

KIDDIE PREP SCHOOL PARENT HANDBOOK

Kiddie Prep School is sponsored by Grace Point Church of the Nazarene and is governed by the Child Care Board of Directors and the Director of Kiddie Prep School. The Director is assisted by a competent staff of qualified and trained individuals dedicated to the care of young children.

MISSION STATEMENT

A Biblically based educational childcare with quality trained staff that puts children first and ministers to families.

GENERAL OBJECTIVES

Kiddie Prep School provides guidance for preschool children, regardless of race, color, religion, or national origin. The atmosphere and objectives of Kiddie Prep School are distinctively Christian. Kiddie Prep School recognizes that parents are responsible before God for the instruction, training and discipline of their children. Kiddie Prep School seeks to assist each parent in meeting their responsibility in a rapidly changing world by providing curriculum, resources and professional godly instruction.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), that He took our place in atoning for death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16–19, John 5:24, Romans 3:23, Romans 5:8–9, Ephesians 2:8–10, Titus 3:5)
5. We believe in the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28–29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly Life (Romans 8:13–14, 1 Corinthians 3:16, 1 Corinthians 6:19–20, Ephesians 4:30, Ephesians 5:18)
8. We believe that a child's primary role models and teachers are his or her parents (Genesis 2:24, Exodus 20:12, Deuteronomy 6:5-9, Ephesians 6:1-4). We further believe that the family as ordained by God and set forth in Holy Scriptures consists of a father, mother and child(ren). Some schools are choosing to incorporate a curriculum that expands this concept to include father, father and child(ren) or mother, mother and child(ren). Kiddie Prep School will not be teaching this.

EDUCATIONAL PHILOSOPHY

In understanding child development, we look at Luke 2:52 "And Jesus grew in wisdom and stature, and in favor with God and man." How did Jesus grow? Jesus grew in wisdom (cognitive/intellectual development). Jesus grew in stature (physical development). Jesus grew in favor with men (social/emotional development). Jesus grew in favor with God (spiritual development). In the child-centered preschool, education involves the whole child and includes concerns for all the items mentioned in the above scripture, the child's spiritual, physical, cognitive, and social development. Instruction and assessment are organized around the child's needs, interests, and learning styles. The process of learning, rather than what is learned, is emphasized. Recent research reveals that preschool children learn best through active, hands-on teaching methods such as experimenting, exploring, discovering, trying out, and restructuring. Children develop at varying rates and the school needs to allow for these individual differences. We will focus on improving children's social development as well as their cognitive/neuro-development. Educators refer to this type of schooling as **developmentally**

appropriate practice, which is based upon knowledge of the typical development of children within an age span (age appropriateness) as well as the uniqueness of the child (individual appropriateness).

Kiddie Prep School embraces the following principles and practices of developmentally appropriate practice taken from this document: Developmentally Appropriate Practice in Early Childhood Programs (Bredekamp & Copple, 1997).

1. Wholeness of The Child: Children are whole persons in whom physical, social, emotional, and cognitive development are integrated. Each area of development is important and affects every other area of development. Note: KPS recognizes that each child has a spiritual dimension as well, and that this area needs addressed.
2. Active Involvement: Children must be active participants in their own learning. Manipulation of real, concrete, and relevant materials contributes to children's understanding.
3. Interaction with Adults and Peers: Learning occurs when children interact with people in their environments. Interactions with both adults and other children facilitate the mental manipulation and ownership of ideas.
4. Authentic Experiences: Children learn best from personally meaningful experiences that flow from the reality of their lives. When school experiences reflect the reality of life beyond the school, learning is more purposeful and relevant.
5. Appropriate Learning Activities: Appropriate learning activities include projects, learning centers, and such activities as building, drawing, writing, discussing, and reading. Research exploration, discovery, and problem solving are examples of recommended educational experience.
6. Integrated Curriculum: Integrated thematic units form the foundation for appropriate curriculum, enabling children to make connections among and between ideas and knowledge.
7. Intrinsic Motivation: Fostering intrinsic motivation has the potential to support the development of responsible and autonomous learners, that is, learners who develop a passion and love for a lifetime of learning.
8. Authentic Assessment: Evaluation of children's progress should flow directly from the tasks and experiences in which they have engaged in.

