

Parent Handbook

2009 – 2010



“Now you are the body of Christ, and each one of you is a part of it.” 1 Corinthians 12:27

**King of Kings Lutheran
Early Childhood Education Ministries
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INTRODUCTION

In the name of Christ Jesus, we welcome you to King of Kings Lutheran Early Childhood Education Ministries. We pray that God will bless our time together with love, joy, and understanding.

We urge you to read and discuss the content of this booklet with your child. Though it is not comprehensive, this handbook will help you and your child familiarize yourselves with the school and its policies.

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KING OF KINGS LUTHERAN EARLY CHILDHOOD EDUCATION MINISTRIES

MISSION STATEMENT

Through a Christian environment we educate and nurture children so that they remain life-long faithful followers of Jesus and use their God-given abilities wherever He calls them.

PHILOSOPHY

- Every child has been uniquely created by God and is included in His plan of salvation. God has accepted the victory of His Son Jesus over sin, and desires that all children receive this victory through faith and be adopted as His very own children. *“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.” Mark 10:14*
- God has entrusted parents with the responsibility of guiding their children to a faith relationship which is constantly growing and is lived out according to His purpose. *“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6*
- God has also called His church to assist parents by providing multiple Christ-centered opportunities that lead children to faith, that enable children to grow in their faith and share their faith.
- We are privileged to provide a Christian educational environment which assists parents in fostering their children’s spiritual, social, emotional, cognitive, and physical development through play and through hands-on experience.

OBJECTIVES

King of Kings Early Childhood Education Ministries strives to teach children how to live in grace, knowing that Christ is their Lord and Savior. We encourage students to identify, trust and have faith in the power of Christ’s love in their lives. Teachers seek to inspire children to recognize and use their God-given gifts and will reinforce their positive behaviors and thoughtfully made decisions, which are representative of God’s people in society.

King of Kings Early Childhood Education Ministries is vitally concerned with all the needs of the child: spiritual, intellectual, and social-emotional. Methods of instruction and nurturing are developmentally appropriate and adjusted, when possible, for individual differences.

- A. In developing spiritual potential, King of Kings Early Childhood Education Ministries guides each child to:
 - recognize himself as a child of God
 - develop an understanding of God and His love
 - respond to God’s love through regular attendance at worship services and Sunday school
- B. In developing intellectual potential, King of Kings Early Childhood Education Ministries guides each child to:
 - develop creativity and thinking skills
 - gain knowledge through exposure to our prescribed curriculum
 - explore, appreciate, and respect God’s creation

C. In developing social-emotional potential, King of Kings Early Childhood Education Ministries guides each child to:

- acquire a positive self-concept
- understand and accept personal responsibility
- establish caring relationships by recognizing the rights, privileges, and individual differences of all people
- acquire respect for authority both at home and school
- communicate openly with the classroom teacher

A frank and mutually cooperative relationship between parents and teachers is important in order to accomplish the objectives of a Christian education. By working together toward the same goals, we can provide the best education for our children. Toward this end, parental activities include:

- regular church and Sunday School attendance
- praying for the church and its educational ministries
- supporting school sponsored activities and programs
- fulfilling their commitment to the school

WORSHIP LIFE

Worship is a vital part of life at King of Kings Early Childhood Education Ministries. The teachers and director gather before the start of each school day to share a brief devotion. In the classroom, prayers are spoken before snacks and at other times throughout the day.

We hold Chapel services each week to give Early Learners through Kindergarteners the opportunity to worship our Lord Jesus Christ in a formal setting. These services form an integral part of our religious instruction. Services are designed for young children and are led by the pastor or director. During Chapel we listen to God’s Word and worship Christ through music, movement, and prayer. Parents are welcome to attend.

KING OF KINGS LUTHERAN CHURCH WORSHIP SERVICE SCHEDULE

If you are without a church home, we invite you to attend Sunday morning services here at King of Kings Lutheran Church.

- 8:00 a.m. Classic Worship Service
- 9:30 a.m. Children’s Sunday School and Adult Bible Studies
- 11:00 a.m. Fusion Worship Service

During worship services and adult Bible studies, childcare is available in the nursery for children 2 years of age and under. Kids Own Worship is available for children ages 3 through kindergarten during the 11:00am worship service.

