



Kingdom Kids Preschool and Play Center

1806 E Rt. 66, Flagstaff, AZ 86004

(928)226-7178

Parent Handbook

Mission Statement:

Kingdom Kids Preschool and Play Center believes every child is a gift from God. Each child was born to fulfill a purpose, and at Kingdom Kids, we are there to nurture and love your child to help them get a great start at fulfilling those purposes.

Philosophy

Kingdom Kids realizes not every child fits into one particular philosophy of early childhood education. We use a variety of models to help our children be the best they can be. By using religious and play-based programming alongside an integrated curriculum of thematic units, you can be assured your children will be ready for the high demands of the Kindergarten curriculum while developing a relationship with the Lord.

Goals of the Center:

- nurture the spiritual growth of our students and staff
- develop a relationship with each child so they feel loved and accepted by their teacher and peers
- love our neighbors as Christ loves us
- encourage students to try new things and be risk takers
- provide love and support as they grow and learn
- build relationships with the families of the children
- promote social growth
- become problem solvers in everyday situations
- teach students the necessary skills for Kindergarten so they enter at grade level or above
- serve our community
- have fun

2014 Tuition

Full time care is provided from 7:00am-5:30pm daily. AM Half day times are from 7:00am-12:00pm or PM half day times are from 12:00pm-5:30pm. Any other times, including our aftercare, Saturday care, snow day and holiday care will be \$4 per hour.

Tuition is due the 1st of each month, with a 3 day grace period. Any payments after the 4th of each month will be given a \$10 per day penalty for each day late and after 3 days late, your child will be dropped from the program and a waitlist child will be able to take the available spot and you will still be responsible for that month's tuition. Children withdrawn during the month prepaid, are not eligible for a tuition refund for that month or for any unused days. Tuition is charged on the space and time reserved regardless of attendance history. If your child is absent, you will still be charged as if they were here. A 30 day advance notice is required for the withdrawal of a child.

The registration fees and tuition for the 1's, toddler and preschool rooms are as follows:

New registration fee: non-refundable \$50

Maximum family registration fee: non-refundable \$100

**Yearly supply fee: non-refundable \$50 per child, maximum family supply fee non-refundable \$100
(covers supplies for upcoming year)**

1-year-olds: age 1-must be off the bottle during the day and be able to eat regular foods. Child does not need to be walking.

Toddlers: ages 2 and 3-child does not need to be potty trained. We will work on potty training when you and your child are ready.

Preschool: ages 4 and 5-must be toilet trained unless child has special needs.

<u>Program</u>	<u>Full time M-F</u>	<u>Half Day M-F</u>	<u>Daily Rate Full Time</u>	<u>Daily ½ Day Rate</u>
1's	\$600	\$400	\$35	\$25
Toddlers	\$580	\$380	\$35	\$25
Preschool	\$560	\$360	\$30	\$20

Attendance: Our center is also a drop-in center for families who may need unexpected care. If your child is going to be absent, the director needs to know by 7:30am each day. If your child is not here around their normal drop off time, a courtesy call will be placed. If we do not hear from you at the time of the call, we may give your spot for the day to a drop in child. Please be in good communication in regards to when a child will be absent, late for appointments, etc.

Statement of Services

This facility is registered by the Arizona Department of Health Services, 774-2704, 1500 E. Cedar, Ave., Flagstaff, AZ, 86004. Inspection reports by this agency are available for viewing upon request.

Services: Enrollment is open to all children without regard to race, color, religion, national origin or ancestry. Childcare and preschool programs are for children ages 1-6 years old. Drop-in childcare is available for children ages 1-13. See times and availability below.

Schedule: See each teacher for their daily program. It will be posted in the classroom weekly.

Preschool/Toddler Programs (ages 1-6)

Monday-Friday, 7am-5:30pm

Drop-In Childcare (ages 1-12)*

***Drop-in care during preschool program is based on availability. Drop-in care is in high demand. To ensure your child has a space, especially on busy evenings such as Friday and Saturday nights, holidays, etc., it is highly recommended you call ahead and reserve your child's spot. To reserve your child's space, payment is required in full to be put on the reservation list and the payment is non-refundable.**

Monday-Thursday, 7am-9:00pm

Friday, 7am-11:00pm

Saturday, 9am-11:00pm

Individual Needs of Special Children: Kingdom Kids is open to providing care to children with special needs. We will look at each situation and decide if our facility can support the needs of the child.

Transportation and Field Trip: At this time, we do not provide transportation for children. We will have field trips for our preschoolers and will use the city bus system to transport children to some of these trips or utilize family vehicles with the required insurance and liability. Field Trip fees and transportation fees will be paid by the family prior to the trip. Fees will be minimal.

Food policy: Families will need to provide a mid-morning and afternoon snack from two of the four food groups. Lunch and/or dinner will need to be provided for each child by the child's family. Our facility does not provide things to heat up meals, so please be sure to pack meals accordingly. With the large amounts of allergies showing up in our children, it is extremely important staff knows of any food allergies your child has and any medications they might need in case they come into contact with the food. We will do our best to ensure your child is safe. Parents need to provide a sippy cup or water bottle for their child. We will clean those daily for you.

Naptime: Children staying for the afternoon will have a regular scheduled naptime between the hours of 12:00-2:30pm. Families need to provide a small blanket for naptime that remains at the school and a sheet to cover a standard size cot. Kingdom Kids will launder all bedding.

