

# Parent Handbook

Updated 2013



King's Christian Preschool  
1137 Arbutus Avenue  
Chico, CA 95926  
530.345.3100  
kcpreschool1137@gmail.com  
LIC. #041371078

## **OUR MISSION**

**To provide the best quality care for children in an atmosphere where they are welcome, wanted, valued and appreciated. While in our care we are committed to seeing them grow physically, emotionally, spiritually and intellectually.**

## **OUR PHILOSOPHY**

**Children are a gift of God. They have been instilled with natural qualities we want to nurture, such as: curiosity, boundless energy, an amazing ability to love, a desire to touch and explore the world around them. Using all their senses we hope to develop the whole being of the child; in mind, body and soul.**

## **GENERAL POLICIES**

### **Eligibility –**

Children enrolling in King's Christian Preschool must be ages 2 through 5, and potty-trained.

### **Hours of Operations –**

The center is open from 6:30 am – 6:00 pm Monday – Friday. To maintain a quality experience for all children, 10 hours per day maximum per child is encouraged. For more details on this policy, please speak to the Center Director at time of enrollment.

### **Enrolling Your Child –**

King's Christian Preschool (KCP) requires the following documents in order to enroll your child:

Child's Application

Thank you for choosing  
King's Christian Preschool!  
We look forward to serving your family!

### **Important Info and Numbers**

Sickness/Absencesô 530-345-3100

Directorô 530-345-3100

Email: preschool@gokingschristian.com

Faxô 530-345-1727

[www.gokingschristian.com](http://www.gokingschristian.com)

King's Christian Preschool is on Facebook!

You can review us on Yelp!

Admissions Agreement  
Child's Health History  
\*Physician's Report  
Personal Rights  
Parent's Rights  
Parent Handbook Agreement  
Consent for Medical Treatment  
Emergency Information  
Photo Permission Form

Each of these forms must be completed and returned on or before your child's first day. Please read this handbook thoroughly so you have a clear understanding of our policies and procedures.

\*Children are required to have a physical, and a TB test may be required if children possess certain risk factors which are listed on the Physician's Report.

### **Children with Special Needs –**

At KCP, we are committed to working with any child that may enroll at our center. Each child has his or her own special needs because each child is special in his or her own way. KCP will not turn away any special needs family for the following reasons: learning disability, emotional problems, physical disability and or social problems. However, our resources, training and building configurations as to what special needs we can serve in a developmentally appropriate manner, limit us. We are committed to working with the parents/guardians to determine whether KCP is the right place for your child. We will prepare the staff on how to work with you and your child. Additionally, we will accom-

moderate any outside specialists that may need to come and work with your child while at KCP.

### **Tuition –**

Tuition is billed one month in advance and is due by the 1<sup>st</sup> of the current month and late after the fifth. If payment is not made by the fifth day after the due date, there will be a \$25 fee assessed, per family. Any unpaid late fees will be assessed on your bill for the following month. As a courtesy, KCP distributes a tuition bill one week prior to the due date. Late payment can result in your child losing his/her space in the center.

### **Returned Checks-**

If a check is returned to us, KCP will charge a \$25.00 returned check fee, which is due upon re-submittal of your payment. Repayment of tuition is due within 48 hours or late fees will be applied (from when tuition was originally due). When more than two checks are returned, KCP requires payment to be made by cashier's check.

### **Collections-**

KCP will pursue collections for any unpaid tuition. This policy applies to both withdrawing your child and/or failure to repay a returned check. If a stop payment is placed on tuition that is due, KCP will pursue collections. No exceptions will be made to this policy. Tuition that is more than 30 days late will result in your child losing their space in the center.

### **Withdrawal Policy –**

If you choose to withdraw your child for any reason, KCP requires 15 days written notice.

tices are posted on the parent board. Please see your center's director if you are interested in posting anything on the parent board.

### **Volunteering –**

If you are interested in volunteering at KCP, parents can participate in the following areas, as appropriate:

- Field trips
- Classroom activities
- Parent Committee
- Social Events

Please see your Center Director for more details.