DAYS/HOURS OF OPERATION AND CLASS INFORMATION

Name of Class	Age Group	Day(s) Offered	Student/ Teacher Ratio	Class Size
Mom’s Day Out	2 by Sept. 30	Monday	5:1	10
Mom’s Day Out	2 ½ by Sept. 30	Tuesday <u>or</u> Wednesday, <u>or</u> Friday	5:1	10
Early Learning	3 by Sept. 30	Tuesday and Thursday	6:1	12
Preschool	4 by Sept. 30	Monday, Wednesday, and Friday	7:1	14
Kinder-Ready	5 by Dec. 31	Monday through Friday	8:1	16
All Day Kindergarten	5 by Sept. 30	Monday through Thursday	18:1	18

With the exception of Mom's Day Out, we offer morning and afternoon sessions for each age group. Mom's Day Out, Early Learning, Preschool, and Kinder-Ready classes are 2 ½-hour programs that meet in the morning from 9:00 to 11:30 and in the afternoon from 12:30 to 3:00. Kindergarten meets for 6 hours Monday through Thursday. Classes are 9:00am to 3:00pm. During these hours all children will have authorized adult supervision.

Classes begin and end promptly according to each program schedule. We ask for the cooperation of every family, especially at the 11:30 a.m. and 12:30 p.m. times. The teachers use this time to clean up from the morning session and prepare for the afternoon session; they are not available to watch children during this time.

Please pick up your child within 15 minutes of dismissal time. A child left past 15 minutes will be taken to the office and a late fee of \$5 for each additional 10 minutes will be charged.

ENROLLMENT

Re-enrollment begins in January for students continuing in the fall term. Open registration begins on February 1 or the first business day thereafter. A child is not officially enrolled until application forms are completed and the application fee has been paid. Application fees are not refundable. All students are placed on probation for the first month. Consequently, if a child has a difficult time adjusting to the school setting, is exceedingly distressed, or our program does not meet your child's needs, King of Kings Early Childhood Education Ministries reserves the right to recommend that your child be withdrawn from the program.

Note: Early Learners must be potty trained before the first day of school.

OPEN REGISTRATION POLICY AND PROCEDURE

At 8:30 a.m. on February 1 (or the first business day thereafter) King of Kings main entrance doors will open. People who wish to enroll a student(s) will draw a random number from a container. The numerical drawing will stop at 9:00 a.m. The registration process will begin in numerical order. People arriving after 9:00 a.m. will receive an alphabet letter. After all of the people holding numbers have registered their child(ren), those holding the letters will be registered in alphabetical order.

The registration process is intended to process your own child(s) application. If you intend to register someone else's child as well, you must draw a **separate** number for that child.

Please note: This Open Registration policy and procedure is the official registration process. No pre-registration or priority list will be accepted. Deviation from this process will be at the discretion of the Director and School Board Chairperson.

ALL DAY KINDERGARTEN CLASS

King of Kings now offers an All-Day Kindergarten Class. The goal for this class is to instill the love of learning by providing a well-rounded curriculum that includes academics as well as Art, Music, Spanish and Physical Education. This class will meet Monday through Thursday each week beginning at 9am and ending at 3pm. The school year will begin the Tuesday following Labor Day and will end the Friday before Memorial Weekend. Children must be 5 years old by September 30 of the school year. The class size will be limited to 18 children with a full time teacher and part time teacher's aide two half days a week. The small class size allows us to

concentrate on each child's needs and to quickly recognize areas which might need extra attention.

One of our goals is to introduce pre-reading skills that will eventually usher each child into reading at an appropriate level. We accomplish this task by creating a world of words for our Kindergartners. We utilize a combination of phonics, whole language and individual guided reading to reach this goal.

We use Everyday Mathematics for our math instruction which emphasizes hands on skills. Teacher created materials provide the curriculum for both Science and Social Studies which uses discovery and recalls experiences in discovering the world that God created for us.

Music, Art, Physical activities are part of the everyday experience. Once a week they will have a special class in one of the following areas – Art, Gym, Music or Spanish.

A Bible story is introduced each week during Jesus Time. The children will attend chapel once-a-week which is led by either the pastor or our school director. We feel that the children should have opportunities to develop understanding, learn cooperation, enhance language skills and grow spiritually.

