



**CHRIST
COMMUNITY**
C H U R C H



**Kingdom
Kids**

Christian Preschool & Summer Camp

**PRESCHOOL HANDBOOK
2023-2024**

TABLE OF CONTENTS



3	Who We Are Vision Statement, Mission Statement, Philosophy & Goals Accreditation, Licensure & Certification Core Values Nondiscrimination Policy
4	Curriculum & Classes Curriculum Student Goals Primary Classes Enrichment Classes Friends 'N Fun Class Sizes Extended Care Options
9	Registration Procedures Immunizations & Health Records
10	Tuition & Financial Procedures Tuition Rates Payment Policy Scholarships Withdrawal Policy Late Fees
11	Safety Arrival & Dismissal Supervision Pick Up Authorization First Aid Emergency Shelter
12	Communication Office Communications Events & Teacher Communications Parent Communications School Closing Announcements
13	Snack Policies Snacks Special Dietary Needs Allergies Water
14	Behavior Guidance & Discipline
16	School Policies Toileting Clothing Outdoor Play Field Trips Pet Policy Sibling Policy Rest Time Policy Parent Visits Volunteering Research & Public Relations Grievance Procedure
18	Medications & Illness
19	Special Needs & Referral Procedures
20	Maltreatment & Mandated Reporting Policy

WHO WE ARE

Kingdom Kids Vision Statement: IT Begins Here

We seek to enrich our community by providing a quality education that: **INITIATES** a lifelong love for Christ and **TEACHES** the foundational skills essential for academic success.

Mission Statement: Restoring Our Broken World through the gospel of Jesus Christ.

In partnership with Christ Community Church, our mission is to restore our broken world by providing students with a quality Christian education while providing families with opportunities to gain and grow in their knowledge of Jesus Christ.

Philosophy

We partner with families to educate, nurture, and encourage the development of the whole child. Every child is made in God's image and has incredible intrinsic value. Our goal is to build a strong foundation in God's word from which each child will benefit for life. Students are prepared for Kindergarten through our academic, developmentally appropriate curriculum.

Our Core Values

1. We model God's unconditional love while upholding biblical Christian values by showing up for our students, families, and each other.
2. We lead from a position of servanthood while partnering with parents in the education of their children.
3. We communicate and collaborate effectively while maintaining a Christ-like attitude with supervisors, colleagues, parents, and the community.
4. We disciple (teach) children based on our belief that children are made in God's image and created with a purpose.

Accreditation, Licensure & Certification

Our Christian teachers are highly qualified through a combination of training and experience. Staff members are required to take courses or attend workshops each year. Kingdom Kids staff are mandatory child abuse reporters. All staff is trained in first aid and CPR. Kingdom Kids Christian Preschool is licensed by the Minnesota Department of Human Services to serve children ages 2-5. Our license capacity is 233 children. We are accredited by the Association of Christian Schools International (ACSI), and have received a 4-star Parent Aware Rating.

Nondiscrimination Policy

Kingdom Kids is a ministry of Christ Community Church and does not discriminate on the basis of race, color, religion, or gender.

CURRICULUM & CLASSES

Curriculum in Primary Classes

Core Knowledge, A Beka, and Second Step (Social/Emotional) curriculum as well as other supplementary materials are used. The curriculum is designed to stimulate intellectual growth and is structured around themes, concepts and skills that are introduced to students in a logical progression. The order of themes may vary slightly from year to year. Kingdom Kids Scope & Sequence is available upon request and may also be downloaded from our website.

Students learn concepts and develop skills through music, movement activities, storytelling, dramatic play, art, math and language activities. Teachers plan daily schedules with a variety of activities both active and quiet, as well as teacher directed and child initiated.

Student Goals

Cognitive:

- Identify basic shapes
- Build numeracy skills
 - counting to 100, identifying numbers 0-20, one-to-one correspondence, patterning and sorting
- Learn basic science concepts through investigation, exploration and experimentation.
 - 5 senses, body parts, plants, insects, animals and habitats

Language/Literacy

- Recognize upper- and lower-case alphabet letters
- Develop language comprehension (receptive & expressive) skills
 - Following basic 1 and 2 step oral directions
 - Demonstrate an understanding of questions and statements
 - Responding to questions and participating in conversations
- Develop phonological awareness:
 - Alliteration, syllables, rhyming, letter sounds
- Develop pre-reading skills:
 - Beginning sounds, identifying individual phonemes in words, blending sounds
- Develop appreciation for reading books
- Identify basic colors

Spiritual:

- Understand that the Bible is a special book, God's word and truth.
- Use prayer to express their thoughts and needs to God
- Know God created the world
- Understand that God is a loving God and that Jesus is God's son.