### **Newsletters –**

Every month, KCP distributes a school newsletter. Any important reminders, announcements and events will be outlined each month. In addition, updates on specific classroom events are highlighted. Newsletters will be emailed each month. If you would like a hard copy, you can request one from the director.

### **Staff Profiles –**

In order to help you identify the staff, which cares for your child, information on each staff member is posted. The staff profile specifies the staff member's experience, education, and qualifications as well as hobbies and interests.

## **OPTIONAL SERVICES**

### **School Pictures –**

A professional photographer will take school pictures at least once a year of our Preschool programs. There is no charge for the photo session. Picture proofs will be made available to order packages, purchasing is optional.

### **Difficult Transitions –**

If your child has had an upsetting experience, such as a change in family structure, the death of a pet, or an illness in the family, please let us know. We want to help your child work through difficult times. We can offer support to your child through artwork, dramatic play and physical movement. We can also offer a child extra one on one attention if necessary. It is important that we are aware of each child's demeanor, so we can help him/her have a more comfortable and enjoyable day.

### **Separation –**

If your child is having difficulty separating from you during drop off, our staff is available to assist. Setting up a departure routine is very helpful. Routines allow children to learn what to expect. Be consistent and honest with your child. Keep in mind it is essential that you say good-bye to your child everyday and let him/her see you leave. We understand that leaving your child while he/she is crying or upset is very difficult. However, it is difficult and confusing to a child if he/she does not know what happened to you.

## **COMMUNICATION**

### **Parent Conferences –**

We would appreciate any input you may have concerning the program. It is important to us that you feel comfortable with your child's well-being, safety and participation in the program. Conferences are offered by request of either the parent or teacher. We are happy to talk with you at any time.

### **Parent Board –**

Please be sure to check the parent board daily for any important school information. Snack menus, hot lunch menus, and our school calendar as well as special no-

Although we feel our center offer the best quality care possible, we understand that there may be an occasion where a parent/guardian may be dissatisfied. However, 15 days notice will still be required. The 15 days are assessed as of the day we receive the notice. These notices should be addressed to your Center's Director.

If you are planning an extended vacation, tuition will **not** be discounted or waived. If you withdraw your child for any reason, his/her name will go on the waiting list if you wish to return to KCP later.

### **Program Incompatibility-**

Although KCP provides a wide range of opportunities for all children and families there is the rare occasion of program incompatibility. KCP will do whatever possible for families who are seeking assistance with making our relationship work. After several options are offered the administration, parents and/or professional may find the center may not be the best environment for your child.

### **Receipts-**

If you need documentation please contact your Center Director for a receipt. The Center Director can generate annual statements for tax purpose as well. Please request these statements in writing and a receipt will be generated within 48 hours.

### **Sibling Discounts –**

KCP offers a tuition discount in the amount of 10% off the second child for families who enroll two or more children in our centers.

### **Late Child Pickup –**

The center closes at 6:00 p.m. If your child is picked up after 6:00 p.m., there is a late fee of \$1.00 per minute per child for the first ten minutes. The late fee will be \$2.00 every minute after ten minutes. This fee is due within 24 hours. Late fees of \$1.00 per minute are assessed for part-time schedules (i.e. 8:30 a.m. - 12:00 p.m.) as well.

Continual excessive lateness is cause for termination of the childcare contract. Please keep in mind that late pick-up affects both ratios and scheduling.

### **Absences –**

Tuition adjustments can **not** be made for any absences including vacation or illness. Parents/guardians are required to pay for the slot reserved for their child whether or not he/she actually attends. We still must pay our staff and center costs. No exceptions will be made to this policy.

### **Schedule Changes/Drop-In –**

Your child may only come on the days you have scheduled per your Admissions Agreement. If you plan to change your schedule we require 15 days-advanced notice in writing. If space is available for a change, a new Admissions Agreement will be signed and will become your new contract.

If your child is part-time and you wish to bring your child on a non-scheduled day or stay for extra hours, please complete an Extra Hours Form. If space is available we will contact you immediately to make the proper arrangements.