We do not offer a hot lunch program so the children will bring a sack lunch to have at lunch time. Parents encouraged packing a balanced diet lunch for their child each day which includes a Protein (meat or peanut butter), Dairy, Fruit & Vegetable, and Grain (breads, crackers etc.) along with Fluid Milk. The "Shelf Stable Milk" is a great source of milk to pack in your child's lunch. It does not require refrigeration. If a child is missing a food from one of the food groups, we have on hand items that we will offer to the child to complete their lunch. The child does not have to take the food that is offered to them. We generally have apple sauce, peanut butter, crackers, beef sticks, string cheese, and shelf stable milk. Healthy bodies – Healthy minds!

Parents will have opportunity to volunteer as a classroom help and lunch / noon hour recess monitor. It is very important that parents demonstrate to their child their joy in helping out with their class and the importance of a strong foundation program.

The daily schedule will be as follows:

9:00 – 9:20	Arrival, devotions and circle time
9:20 – 9:45	Centers, one-on-one time with the teacher
9:45 – 10:45	Reading, Writing, Language Arts
10:45 – 10:55	Washroom break
10:55 – 11:35	Math
11:35 – 12:15	Lunch, washroom and recess break
12:15 – 12:40	Silent reading and story time
12:40 – 1:20	Specials – Monday Music; Tuesday Art; Wednesday Spanish; Thursday Gym
1:20 – 1:50	Science, Social Studies
1:50 – 2:00	Restroom break/wash hands
2:00 – 2:15	Snack
2:15 – 2:45	Extended Language Arts or academic time
2:45 – 3:00	Clean up, pack up and ready for dismissal
3:00	Dismissal

TUITION AND FEE SCHEDULE (September – May)

Name of Class	Application Fee*	Annual Tuition**	Monthly Tuition**	Snack Fee	Annual Program Fee***	Birthday Book (optional)
Mom's Day Out	\$75.00	\$765.00	\$85.00	\$10.00	\$0.00	\$5.00
Early Learning	\$100.00	\$1,080.00	\$120.00	\$15.00	\$35.00	\$5.00
Preschool	\$100.00	\$1,395.00	\$155.00	\$20.00	\$35.00	\$5.00
Kinder-Ready	\$100.00	\$1,800.00	\$200.00	\$30.00	\$35.00	\$5.00
All Day Kindergarten	\$125.00	\$3,780.00	\$420.00	\$40.00	\$35.00	\$5.00

*Application fees are non-refundable.

**Multiple Child Discount: The oldest sibling in a family pays tuition at the regular rate; all younger siblings receive a 10% tuition discount.

***This fee is for both in-house programs and away field trips.

Please contact the Director with any questions or problems regarding tuition payment.

You may pay tuition monthly or annually. If you choose to pay annually, you may do so directly to King of Kings Lutheran. If you choose to make monthly tuition payments this will be through Simply Giving – a program sponsored by Thrivent Financial for Lutherans. This program is FREE to the parents. You will need to fill out an authorization for electronic transfer of funds for either the 1st or 15th of each month from September to May. First Month's Tuition for Kinder-Ready and Kindergarten is due by July 15th.

AUTHORIZED PICK-UP

Only those listed on your registration form will be permitted to pick up your child unless you send in written notification. In that case, the person who will pick up your child must show a photo ID before your child will be released into his or her care. In custodial cases, children will be released only to the custodial parent. The custodial parent must give written permission for the non-custodial parent to pick up the child from school.

STUDENT DROP-OFF AND PICK-UP PROCEDURE

Mom's Day Out, Early Learning, and Preschool (optional) DROP-OFF: Enter at the main entrance next to the church office. Proceed with your child to their classroom door. Please say good-bye at the door and do not enter the classroom. Make sure the teacher knows of your child's arrival. The teacher or teacher's aide will assist your child in hanging up his or her coat and backpack. (Short good-byes are best.) Preschoolers can use the car line for drop-off. See top of next page for procedure instructions with Kinder-Ready and Kindergarten.

Mom's Day Out PICK-UP: Enter at the main entrance next to the church office and go to the church library, which is located near the gym on your left, across from the main restrooms. Please wait outside the library doors until the teacher dismisses your child.