Social/Emotional:

- Develop social skills
 - Sharing, taking turns, playing cooperatively with others, helping solve problems with others
- Build relationships with trusted adults and children
 - Building friendships through play, learning activities and conversation

- Recognize and describe emotions in self and others
 - Using words to talk about feelings
- Manage emotions and behaviors
 - Calming self and managing impulses
- Use language to express needs and wants
- Use proper manners
 - please and thank you

Physical:

- Acquire and refine gross motor skills
 - jumping, hopping, climbing, running and balancing
- Acquire and develop fine motor skills
 - cutting, coloring, gluing, painting, lacing, and writing
- Gain independence in performing self-care skills
 - Using the restroom, hand washing, fastening clothing, dressing for outdoor play
- Be introduced to daily nutrition and healthy food choices
- Acquire and improve upon eye-hand coordination
 - throwing, catching, kicking a ball, tracing
- Develop pre-writing skills
 - Drawing, coloring and writing with a variety of writing tools
 - Writing their own first name

Primary Preschool Classes

Parents are welcome to request specific teachers. However, teacher assignments are never guaranteed.

2-Year-Old Classes

Children must be **2 years** old by September 1st and need **not** be toilet trained.

MWF	9:00 - 11:30am
MW	9:00 - 11:30am
TTh	9:00 - 11:30am
F	9:00 - 11:30am

3-Year-Old Classes

Children must be **3 years** old by September 1st.

MWF	9:00 - 3:00pm
MWF	9:00 - 11:30am
MW	9:00 - 11:30am
MWF	12:30 - 3:00pm
TTh	9:00 - 3:00pm
TTh	9:00 - 11:30am
TTh	12:30 - 3:00pm

4-Year-Old Classes

Children must be **4 years** old by September 1st.

MTWThF	9:00 - 11:30am
MWF	9:00 - 3:00pm
MW	9:00 - 11:30am
MWF	12:30 - 3:00pm
TTh	9:00 - 3:00pm
TTh	9:00 - 11:30am
TTh	12:30 - 3:00pm

5-Year-Old Class

Children must be **5 years** old by September 1st.

This class is a great option for those students not going on to Kindergarten.

MWF	9:00 – 3:00pm
-----	---------------

Enrichment Classes

Children must be 3 years old by September 1st. In addition to our primary preschool classes, Kingdom Kids also offers Enrichment classes. Enrichment classes are similar to primary classes but concentrate on a specific curriculum area. Bible is also a part of each class. Our enrichment classes **do not** participate in the Christmas program, the 4-year-old graduation or other daytime special events. All classes are intended to be full school-year classes.

Mornings 9:00am – 11:30am

M	Journey Through the Bible
T	Discovering God's World
W	Young Explorers
Th	Art
F	Mother Goose & Math

Afternoons 12:30pm – 3:00pm

M	Journey Through the Bible
T	Junior Gym
W	Young Explorers
Th	Spanish
F	Creative Adventures

Enrichment classes are included in the pricing information listed under the Tuition & Financial Policies. Students must be enrolled in a minimum of two enrichment classes, unless enrolled in a primary preschool class.

Art

Children will explore elements of art such as line, shape, color, form, texture, pattern, perspective and much more. This class is focused on the process of art and will allow your child to make original masterpieces. Come ready to create!

Creative Adventures

Creative Adventures allows children to use their imagination and creativity to explore drama, music and cooking. Children will participate in dramatic exercises and activities using puppets and costumes. Music will be experienced through singing, dancing, and playing musical instruments. Basic cooking skills will be introduced through preparing special snacks in class.

Discovering God's World

What is a scientist? We will find out in this hands-on class. Students will explore the world around them, focusing each month on a discovery theme such as dinosaurs, space, nocturnal animals, or hibernation. We use music, experiments, outdoor experiences, and literature to make science come alive!

