

King's Kidz Christian Preschool

--Parent Handbook--

(revised Sept 2022)

King's Kidz Christian Preschool

Table of Contents

Statement of Philosophy	2
Admission	3
Withdrawal	3
Teacher/Parent Communication	3
Newsletter & Bulletin Board	4
Activities	4
Outdoor Activities	5
Special Events	5
Daily Schedule	6
Registration	7
Tuition	7
Receipts	8
Program	8
Holidays	8
Arrival	9
Pick-up	9
Late Pick-up	10
Behavior Expectations	10
Snacks	11
Clothing	11
Accidents	12
Medications	12
Illness	13
Emergency Evacuation	14
Parent Volunteers	14
Volunteer Childcare Worker	15
Evaluation of Preschool Experience	15
Preschool Board of Directors	16
Contact Information	16

King's Kidz Christian Preschool

Statement of Philosophy

We believe in God who reveals His forgiving love in Jesus Christ and gives us wisdom for sound living in His Word, the Bible.

We believe that young children learn about God, themselves, others and about the world they live in through God's Word and by interaction with people and things in the world God has created.

In keeping with our congregation's mission of sharing God's love in Christ with our community, Christ the King Lutheran Church operates a Christian Preschool. The preschool is open to all who share in the desire to achieve a Christian education and to those who we are equipped to serve.

We endeavor to partner with parents to nurture the growth of the whole child and care for the physical, emotional, social, intellectual, creative, and spiritual needs of each child. As parents, teachers and members of Christ the King Lutheran Church, we endeavor to do this cooperatively for the sake of our children and as a service to the families of our community.

King's Kidz Christian Preschool

Admission

King's Kidz Christian Preschool (KKCP) is open to all children who wish to attend and whom we can accommodate. Enrollment numbers are limited to 18 children per class. When maximum enrollment is reached a waiting list will be maintained.

Children will be considered for admission based on:

- Their enrollment in the previous year
- Any enrolled siblings or previously enrolled siblings
- First come - first served

Students may register and join the program during any month throughout the year until April 1st if space is available. Children may join the program the day they turn three.

It is expected that each student will be out of diapers by the time he/she begins.

Withdrawal

King's Kidz Christian Preschool fees are based on capacity enrollment. As a result, one month's written notice to withdraw from our preschool program is required. Please submit withdrawal plans to the Administrator. Full tuition fees apply for the one month withdrawal period. There will be no refunds after April 1st.

Teacher/Parent Communication

Open communication between KKCP staff and parents is necessary. Following Matthew 18:15-17, parents are asked to speak directly with the teacher if there are any concerns. Please ask to make an appointment to talk to the teacher without the children present. If an amicable solution cannot be reached other steps may be taken, such as referral to the Preschool Administrator and/or the Preschool Board.

King's Kidz Christian Preschool

KKCP staff will contact and/or meet parents if there is any concern regarding a child's needs or behavior.

Additionally, the teacher would appreciate being informed if your child has been sick or if any joy or trauma has occurred at home which may affect his/her behavior or demeanor. This information will help the teacher handle any situation that may arise.

Newsletter & Bulletin Boards

Information will be sent home at the beginning of each month in a newsletter containing a calendar of events, housekeeping items, themes, color week, and memory verse. Please help your child to learn the words to the memory verse and provide any items needed for color week or for craft projects, promptly.

Important information can also be found on the sign-in book, and the parent board located in the hallway above the coat hooks.

Activities

Our activities are developmentally appropriate. Resources include: Saxon Early Learning, Bible stories, and a variety of activities chosen by the teacher to supplement children's learning. We present early literacy concepts (phonemic awareness, exposure to a variety of literature styles, awareness of books, authors, illustrators ...), early numeracy (counting, one-to-one correspondence using hands-on materials, sorting, patterning, weighing and measuring ...), social studies, science, art, music, drama, religion, and movement within a themed Christian framework. Children learn while playing independently or with other children, in centers or by participating in directed group activities.

