

# **Kingdom Kids Preschool Parent Handbook**



## **A Ministry of CrossRoad Church**

**10005 Gate Parkway N.  
Jacksonville, FL 32246**

**Office: 904.493.1234  
Fax: 904.448.9995  
[www.kingdomkidscrc.org](http://www.kingdomkidscrc.org)**

**Tax I.D.#: 59-3735271  
Preschool License #: C04DU0246**

## CONTENTS

Director’s Letter.....	3
Purpose and Mission .....	4
Office Hours and Important Numbers .....	5
Hours and Attendance.....	6
Registration and Tuition .....	6
Paperwork .....	6
Extended Day .....	6
Returned Checks .....	7
Withdrawal.....	7
Family Information.....	7
Health Policy .....	7
Medications.....	8
Nut-Free Facility Policy.....	8
Snacks and Lunch .....	8
Birthdays .....	8
Toys, Personal Items and Dress.....	9
Curriculum .....	9
Discipline .....	9
Parent and Teacher Relationships.....	10
Student Evaluations .....	10
Smoking and Cell Phones .....	10
Inclement Weather .....	10
Morning Drop Off.....	11
Afternoon Pick up.....	11
Security .....	11
Safety.....	11



*Dear Parents,*

*Thank you for placing your child in Kingdom Kids Preschool. We consider it an honor and a privilege to be part of the foundation of your child's development.*

*Kingdom Kids is committed to teaching preschoolers. We are convinced the preschool years are vital to the overall development of your child. Our mission is to teach the foundations to academics, give each child a love for learning and to show Christ and His love for us in all we do.*

*Each child and family is important to us. We want to be a blessing to you. In the months and years that you are with us, we hope you will take every opportunity to participate in our program. Please communicate your concerns, ideas, and suggestions to us.*

*This handbook is designed to assist you as you get to know us and the policies and procedures of Kingdom Kids Preschool. Please read it thoroughly and refer to it when questions arise. We are so pleased to have the opportunity to get to know you and share in the life of your preschooler.*

*Faithfully in Christ,*

*Sandy Dukelow  
Preschool Director*

## **PURPOSE AND MISSION**

Kingdom Kids Preschool's purpose and mission is to give young children a Christ-centered foundation of learning and a hands-on approach to learning.

We are an outreach ministry of CrossRoad Church  
and seek God for our strength and wisdom.

All of our staff are Christians who love the Lord  
and want to serve Him through ministering to children.

"Train a child in the way he should go... and he will not turn from it."  
Proverbs 22:6

## **OFFICE HOURS & IMPORTANT NUMBERS**

Preschool office hours are: Monday- Friday 9am-3pm

Preschool Office: 493-1234

Preschool website: [www.kingdomkidsrc.org](http://www.kingdomkidsrc.org)

Director's Email: [kingdomkids@crcumc.org](mailto:kingdomkids@crcumc.org)

Church Fax: 448-9995

\* Disclaimer: As Kingdom Kids Preschool experiences growth, it may become necessary to make policy changes. Please be aware that a written copy of any changes will be given to you.

## HOURS AND ATTENDANCE

Kingdom Kids' school day is from 9:30 a.m. (VPK starts at 9:25 a.m.) to 1:00 p.m. Children are dismissed at 12:50 p.m. and all children should be picked up by 1:00 p.m. There will be a fee of **\$5.00** charged to you for every 5 minutes you are late beginning at 1:05 p.m.

We always appreciate knowing when your child is going to be out due to illness or other situations. Please let your child's teacher know if you plan to be out and feel free to call us whenever your child is out due to being sick. We care about all the children and want to know when they are unable to be with us.

Kingdom Kids follows the Duval County Public Schools calendar. Please review our school calendar for dates the preschool is closed. Please note that tuition is the same regardless of attendance. Holidays and days that school is closed do not affect the tuition.

## PAPERWORK

The following enrollment paperwork is required by May 20<sup>th</sup> with your first tuition payment:

- **Student Application**
- **Enrollment Agreement**
- **Behavior/Discipline Form**
- **Parent Release Form (must be notarized)**
- **HRS Blue & Yellow Health Forms\*\*\***
- **Copy of child's birth certificate**
- **Current Photo**
- **Peanut Allergy Notice Acknowledgement**
- **VPK Attendance Policy (VPK only)**
- **Yellow VPK Certificate (VPK only)**

\*\*\*For children who have summer birthdays, the Blue and Yellow forms may be turned in by August 31<sup>st</sup>.

## REGISTRATION & TUITION

The registration payment is \$125 for Toddlers, 2s and 3s. Registration fees are *non-refundable*.