Journey Through the Bible

An intriguing, hands-on, thematic class that provides a blend of music experiences, imaginative crafts, and creative storytelling. Every Bible story comes to life! All activities, music and experiences are extensions of monthly themes.

Junior Gym

Move and groove with us in this energetic class which will focus on increasing gross motor skills while engaging in active play. Coordination, agility and cooperative play are encouraged through varied activities and games. Portions of this class take place in our gym. What a wonderful opportunity during our Minnesota winters!

Mother Goose & Math

Experience a year full of fun with books! Learning centers teach pre-reading skills, math concepts and encourage creativity. Children learn about the structure of stories - beginning, middle, and end - while following a variety of themes. The themes change each month to include everything from fairy tales to poetry to Dr. Seuss books. Felt boards, book making, and BIG imaginations are used by teachers and students to explore each theme thoroughly.

Spanish

Exposing your child to a second language at a young age allows them to optimize their learning potential. They will discover the Spanish language through thematic lessons that build on each other. Each lesson may contain music, games, stories, art projects, and more. The children will be able to have short conversations with each other while having fun in the classroom.

Young Explorers

Come explore the world and learn about other cultures, people, and places as you take a walk through the seven continents of our world! Children will discover what makes each place unique. Ancient and current traditions and cultures are explored through group activities and discovery time in centers.

Friends 'N Fun

An extended afternoon program is offered daily from 12:30 pm - 3:00 pm. The drop-in rate for this program is \$27/day. Lunch buddies (11:30am-12:30pm) may be added for an additional fee. Students will have rest time, center time, snack, recess and more. Students must be pre-registered by 3:00 pm the previous business day. Once you have signed your child up for the extra service your account will be charged. The cost for this service is non-refundable. Registrations made after the deadline incur an additional \$2 charge.

Class Sizes

The maximum teacher/child ratio in the classroom is as follows:

2-yr-olds	14 students w/2 teachers
3-yr-olds	18 students w/2 teachers
4/5-yr-olds	20 students w/2 teachers
Enrichments	20 students w/2 teachers

Extended Care Options

Early Drop Off

Early drop-off is available beginning at 7:30 am each day. Students play in the gym until class time and must be pre-registered no later than 3:00 pm the previous business day. Once you have enrolled your child for the extra service, your account will be charged. The cost for this drop-in service is \$10 and is non-refundable. Registrations made after the deadline incur an additional \$2 charge.

Curbside drop-off is offered between 7:30 am - 8:40 am each day. This service allows you to pull your vehicle up to the Kingdom Kids entrance where a staff member will meet you and escort your child to the gym.

If your child is regularly scheduled for Early Drop Off, the monthly charges are as follows:

- 1 day/week = \$35
- 2 days/week = \$70
- 3 days/week = \$105
- 4 days/ week = \$140
- 5 days/week = \$175

Lunch Buddies

We offer a daily program from 11:30 am-12:30 pm. Parents provide lunch and Kingdom Kids provides milk. As a licensed child care center, Kingdom Kids strives to ensure that all children receive a healthy lunch that meets the USDA requirements. **Lunches must contain all five food groups: fruit (or 2 vegetables), vegetable, grain, protein and dairy (if your child cannot have milk).** Lunchables are available from the Kingdom Kids office for \$3.00. They contain meat, crackers, cheese, milk, a cup of fruit and a cup of vegetables. KK will label your child's lunch with first and last name. Lunches are not refrigerated so please use an ice pack if needed.

After eating lunch, your child will participate in various activities until they are dismissed to their afternoon class or to go home.

Students must be pre-registered no later than 3:00 pm the previous business day. Once you have signed your child up for this extra service your account will be charged. The cost for this service is \$8 and is non-refundable. Registrations made after the deadline incur an additional \$2 charge.

If your child attends Lunch Buddies before an afternoon class you may drop your child off at 11:30 am. If your child attends Lunch Buddies after a morning class you may pick your child up at 12:25 pm.

If your child is on the regular Lunch Buddies list, the monthly charges are as follows:

- 1 day/week = \$30
- 2 days/week = \$60
- 3 days/week = \$90
- 4 days/ week = \$120
- 5 days/week = \$150

Late Pick Up

Late pick up is offered from 3:00 pm - 5:30 pm each day. Students play in the gym and are provided a snack. Students must be pre-registered by 3:00 pm the previous business day. Once you have signed your child up for this extra service your account will be charged. The cost for this drop-in service is \$14 and is non-refundable. Registrations made after the deadline incur an additional \$2 charge.