Early Learning and Preschool PICK-UP: Enter at the main entrance next to the church office and remain in the Narthex. (Do not go past the restroom or library doors.) Your child's class will be brought to the Narthex. Allow the teacher to release one student at a time to make sure everyone is matched with his or her parent or guardian. If you are in a time crunch, make arrangements with the teacher *before* school so you may be first in line for pick-up. Please be

patient during the first weeks of school while students, parents, and teachers perfect this safe and efficient pick-up procedure.

Preschool(optional), Kinder-Ready and Kindergarten DROP-OFF: Use the car line in the south parking lot. Pull up next to the sidewalk and have your child enter the building at the south hallway doors. If you are first in the car line, pull forward enough to allow three more cars to park behind you. If possible, remain in your car, letting your child get out onto the sidewalk on his own. A staff member will be at the south hallway doors 5 minutes before class begins to let children into the building. The door will be locked and unattended 5 minutes after the beginning of class. If you arrive more than 5 minutes after the start of your child's class, please use the main entrance and walk your child to their classroom. Make sure the teacher knows of your child's arrival. (Please note that Preschoolers can use the car line for drop-off)

For the safety of the children, never pass another car in the car line unless someone is there to direct you out of your space. Wait for the car ahead of you to leave.

Kinder-Ready and Kindergarten PICK-UP: Students are dismissed to the car line at the South hallway door. Again, if you are first in the car line, pull forward enough to allow three more cars to stop along the sidewalk behind you. If possible, remain in your car and allow your child to let himself or herself into the car. The teachers will release students only to those cars along the sidewalk.

For the safety of the children, never pass another car in the car line unless someone is there to direct you out of your space. Wait for the car ahead of you to leave.

COMMUNICATION AND PARENT-TEACHER CONFERENCES

We must communicate and support one another in our mutual task of nurturing our children. We hold formal Parent-Teacher conferences twice each year, in the fall and spring, for Preschool, Kinder-Ready, and Kindergarten. The Early Learning and Mom's Day Out classes hold a formal Parent-Teacher conference only in the spring. If a problem develops before the formal conference, please discuss it with the teacher before it reaches major proportions. A note, phone call, or brief conversation with the teacher will usually resolve ordinary situations and simple questions. If you need more time to discuss issues with the teacher, please make an *after school* appointment to do so. Meeting before or during the school day is discouraged. If you are having difficulty speaking with the teacher, please bring your concerns to the director. Parents are welcome to observe classes in session if prior arrangements have been made with the classroom teacher or the director.

PARENT PARTICIPATION

We welcome and encourage parent participation. There are many times throughout the year when parents may participate with the class. Examples include:

- field trips
- class parties
- fund-raisers
- photo albums
- special classroom projects
- guest reader
- share your career, special interests, or hobbies

Your child's teacher will contact you before the beginning of the school year to let you know the day and time of their "Meet the Teacher/Sneak Peek" event. Parent participation sign-up sheets are available during that meeting.

We send home a survey at the end of the school year that allows us to review the strengths and weaknesses of our program. We strongly encourage your participation in this evaluation process.

CLASSROOM VISITATION POLICY

Parents are welcome at King of Kings Early Childhood Ministries at all times. The following guidelines are for parents who wish to visit the classroom:

- Prospective parents must make an appointment with the director to set up a visitation time.
- Current King of Kings parents are asked to arrange any visit with the teacher at least 24 hours in advance.
- All visitors must report to the church office before entering the classroom.
- Do not disrupt the class or teacher.
- Visits are limited to 15 minutes.
- If you wish to speak with the teacher to discuss the class, please make an after-school appointment to do so.
- Daily classroom attendance is limited to those students who are enrolled.

SCHOOL DIRECTORY

Each year we publish a school directory that includes parent and student names, addresses, and phone numbers. Each family receives a copy of this directory shortly after the start of the school year. A permission form to publish parent/student information is included in the registration packet. The directory also includes the teachers' names and phone numbers. If possible, please contact teachers at school rather than at home. **Notify both the director and the classroom teacher immediately if there is a change in your address or telephone number.**

NEWSLETTERS

The director will keep you informed of school events through the weekly "Director's Notes" newsletter. It provides reminders of coming events, tuition deadlines, birth announcements, introduction to new students, and changes to the school directory. In addition, each classroom teacher will provide monthly calendars and/or class newsletters that include dates for weekly themes, birthday celebrations, field trips, class parties, and any other pertinent information. Be sure to check your child's backpack daily so you will not miss any important announcements.