### **Tuition is due by the 1st of each month.**

- A **\$15 late fee** will be assessed for payment after this date.
- Tuition is based on 9 months (September to May), with payments beginning in May (for the month of August) and the last payment ending in April (for the month of May).
  - Parents whose students start after the first regular tuition payment has been made will make payments beginning the first month they start, and will make a payment through May.
- Tuition payments are non-refundable after payment is made, except for those tuitions paid in full for the year (see withdrawal procedures).
- Our school reserves the right to dismiss any child for whom fees have not been paid.

### **Toddler, 2 & 3 year old Classes:**

**Tues/Thurs - \$155 a month**

**Mon/Wed/Fri - \$195 a month**

**Mon – Fri - \$295/month**

- Please make tuition checks payable to **Kingdom Kids Preschool**. Write your child's first and last name on the memo line of the check.
- Tuition must be placed in the tuition drop box just inside the door of the preschool office. Teachers may not take tuition or any other school related fees.

## EXTENDED DAY

Extended Day is offered Monday through Friday from 1:00 p.m. – 3:00 p.m. for children 3 and 4 years old.

The fee is \$10 per day or \$40 per week if child is enrolled all 5 days.

**A 24-hour notice** is required for Extended Day so that we can ensure we have enough staff scheduled to care safely for the children.

The Extended Day fees should be added to the monthly tuition, and the Director will provide each family with a statement at the end of the month for the previous month's Extended Day fees.

VPK parents, who would like their children to go to Extended Day, must pay a \$100 registration fee.

## RETURNED CHECKS

There is a \$25 check charge for returned checks. You will then be required to pay in cash for all tuition and registration payments from that point through the end of the current school year.

## WITHDRAWAL

Kingdom Kids Preschool requires that **you give written notice 2 weeks prior to withdrawing your child**. Please note that fees already paid are non-refundable. If you have paid tuition in full for the year, your tuition fees will be reimbursed to you minus 1 month. Withdrawal after February 28th of any school year will result in you continuing to pay tuition through the end of the year (March & April, possibly May) unless your student's spot can be filled with a child from our registration waiting list.

## FAMILY INFORMATION

It is very important that we have the most current information listed for you and your child. **PLEASE** let the office know when there are changes that affect us being able to reach you. This includes, but is not limited to, your address, phone numbers, work place, and email address.

## HEALTH POLICY

The problem with communicable disease is prevalent in every group, including KKPS. **Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health.**

If your child becomes ill at school, you will be notified. Your child will be kept separated from the group until taken home. If you are notified that your child is sick, you are responsible for making the necessary arrangements to pick up your child within one hour of the call.

Children may not come to school if they have any of the following (not limited to only these symptoms-for more information on communicable diseases/symptoms, visit [www.doh.state.fl.us](http://www.doh.state.fl.us)) :

- Fever of 100 degrees under arm (auxiliary) or higher
- Diarrhea
- Vomiting
- Excess nasal discharge
- Draining rash or undiagnosed rash lasting over a 24-hour period
- Eye discharge or pink eye
- Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment
- Head lice-until treatment is effective and a follow-up check has been made by school personnel
- Any contagious disease

If a child arrives at school experiencing any of the preceding symptoms, parents will be called to pick up their child within one hour. Children must be fever free, symptom free, and/or be on antibiotics for 24 hours to return to school. Kingdom Kids Preschool reserves the right to refuse a child's admittance into the preschool based on symptoms and to ask for a doctor's note upon child's returning to school.

In the event the school needs to notify you that your child is not well or there is an emergency, we must be able to reach you or, if you are not available, someone on your emergency contact list. **Please notify the school if your phone numbers change or your emergency contact's phone number changes.**

## MEDICATIONS

- If a child requires medication, the proper “Medication Authorization” form must be completed by a parent each week.
- Medications may be dropped off and picked up in the preschool office between 9:15 a.m. and 3:00 p.m. **MEDICINE IS NOT TO BE LEFT IN THE CLASSROOMS AT ANY TIME.**
- Medication will be dispensed by office staff. Teachers do not dispense medication or apply skin treatments (for example: sunscreens, lotions, Tylenol, etc.)
- Medication must never be put into a child’s bottle, cup or food.
- All medication must be in the original container/box with full instructions on the label.
- The first dose of a medication must be given by the parent in order to watch for possible reactions.
- A physician must prescribe over-the-counter medications. The doctor’s instructions must be in writing on a prescription pad.
- Ongoing treatments (i.e. asthma or skin conditions) also require the weekly “Medication Authorization” form.