### **Discipline –**

At KCP, we encourage children to learn to control their own behavior. We use positive language by telling children what they should do instead of what they should not do.

The following steps outline our discipline process:

- We set clear and consistent limits.
- When conflicts arise, we speak with both children and find out what has occurred.
- We guide children in problem solving by encouraging them to use their words.
- Give children alternative activities
- If inappropriate behaviors continue, staff will contact the parents to set up a conference. At this time a plan of action will be determined in order to provide consistency between home and school, which in turn should curb the problem.
- Follow up meetings will be held to update the situation, if the problem continues, dismissal will occur.

At no time will any child be subjected to corporal punishment, confinement to cribs, or the withholding of food or drink as forms of discipline. Our goal at KCP is to provide a safe and positive environment for every child.

## **PARENT INVOLVEMENT**

### **Visiting Policy –**

At KCP we have an "open door" policy. Parents of enrolled children may visit the center at any time, announced or unannounced. Parents are more than welcome to join us for lunch, help with projects or circle time, or just come and observe, as appropriate.

Recess	10:00-10:45 AM
Story Time/Hand washing	10:45-11:15 AM
Activities	11:15-12:00 P.M.
Lunch	12:00-12:30 P.M.
Quiet Time	12:30-1:00 PM
Rest Time	1:00-3:00PM
Snack Time	3:00-3:30 P.M.
Afternoon Circle/Bible	3:30-4:00 PM
Outside Play	4:00-5:00 PM
Inside Activity	5:00-6:00 PM

### **Classroom Transitions –**

Transitions from one class to the next are based on children's development, age and space available. When it is time for your child to move to the next room, we will determine the date and inform you in advance. The staff will discuss with you the best methods for making the transition as smooth as possible.

### **Outdoors Play –**

Our playground structures have been specifically designed and built for the safety of the children. Cushioning materials such as safe deck, gravel, sand or wood chips are used underneath the structures. Hard surfaces are provided for bike riding, balls and group games.

Please be advised that there is an additional charge for extra hours/days. Please remember drop-in and extra hours cannot be guaranteed.

### **Things To Remember –**

At KCP, we believe in a parent partnership. We feel that high quality care begins with excellent communication. Our staff is trained to work with our families to optimize every child's experience at KCP. Parents/guardians can help their children receive maximum benefits from our program by remembering to do the following:

- ✓ Take home all schoolwork and projects each day
- ✓ Read all notices sent home with your child or e-mailed to you
- ✓ Always sign your child in and out every-day on the table located near the Director's office
- ✓ Label all your child's belongings
- ✓ Provide extra clothes and update as weather changes

### **Holidays –**

KCP is closed for the following:

- ✓ Winter Break (Christmas Day – New Years Day)
- ✓ Independence Day
- ✓ Martin Luther King's Birthday
- ✓ President's Day
- ✓ Memorial Day
- ✓ Labor Day
- ✓ Thanksgiving Break
- ✓ Staff Development Days (Parents will be given due notice)

Parents/guardians will receive a yearly calendar upon enrollment. Please keep all pertinent dates in mind. Remember to check the parent board for more information and dates. If there are additional closures due to natural disaster, weather, fire, death etc. KCP will provide parents/guardians with as much advanced notice as possible given the situation. Monthly tuition rates are not adjusted for holidays. **Monthly tuition is calculated based on the amount of days we are open throughout the year, therefore we have already taken into consideration any school closures.**

#### **Clothing –**

At KCP we believe that children learn best when they are able to fully experience their environment. We recommend that children are dressed in clothing that is sturdy, washable and comfortable and wear shoes that are safe and easy to run in. We want children to have the freedom to participate in all school activities without undue concern for spills, spots, rips and tears. Although we do encourage the children to wear protective clothing such as smocks, we cannot guarantee that your child's clothing will not get soiled, stained or even torn. It is also important to keep plenty of extra clothing in your child's backpack. We also recommend that you provide a sweater or jacket, extra socks and shoes, and undergarments for your child.

