

# Kingdom Kids Preschool Parent Handbook

## **Hours of Operation**

Regular program hours are 8:15 am to 3:00 pm on Mondays and Wednesdays. Extended care hours begin at 7:20 am and end at 5:00 pm. Additional charges apply for each extended session. Kingdom Kids follows MPISD school calendar. We will honor all school holidays and bad weather days. An official calendar will be provided in August for the upcoming school year.

## **Arrival Times**

Please understand Kingdom Kids is a preschool program. Each class has a scheduled curriculum. All classes begin at 8:30 am. In order for your child to have valuable learning time and avoid distractions for both teachers and other learners, we kindly request all preschool children arrive no later than 9:00 am. Exceptions for doctor's appointments or other reasons must be cleared in advance with the director.

## **Registration**

To begin registering for the Kingdom Kids school year program, visit [Register – KingdomkidsTX](#) and print a registration form, fill it out and email it back to the director or drop it off at Trinity Baptist Church. We also have printed forms at Trinity you may pick up.

After completing the registration form, parents who are new to Kingdom Kids will be emailed an invitation to download our management app- Procare. Once the registration form has been received and approved, parents will be asked to read and sign a form stating that you agree with this policies handbook and pay the \$65 registration fee. You may pay the registration fee invoice through the Procare app, or with cash or check. All registration fees are non-refundable. Registration is only complete when all forms are signed and fees are paid.

Kingdom Kids has limited openings in each age group. Your child's enrollment is not guaranteed until the entire registration process is completed. Registration requests will be reviewed and approved in the order they are received during business hours Monday through Wednesday.

## **Payment and Fees**

A tuition schedule for the Kingdom Kids school year may be found at [Register – KingdomkidsTX](#). Invoices are posted to your Procare account on the first of each month, and are considered late after the 15<sup>th</sup>. Procare offers a convenient autopay option. In the app, parents can set up an automatic payment through a bank draft. Or you may also pay via cash or check.

Tuition is based on a monthly fee. The monthly fee will be charged regardless of the number of school days in the month. The full monthly fee will be charged September-May. August tuition will be charged at 50%. Balances remaining after due dates may be charged a \$25 late fee.

### **Extended Fees**

As a courtesy to parents, Kingdom Kids offers extended care sessions each day. Basic childcare will be provided during these times. No curriculum will be taught. Children may bring their own breakfast or snack items from home to eat during these extended care sessions.

Extended care fees:

Early extended care: 7:20am-8:10am - \$30 per month

Late extended care: 3:10pm-5:00pm - \$30 per month

Enrollment in both early & late care sessions - \$50 per month

In order for Kingdom Kids to provide the appropriate staffing, children must be registered for extended care. Families with children not registered for an extended care package who use extended care will be charged \$10 per day per child. Use of extended care without an extended care package is limited, requires 24 hours notice to the director and is subject to availability.

Parents who fail to pick up their children by 5:00 pm will be given one verbal warning. A written warning will be issued on the second offense. On the third and each subsequent offense, a fee of \$1 per minute per child will be charged to the family account.

### **What to Bring**

The following items need to be brought to Kingdom Kids on the first day your child attends, and will be left at Kingdom Kids:

1. Sippy or Closed Top Cup—All ages
2. Plastic Nap Mat— ages 1-5
3. Thin blanket for nap time— ages 1-5 (Roll-up mats are allowed – but not recommended)

The following items need to be brought daily to Kingdom Kids:

1. Backpack or diaper bag - all backpacks and diaper bags must be large enough to hold a standard size folder, lunch box, and change of clothes.
2. Lunch Box with lunch— see lunch instructions below

3. Diapers and wipes– if needed (a supply of diapers and wipes can be left at Kingdom Kids—we will notify you when more are needed)
4. Change of clothes (all ages—kept in backpack)
5. Bottles & Formula, if needed– (a supply of formula can be left at Kingdom Kids—we will notify you when more if needed)

### **Lunches and Snacks**

Each child needs to bring a balanced lunch each day of school. For safety, no glass containers will be permitted. Microwaves are also available in each classroom. Due to state requirements, FOOD MAY ONLY BE HEATED FOR ONE MINUTE OR LESS. Frozen dinners and meals requiring lengthy heating times such as mac-n-cheese cups will not be permitted. Please label all bottles, lunch boxes, and lunch containers with your child's name.