## NUT-FREE FACILITY POLICY

Kingdom Kids Preschool is a “Nut-free” facility. This means that the following items and/or foods containing the following are not permitted anywhere on the school premises (outside playground and preschool parking lot included or on any field trip):

- Peanuts
- Tree nuts (for example: cashews, walnuts, almonds, macadamia, etc.)
- Peanut butter (for example: sandwiches, candy containing peanut butter, peanut butter crackers, peanut butter granola bars, peanut butter cereal, etc.)
- Almond butter (for example: Nutella)
- Baked goods containing nuts and any form of nuts-please be aware that nuts also come in the form of a paste, oil/extract or flour.

Therefore, parents **must** read all ingredient statements on food and baking ingredient packaging BEFORE bringing anything into the classroom. Please ensure there are no nuts in the ingredient statement. Ask your child’s teacher or the director should you need assistance in reading ingredient statements. This applies to anything brought into the school, such as snacks, birthday and holiday treats.

## SNACKS & LUNCH

Snack is provided for the children every morning. Snacks could consist of items such as goldfish, cookies, fruit snacks, or pretzels and juice.

\*If your child is highly allergic to dairy, wheat, etc., please bring a snack for your child. In addition, please make sure that your child’s teacher and the preschool director are aware of your child’s allergies and how to treat him/her in case a problem arises. If any emergency medication must be given, you will have to submit a “Medication Authorization” form to the preschool director. You will need to complete one of these forms if ever medication (prescription or non-prescription) must be administered at the preschool.

The children will have a scheduled lunchtime every day. You will need to pack lunch for your child. Please pack food that will keep well in your child’s lunchbox. We cannot heat up or refrigerate food. Lunches **MUST** be well balanced - no soda or candy. Children will be encouraged to eat their healthy food before they may eat snack foods and desserts.

## BIRTHDAYS

Birthday treats (donuts, cupcakes, cookies) can be sent in to be eaten during snack time. No goody bags will be distributed. All birthday invitations should be done outside of school and should not be handed out anywhere inside the building.

## TOYS, PERSONAL ITEMS & DRESS

We ask that all toys and personal “treasures” (for example: jewelry, silly bands, trucks, cars, stuffed animals, baby dolls) be left at home, unless your child’s class has specifically asked for your child to bring in an item for show-n-tell, etc. Toys and treasures could be lost, broken or taken mistakenly by another child.

All items such as backpacks, lunchboxes, extra clothes, coats, sweaters, and jackets should be clearly marked with your child’s first and last name.

Children must wear secure closed-toed shoes; please no sandals, flip-flops, or backless shoes. Please dress your child appropriately for weather conditions. The children will go outside every day, hot or cold. Unless it’s raining, the children will play outside. We reserve the right to call you to bring your child another pair of shoes before they go to the playground if we feel they are in danger of injury.

All children need a zip-lock bag with a complete change of clothes (shirt, socks, pants, and underwear). Please mark the zip-lock bag and all items in it with your child’s name. The clothes need to be changed as the weather/season changes.

## CURRICULUM

Kingdom Kids Preschool has a curriculum based on age-appropriate activities and themes, and incorporating some of the Wee Learn© Curriculum. Each age group has a curriculum structured for them. We are striving to have children well prepared for kindergarten, as well as children with social skills and hands-on experiences that they will need in and out of the classroom.

Our preschool is Christ-centered and the children will be exposed to prayer, chapel, Bible stories, morals and values. We will be using some of the Abeka© Bible curriculum in our classrooms to help illustrate the stories and tell them on a child’s level.

Our staff does believe that play is a child’s work, and many activities in which your child is engaged during their day will not be able to be taken home, hung on the wall or seen with your eyes. Children are exposed to opportunities that allow for interacting socially and working individually, making choices, learning responsibility through using materials and equipment, building self-esteem, and developing problem solving and critical thinking skills. These skills are learned through playing with blocks, creating art, cooking, playing outside, using puzzles, and listening to stories—just to name a few.

## DISCIPLINE

It’s our job as early childhood educators to model what is acceptable behavior at our school. Our staff establishes and consistently enforces reasonable, age-appropriate limits, which help foster self-discipline within the children. We place more emphasis on what children “may do” than what they “may not do.”

If behavior situations arise (aggressive behavior directed towards other children or staff- kicking, biting, hitting, profanity, destruction of property, etc.) there are steps to take to help resolve any behavior issues.

It is our goal to guide families through discipline strategies and difficult times. We are partners in this goal. Be assured that every discipline issue will be handled in a prayerful, loving, and productive way. Our goal is to place the child’s development and that of his or her family as top priority.

All families are required to be given and to acknowledge receipt of a childcare’s behavior/discipline guidelines. These guidelines were included in required and signed paperwork. They remain on file as long as your child is in our program or unless guidelines change.

## PARENT AND TEACHER RELATIONSHIPS

Teachers are required to keep the parent(s) informed of school and classroom information and happenings. Your child's teacher will supply you with a monthly calendar highlighting main activities in the class.