#### **Personal Belongings –**

KCP cannot assume responsibility for the loss or damage of any personal possessions children bring into the center. Please be sure to clearly label all of your child's belongings. KCP requires that several items be brought from home to

us know if your child is allergic to any of our planned items. Upon enrollment you can discuss specific allergies your child experiences with his or her Head Teacher.

#### **Rest Time –**

All children who spend a full day with us will have a quiet rest time. Licensing regulations do not allow center staff to forcibly wake a napping child. For naptime, parents are to provide a small blanket/beach towel, small pillow and stuffed animal/doll. All napping items go home at the end of the week or as they are soiled during the week, to be laundered.

#### **Child Abuse and Neglect –**

Under the mandatory Child Abuse Law, California Penal Code Section 11161.5, the staff at KCP is required to report cases of suspected child abuse. If your child has had an accident or injury that may look suspicious, please let us know.

#### **Curriculum -**

Each of our classrooms at KCP has a variety of learning centers. This allows your child to explore with his/her own environment at his/her own pace. Curriculum is posted in your child's classroom. Please see the director or your child's teacher for more detailed information.

#### **General Schedule of Daily Activities-**

Opening	6:30 AM
Morning Circle/Activity	9:00-9:30 AM
Breakfast	9:30-9:50 A.M.



- ✓ Any condition that would prevent the child from participating in daily activities.

KCP will not accept any requests from parents/guardians to keep children indoors when they are mildly ill because we must always maintain our ratios. Please make backup arrangements for childcare when your child is ill. If a child shows the above symptoms at school, our staff will contact you or your emergency contacts to take your child home. In order to curb the spread of illness, we will remove your child from the group and care for him/her until the parent arrives. When a child is ill his/her immunity is low, this policy will help your child to fully recover prior to his/her return to school. Children benefit most from our program when they are healthy.

### **Cleanliness –**

The center is cleaned weekly. Our staff cleans and disinfects areas available to children on a regular basis. Toys in our infant rooms are cleaned and disinfected daily and toys in the rest of our program are disinfected regularly. We promote cleanliness and good hygiene with the children by requiring hand washing before eating and after diapering/ toileting or contact with any of our pets.

### **Food and Nutrition –**

#### **Food Services:**

KCP provides morning and afternoon snack. Children are required to provide their own lunch and snack once a month for their class. Morning/Afternoon snack is accompanied with milk. Please refer to the menu posted weekly and let

meet your child's basic needs such as napping materials, extra clothes, etc. Many classrooms participate in Show and Tell days. Your child's teacher will discuss with you what is and is not appropriate to bring from home on these days. We encourage parents/guardians to leave all other personal belongings for their child at home.

### **Lost and Found –**

The best way to prevent lost items is to label all belongings brought from home. However, it is likely that some items will get lost at school. If your child is missing anything, first check with your child's teacher, and then check the center's lost and found. Unclaimed items are given to charity after a reasonable period of time. KCP cannot be held liable for any lost items.

### **Reporting Absences –**

If your child is going to be absent, please notify the center at 530-345-3100. If your child is ill, please notify us of the nature of the illness, particularly if it is contagious. KCP is required by licensing to post an exposure notice when any of our children have been exposed to a contagious illness. For confidentiality reasons, KCP will not and cannot divulge the name of any child with a contagious illness

### **SAFETY**

#### **Sign-In/Out Procedures –**

Please be sure to sign your child in and out each day at the table located near the Director's office. This is not only required by KCP but also by Community Care Licensing. If someone other than yourself will be picking up your child,

please confirm that the person's name is on the emergency list. If they are not on the emergency pick up list you will need to complete a Take Home Authorization form and the Center Director will sign your child out. We will require photo identification prior to releasing your child (ren) to anyone the staff has not formally been introduced to; this includes a parent/guardian the staff may not have met. Always inform your child's teacher when someone other than yourself will be picking up, even if the individual is on the emergency pick up list. Please let us know if you need to make any changes on your emergency pick up form.