If your child is on the regular Late Pick Up list, the monthly charges are as follows:

1 day/week = \$50

2 days/week = \$100

3 days/week = \$150

4 days/ week = \$200

5 days/week = \$250

REGISTRATION PROCEDURES

Registration

Prior to May 1st – Register by completing a registration form and submitting it along with the \$65/family registration fee. This will hold your child's spot until May 1st. On May 1st, the first month's tuition payment and the \$25 supply/activity fee (which covers all classroom supplies, field trips, activities, and snacks) will be due. If this payment is not made, your child's spot for the school year will be released. Online registration can be found on the Kingdom Kids website (kkrochester.org).

After May 1st – Complete a registration form and submit it along with the \$65/family registration fee, the \$25/child supply/activity fee, and the first month's tuition.

Immunization & Health Records

State law requires each child's health and immunization records to be filed with the school. Both forms are available in the school office, and on our website. A copy of the **Immunization Record** must be on file in order for your child to **begin** school. The **Health Care Summary** must be signed by the child's physician and returned **within 30 days** of the **first day** of school. Students who have not turned in the required forms will not be able to attend school. All records must be current and must be updated when your child receives additional immunizations. If there is a medical reason for missing immunizations, we must have a signed statement from your doctor. If a parent opposes immunizations, we must have a notarized statement.

TUITION & FINANCIAL POLICIES

Tuition Rates

Monthly tuition rates listed below reflect the cost of all Half-Day or Full-Day options, regardless of child's age.

Half Day (9:00-11:30 or 12:30-3:00):

- 1 half day/week = \$100/month
- 2 half days/week = \$195/month
- 3 half days/week = \$285/month
- 4 half days/week = \$370/month
- 5 half days/week = \$450/month

Full Day (9:00-3:00):

- 2 full days/week = \$440/month
- 3 full days/week = \$620/month
- 4 full days/week = \$790/month
- 5 full days/week = \$890/month

Payment Policy

Tuition is due one month in advance on the 1st of each month. October tuition is due September 1st, November tuition is due October 1st, etc. A late fee of **\$20.00** will be added to your account if your tuition is not paid by the 10th of each month.

We accept three payment options (cash, check, and credit card). You may pay via automatic electronic bank or credit/debit card deduction. An authorization form located on our website (under the Resources tab) must be completed prior to any withdrawals from your account. If you wish to pay by check, it can be made payable to Kingdom Kids and placed in the payment drop box next to our office window. Cash payments should be turned into the office and a receipt for payment will be issued. Tuition is not adjusted for days missed due to sickness, weather, holidays, etc.

Registration fees are non-refundable.

The first month's tuition and the \$25 supply/activity fee are refundable **ONLY** if your family relocates to another city outside of the Rochester area (30-mile radius). Notification must be received prior to August 1st in order to receive a full refund of the supply fee and tuition.

Scholarships

Tuition assistance is available for the 2023-2024 school year. A link to the online application is available on the Kingdom Kids website (under the Enrollment tab).

Withdrawal Policy

All of our classes and regularly scheduled extra services are intended to be full school-year commitments. If you must withdraw during the school year, a **30-day written notice is required**. You will be responsible for a full 30 days of tuition from the date of written notice.

Late Fees

If a child is not picked up from their class by 11:35 am or 3:05 pm, your child is late in being picked up. Your child will be taken to the office to wait until picked-up.

An additional \$10 will be charged at the beginning of every 15-minute increment your child is late in being picked up.

If a child is not picked up from Late Pick Up by 5:30 pm, your child is late in being picked up.

An additional \$10 will be charged at the beginning of every 5-minute increment your child is late in being picked up.

SAFETY

Arrival & Dismissal

Staff will begin welcoming children from car line at 8:45am and 12:25pm. Please check your child in on the Procure app. Dismissal car line will begin at 11:25am and 2:55pm. The doors to our school remain locked from 8:45am-2:55pm. If you need to arrive late, or pick up early, you must ring the doorbell at door #3 and a staff member will escort your child to/from the classroom.

Supervision

All students are supervised at all times while attending Kingdom Kids. Once a child has been released to a parent or guardian, the child ceases to be the responsibility of Kingdom Kids.

