing of the saints' feet (John 13:1-17), the love feast (I Corinthians 11:20-22, 33-34, Jude 12), and the communion of the bread and the cup (I Corinthians 11:23-26).

SATAN: His existence and personality as the great adversary of God and His people (Revelation 12:1-10), his judgment (John 12:31), and final doom (Revelation 20:10).

SECOND COMING: The personal, visible and imminent return of Christ to remove His church from the earth (I Thessalonians 4:16-17) before the tribulation (I Thessalonians 1:10, Revelation 3:10) and afterward to descend with the Church to establish His millennial kingdom upon the earth (Revelation 19:11-20:6).

FUTURE LIFE: The conscious existence of the dead (Philippians 1:21-23, Luke 16:19-31), and the resurrection of the body (John 5:28-29), the judgment and reward of believers (Romans 14:10-12, II Corinthians 5:10), the judgment and condemnation of unbelievers (Revelation 20:11-15), the eternal life of the saved (John 3:16), and the eternal punishment of the lost (Matthew 25:46, Revelation 20:15).

PHILOSOPHY

Kiddie Kampus believes that positive expression and attitudes should be used in guiding the behavior of each child, to help him or her become a self-directing individual.

We will provide a stimulating and conducive environment where by the goals for young children can be realized. Weaknesses and strengths shall be viewed individually and objectively. Consistent discipline administered with love and understanding of the individual child will be enforced at all times.

The children will be surrounded by a Christian atmosphere of respect and living appreciation for each other and for the wonders of God's world. Each child will be encouraged to progress academically, socially, and creatively at his or her own pace toward enriched experiences with self-discipline and the ability to make choices.

Our goal is to develop the personality of each child by providing an educational experience of lasting value.

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| <u>Intellectually</u> | Encouraging an enthusiasm for learning, exploring, and first hand experiences. |
| <u>Physically</u> | Encouraging experiences which develop large and fine muscle coordination and motor skills. |
| <u>Socially</u> | Encouraging participation in group activities, getting along with others, and developing a feeling of security, belonging, and self-esteem. |
| <u>Spiritually</u> | Bible stories and songs will be included in daily activities, giving each child an awareness and knowledge of God's love for them and others. |

Admission Policy

We accept children 2 ½ to 5 years that are fully-toilet trained. Application and registration fees are required of all new students prior to the first day of school. No application will be processed until all forms are completed and the registration fee is paid.

This includes the following:

Identification and Emergency Information

Child's Pre-admission health evaluation- Physician's Report

Child's Pre-admission health history- Parent's Report

Immunization record

Consent for Emergency Medical Treatment

Personal Rights

Parent's Rights

Students Application

Financial Agreement

Emergency Card

Registration Fee

First Months Tuition

Tuition Fees

Kiddie Kampus is a private, non-profit Christian preschool. Tuition rates are available through our Tuition and Fee Schedule.

A registration fee is due for each program. The registration fee for the school year is \$100.00 (September-Mid June) and the registration fee for the summer program is \$50.00 (Mid June- August).

Tuition is paid on a monthly basis and is due in advance of service. A \$20.00 late fee will be applied to your account with a balance overdue past 10 days.

There will be a \$30.00 service charge on all returned checks. All returned checks must be replaced by cash or credit card. After two returned checks, all payments must be in cash.

A family account must be current in order for a student to attend class.

Fundraisers will be done periodically.

Summer Enrollment Policy

Families who have been with Kiddie Kampus throughout the year and wish to withdraw their child for the summer months will be allowed to hold a place for September by filing an application and paying their registration fee.

Withdrawal

If parents wish to withdraw their child from school, they must notify the director.

Nondiscriminatory Policy

Kiddie Kampus does not discriminate on the basis of race, color, national or ethnic origin, or gender in any of its policies, practices or procedures.

School Hours: Monday–Friday, 6:30–6:00 p.m. All children need to be at school by 8:30 a.m. The preschool closes at 6:00 p.m. and parents will be charged \$1.00 per minute past 6:00 p.m. and will be billed to their account.

Days available for enrollment:

- 5 days per week
- 3 days per week
- 2 days per week

Hours available for enrollment:

- Half Day: 8:00 a.m.–12:00 p.m.
- Full Day: 6:30 a.m.–6:00 p.m.

Each class has a maximum enrollment of students each day. Changing or adding days will depend on available space. You can change your days once during the school year based upon availability in your child's class.

Attendance:

In order for your child to gain the most in school, regular attendance and promptness are required.