### **Child Release**

Children will only be released to:

- (1) a person listed under “may be picked up by” section of the registration forms,
- (2) a person authorized by the parent; through the Procure app, to pick up the child.

Children must be checked in and out each school day. Procure will assign each parent and authorized pick-up adult a unique 4 digit PIN. Every individual authorized to pick up a child is required to have their own PIN. In order for Kingdom Kids to keep accurate records, individuals should not share their PIN with anyone. Parents can add additional authorized pick-ups as needed. Any person who is not familiar to the Kingdom Kids staff will be required to produce a photo ID before Kingdom Kids will release the child. A copy of the ID will be made.

### **Safety and Security**

Every child's safety and well-being are the foremost concern at Kingdom Kids. We have a number of security features in place to keep your child safe. Our main entrance is equipped with security cameras monitored by the Kingdom Kids director, staff members and other Trinity Baptist Church staff members. The Kingdom Kids hallway is a secured area accessed only by an authorized door code or staff key fob. All exterior doors remain locked at all times from the outside. All Kingdom Kids and Trinity Baptist Church employees are thoroughly background checked by Ministry Safe every two years.

Kingdom Kids parents and authorized visitors should only enter through the main hallway. Entrance through these doors can only be accessed via the keypad located by the glass security doors. The main kids entrance (located on the left side of the building under the

white overhang) is monitored by a Kingdom Kids staff member during busy drop-off and pick-up times. Staff members can remotely unlock the first set of exterior doors for parents and authorized pick-up persons as you arrive. If the door is not remotely unlocked for you, please call the number posted on the door and a staff member will unlock the door for you.

The second set of glass doors will remain unlocked for you. After you enter through the second set of glass doors, you will take a left and enter the preschool wing of the building. Please check your child in/out using the blue iPad and drop them off/pick them up from their classroom.

For the safety and security of all children, parents are not allowed to share their PIN with anyone. If parents wish to add someone to their pickup list, they should speak with the director.

### **Kingdom Kids Contact Information**

Kingdom Kids values communication between parents and staff. We encourage parents to contact us with any questions or concerns. The Procure app allows parents to directly contact classroom teachers during Kingdom Kids school days. Procure notifications will remind parents of upcoming events and announcements. Kingdom Kids teachers are not permitted to give out their personal cell phone numbers to parents. All communication should be done through Procure.

The Kingdom Kids Director can be contacted via email at [kkdirector@trinitytx.org](mailto:kkdirector@trinitytx.org) concerning Kingdom Kids billing, registration or other questions. Kingdom Kids emails will be answered during office hours. This form of contact should be used for private conversations, rather than Procure messaging.

The director is also available by text or phone call at: 903-380-3146. This option should be used for emergencies requiring an immediate response.

During Trinity Baptist Church hours, parents can contact the church office at 903-572-1959. This option should be used only in emergencies requiring an immediate response. A Trinity administrative assistant will take a message and relay it to the director in the Kingdom Kids area.

All Procure messages can only be seen by people designated as “parents” on your child’s Procure account. Please note any messages sent can only be seen by parents on your account. Other children’s parents can never view messages sent between you, teachers, and administrators. However, all persons listed as parents will have access to view messages sent.

### **Illness and Medication Policies**

For the safety and courtesy of other children and staff, no child shall be allowed to attend Kingdom Kids if they have had any of the following conditions within the past 24 hours:

fever, vomiting, diarrhea, contagious rashes, or other communicable diseases. A child requiring antibiotics prescribed by a doctor should have taken the medicine for a full 24 hours before returning to Kingdom Kids.