FACILITY RULES

Learning to be responsible requires good conduct and discipline. King of Kings Early Childhood Educational Ministries has established the following expectations of conduct. As a Christian school, we emphasize the philosophy of providing a good example to others with whom we work and play, and to our visitors as well. The "Golden Rule" of "do unto others as you would have them do to you" is our standard.

- When in the building, please walk and maintain quiet
- Please do not hang or climb on the gates, doors, or air conditioning units
- Please walk around the shrubs, trees, and decorative plantings around the facility
- Repair for damage done to the school will be the responsibility of the parent(s) of the offending child or children

DISCIPLINE

An important goal of King of Kings Early Childhood Education Ministries is to guide our children in developing a positive attitude about all of God's creation. We encourage and provide positive reinforcement for proper behavior. We teach our children that each child is special to God and we, in turn, need to love and respect each other. In these early years of a child's education, our teachers work with each individual child, providing guidance in age appropriate behaviors. Parents and teacher, working cooperatively, can provide consistent direction in applying these behavioral guidelines:

- **Observe and listen** to the children to prevent conflict by anticipating inappropriate conduct
- If conflict arises, **redirect** the children to another activity
- **Talk** to the child individually about unacceptable behavior
- **Separate** the offending child or children from the group
- **Remove** the child or children to the director's office for a time-out and a conference with the director
- If necessary, the teacher and the director will **discuss** the situation with the parent(s).

If a child's inappropriate conduct continues despite the use of these corrective measures, and after consultation between parent(s), teacher, and director, the parent(s) may be asked to withdraw their child from the program.

CHILD SAFETY

- A trained professional (nurse, doctor, or Red Cross) will train staff members in communicable diseases, First Aid, and child abuse. A list of those with up-to-date training is posted in each classroom.
- Teachers have immediate access to a working telephone.
- All students participate in monthly fire drills.
- Fire-emergency and weather-alert plans are posted in each classroom and throughout the church.
- Each classroom has its own first aid kit. It is taken on all field trips.
- No child will be left unattended or unsupervised.
- Spray aerosol is not used when children are present.
- Children will be released only to those who are authorized by the parent, as documented on the child's registration form.
- Individual classroom doors remain locked throughout the school day.

SNACKS AND FOOD ALLERGIES

For licensing reasons, King of Kings will provide only prepackaged, nonperishable food as classroom snacks. Children with food allergies will not be served snacks that contain their allergen(s). If parents choose to provide snacks for their child with food allergies, the snack fee will not apply. Parents providing their child's snack should also provide written instructions for the staff and place the snack in a sealed container clearly marked with the child's name and picture.

HEALTH

The Ohio Department of Job and Family Services requires a physical examination within 30 days of enrollment, and every 12 months thereafter, until a child reaches the age of 6 years. Your child's physician must sign and date the physical/vaccination form in order for it to be valid. King of Kings Early Childhood Education Ministries desires to provide conditions that encourage cleanliness and good health practices. Since some school activities are held outside, a

child who is not well enough to be outside should not attend school. Do not send your child to school if he or she is vomiting, has diarrhea, a rash, or has a temperature at or above 100°F. If your child has had a fever, he or she must be fever-free for 24 hours before returning to school. A child who shows any of the following signs of illness during the school day will be placed in isolation in the director's office until the parent, guardian, or someone designated by the parent arrives to pick up the child. An adult will remain with the child at all times. Signs of illness include:

- diarrhea
- severe coughing
- difficult/rapid breathing
- yellowing skin or eyes
- sore throat
- green mucus nasal discharge
- redness, burning, or itching of eye, obvious discharge, or matted eyelashes
- temperature of 100 degrees or more
- untreated infected skin
- unusually dark urine
- grey or white stool
- stiff neck
- vomiting
- evidence of untreated lice, scabies, or other parasitic infestations

A child who has been exposed to a communicable disease outside of school should stay home during the incubation period. If you are unsure about the incubation period, an informational chart on communicable diseases is available for review upon request in the director's office. Please report any confirmed or suspected case of a communicable disease. In the event that a child contracts a communicable disease and exposes other children, we will send home a written notice. The same notice will also be posted on the classroom door.