If your child is going to be absent or late, please contact the school by 8:00 a.m.

Absent days cannot be made up. Kiddie Kampus does not offer any make-up days.

Dropping off/picking up procedures: Children must be signed in and out by a responsible adult (18 years or older). If the adult is not the parent they must be authorized by the parent in writing and/or be listed on the Emergency Card. You or any one picking up your child may be asked to identify themselves at anytime with a photo I.D. If a staff member is unsure of a person's identity and no photo I.D. is available, the child will not be released. Sign in sheets are on the table in the KK3 room.

If parents are divorced or separated, and one parent is not allowed to see or pick-up a child, we must have on file a certified copy of the court order of Final Judgment denying or restricting visitations or pick-up.

Sign In Sheet:

When signing your child in and out please sign your complete first and last name when picking up and dropping off. Also, we ask you to indicate the time and AM or PM.

If a child is not signed in or out as well as the time of arrival and departure indicated, the director will contact you. Continuous violations of this licensing regulation (101229.1) will result in Kiddie Kampus not being able to offer you service.

Preschool students should be dropped off and picked up in KK3 room. Each child is expected to be in his/her classroom by 8:30, if at all possible.

Below is an example of how you sign in and out.

Child's Name	Signed In By	Time	Signed Out By	Time
Sue Smith	Bob Smith	7:11 am	Beth Smith	5:17 pm

Kiddie Kampus Daily Schedule

6:30-8:30	Before School Care, Greet Children & Parents as they arrive
8:30-9:00	Calendar, Flag salutes and Bible
9:00-9:15	Line up / Wash up / Prayer
9:15-9:30	Morning Snack
9:30-10:30	Core Learning Block
10:30-11:15	Outdoor Play
11:15-11:30	Line up / Wash up / Prayer
11:30-12:00	Lunch
12:00-12:15	Outdoor Play/ Half day students dismissed
12:15-12:30	Transition/ Bathroom
12:30-2:30	Naptime/ Quiet time
2:30-2:55	Wake up/ Transition
2:55-3:00	Line up / Wash up / Prayer
3:00-3:15	Afternoon Snack
3:15-4:00	Outdoor play
4:00-4:15	Clean up/ Transition
4:15-6:00	Indoor play/ Learning Centers

Grounds for Dismissal

Parents will be given 24 hour notice (unless the situation warrants an immediate dismissal) either verbally or in writing if their child will be dismissed or suspended for any of the following:

1. A child's behavior endangers the physical safety or the emotional security of himself/herself or others.
2. A parent is unable to bring their child's inappropriate behavior under control.
3. Tuition fees are not paid as agreed.
4. Parent's behavior is discourtesy to staff, other parents, or children.

Policies outlined in handbook are not followed.

The Director will hold a conference with the parents prior to dismissal to try to resolve situation.

Health and Safety Policies

Illness: Kiddie Kampus staff is required to inspect the child daily for any signs of illness before they are accepted into the classroom. No child will be accepted without contact between a staff member and the person who brought the child to school. The person bringing the child to school must remain with the child until he/she is accepted. If your child is ill, for the health of everyone, he/she will not be allowed to stay at school.

If your child becomes ill during the day, you will be notified and asked to pick your child up as soon as possible. If we are not able to reach a parent, the next person on the emergency card will be contacted. The child must be picked up within 30 minutes. In case of serious illness or injury, the Paramedics will be called and the child will be taken to nearest hospital if the parent cannot be reached. Children who are ill with a contagious disease or fever may not attend school.

Any child experiencing the following symptoms will be sent home:

A fever of 100 degrees or higher

Contagious skin or eye infection

Diarrhea two times in the course of the day

Vomiting

Profuse nasal discharge

Your child must be symptom-free for 24 hours before returning to school.

First Aid Treatment: Injured students are given appropriate first aid depending on the type of injury. Treatment by the staff is limited to ice packs and washing with soap and water and providing bandages. In case of severe injuries a parent and/or paramedics may be contacted. An "Accident Report" will be sent home with each child injured to keep the parents informed.

Allergies: We are a Nut-Free Environment. All allergies to food, medication, or bee stings, etc. must be listed on the Emergency Information Card. If your child requires medication for such condition, the prescription can be kept at the facility and it will be administered when necessary. Parent authorization is required in order to dispense any medication.

Medication: Medication will be given at school if it is in a prescription bottle with the child's name on it. The parents must also fill out a "Medication Notice." If it is not a prescription medicine it needs to have a doctor prescription label attached with dosages information. We cannot administer any medication that has expired.