King's Kidz Christian Preschool

Outdoor Activities

Weather permitting, the children and teachers may go outside during the first or last part of class. Children will get fresh air; run, jump, hop, or throw, they may take a nature walk or visit a playground. Please ensure your child is prepared by always providing appropriate outdoor clothing. Outdoor activities will be supervised by two preschool staff members.

Special Events

Below are how special events typically run. Covid 19 restrictions are continually evolving; therefore we will implement as many activities as we can while still following current health guidelines.

KKCP participates in a number of field trips for our young students. At times we host special events or visitors in our facility, and a few of our fieldtrips are done offsite. Parents provide transportation for any special events that do not take place in our classroom. Check the monthly calendar for specific dates and times.

KKCP children present two concerts each year, one at Christmas and one year-end concert. Throughout the year the teachers also plan special preschool days such as pyjama day, beach day, and holiday parties.

On your child's birthday you are welcome to send a treat like mini-cupcakes, cookies, donut holes, or any small treat. Please do not send large items (like a whole cake) to preschool. Be mindful that we are cleaning the snack up.

King's Kidz Christian Preschool

Daily Schedule

9:00 a.m. **Arrival & Greeting**

Hand washing/sanitizing upon arrival.

9:10 a.m. **Circle Time 1**

Children discuss date, weather, birthdays or special events;
theme topics and activities are introduced.

9:30 a.m. **Centre Time**

Children participate in feature activities including: craft and
activity centers, in-class visitors.

10:30 a.m. **Clean-up & Snack Time**

Hand washing/sanitizing prior to snack

10:50 a.m. **Circle Time 2**

A Bible story is read; children sing, pray, and learn a memory
verse.

11:05 a.m. **Game Time**

Children participate in group games, creative drama, and
movement activities.

11:25 a.m. **Closing Devotion**

Hand sanitizer available upon exiting.

King's Kidz Christian Preschool

Registration

Participants must complete all registration forms and submit a non-refundable \$50.00 registration fee. A \$50 cleaning fee and first month's tuition are also due at this time. (These are refundable, if needed, given one month's written notice as described in the section on withdrawals.)

Tuition is payable one month in advance--for example, September fees are due at registration, October fees are due September 1, November fees are due October 1, and so on.

We accept post-dated cheques for the school year, dated September 1 (for October fees) to May 1 (for June fees) made payable to **King's Kidz Christian Preschool**. These are required on or before Parent Information Night. Please add your child's name on the information line of your cheque.

We also accept Etransfers as a form of payment to: kingskidz@shaw.ca. Etransfers are due on the first of each month. **Please include your child's name on the Etransfer.**

Tuition

KKCP operates as a self-supporting and educational non-profit outreach of Christ the King Lutheran Church. It is financed primarily by tuition receipts, from September through June. Please contact the administrator for current fee schedule.

Fees are not adjusted for non-attendance. There will be no refunds after April 1st.

All N.S.F. cheques will result in a \$20.00 penalty fee and a \$5.00 recovery fee (the bank charge to us). Non-payment of fees may result in your child's withdrawal from the program.

King's Kidz Christian Preschool

Receipts

One receipt for tuition paid in the current tax year will be issued in December and another receipt for tuition paid from January through June will be issued in June. Please do not pay cash for fees, as our insurance does not allow us to store large amounts of cash on the premises and we only do bank deposits monthly. In the event that you do pay cash for something during the year, please be sure to get a receipt immediately. We cannot be responsible for cash payments that are not properly receipted.

Program

King's Kidz Christian Preschool provides morning classes for pre-school children. Our students are three, four and five years old. (Prior to Kindergarten entry.)

Children attend two; three, four, or five times per week. Classes are held from 9:00 a.m. to 11:30 a.m., Monday through Friday.

King's Kidz also runs an afternoon class from 12:15 p.m. to 2:45 p.m.

Holidays

(Please refer to monthly calendar for specific dates)

Thanksgiving Day	Spring Break
Remembrance Day	Good Friday
Christmas Holidays	Easter Monday
Family Day	Victoria Day
Truth and Reconciliation Day	

School Closures

***We follow the school calendar of the Edmonton Public School Board. This includes PD days and all other school closures.**

***KKCP will close if the outside temperature reaches -30 Celsius or below at 7:30 AM. Temperature monitored using: www.theweathernetwork.com**

King's Kidz Christian Preschool

Arrival

King's Kidz Christian Preschool is located in the lower level of Christ the King Lutheran Church.