There is a tremendous normal variability both among children of the same chronological age and within an individual child. Children's social skills, physical skills, cognitive skills, and emotional adjustment are equally important areas of development, and each contributes to how well children do in school. Within any group of children, one child may possess advanced language and cognitive skills, but show poor social skills and emotional adjustment. The precise time at which a child will achieve a certain level of development or acquire specific skills is difficult to predict. Learning and development do not occur in rigid, uniform ways. Childhood is not a race. It is a journey. We need to remember to give children adequate time to develop as thinkers, knowers, and problem solvers. However, some children may benefit from early interventions, which will allow them to function at their fullest potential. Kiddie Prep School attempts to stay on the cutting edge of the latest brain research on how young children learn. We strive to implement that knowledge into our curriculum.

INTENDED ENDS FOR CHILDREN

Kiddie Prep School's goal is to prepare children and their families spiritually/socially/emotionally/physically and cognitively for formal schooling. Children will do the following:

SPIRITUAL

Understand that God is a loving God

- understand that Jesus is God's Son
- know that Jesus wants to initiate a personal relationship with each person

Understand that the Bible is a special book

- understand that the Bible is God's Word
- know that the Bible is truth (stories that are fact, not fantasy)
- comprehend that Bible truths share character lessons

Use Prayer to express their thoughts and needs to God

- understand that prayer is talking to God
- know they can request His help to take care of them
- know they can ask for His help in being kind and thoughtful to others
- understand that they can ask God to forgive them and come into their hearts

Freely share about God, Jesus, and the Bible with others

- talk about spiritual things as “real”
- speak spontaneously about spiritual things

Have a desire to attend church

- have a cultivated interest in learning about God, which causes the desire
- perceive the church environment as welcoming and safe

Know God created the World

- have enjoyed direct experiences with nature
- know that God wants each person to care for the world

Enjoy the process of moving from curiosity to satisfaction in a project because God delights in their work

- take pride in their own work
- have positive attitudes about involvement in projects

SOCIAL/EMOTIONAL

Value familial relationships and understand the importance of obeying parents and teachers

Enjoy and initiate friendships with a variety of individuals

- develop friendships with those who may not be the same gender, race, or age, or have the same ability
- benefit from the inclusiveness of the emotional culture of the classroom, which celebrates the gifts and talents of all members

Begin to learn the art of sharing

- share their own ideas with friends and family
- share toys or other items with friends and family

Begin showing empathy and kindness

- show empathy to family members
- express empathy to friends

Use language to express self, developing positive conflict resolution

- express both positive and negative emotions
- observe teachers who model and build to this end

Develop self-confidence in self-initiated activities

- gain competence through age-appropriate activities
- have opportunities to share their new skills with others
- master new skills through encouragement and direction from the teacher

Begin to exhibit self-control

- begin to understand and control their emotions
- begin to act appropriately, whether or not they are directly interacting with an adult

Are comfortable participating in group discussions

- enjoy and participate in child-to-child and child-to-adult interactions
- communicate effectively using their words
- are able to attend to other’s comments

PHYSICAL

Acquire and refine the fundamental movements of balance, movement, touch, and coordination

- enjoy rhythm and movement
- explore these fundamental movements through time, activities, and equipment that is made available to them
- actively pursue gross motor activity

Acquire and develop fine motor skills

- become acquainted with and have time to use the appropriate equipment and materials that aid in this development

Recognize that their body is created by God and takes special responsibility to care for it

- are introduced to health and nutrition
- make good food and activity choices

COGNITIVE

Are able to engage with others in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question

Initiate investigation as a result of carefully observing their surroundings

Enjoy creative expression

- are encouraged to express creativity within their own multiple intelligences and are provided the materials for this expression
- are free to work with mediums that uniquely express the creative element for process art
- write songs and stories
- use imagination in dramatic center play
- find creative solutions to problems that arise during center play

Numeracy:

Understand math vocabulary, concepts, and directed activities

- have appropriate counting, sorting, and comparing skills
- work well with manipulatives to achieve an appropriate transition into formal schooling

Language and Literacy:

Understand the importance and use of language in the environment

- are able to participate in receptive language activities using literature as the foundational tool
- have a desire to look at books with text and illustrations
- engage in expressive language experiences that foster growth in language proficiency

Have cultivated prewriting skills in the context of emergent literacy

- are able to write their own name and some alphabet letters
- spontaneously choose to use writing implements
- understand that print carries meaning

Are aware of different letter sounds

- may begin to hear rhyming sounds in prominent words
- become phonemically aware through classroom activities designed for that purpose

INTENDED ENDS FOR FAMILIES

Kiddie Prep School's goal is to prepare children and their families spiritually/socially/emotionally/physically and cognitively for formal schooling. Parents will do the following:

Understand the importance of being the primary educator of their child and of participating in the educational process.

Working in partnership with the school will help provide an enriched educational experience for their child.

VISION OF PROGRAM

A sincere love for all children and a desire to help them develop and adjust properly in today's world is instrumental in building our vision for Kiddie Prep Schools program. It is equipped and staffed to provide the children of the community with the best possible learning environment. In addition, our purpose is to provide an atmosphere that is safe and conducive to good health where children can assemble, work, and play together. In this environment, we protect and nurture the spiritual, mental, social, emotional, and physical development of each child. The child's activities are relevant to the progression of mind and body. They will be introduced to the things of God and discover that God is real and important. We endeavor to make certain that the hours a child spends in training are not wasted, but productive.

PHILOSOPHY OF DISCIPLINE

We handle child training and discipline with kindness and understanding, but with firmness. Proverbs 12:1 says, "Whoever loves discipline loves knowledge, but he who hates correction is stupid". The use of corporal punishment is forbidden. Brief, supervised "time out" separation from the group may be used if necessary. At that time, the child can calm down and then think, and talk about what went wrong. Attention is given to the needs of each individual child, while at the same time the child is encouraged to become a part of the group through group participation.

We believe that it is the parent's responsibility and authority to discipline as stated in Ephesians 6:1 "Children, obey your parents in the Lord, for this is right". A teacher stands in loco parentis, that is in the parent's stead. The basis for all discipline is Christian love. Firmness and correction are a part of that philosophy. According to Hebrews 12:11, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it". To deny a child this by failing to correct them is to fall short in true Christian love. Firmness minus love becomes harsh. Whereas love without firmness, we believe, develops a self-absorbed child.

CHILD ABUSE/PROTECTION POLICY

All staff members are obligated by law to report the knowledge or suspicion of any known or suspected abuse or neglect by an adult of a child attending Kiddie Prep School to the appropriate state agency. The school may also undertake an inquiry prior to making a report to determine whether there are sufficient grounds to require reporting. It is the school's policy not to contact parents in advance of making a report to legal authorities.

OPEN DOOR POLICY

Parents are always welcome. Observation of the classroom is encouraged via the monitor in the office at any time. We encourage parents to observe through this system. It is sometimes difficult for children to adjust when parents/guardians pop in and out of the classroom.

FINANCIAL

An annual enrollment fee is due upon registration of your child. This fee is **non-refundable**. Once paid, this fee reserves a place on the school roster for a period of 30 days *unless* you make special arrangements with the director.

One week's tuition is due once your child is registered and before the child starts. The amount due is calculated based on your presumed regular schedule. This amount will sit in "reserve" on our account. Upon your child's last week of attending KPS your "reserve" will be applied to that week and no payment will be required.

Tuition is due by Friday of each week. Failure to pay tuition fees for two consecutive weeks will cause the child to be disenrolled. In addition, we will be adding a \$5.00 late fee, per week for a delinquent account, through the date of disenrollment. We accept all major credit cards, checks and money orders. Please make payments payable to Kiddie Prep School. **Cash payments are not accepted.** A service charge is made for any returned check.

You can make credit card payments at the parent check-in/out kiosks, the office or on-line from our website. Visit our website at www.kiddieprepschool.org and look for the Tuition Express Button. You will need to keep an updated email address with the office in order to receive payment receipts.

Bi-weekly and monthly payment plans which cover multiple weeks are acceptable, but must be made at least one week in advance, and must be approved by the office.

Tuition will be charged according to the child's regular daily or weekly charges, regardless of illness and holidays. There is a minimum attendance of two days for children enrolled on a part-time basis.