Teachers are required to contact parents if a child, while at Kingdom Kids, has a temperature of 100.1 degrees or higher, starts to vomit, or has two loose bowel movements. Parents will be notified by Procure messaging or phone and will be expected to make arrangements to have their child picked up.

Kingdom Kids employees will be allowed to administer medicine; prescription or over the counter, provided a parent gives authorization via Procure message. Medications must be in the original container and properly labeled. Employees will log any medication given on the Procure app.

Kingdom Kids has basic medical supplies such as band-aids, ice packs, etc. Medications in this supply include acetaminophen, ibuprofen, Motrin, itch cream, and antibiotic ointment. These medications will only be given with permission given via Procure.

### **Discipline**

Kingdom Kids discipline strategies that encourages self-control. Our discipline strategies include redirection, verbal warnings and logic consequences. Parents will be contacted should a child need additional discipline. In any case, an employee will never be allowed to use any form of corporal punishment.

Any child who is deemed by the director to be a danger to another child, children, or staff will not be allowed to attend Kingdom Kids. Examples of behaviors that could be deemed a danger are excessive biting, violent outburst, running away from staff, and/or excessive punching or kicking. Parents will receive a written warning before the child is not allowed to attend.

### **Dress Code**

Children are encouraged to wear comfortable play clothing each day to school. We value hands-on learning which often includes messy activities and crafts as well as outdoor play. Shorts are required under all skirts and dresses. Kingdom Kids is not responsible for stains on clothing or shoes.

### **Naps**

The majority of young children need an afternoon nap time in order to rest and recharge. All Kingdom Kids classes have a scheduled nap time. Children are never forced to sleep, but will be required to lie down and rest.

Parents will need to provide each child with a sleep/rest mat. Only plastic nap mats are allowed. Mats will be stored at Kingdom Kids and disinfected at the end of each day.

Children are encouraged to bring a thin blanket to remain at Kingdom Kids. Blankets will be sent home to be washed once every two weeks. While roll-up mats are allowed, we highly encourage you not to send these types of mats.

### **Field Trips**

Parents will be notified of field trips well in advance, if we schedule one to enhance your child's learning and experiences. Parents are required to sign and return a permission form for each field trip. Parents are welcome to drive their own transportation to and from all field trips. However, parents may not transport other children without written permission from the other parent. Parents attending field trips may be asked to assist with other children and are expected to follow all rules. Parents are also required to pay all their own expenses. Due to space limitations, parents are not allowed to ride on Kingdom Kids transportation. The director arranges the seating for transportation. Only Kingdom Kids employees will drive the transportation. Parents will be notified the day before a field trip if their child is riding on a van and will require a booster seat.

### **Bad Weather Release**

Kingdom Kids will follow all MPISD decisions concerning bad weather dismissal, including early release and delayed start decisions. Parents will be notified of these decisions via Procure messages and email.

### **Withdrawal from Kingdom Kids**

Any parent wishing to withdraw their child from Kingdom Kids should give notice to the director of at least 14 days. Parents who do not give a 14 day notice will be charged for any Kingdom Kids days within that 14 day period.

### **Birthdays**

We love birthdays at Kingdom Kids. Parents are welcome to bring cake, cookies, or other treats to celebrate their child's birthday. Parents are requested to communicate with their child's teachers as to the best time for this celebration, and to be made aware of any allergies. Teachers will be happy to send home birthday invitations provided all children within the class receive one.

## **Parent Handbook of Policies and Procedures Acknowledgement**

I have been provided access to the Kingdom Kids Parent Handbook. I acknowledge that I have read, understand and agree to abide by all of the guidelines, responsibilities and the operational policies and procedures of Kingdom Kids Preschool. I agree with and will support Kingdom Kids Preschool's guidance and discipline policies. I understand the policies and procedures stated in the handbook are a general list of rules and guidelines and are not considered comprehensive. An opportunity to ask questions regarding these policies and procedures is available. All rules apply to adults and children. I have also been provided with access to contact information if I should need support or resources for my family, or another family that may benefit from this information, at the end of the handbook.

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Date