You must provide a signed note from your child's doctor before your child can return to school after having a communicable disease.

All of our teachers are trained in the control of communicable diseases. It is our practice to use good hand washing procedures and to teach them to the children in our care.

In the event of a serious incident, injury, or illness that requires emergency medical treatment, professional consultation, or transportation for emergency treatment, the school will follow the emergency guidelines the parents have given on the emergency transportation form. The child's health and medical records shall accompany the child during transportation. The director or a childcare staff member will stay with the child until the parent or guardian assumes responsibility for the child's care.

King of Kings Early Childhood Education Ministries completes an incident/injury report, Form JFS 01299, when the following events occur:

- illness, accident, or injury which requires first aid treatment
- bump or blow to the head
- emergency transportation
- unusual or unexpected event which jeopardizes the safety of a child or staff, such as a child leaving the school unattended

The completed report is given to the person picking up the child from the center on the day of the incident/injury for him or her to sign. In situations requiring emergency transportation, the incident/injury report shall be available at the school for the parent or guardian within at least twenty-four hours following the incident/injury. Copies of incident/injury report forms are kept on file in the school office for at least one year, and are available for review by the director's representative.

REPORTING ABSENCES

If your child will be absent from school for any reason, please call the school and let the teacher know by using the absence line (398-6089x5). State your name, your child's name, his or her teacher, and the reason for the absence. The director will check the absence line at 9:15 a.m. and at 12:45 p.m. If we do not hear from you, and the teacher reports your child absent, you may receive a phone call from the director to discover the reason for the absence.

ADMINISTRATION OF MEDICATION

King of Kings Early Childhood Education Ministries will not dispense medication since your child will be at school for only a few hours. If, for emergency reasons, medication must be dispensed, parents are required to complete a form titled "Request for the Administration of Medication by Child Day Care Personnel". Any child with special medical needs that are to be addressed during the school day must have a "Care of Children with Special Needs or Health Conditions" form on file in the school office.

FIRE AND TORNADO DRILLS

The school conducts fire drills monthly, September through May, so children learn how to leave the building in a safe and orderly manner. We will practice several routes to prepare for the possibility of fire in different locations. Drills occur in such a way that each group of students in the school will have the opportunity to practice. Tornado drills are also conducted on a monthly basis during the severe weather season. Again, each group of children meeting in the building will be trained where to go in the event that we are threatened by severe weather.

EMERGENCY PREPAREDNESS

If there is a threat to the safety of the children due to environmental situations or threats of violence, the building will go into "lock-down". This means we will double check exterior doors and interior classroom doors to be certain they are locked and secured. In addition, teachers will take the children to a secure location within the classroom and will have the children maintain silence until the director gives an all-clear message over the intercom system.

If we must evacuate the building due to a threat of violence, the teachers will escort the children to the Goddard School, located directly across the east parking lot, as long as there is time to do so in a safe manner.

If we must evacuate the classrooms due to natural disaster, such as fire or tornado, the teachers will follow the evacuation plans posted in each classroom and throughout the church building.

If the building should lose power, heat, or water, we will call parents (or emergency contacts) so they may come to the school to pick up their children as quickly and safely as possible. When this happens, the person picking up the child will proceed directly to the child's classroom.

In the event of a serious accident, we will take the following steps:

- call 911
- call parents
- call emergency number on emergency transportation form, if needed
- call the physician indicated on emergency transportation form

If a child receives an injury requiring first aid care, we will complete an incident report, Form JFS 01299, that parents will sign and return.

SCHOOL CANCELLATION OR DELAY

King of Kings makes use of The Weather Authority system for announcing school closings. This system combines the services of *Local 12*, *Local 12.com*, and *The cinCW* (digital channel 12.2, Time Warner channel 20 and Insight Cable/Direct TV channel 25). You can also check King of Kings web page. In the unlikely event a funeral service is scheduled in our facility during school hours, classes may be canceled at the discretion of the pastor or director. If this occurs, you will receive written notification or a phone call from the school.