Pick Up Authorization

Parents are responsible for the transportation of their own children. Only authorized adults will be permitted to pick up your child. For your child's safety, if you are not picking up your child, you must either communicate with the teacher or call the office to inform them of the change. You must communicate the change, even if the person picking up the child is on your authorized pick up list.

First Aid

Our staff is First Aid and CPR certified. In the event of any injury or illness, trained staff will administer First Aid. If staff decides it is an emergency situation, 911 will be contacted to provide emergency First Aid. If necessary, the emergency medical service may transport your child to a medical facility of your choosing. A parent/guardian or emergency contact will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. Staff will not transport children. All expenses related to an emergency are the parent's responsibility.

Emergency Shelter

In case of tornado, classes will be moved to a designated interior shelter area. A map may be found in the Emergency Preparedness plan found in the resource section of our website, and is also posted in each classroom.

COMMUNICATION

Office Communications

During the month of August, parents will receive a calendar, teacher assignments, and other information. You will also receive an invitation to Procure Connect. Procure Connect is an online database and app that Kingdom Kids uses as their primary source of communication.

A newsletter from the school office will be emailed near the first of each month.

Events & Teacher Communications

Meet the Teacher Day is held prior to the first day of school and is a great opportunity for the parents and students to meet the child's teacher as well as become familiar with the classroom.

There are two scheduled parent/teacher conferences during the school year. Your child's progress will be shared at that time. It will include a written assessment of their intellectual, physical, social and emotional development. Parents may contact the teacher individually if they would like to set up additional conference times.

Each month a Newsflash containing themes, goals, field trips and other information from your child's teacher will be available on our website as well as sent through the Procure Connect app.

Parent Communications

Please feel free to communicate with the director and your child's teacher. If you have a concern you wish to discuss, please contact the director or teacher ahead of time to schedule an appointment.

Each child is assigned a hook for a backpack and coat and a folder for their papers. If you have a message for the teacher, please communicate through the Procure app, by emailing the teacher, or by calling the KK office. We will place any important notes and papers in your child's folder.

The Child Care Program Plan (Parent Handbook) is available upon request from the KK office, and on our website.

School Closing Announcements

If school is closed due to weather, it will be announced on KTTC channel 12, KAAL channel 6, on our kkrochester.org website, and a message will be sent through the Procure app with the details of the closing. Please do not call the Kingdom Kids office to check on school closings. KTTC offers a text message alert service. You can sign up to receive a text message when school is closed at www.kttc.com

- If Rochester public schools cancel school all Kingdom Kids classes will be canceled.
- If Rochester public schools begin 2 hours late, Kingdom Kids morning classes will be canceled. Lunch Buddies will start at 11:30am.
- If Rochester public schools begin 1 hour late, Kingdom Kids morning classes will begin one hour late at 10:00am.
- If Rochester public schools are dismissed early, Kingdom Kids will be dismissed early. If school is dismissed early due to a snow emergency, it will be announced on KTTC, KAAL, kkrochester.org, and a message will be sent through the Procure app.

In the event of a utility failure, parents will be notified by phone and will be asked to pick up their child.

SNACK POLICIES

Snacks

We promote good nutrition and strive to teach each child to eat healthy foods. All snacks are provided by Kingdom Kids and comply with the Department of Human Services Nutritional Snack Standards. Each snack will include two food groups. A snack calendar will be emailed out through the Procure app each week and is available on the Kingdom Kids website.

Special Dietary Needs

If your child has special dietary needs, a written order from the child's parent or doctor must be given to the office. This order will become part of the child's file. Please provide a shelf-stable snack that can be kept at school and served if the provided snack does not meet your child's dietary needs.

Allergies

Prior to the first day of class, parents must notify Kingdom Kids, in writing, of any allergies, including food allergies for their child. This information is part of the child's permanent Kingdom Kids Preschool file. If your child has a food allergy, please provide a shelf-stable snack that can be kept at school and used if the provided snack contains an allergen. The same procedure will be used if a child develops a food allergy during the school year. Food allergies will be posted in each classroom that the child attends, and made available to all substitute teachers.

Each child must have an Individual Child Care Program Plan (ICCPP) for allergies on file before the first day of class. This must be updated annually or as any changes are made. Any changes made will be communicated with all staff providing care to the child. Food allergy information will be posted and available in the kitchen, gym and classrooms. Each teacher will receive a copy of the child's ICCPP. In cases of Epinephrine being administered 911 must be called, and parents will be contacted immediately.

