

Kingdom Kids

Early Learning Center

Parent/Guardian Handbook

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Kingdom Kids Early Learning Center

Is a registered Ministry of Faith United Methodist Church

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Program Overview

Philosophy & Goals

Our program and environment are structured to create a secure and loving faith-based atmosphere. We cannot replace the home, but we can act as an extension of its environment when parents cannot be there. We strive to support all parents in the care of their children.

History

KKELC was founded in 1998 by Faith United Methodist Church. It is our goal to provide your child with quality care and learning opportunities. We strive to be a Christian Ministry to the children and our community.

Administration

KKELC is a Ministry operated by Faith UMC as a non-profit learning center. We are governed by an Administrative Committee along with the Daycare Director. The committee is an active, dedicated group of people whose goal is to provide quality care.

Teachers and Team Members

We strive for each classroom to be staffed with loving, dedicated people who desire to help your children learn and grow. All the teachers and team members are background checked, CPR trained, First Aid trained, and expand their learning by doing trainings and seminars throughout the year.

Communication

This handbook is designed to provide valuable information about Kingdom Kids Early Learning Center (KKELC). This book contains policies, procedures, and expectations for KKELC. If there is ever a question or concern and you cannot find the answer in this book then please communicate with us. Communication is key in providing a good quality early childhood education for your child.

We use the app Procure to communicate with you on a daily basis. Procure also allows us to check students in/out, share photos, parent communication/questions, add learning activities, and much more.

We also encourage you to get to know all of the teachers and team members at KKELC. We are here to support and communicate with you in order to provide a well-rounded experience for your child.

Operations

Days & Hours of Operation

KKELC is open Monday through Friday from 6:30am-6:00pm

Pick Up and Drop Off of Children

Upon enrollment, you will be given a security door code for the front door. Every code is different for each family. Parents must accompany their children to their classroom. Be sure the teacher knows that the child has arrived. Children will be released only to the individuals on the pick up list filled out by parents. Anyone besides the parents/guardians **must** show photo ID before the child will be released to their care. In extreme emergencies if someone not on the authorized pick up list is picking up your child then written and verbal consent are required.

Enrollment

To enroll your child, the registration packet must be completed in full. A copy of your child's immunization and birth certificate are also required upon enrollment.

Registration Fee

There is a non-refundable registration fee of \$45. These fee holds your spot for up to four weeks.

New Enrollment Trial Period

New enrollment will be on a two-week trial period. This allows all parties to get acquainted. If the parents are unhappy with care within these two weeks, they may unenroll without penalty.

Withdrawing Your Child

A two-week written notice is required prior to withdraw. If no written notice is given then you will still be charged for the upcoming two weeks, regardless of enrollment status. A temporary withdrawal may be granted with a non-refundable fee charged to hold the child's spot. A temporary withdrawal may also come with loss of vacation days.

Attendance and Closures

Holidays

KKELC is closed on all major holidays with the expectation for the days in-between Christmas and New Year's. At the first of the year the director will send out a list of the dates that we are closed for the year.

Closure Due to Weather

We strive to be open during all regularly scheduled operating days. However, we live in Northern Indiana and weather happens. On a rare occasion we may have a two-hour delay or closure due to weather, please watch for this information on WNDU channel 16, Procure, and Facebook. We will do our best to have this posted no later than 6:00am.

Teacher Trainings

There are three times a year we are closed for teacher trainings. You will be notified of these closure dates at the beginning of each calendar year. There is no discount given for being closed on these days.

Attendance Policy

We encourage your child to arrive by 9:00am to participate in all the fun learning that takes place daily. If your child will be absent or late please message the teacher on Procure to let them know.

- **Tuition is due regardless of illness, absence from the center, or day days we are closed due to weather or holidays.**

Late Pick-Up

It is vital you pick your child up on time. If your child is picked up past 6:00pm there is a \$10.00 late fee every five minutes. After 30 minutes and all emergency contacts have been reached then we may have to call CPS to come get your child. To avoid this please pickup your child on time and communicate with us through Procure, phone, or email that you are running late.

Classrooms

Our Classrooms

Children are placed in classrooms according to age and/or developmental level. Each August we start a new school year and the children are moved up to the next class. KKELC accepts children aged 1 to 10. Each classroom follows the Indiana State Ratios which are posted in each classroom.

Daily Routine

Each classroom follows a consistent daily routine. These routines include but are not limited to; meals, rest time, outside time, gross motor, small group, large group, story time, and many more. Each daily routine is posted in all classrooms.

Curriculum

Each classroom follows the Creative Curriculum. This curriculum is a research-based curriculum that teaches all aspects of a child's learning. We also incorporate faith-based education such as bible lessons and stories.