CLOTHING

We will be using paint or glue almost every day. Dress your child in comfortable play clothes that he or she can get dirty and can manage alone. Gym shoes are required for playing outside and in the gym, and are appropriate for the classroom as well. **NO JELLIES, FLIP-FLOPS, CROCS, WHEELYS, SANDALS, OR SHOES WITHOUT HEELS.** Teachers and teacher's aides will not change your child's shoes during school hours. When it is dry and the temperature is above 40° F, the children will play outside. Check weather conditions so you may dress your child appropriately.

FIELD TRIPS

Field trips are an integral part of the program at King of Kings Early Childhood Education Ministries. State law requires that a parent or guardian sign and return a field trip permission form before the student may participate in any off-campus field trip. Do not alter this form in any way.

Parent volunteers provide all transportation to and from field trips. There must be a safety seat (or booster) for each child in the vehicle unless the child is over the age of four AND over 40 pounds.

Teachers will always bring their students' emergency transportation forms and a First Aid kit.

CHAPERONE GUIDELINES FOR FIELD TRIPS

- Know the teacher's objectives for the trip so you may reinforce any educational objectives.
- You are in charge of your group. Insist upon proper manners and good behavior.
- Keep those who are misbehaving next to you at all times. If a problem persists, report it to the teacher.
- Be vigilant about counting the children often to make sure you have everyone in your group.
- Keep your group together at all times.
- In the event that a child is separated from your group, retrace your steps. Do not send another student to find the missing child. Contact local authorities if you do not find the child in a quick search.
- Never send a child into the bathroom alone.
- Bypass any gift shop unless it is part of the teacher's plan for the day.
- Follow timelines carefully.
- Please talk to the teacher or director if you have any suggestions that may improve our field trips.

BIRTHDAYS

We enjoy celebrating birthdays here at school. You are welcome to bring in a special snack for the class on your child's birthday. (Please take into consideration students with food allergies). If your child has a summer birthday, you may make arrangements with the teacher to celebrate sometime during the school year. Parents also have the option to donate a Birthday Book to the school in commemoration of their child's birthday. The teacher has a selection of books from which you may choose. We will add a bookplate with your child's name, birth date, and the date of donation.

SCHOOL PICTURES

King of Kings Early Childhood Ministries has a contract with a professional photographer who takes individual and class photos each year. Though these photographs are offered for sale, parents are not obligated in any way to purchase them.

LICENSING

King of Kings Early Childhood Education Ministries is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is:
<http://jfs.ohio.gov/cdc> .

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.
JFS 01237 (Rev. 9/2006)

NON-DISCRIMINATION POLICY

King of Kings Early Childhood Education Ministries admits students of any race, color, religion, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, religion, sex, or national and ethnic origin in the administration of our educational policies, admission policies, scholarship, and other school-administered programs.

DAILY SCHEDULE

Example – 2 ½ hour session

(Morning)		(Afternoon)
9:00 – 9:25	Centers Time, Art, One-on-one	12:30 – 12:55
9:25 – 9:30	Clean Up	12:55 – 1:00
9:30 – 9:45	Circle Time, Roll Call, Calendar, Weather,	1:00 – 1:15
9:45 – 10:00	Music	1:15 – 1:30
10:00 – 10:15	Large/Small Group Activities	1:30 – 1:45
10:15 – 10:35	Clean Up, Hand washing, Snack Time	1:45 – 2:05
10:35 – 10:50	Large Muscle Activities	2:05 – 2:20
10:50 – 11:00	Restroom Break	2:20 – 2:30
11:00 – 11:10	Jesus Time	2:30 – 2:40
11:10 – 11:25	Story Time and Group Play	2:40 – 2:55
11:25 – 11:30	Departure Preparation	2:55 – 3:00

Example – Kindergarten – 6 hour session

9:00 – 9:20	Arrival, devotions and circle time
9:20 – 9:35	Centers, one on one time with the teacher
9:35 – 10:35	Reading, writing, language arts
10:35 – 11:10	Hand washing, snack, silent reading
11:10 – 11:40	Math
11:40 – 12:00	Jesus Time
12:00 – 12:45	Lunch, recess/washroom break
12:45 – 1:15	Specials (Art, Spanish, Music & Gym enrichment)
1:15 – 1:45	Science, Social Studies
1:45 – 2:05	Rest
2:05 – 2:30	Language Arts Activities
2:30 – 3:00	Story Time, pack up for dismissal
3:00	Dismissal