Water

The Minnesota Department of Human Services requires all preschools to have a safe water supply. Any safety issue regarding water quality will be conveyed through Rochester Public Utilities. To minimize cross-contamination and to be in compliance with our state license, students are not permitted to have water bottles with them throughout the day. Kingdom Kids has drinking water available to children throughout the hours of operation. Water is offered in a single serve cup or through drinking fountains accessible to children. Each classroom has accessibility to drinking water. A drinking fountain, for use by children, is available in the gym (indoor play area).

BEHAVIOR GUIDANCE & DISCIPLINE

Changes in Behavior

Parents are the primary educators in the life of a child and the preschool generally views itself as an extension of the child's home. Parents are asked to let the teacher know if something occurs at home that is upsetting to their child. Many times, a child's behavior will change (moodiness, crying, clinging) during these times and the teacher will be better able to help the child if he/she is aware of the situation. Parents will be notified of significant changes observed over a period of time in a child's physical or emotional state.

Classroom Behavior Management

Kingdom Kids strives to provide a safe and happy environment for each child. The goal of Christian early education discipline is to disciple (teach) by guiding not by punishing. We disciple (teach) children with nurturing love while utilizing preventative approaches, engaging environments, and clear expectations to help children be successful. Children are given age-appropriate boundaries and guidance that allows them to feel safe, loved and accepted. We understand the importance of teaching and nurturing self-regulation skills and the ability to negotiate relationships and care for others. In order to keep all children safe, teachers will disciple children exhibiting inappropriate/unsafe behaviors in the following ways:

- Verbally communicate with the child and redirect the child to teach the appropriate behavior.
- If the teacher's attempt to redirect the child is unsuccessful, the child may be removed from the group for a short time but will stay within the room.
 - A child will never be left unattended and will rejoin the group as soon as the behavior is under control.
 - All instances of separation will be documented and kept on file.

The following are examples of inappropriate behaviors:

1. Injury – any physical or mental or threatened injury, inflicted by a person other than by accidental means.
2. Emotional – yelling at, belittling, criticizing or bullying.
3. Inappropriate Touch – any touch or suggested touch above or under clothing that is suggestive or uncomfortable.
4. Destruction of Property – showing disrespect for equipment, games, toys and/or building.
5. Inappropriate Language – showing disrespect by talking back, swearing, name calling, or demeaning.
6. Harassment of Staff or Children – threatening behavior, disruption of class, inappropriate conduct, or failure to follow direction from a teacher.
7. Not following center rules and policies.

The following behaviors may require a child to be removed from the classroom:

- The 2nd offense of **intentional** punching, kicking, or biting (also any other recurring actions or activities which cause endangerment to children or adults)
- Repeated destruction of property
- Inappropriate touching of other children
- Harassment of children or adults (threatening, severe teasing)
- Screaming or other loud disruptive noises

Anytime a child is removed from the classroom for behavior, the parent will be notified.

If any of the above behaviors are consistently displayed and/or are excessive, the following plan will be followed:

- The teacher will notify the parents with an incident report in the Procure app and may schedule a parent conference. Together, the parents, director and teacher will devise a plan of action to correct the misbehavior.
- If a child exhibits persistent unacceptable behavior (defined as 5 or more separations in 1 week or 8 or more separations in two weeks), or the child exhibits dangerous or abusive behaviors, a dismissal form will be completed and the parents will be notified. We will give one written warning, two suspensions and then dismissal. Every effort will be made to communicate with the parents to notify them of behavior changes.
- All suspension and dismissal forms will be determined and written by the Kingdom Kids director. The parent will be notified immediately. The first write up will constitute a warning. With the second write up, we will ask the child to leave for the remainder of the day and if it is the end of the day the child will not be able to attend the following day. The parents and child must meet with both the director and the teacher before the child may return to Kingdom Kids. There will be no reduction in tuition for the suspended days.
- Once a child has been written up and suspended twice they will be asked to leave our program permanently. Kingdom Kids reserves the right to dismiss a child at any time if we feel the circumstances warrant.
- Kingdom Kids does its best to provide a safe, fun and caring place for your child. We realize this action is severe, but we believe it is necessary to ensure a quality program for your children. If you have any questions or concerns please feel free to contact the Kingdom Kids director.
- Kingdom Kids will support families who are in the referral process by allowing the child to stay enrolled, whenever possible, until the conclusion of the process.