New Year's Day observed, Memorial Day, the Fourth of July observed, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day observed, and 1 in-service day per calendar year are paid holidays if your child is enrolled as a full-time student.

Each family is given two (2) full weeks each school year to use for a five consecutive day absence. Tuition is not charged, however a holding fee will be applied for that full week. See the fee sheet for current prices.

SCHOOL HOURS

Kiddie Prep School is open from 6:15a.m. - 6:00p.m., Monday through Friday. Children are to be picked up by 6:00p.m. **A late pick up fee for EACH child will be charged for each minute past 6:00p.m. Additional charges will follow after the third**

violation of this rule (per child). Refer to the fee schedule for current pricing. **If a family appears to abuse this policy by continually picking up after 6:00p.m., 911 will be called and the police will respond. If a child is at school after 6:30p.m., 911 will be called and the police will respond. Child Protective Service (CPS) will receive a report from the police.** We strongly recommend that the children not be left longer than nine hours a day at school on a typical basis. This seems to have an adverse effect on the children.

Kiddie Prep School will be closed for the major holidays; New Year's Day observed, Memorial Day, the Fourth of July observed, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day observed. We close early on two days: Good Friday at 1:00p.m. and Christmas Eve at 3:00p.m. if Christmas falls on a weekday. We have one day a year in which we close for staff. Parents will be notified of this day each year with ample time to make other arrangements for childcare.

HEALTH

Each child shall receive a health examination by a physician prior to admission into Kiddie Prep School. The child will not be permitted to attend if this requirement is not met per state guidelines.

The physical examination, signed by a physician, shall indicate that there is freedom from communicable disease and that successful immunization against diphtheria, tetanus, whooping cough, poliomyelitis, chicken pox, pneumonia, measles, mumps, and rubella have been given.

Upon arrival for the day, children are observed for signs of illness. Children who are ill upon arrival shall not be permitted to attend. In some instances, a doctor's note may be need to return to class.

If a child becomes ill during the day, the office will notify the parent/guardian and the child will be isolated from the other children. Parents/guardians are to pick-up the child from school quickly and as soon as possible. **Children may be isolated for the following reasons:**

- Temperature of 100 degrees taken by axillary method
- Sore or inflamed throat
- Congested nasal passages
- Excessive coughing
- Any undiagnosed rash or skin condition
- Pediculosis (head lice)
- Scalp ringworm
- Headache, nausea
- Any other sign of illness until diagnosed

Regulation 470 IAC 3-4.1-11 (State of Indiana) reads as follows: When a child is known to have been exposed to a communicable disease, he shall be excluded from attendance at the day nursery for such time as is prescribed by the day nursery's physician or the local health officer. The day nursery will notify the parents of any significant occurrences or problems or exposure to communicable disease.

When a child returns to Kiddie Prep School following an absence, the child will be examined for any condition which may hinder his/her participation in school activities.

Medication

- The giving or application of medication, providing dietary supplements, making special variation of diet, and carrying out medical procedures, shall be done **only** on the written order or prescription from a physician to the parents, or to the school with the knowledge of the parents.

- Medications prescribed for an individual child shall be kept in the original container bearing the original pharmacy label showing the prescription number, date filled, physician's name, directions for use, and the child's name. When no longer needed, medication shall be returned to the parents or destroyed.
- Medications requiring refrigeration shall be stored in a zip lock baggie in the medicine refrigerator.
- Parents are responsible to complete a "Medication Form" in each classroom. The completed form should be given to the classroom teacher.
- The school will give the mid day dosage of medication only. The parents are responsible for any other times it is to be given. If there are questions, please see the office.

Allergies/Special Needs Diet

If a child has a physician's diagnosis of a food allergy, we require a physician's note clarifying the allergy. We also require a special diet form or two depending on the severity of the allergy. This is to be completed by the parent and physician. These forms provide the school with pertinent information that will aid in the attempt to meet the needs of your child(ren). These forms are located in the office. Please update the office with any special dietary needs.

ARRIVAL AND DEPARTURE

Parents must accompany the child into the building and to his/her classroom. Dropping children off in the parking lot is unsafe and is in violation of State Regulations. Parents are not permitted to leave the child outside the door of the school to await opening of the building at 6:15 a.m. Parents are to make sure a staff member is aware of the child's arrival and departure.