The director will provide a quarterly newsletter to the parents to inform you of school-wide information and happenings. Other updates will be sent out via e-mail and/or a [www.kingdomkidsrc.org](http://www.kingdomkidsrc.org) to inform you of current events and updates.

Anytime you have questions or concerns about your child's class or teacher, please speak directly to the teacher. Please feel free to call and leave teachers a message so that she can schedule a time to see you or return your call at hers and your convenience.

The director has an open door policy - anytime you have concerns regarding your child, the staff, or the school that you feel would be best addressed with the director, please feel free to speak with her.

Please remember this:

Our relationship with our families is a top priority! You are all part of the Kingdom Kids family, and we love you all.

## STUDENT EVALUATIONS

Children will be evaluated on a monthly basis using an age-appropriate and curriculum-based evaluation form that is structured for each age level. You will be given an opportunity to have a parent teacher conference in January. At this time, your child's teacher will review the evaluations with you, along with any other praise or concerns she may have about your child's development or academic progress.

These evaluations will stay on-site here at the preschool. Teachers will be happy to make you a copy of the evaluation at the time of a conference or anytime you request. Teachers are also required to do monthly observations on your child within the classroom setting. These observations are designed to help us teach and reach each child better and on a more individual level. Our goal is to really get to know your child and how he/she learns.

Please note that we are required to refer developmental delays and or areas of developmental concerns to Early Intervention or Child Find. Information about these programs is available from the director.

## SMOKING AND CELL PHONES

The parking lot and building are **NO** smoking and cell phone zones! Please do not talk on your cell phone as you drive into the parking lot and while you are waiting to pick up your child. Your child will not be taken out of the car, if you are on your cell phone, nor will he/she be released to you if you are on your phone when you come to pick up him/her from the classroom. Your child and the teacher need your undivided attention.

## INCLEMENT WEATHER

Kingdom Kids Preschool follows the same guidelines that are used for canceling Duval County public schools during a threat of a hurricane or any other serious weather condition. In the event that public schools are canceled due to inclement weather, Kingdom Kids Preschool will be closed also. Please listen to news on the radio or TV for information regarding possible school closings.

## MORNING DROP-OFF

Each morning from 9:15 a.m.-9:30 a.m., our assistants will be outside to bring children into the preschool area. They will get your child out of the car and escort groups into the building. Our drop-off procedure is for your convenience as well as to help the teachers start their school day on time. If you arrive at the preschool after our staff has completed drop-off you will have to walk your child in; however, we ask that you please make every effort to be on time for drop-off and please allow staff to escort children to their classrooms. When you are late, it disrupts the learning process when you enter the classroom area.

After 9:30 a.m., the doors will be LOCKED. These doors are locked to protect our children and staff. They will be unlocked each afternoon at 12:45 p.m. and locked after all children have been dismissed. If you are late for drop-off or early for pick-up you will need to ring the bell to enter. You will be required to state who you are and what business you have.

## AFTERNOON PICK-UP

Pick-up starts at about 12:50 p.m., and we ask that all children be picked up by 1:00 p.m. After 1:05 p.m. you will be charged a \$5.00 late fee for every 5 minutes there after. Please be on time, as our teachers must clean up from the day, get their own children from class, and prepare for the next day. We do understand there are emergency situations - simply call and inform us if you are aware that you will be late due to an unforeseen circumstance (you will not be charged a late fee).

## SECURITY

If someone other than you picks up your child and our staff does not know them, the individual will be asked for photo ID and records will be pulled to verify their authority to pick up. This is for the safety of our children. Please inform anyone who is coming to pick up your child that they need to have a photo ID on them ready to show if necessary.

Please let staff know whenever someone new will be coming and add names and numbers to your child's emergency contact list through the teacher or director whenever necessary.

## SAFETY

The safety of the children, their families and our staff is of the utmost importance. Please drive slowly (15 mph) as you turn onto the road leading up to the church. Please stop at the stop sign and proceed slowly through the parking lot to the carline. Do not get out of your car; the staff will get your child out of the car seat. When leaving, please come to a complete stop at the stop sign. There are cars coming into the front and back of the school to drop-off the children.

In the morning, if you need to park your car and come into the school, please park in the west parking lot and walk up the sidewalk. Do not walk through the cars in the carline!

At pick-up time, park in marked parking spaces only—**not along any curb.**

Repeated violations of these guidelines will result in you being asked to park in the west parking lot and walk your child to the entrance. Thank you for your help in keeping Kingdom Kids a safe place!

## **Handbook Statement**

Yes, I have read and understand all Kingdom Kids Preschool's policies and procedures. Any questions, comments, or concerns regarding this handbook will be addressed to the preschool director.

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

---

Parent's Signature

Date