Please communicate all discipline concerns to the director.

Corporal Punishment/ Emotional Abuse Policy

Kingdom Kids prohibits corporal punishment and/or emotional abuse. Corporal punishment includes, but is not limited to, rough handling, shoving, pushing, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting and spanking. Emotional abuse includes, but is not limited to, name calling, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates or frightens the child.

Other methods that are prohibited are:

- Punishment for lapse in toilet training
- Withholding of food, light, warmth, clothing or medical care as a form of punishment
- Physical restraint of a child other than to physically hold the child when containment is necessary to protect a child or others from harm.
- Use of mechanical restraints such as tying.
- Separation of a child from the group except as provided in 9503.0055 subpart 4 in the MN state guidelines which states: No child may be separated from the group unless the license holder has tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the well-being of the child or other children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.
- Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

SCHOOL POLICIES

Toileting

Students enrolled in the 2 yr.-old class need not be toilet trained. We prefer that all other students be fully toilet trained. However, we recognize that children develop at different times, and we will work with families throughout this process. Please communicate with your child's teacher about your child's level of independence and/or changes in the toilet training process. We ask that you have your child visit the rest room before class or send your child to school in a clean diaper.

Clothing

Please send your child to school in comfortable and appropriate clothing. Children are encouraged to participate in all activities, including messy activities such as playing with water, playdough, etc. Please consider this when dressing your child. Children will wear a smock while they are painting.

Please send an extra change of clothes, underwear, and socks to be kept in your child's backpack at all times. KK will label your child's backpack with first and last name. Please label ALL pieces of removable clothing and footwear. Have your child bring boots and snow pants during the winter with a pair of shoes in a "snow bag". Please do not send your child in open-toed sandals anytime during the school year.

Outdoor Play

Weather permitting, we will have recess outside each day. The amount of time spent outside will depend on the weather. Children will play outside when the wind-chill factor is 15 degrees or above (30 degrees **and** no snow for 2-year-olds and 0 degrees for full day classes' lunch recess). Please dress your child appropriately. When the wind-chill factor is too cold, the children will have recess in the gym. Please keep your child home if your child is too ill to play outside.

Field Trips

Our 3-year-old, 4-year-old and 5-year-old students will explore and experience the world around them by taking scheduled field trips. Parent permission is granted on your child's enrollment form. Students will be transported by school bus. Parents are welcome to ride with your child or meet us at the field trip location (without siblings). Please see the **Volunteering** section for more information.

Pet Policy

Please inform us if your child has an allergy to animal dander. With parent supervision and teacher approval, children may bring a pet from home for show & tell. **The teacher must be notified at least one week in advance** in order to prepare for the pet's visit and to alert parents as there may be allergy or fear issues. All visiting pets must be healthy, fully vaccinated, and under an accompanying parent's control at all times.

Sibling Policy

Throughout the year, teachers may plan special days/activities within the school. These are intended as a special time for you and your preschool child. To honor that important time together, we ask that siblings do not attend these events.

Rest Time Policy

Preschool children who attend full day preschool classes (MWF and TTh 9:00 am - 3:00 pm) or Friends 'N Fun will have a rest time. Those that are not sleeping after 30 minutes, will be allowed to engage in a quiet activity. A staff member will be in constant supervision of all napping children. Children are welcome to bring blankets and/or stuffed animals from home for use during rest time.

Parent Visits

Parents are encouraged to become familiar with their child's school. Parents or guardians are welcome to visit the classroom at any time during the hours of operation. Guests will sign in and out at the Kingdom Kids office and wear a "Visitor" badge while in the school. Parents may contact their child's teacher to arrange a visit. Families are encouraged to participate in special programs.

Volunteering

Teachers often need someone to help with a special project, field trip, or class party. When you are volunteering, please do not bring other children with you. Volunteers must read the volunteer handbook and sign the acknowledgement form prior to being with the children. The volunteer handbook can be found on the Kingdom Kids website in the resource section.

Research / Public relations

Parents will provide written permission prior to each occasion of research, experimental procedure, or public relations activity involving their child.