Curriculum:

The two and three year olds use Saxon curriculum. Saxon includes daily lessons and flexible center time activities. It incorporates key curricular content areas essential for young children to be successful learners, including language development, literacy, mathematics, science, social studies, creative arts, social and emotional development, and technology.

The four and five year olds use a literacy based program, Houghton Mifflin. Houghton Mifflin PRE-K is a hands-on, minds-on curriculum that is based on scientific research. Aligned with key Pre-K learning goals, it provides children with the foundational skills they need to succeed as lifelong learners.

Cubbies/Files: Each child has a cubby of their own. Extra clothes and personal items will be kept in their cubby. Any important information as well as crafts/art will be placed in their files daily. Please make sure that you check their file when you pick your child up.

Share Day/Toys: Please leave toys of any kind at home unless they are for Share Day. Share Day will be held on Friday of each week. Your child may bring a toy from home. This is to be brought on Friday mornings and taken home Friday after school.

Snacks: Kiddie Kampus Preschool provides two healthy and nutritious snacks for our children. Our snack menus are posted on the Parent Board monthly. Menus are subject to change, breakfast snack at 9:00 a.m. and afternoon snack at 3:00 p.m. Between the hours of 6:30-7:30 a.m. children may bring a morning breakfast with them to eat. They will then be offered a morning snack at 9:00 a.m.

Dress Code: For safety purposes, rubber soled shoes must be worn to school. Socks must be worn with all footwear. Shorts should be worn under dresses.

Extra Clothes: Please make sure that your child has a change of clothes in their cubby in case of accidents. Please remember to change the clothes during the school year as your child grows and seasons change.

Change of Addresses or Phone Numbers: Please let us know if you have any changes in your work, home, and cell phone numbers. If you move, please let us know your new address. It is imperative that we are able to reach you, should your child be sick or injured.

Naptime: Your child needs to bring a crib sized blanket or crib sized sheet for naptime. Soft dolls or stuffed animals are allowed for naptime. **Please put your child's name on their nap items.** **All nap items need to be taken home and washed each Friday and returned on Monday. Naptime is from 12:30-2:30 p.m.

Gates and Doors: Please close the gate when you enter and exit the facility. This is for your child's safety and the safety of other preschoolers.

Chapel: The children will attend a special chapel time each week with the director and staff. Our chapels will include singing songs, hearing a special chapel story or message, and saying a prayer.

Birthday Celebrations: If you would like to celebrate your child's birthday you may bring cupcakes/cookies, drinks, and napkins for your child's class. Goody bags, balloons, lunch, etc. will not be allowed for birthday celebrations. Please check with your child's teacher for a good day and time for the celebration and please remember to bring enough for every child in the class.

If invitations are to be handed out to the child's private birthday party, we require all students in that child's class receive an invitation. If some classmates will not be included, invitations must be delivered outside of school.

Parent Involvement: We always encourage parents to become involved in the life of our preschool. We require that any time you visit or volunteer you check in with a staff member and sign in our visitor log.

Ways you could help are:

Room parent: This person helps the classroom teacher coordinate classroom celebrations and contact other parents when needed.

Picture Day Help: Assist in getting children to and from photo shoot. Also assisting the photographer.

Special Hobbies or Occupations to Share: You may have a profession that you could share with your child's classroom or the entire school. Maybe you could share a talent or special hobby with them as well (artist, cooking experience, guest storyteller).

Parent Teacher Conferences: We will close the school for a day during the school year for Parent/Teacher conferences. The conferences day has been scheduled and is on the school year calendar. Progress Reports of your child's development will be sent home 2 times a year.

Please feel free to ask for a conference with your child's teacher or the director at any time. Feel free to let your child's teacher or director know whenever anything "traumatic" occurs in your family (moving, death of a family relative, friend or pet, even a new baby). We want to work with you and help your child through a difficult situation.

Photo Consent: Please be advised that your child may be photographed during the course of the year. This will help us share the joy that our children bring into the classrooms, playground and special events. We will do this through various forms of media that may include but are not limited to the school yearbook, advertisements, and during chapel. A written notice must be submitted to the front office if you choose not to have your child photographed.

Holidays and Staff Development Days: Below is a list of days the Kiddie Kampus Preschool will be closed throughout the 2009-2010 school year. Tuition costs reflect these dates. There is no refund due to the following list of school closure days and other days closed at our discretion. For example, local fires, quarantine, etc. Parents will be notified via school website and email should any major event occur.