Diapering: Diapers and wipes are to be provided by the parents. Supplies should be labeled with the child's name and date.

Insurance: Kingdom Kids carries liability insurance provided by Philadelphia Insurance Companies.

Medications:

The center shall administer medication according to this policy. We must have written authorization from the child's physician, parent or guardian with the medication requirements. See attached medication authorization form.

Illnesses: Each child shall be observed by staff for signs of illness or infestation upon entering the center. A child may be sent home if any symptoms or illnesses are apparent at arrival or appear during the day. In these cases, the child will be isolated from the others and the parents will be contacted immediately. The child will wait in the office with a staff member until the parent or guardian arrives. A person needs to remove the child from the facility no later than an hour of first phone call made to the family by the center.

The center does not have the ability to care for children who are ill. Keep your children home if he or she

-has a fever or has had one during the previous 24-hour period of 100 + as per Arizona Health Dept.

-has a cold that is less than four days old

-has heavy nasal discharge

-has a constant cough

-is fussy, tired, and generally out of sorts

-has symptoms of a communicable disease (yellow nasal discharge, reddened eyes, sore throat, headache and abdominal pain, plus a fever)

*notify the school at once if the child may have a communicable disease (see attached list of communicable diseases). The center will post a notice if children have been exposed to an infectious disease.

*Parents, please do not send an ill child to the center. Many families know their children are ill and then give their kids a dose of ibuprofen or tylenol before school. Even though the fever is down, the child is still sick and once the dose wears off, you know the fever will return. Our staff and other children will not appreciate your dishonesty. It puts everyone at risk!

When a child has been absent from the center for a simple cold, he or she may be readmitted to the center with the approval of the director. Following an illness accompanied by a rise in temperature, a child must be excluded from the center until 24 hours after the temperature has returned to normal. In order to return to school after an infectious disease, a statement of good health must be brought from the child's doctor, or a reasonable time away from the center must have occurred.

Immunizations: All children must be immunized according to state guidelines (see attached), unless an affidavit of exemption is provided to the center.

Emergency Procedures: The center shall have in all rooms the Fire Evacuation Plan showing how to exit the building during a fire. The center will hold monthly fire drills following evacuation routes. Smoke and carbon monoxide detectors are tested monthly. An IPM emergency evacuation and disaster plan is detailed in center Handbook and posted at the front entrance.

Emergency Medical Care: The center shall immediately call 911 and notify the child's parents, guardian or the person specified to be notified in case of an emergency; in the event of any serious injury to the child that requires medical attention. If the school cannot contact you or your child's physician, we will do one or both of the following: (a) call another physician or paramedics (b) have the child taken to an emergency hospital accompanied by a staff member. One or more staff members is trained in CPR and First Aid is available at all times. A First Aid kit is kept accessible to all personnel but out of the reach of children.

Visitors: Parents have access to all areas of the center at any time during operating hours and are allowed to interact with their children.

Release of Children: The center shall require the complete signature (no initials) of the parent or guardian each time the child enters or is released from the center. The center shall require all persons, other than the parent or guardian, to present picture identification for verification in addition to the signature prior to releasing a child from the center.

Each family will be given a code to enter the preschool. Outside doors will be locked at all times to ensure the safety of your children and our staff. Codes will also allow us access to document who enters the center.

Video Streaming: Parents will be given an access code to the center where they can view the children at the center live, at any time. This system is designed to see how your children are doing throughout the day and to document how the staff is doing with your children each day. All the tapings are recorded and stored for a certain time limit.

Pesticide Use: If pesticides are ever used, we will notify parents at least 48 hours before a pesticide is applied.

Discipline Policies

Kingdom Kids knows the key to any good classroom is to staff teachers with strong classroom management techniques that provides routine, consistency and predictability. Children who are provided with lots of positive reinforcement thrive at Kingdom Kids. Every child tries to test the boundaries now and then, but with consistent management programs and well defined boundaries, children come to know what is expected of them. Each teacher has been given the freedom to use a program they find to be most effective in their class. See each teacher for a description of the program they use in their classroom.

Some children really push the limits. Our staff will work with the parents on an individual basis to see what works best for a child who is routinely pushing boundaries. In extreme cases where a child's behavior becomes dangerous to themselves or to others, parents in partnership with the teacher and director will create a plan for that child that may or may not include removal of the child from the school. These plans and decisions will be made by a team of the parties involved.

Empower Program

Kingdom Kids believes there are many things that contribute to a healthy child's development. Part of our licensing has been to link up with the Empower Program through the state. Through the Empower Program, our staff is committed to physical activity, sun safety, family style meals, oral health education and smoke-free campus. The following are some of the goals our center has chosen to focus on:

Physical Activity- students will have a minimum of 60 minutes of physical activity per day. This will include teacher-led activities, free play opportunities, outdoor physical activity, and limited screen time.

Sun Safety- We encourage families to put sunscreen on their children prior to arriving to school. We will have plenty of shade options for children during outdoor play to protect their skin from sun exposure.

Family Style Meals- Our meals will be served family style. Staff will be eating at the table with your children. Because lunches and snacks are provided by the family, this allows children to choose what and how much to eat. We will continually be talking with children and their families about healthy eating habits.

Smoke-Free Campus- Kingdom Kids is a smoke-free center.