Grievance Procedure

Should a situation arise that you, the parent/guardian, see as a problem or if you have a grievance, please notify your child's teacher. If the situation is not resolved to your satisfaction, please notify the director. The director will contact the parent within a timely manner of a filed grievance. Open and ongoing communication between parents and staff is an essential part of our program and we encourage you to share your concerns with your child's teacher.

MEDICATIONS & ILLNESS

Medication

It is the policy of Kingdom Kids NOT to administer any medication(s). Staff will give medication for emergency treatment only. Please administer medications before or after coming to school. If your child requires an EpiPen and/or inhaler for use in an emergency, you will need to complete a form from the office and supply the EpiPen and/or inhaler with original prescription label attached. If your child requires medication to be administered while at school, please contact the office for further information.

Topical medication such as lotions, lip balm and diaper cream are considered medications and parents will need to fill out a medication form for these as well.

Illness

Please call the Kingdom Kids office, or send a message through the Procure app, if your child will not be attending class.

Do not send your child to school if:

- Your child has a temperature over 100 degrees
- Your child has had a fever, vomiting, or diarrhea in the past 24 hours

If your child becomes sick at school, every effort will be made to contact you or the emergency contact person. Your child will be kept under the supervision of the office staff and away from other children until a parent can pick up the child.

A child with the following conditions or behavior is termed a sick child and must be excluded from a center not licensed to operate a sick childcare center. The license holder must exclude a child:

- With reportable illness or condition as specified by law that the commissioner of health determines to be contagious and physician determines has not had sufficient treatment to reduce the health risk to others;
- With chickenpox until the child is no longer infectious or until the lesions are completely crusted over;
- Who has vomited two or more times since admission that day;
- Who has had three or more abnormally loose stools since admission that day;
- Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
- Who has unexplained lethargy;
- Who has lice, ringworm, or scabies that is untreated and contagious to others;
- Who has a 100-degree Fahrenheit auxiliary or higher temperature of undiagnosed origin before fever reducing medication is given;
- Who has an undiagnosed rash or a rash due to a contagious illness or condition;
- Who has significant respiratory distress;
- Who is not able to participate in activities with reasonable comfort;
- Who requires more care than the program staff can provide without compromising the health and safety of other children in the program.

Parents must notify the director within 24 hours if their child has developed a contagious disease. The office will notify other parents within 24 hours of this notification.

SPECIAL NEEDS & REFERRAL PROCEDURES

Special Needs

Parents/guardians have the responsibility to inform the preschool when their child has special medical concerns, conditions, needs or allergies so that Kingdom Kids can provide appropriate care and support. A plan to meet these needs must be in place prior to admission.

Parents will be asked to share the ISP and/or IEP with us if your child has a special need and is one or more of the following:

- Eligible for case management through the state and has an Individual Service Plan (ISP)
- Receives services through local school district & has an Individual Educational Plan (IEP)
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development

In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us to meet your child's needs. This plan must be signed by the parents and your child's source of licensed healthcare and be reviewed annually to assure that necessary modifications are made to the plan of care. If the special need requires that our staff be trained to perform a new skill we will ask that you arrange for this training.

Early Childhood Referral Process

As Early Childhood Educators, Kingdom Kids teachers may notice behaviors in students that are not typical of a child their age. We work closely with the school district and refer children who would benefit from extra help. The referral process is as follows:

- Referral – submitted online by the Kingdom Kids teacher with knowledge of the parent
- Parent Contact – the school district will connect with the parents to discuss the area of concern and gain background information
- Initial Paperwork – parent is asked to fill out information packet
- Meeting with Parent – a home visit is scheduled to observe child and discuss evaluation
- Evaluation appointments – Observation of the child in a natural setting (home, preschool, etc.)
- Evaluation Results Meeting – review of testing results and summary given
- IEP Meeting – for children who qualify, an IEP will be written with parent input.

MALTREATMENT & MANDATED REPORTING POLICY

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services.
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (507) 328-6400 or local law enforcement (507) 328-6750.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at (651) 431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and is available in the KK office or through a link on the KK website.

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organization

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.

The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

The internal review will be completed by the Kingdom Kids director. If this individual is involved in the alleged or suspected maltreatment, the Christ Community Church Director of Family Ministries will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

***This handbook will be evaluated and updated annually by Kingdom Kids qualified staff.**