#### **Emergency Procedures –**

Every month, the children will have a fire and earthquake drill so they will be aware of what precautions to take in case there is a fire or earthquake. Please see our evacuation procedures posted by each exit and Emergency Preparedness Plan posted on your center's Parent Board. KCP staff goes through training to ensure that they are prepared during a disaster.

#### **Student Accidents –**

Although the staff at KCP takes every measure possible to prevent accidents from happening at school, injuries and accidents do occur. Our staff is trained to take every injury seriously. If we determine an injury to be minor, we will complete an Accident Report documenting the details and place it in your sign out. If we determine that an injury is major, we will make every effort to contact you and/or your child's physician (or dentist, depending on the nature of the accident). We will begin to administer proper first aid while we are attempting to reach you.

staff with demonstration of proper use of the equipment. These items can be on an as needed basis once the parents provide proper training.

#### **Over the Counter Medication**

Per licensing, we are only allowed to administer over the counter medication for a maximum of 5 days. Written authorization from a doctor is required if it is necessary to administer over the counter medication for a longer period of time. We require a signed Prescription Medication Form in order to administer any over the counter medication.

In order to apply chapstick, sunscreens, topical lotions and ointments, we must have a Topical Ointment/Lotion Form signed by the parent/guardian.

#### **Illness –**

Although we take every precaution possible to prevent the spread of illness, it is likely that your child will become ill at school. When young children are brought together in a group environment the spread of germs increases. KCP does not provide care for children who are ill. Please keep your child home if he/she is showing any of the following symptoms below but not limited to:

- ✓ A fever of 100° (taken under the arm) or 101° taken orally or higher
- ✓ Vomiting
- ✓ Diarrhea
- ✓ Undiagnosed rash
- ✓ Thick, yellowish green discharge from the eyes, ears or nose
- ✓ Lice/Nits

car seat laws state that any child under the age of six and 60 lbs are required to ride in car seat.

## HEALTH

### Medication –

At KCP, we understand that there are circumstances that arise in which children must receive medication at school. Therefore, we will administer medication to children under the following conditions:

#### All Medication

Before any medication can be administered at KCP, we must have written authorization from your child's physician. All medication will be stored out of reach of children and/or in the designated medication box. Please complete a Prescription Medication Form for any type of medication and make sure the appropriate staff members are informed. When medication is administered it will be documented, on the Prescription Medication Form.

#### Prescription Medication

A medication container labeled with the original prescription can take the place of a physician's authorization. A Prescription Medication Form must be completed and signed by the parent/guardian. Please indicate clearly dosages, times, how the medication should be stored and dates for administering the medication. Information regarding medications must be specific otherwise we will not be able to administer it. Please note, "as needed" medications are **not** permissible. If your child requires the use of a nebulizers and/or inhaler, licensing laws require the parent/guardian provide the supervising

If parents/guardians are unreachable, we will begin calling the names listed on your emergency form. If at this point we cannot reach someone, your child will be taken to the designated hospital for treatment via ambulance or staff vehicle. In order for this to happen, we must have a signed Consent for Medical Treatment and Emergency Form in your child's file (see-required paperwork). In case of a serious emergency, we will first call 911 then contact the parent/guardian. If any injury or accident occurs during conflict with another child, the child's name will remain confidential.

### Field Trips/Transportation Arrangements –

KCP believes that off-site field trips are not always necessary for children when teaching them about the community. To help children learn about the community we live in, special guests will be invited in to interact with the children. These guests may include: doctors, police officer, firefighters, scientists, petting zoo, magicians, etc. From time to time, however, an off-campus field trip may be arranged for children ages three and up to supplement the curriculum. This gives them an opportunity to learn about the community by actually experiencing different environments. Parents/guardians will be notified in advance of any scheduled field trips. Permission slips and any pertinent information regarding location, travel arrangements and fees will be provided. Parents are welcome to join us on our field trips. Often parents/guardians are asked to provide transportation. Current license, registration and proof of insurance are required of the parents/guardians who volunteer to provide transportation. California