Lesson Plans

Each classroom has weekly lesson plans that each teacher or teaching team create. All lesson plans are done with the developmental needs of each child in mind.

Tuition Payments

Tuition Payments

- Tuition payments are due on Friday by 6:00pm for the following week.
- The first week's tuition is due with application of enrollment.

- You can enroll in the Tuition Express which will automatically take out your payments on the first day of the week.
- Cash and Checks are also accepted but a \$5 charge is added for all cash and check payments.
 - Checks made payable to Kingdom Kids.
 - Cash payments are to be put in an envelope and marked with family's name.
- When payment is made – it must be the FULL tuition amount.
- If you go 4 weeks or 1 month without a payment being made you will get a written warning. If the 5th week comes with no payment your child will be suspended until the balance is paid in FULL.
- Late fees of \$10.00 a week will be added if your payment is not made on time.
- A \$15 fee will be charged should a check or tuition express payment be returned for insufficient funds. You will then be able to pay by cash or money order for 6 months.

Vacation

After being enrolled for a full year then you are eligible for two weeks of vacation time/credit. After being enrolled for six months you are eligible for one week of vacation time/credit. Vacation days start over every calendar year and cannot be accumulated or carried over to the following calendar year. A vacation request form must be filled and submitted at least two weeks prior to vacation. If a vacation request form is not filled out at least two weeks prior then the vacation request may be denied.

Discipline

Discipline

It is very important that a child's development is nurtured through caring, patience, and understanding. However, while caring for your child(ren), we may have to respond to your child's behavior. Hitting, kicking, spitting, hostile behavior, and other behaviors which will harm another child are not permitted.

In response to misbehaviors, we will:

- Respect your child
- Use developmentally appropriate language
- Use developmentally appropriate reasoning
- Be consistent when enforcing rules
- Use positive language to explain desired behavior
- Speak calmly at your child's level
- Give clear choices
- Redirect your child
- Give your child a brain break, sensory break, or have them move to a calmer area.

If your child's behavior is very disruptive or harmful to himself or other children, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the

issue, you may be asked to make other child care arrangements (please refer to the termination of care policy).

Biting Policy

Biting is a developmentally appropriate action for many children. We will work with a child if they are biting. However, if your child bites another classmate and it causes them to bleed or break skin then your child will be sent home for the remainder of the day. If a child bites or is bitten then an incident/accident report will be filled out and the parent/guardian notified.

Termination/Suspension of Care

Unfortunately, there are sometimes reasons we have to terminate care for a child from our program for either a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend care:

Immediate Causes for Termination/Suspension

- The child is at risk of causing serious injury to other children, staff member, or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child's Termination/Suspension

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

Child's Actions for Termination/Suspension

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outburst.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Health and Illness Policies

Physical Requirements

The state Board of Health, along with the Daycare committee requires the following:

- All children must have a current physical examination form on file and updated immunization records on file within 30 days of enrollment.
- The medications form must be filled out and signed by your child's physician.

Medication Policy

With proper forms filled out, two kinds of medication can be administered:

- Prescription medications labeled with:
 - The child's name, the current date, Physician's name, Name of medication and strength, directions for use.
- Over-the-Counter medications with written consent.
 - Must be in original packaging.

When you bring medications into the center you need to fill out the medication log completely. If this is not filled out your child will not be able to be given medication. You must give the medication to a staff member, no medication of any kind can be left in your child's cubby or backpack.

Illness

Reasons why the child cannot come to daycare or may be sent home from daycare:

Fever: A fever of 100.5 or above; Your child **cannot** come to daycare with a fever of 100.5* or higher, and the child must be fever free, without medicine, for a minimum of 24 hours before returning to daycare. If you bring your child back before the 24 hour policy is up, your child will be sent home.

*Cold or productive cough with thick green/yellow nasal discharge: These symptoms are a sign of infection in the body. Your child should not return until nasal discharge returns to light yellow/clear color **OR** you obtain a doctor's note stating the child can return.

*Croup: Consult a doctor and you must have a note from the doctor stating that it is okay for your child to return. Your child must be fever free and symptom free for at least 24 hours before returning to daycare.

*Strep Throat: Consult a doctor and you must have a note from the doctor. Child must be on antibiotics for 24 hours and must be fever free for at least 24 hours before returning to daycare.

*Flu: Your child must be fever free and symptom free for a minimum of 24 hours before returning to daycare.

*Bronchitis/Pneumonia: Consult a doctor and you must have a note from the doctor stating it is okay to return to daycare. This typically takes between 2-3 days before the child can come back to daycare. The child must be on antibiotics and have no fever for at least 24 hours without taking fever reducing medication.

*Persistent Diarrhea: If a child has more than two diarrhea diapers/loose stools within an hour, a parent will be notified to pick up. All symptoms must be gone for 24 hours before returning to daycare.