Parents are to clock in and out at the parent kiosk in the main hallways each day. Each person, who drops off or picks up, must have their own codes for the system. These personal codes act as an individual signature of who dropped off or picked up on this day. Daily check ins and out are directly connected with billing. It is the parent's responsibility to have friends and family abide by this rule to be sure the family account billed accurately each week.

Children will be released only to parents/guardians or to those adults listed on the enrollment form. The office must have notice from the parent/guardian prior to pick up if someone else has permission to pick up the child.

CLOTHING

Please dress the child in play clothes and sturdy shoes for his/her comfort and safety. Under no circumstances should a child attend barefooted. An extra set or two of clothing should be left in the child's bag for accidents, etc... The bag should be brought to school each day. All clothing must be plainly marked with the child's name. Children will be playing outside, as weather permits, and need appropriate outer clothing. Dress the child for the season. Kiddie Prep School is not responsible for lost or stolen clothing.

MISCELLANEOUS ITEMS

- Report contagious diseases to the office.
- Do not send toys to school with your child. The school is not responsible for misuse or damage to the toys.
- A *secondary* health insurance policy is carried on each child while on the premises, covering accidents. Your primary health insurance is required to process the claim first. The parent/guardian is responsible for submitting the primary health insurance explanation of benefits, once processed, to the office at Kiddie Prep School to receive additional benefits from our secondary health insurance policy.
- Utilize email as much as possible with the office. This proves to be the most effective way of communication from parent to office.
- Parents are encouraged to schedule a conference at any time with the teacher and/or director. Other questions relative to the operation of the school are welcome by the administration at any time. Parents are invited to make suggestions that might help the school to better serve the individual needs of the child. Any complaint parents might have are to be made to the director. We seek to be of service to those in our community, and wish to be advised of any unsatisfactory situations.
- Birthday treats or any other treats for classroom parties **MUST** be store bought and in the unopened, original container. State regulations forbid the serving of any homemade foods.

- It is necessary for families to follow the Kiddie Prep School disenrollment policy. This policy requires families to provide a two week's notice upon disenrolling their child(ren). If a child is not able to attend for the full two weeks, tuition will be charged regardless.
- Kiddie Prep School is not responsible for lost or stolen items that a child has brought from home. This includes, but is not limited to, naptime blankets or favorite sleep items. DO NOT SEND FAMILY HEIRLOOMS for naptime.
- If your child's regular teacher is absent we will provide a substitute.
- Breakfast will be offered to all children present from 9:30-10:00a.m. The noon hot/cold meal provides for at least one-third of the child's nutrition requirements. There will be a state approved morning and afternoon snack provided. Milk is served at noon along with lunch. Menus are posted on the parent bulletin board each week and on our website.
- Rest or nap period will be observed every afternoon for two hours with each child resting on an individual cot. KPS provides a cot, but parents are to provide an adequate "baby size" blanket for the child with the child's name on it. A stuffed animal and a small travel pillow may also be provided for naptime. The blanket and pillow will be sent home each Friday to be laundered. DO NOT SEND FAMILY HEIRLOOMS for naptime.
- Our entire staff has had a complete physical examination, including a tuberculosis test. In addition, our plan for exclusion of ill employees further protects your child from contact with disease.
- All children are to be at least two years of age (24 months) before enrolling in the childcare. For children who are potty trained, some accidents are to be expected.
- In case of an emergency situation, either before Kiddie Prep School opens for the day or during the normal hours of operation, Kiddie Prep School will contact the following radio stations: WAJI 95.1, WBCL 90.3, WLAB 88.3, or WMEE 97.3. If KPS has electricity, we will also send out an email and/or text to inform you of our status.
- If an intoxicated or impaired person insists on removing a child from the care of Kiddie Prep School, we will immediately report the incident to the local police agency.
- All information pertaining to the admission, health, family, or discharge of a child and each personnel record is confidential. Kiddie Prep School may release the children's records to the parent of the child in question.
- A copy of the *Indiana Rules for Licensing Child Care Centers* handbook is available to read in the Kiddie Prep School office.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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