Labor Day

Thanksgiving Day & the day after

Two weeks for Christmas December 21, 2009- January 1, 2010

Martin Luther King Day

Presidents' Day

Easter Week

Memorial Day

Independence Day

Staff Professional Development Days

Discipline Policy

Kiddie Kampus Preschool will not use corporal punishment of any kind.

The goal at Kiddie Kampus is to help children develop a positive self-image. We hope to encourage children to be self-directed and to exhibit self-control. In order to do this children need the opportunity to build self-esteem. Therefore, such practices that will humiliate or shame a child will not be used. Young children, due to their developmental age, are not capable of understanding the consequences of many of their behaviors; therefore they need to be encouraged to make good choices and to be prevented from harming themselves and/or others. This can be accomplished through close supervision, gentle guidance, and most importantly, redirection. Children need to learn to identify and express their feelings. Often this requires the caregiver to help the child verbalize their feelings.

Another important disciplinary approach is to remember that small children are not yet capable of understanding the concept of sharing and taking turns. Therefore, it is our responsibility to lend guidance through redirection to other activities when conflict situations occur.

Caring for young children requires a lot of patience as they often need to be reminded about safety rules over and over again. Each rule will be explained and then he/she will be assisted in following the rules by showing them acceptable, safe activities. Last, we will try to always state directions in a positive manner.

Through these disciplinary procedures it is hoped that we can help to encourage Independence and self-control while promoting the development of a child's positive self-image.

Our process to handle disciplines should always be teachable moments:

Investigation- talking and sharing feelings about what happened

Redirection- changing activities or moving to another place to play

Restitution and consequence-saying sorry and taking responsibility for actions

Rewards for improvement-focus on the positive a child does by using praise/rewards to encourage

Reason for dismissal/termination

1. A child's behavior endangers the physical safety or the emotional security of himself/herself or others.

A parent is unable to bring their child's inappropriate behavior under control.

Tuition fees are not paid as agreed.

Parent's behavior is discourtesy to staff, other parents, or children.

Policies outlined in handbook are not followed.

Supplementary Services: Webby Dance Company and Team Tumble Stars are both available at Kiddie Kampus for an additional fee paid directly to the company.

Field Trips: All field trips will be held on campus.

Transportation: All transportation is done by parents and family members of child.

Lunch Program: Our lunch program is provided through Cater-Tots and is available at no cost to full-time students. Part time students may purchase lunch at an additional cost.

RULES CONCERNING ILLNESS

Just a word to emphasize the rules Kiddie Kampus Preschool follows in excluding and readmitting due to illness. The child should be free from obvious symptoms such as a cough and running nose.

Fevers

Although 98.6 degrees is normal, from 97.6 to 99 degrees is considered within the normal range. **If your child has had a fever, by law, they must have a normal temperature for 24 hours before they may return to school. This means if a child has a fever at 4:00 p.m. one day, he is not ready to return the next day regardless of his temperature the following morning.

<u>Disease</u>	<u>Incubation Period</u>	<u>Child May Return to School</u>
Chicken Pox	13 – 17 days	All lesions must be dried before returning to school.
Common Cold/ Sore Throat	1 – 3 days	Upon recovery, generally when temperature remains normal for 24 hours after discontinuing medication.
German Measles	14 – 21 days	When recovered, usually short duration
Head Lice (Pediculosis)	7 – 14 days	Control procedure at discretion of Health Officer. Permitted in school if under treatment
Impetigo	Usually within 4 – 10 days	May remain in school if sores are treated and kept covered.
Influenza	1 – 3 days	Same as common cold except requires longer convalescence to prevent recurrence
Measles	9 – 11 days	Must remain home 7 days after appearance of rash
Mononucleosis	Unknown	Must have written permission from private physician
Mumps	12 – 26 days	When swelling is gone, usually 10 days
Ringworm	10 – 14 days	May attend school if under treatment (verified by doctor's written statement) and affected area covered.
Scabies	4 – 6 weeks in primary infestation. 2 – 5 days to recur following infestation/treatment	Must be excluded from school until adequately treated. Treatment and permission to return to school must be by doctor's written statement.
Scarlet Fever	1 – 3 days	Must remain home 7 days from onset. Re-admittance by private physician.
Whooping Cough	7 – 10 days	On recovery and at least 21 days after appearance of typical paroxysmal cough. Re-admittance by note from physician.
Conjunctivitis (Pink Eye)		May return 24 hours after eye drops begin. Re-admittance by note from private physician