*Vomiting: All symptoms must be gone for 24 hours before returning to daycare.

*Ringworm: Consult a doctor and you must have a note from doctor to return to daycare, usually 24 hours after treatment has been started. No swimming or close contact activities that will expose others until 72 hours after treatment has begun.

*Chicken Pox: Must be scabbed over before returning to daycare. No oozing sores.

*Hand Foot and Mouth Disease: Must be scabbed over before returning to daycare and fever free for 24 hours.

*Conjunctivitis (red eyes with yellow discharge)/Pink Eye: Consult a doctor and you must have a note from the doctor stating it is okay to return to daycare and/or child must be on eye drops/antibiotics for at least 24 hours before returning to daycare.

***Head Lice:** This is not a cleanliness problem. Treat head and house (child's personal, bedding, room, car, furniture, etc.) **All nits (lice eggs) must be removed** (hand pick from the shaft of hair for nit combs will not remove them all). We will do a recheck upon child's return. Should nits be found the child will not be permitted to stay.

These are "examples" of them most common contagious illnesses of when your child needs to stay out of daycare. Each individual case is different and may require more or less time out and may require a doctor's note to return stating that the child is completely well and non-contagious.

*If a child becomes sick while here, the family will be notified and will need to make arrangements for pick up within an hour.

If a child continually attends the daycare while sick and parent/guardians do not abide by the daycare sick policy, then care will be evaluated for termination.

Food Program

Meals & Snacks

Breakfast, lunch, and snacks will be served daily. Please DO NOT bring in special food items for your child. In the morning children should not come in eating other food. If they do they will be asked to put it away, or throw it away. All meal and snacks times are posted in the building. If you arrive after the designated meal/snack time then your child will not be given that meal/snack.

Outside Treats/Snacks

You MAY NOT bring ANY homemade treats. If you are bringing in a special snack it must be unopened and store bought.

Food Allergies

State regulations requires a Physicians note for any food/drink allergies. This information will be given to the cook and your child's teacher, as well as kept in their file. Without a doctor's note we cannot accommodate any food allergies or food substitutions.

CACFP

We are enrolled in the CACFP food program. This requires us to follow food guidelines such as portion sizes, food labels/ingredients, and a well-rounded meal consisting of all food groups.

Other Information

Dress Code and Clothing

Each child is required to have a clean change of clothes in their cubby at all times. We have limited extra clothes so if your child does not have extra clothes in their cubby you may be called to bring them in new clothes if needed.

Children must wear clothing and shoes every day.

- If dresses/skirts shorts are worn then shorts or pants MUST be worn under.
- NO spaghetti straps.
- Shoes and sandals must have back straps and be closed toed.
- During colder weather please have a jacket, hat, and gloves in your child's cubby at all times.

Toys and Electronics

We do not allow any outside toys, games, and electronics to be brought in, except for Show & Tell. Please no guns or weapon toys.

Quiet Time

All children ages 1-PreK are required to have quiet time. It is important for children to have rest time. No children are forced to sleep but they will be expected to sit/lay quite on their mat. They may bring a small blanket, pillow, and small stuffy to have for nap time. Please bring these items in a backpack. These need to be taken home daily to be washed.

Cubbies/Take Home Items

Each child will be assigned a cubby. This is where all their personal belongings will be kept. Besides their change of clothes, please take home items daily to be washed and brought back the next day.

Emergency Procedures

KKELC will practice fire drills, tornado drills, and lock down drills frequently. We always want to ensure that the children and teachers are prepared for any situation.

Confidentiality

KKELC Staff will treat each child and parent with a great sense of confidentiality. Children's records are only opened by the Director or staff member.

Child Abuse Reporting

KKELC complies with the mandates of Division of Family Resources regarding the reporting of any suspicion of Child Abuse or Neglect. We have a ZERO tolerance policy against child abuse and neglect. All volunteers and staff will immediately document and report any incident of suspected abuse or neglect which they observed and/or were informed of by a child.

Steps taken when a volunteer or employee makes a report:

1. The person reporting an incident of abuse will immediately contact the Director.
2. The Director and employee will take the steps to ensure the safety of the alleged victim.
3. DCS will be notified by the Director about the suspected abuse or neglect.

Policies and Procedures Statement of Acknowledge and Agreement

I have received and read a copy of the Policy and Procedures handbook and understand the importance of the information in the handbook. I agree to abide by these guidelines while my child attends Kingdom Kids. I understand that at any given time information in the handbook may need to be modified, amended, revised, added, or eliminated by Kingdom Kids.

Child's Name: _____

Parent/Guardian Printed Name: _____

Signature: _____

Date: _____

**Please turn only this form in with the other enrollment forms and keep the handbook at home for referencing.