Each child must be brought into the building by an adult. Please try to arrive **no earlier than five minutes before class time**. The classroom door will remain closed until the teachers open it. While waiting please ensure you are social distancing for the safety of everyone. If the hallway is crowded, please remain upstairs or outside until congestion is relieved.

Each child must be signed in and out on the attendance sheet in the binder located in the classroom.

Parents are to ensure children change into their indoor shoes, use the washroom, and wash their hands prior to entering the classroom.

Children should only bring essential items to preschool. Please leave all non-essential personal items at home.

Pick up

Your child will not be dismissed with anyone except a parent or someone designated by a parent. If someone else (other than a parent or the designate) unexpectedly arrives to pick up the child, a written note or phone call to the teacher is necessary before the child is released.

Please try to arrive no earlier than a few minutes prior to the end of class. While waiting please ensure you are social distancing for the safety of everyone. If the hallway is crowded, please remain upstairs or outside until congestion is relieved.

Each child needs to be signed out on the attendance sheet in the binder located in the preschool classroom.

To ensure the safety of all students, please note that your child becomes your responsibility when you arrive for pickup.

King's Kidz Christian Preschool

Late Pick up

Please be prompt! Our teachers have duties to complete and other responsibilities outside of our preschool. If late pickups recur, you will be charged a late fee due prior to your child's next class.

Behavior Expectations

King's Kidz Christian Preschool believes in the positive reinforcement of desirable behavior. Any child disciplinary action taken will be reasonable in the circumstances. KKCP staff will not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation, deny or threaten any basic necessity or use or permit the use of any form of physical restraint, confinement or isolation.

The teachers will teach and model behavior expectations and classroom routines for the children. Children's positive behaviors will be encouraged using praise and 'mini-celebrations' (high 5, cheering, stickers). The goal of positive reinforcement will be to guide the children to self-correct their own behavior with minimal intervention from teaching staff.

When a disagreement between children does occur, they will be encouraged to cool down and work through the situation by expressing their feelings using words, rather than actions. At the end of any conflict; whether between children or child/teacher, forgiveness is the goal, along with the assurance that each person is a valued and cared for member of the preschool classroom community.

King's Kidz Christian Preschool

Snacks

Due to the number of food allergies and dietary restrictions, parents are required to provide snack for their child each day. Please pack a nutritious snack, based on Canada's Food Guide, in a labeled container, Food not eaten will be sent home so parents are aware of how much the child has eaten at preschool. Snack time is very short. Only a small snack is required.

Peanuts or nut-based products are not permitted.

In the event that a child does not bring a snack to school, a small snack and juice will be supplied. When the child is picked up, parents will be informed of what the child was given to eat.

Clothing

Children should wear durable, washable play clothes to preschool.

Aprons are provided for painting. Please provide a change of clothes and a plastic bag for wet or soiled clothes.

Children are required by health and safety regulations to wear clean running shoes or non-slip slippers indoors. Please provide a pair of indoor shoes to be left at school.

Please ensure that appropriate outdoor clothing is worn and label all clothing that may be taken off.

King's Kidz Christian Preschool

Accidents

While every effort is made to provide reasonable supervision for the children, it is not possible to prevent accidental incidents as children are active learners. Therefore, the staff of KKCP is trained in first aid. If a child incurs an injury while participating in the KKCP preschool program, the KKCP staff will survey the situation and make a decision to proceed with one of three first aid treatments:

- For minor injuries (scratches, minor cuts, bumps), the KKCP staff will provide lots of "TLC". If first-aid is required, an accident report will be completed by the teacher and signed by the parent at the time of pick up. The report will be kept on file.
- If the injury requires immediate medical attention, but is non-life threatening, the teacher will provide initial first aid and comfort the child until the parents can be contacted and arrive at the school. If neither of the parents can be reached, the individuals listed as emergency contacts will be phoned.
- If the injury is life-threatening, an ambulance will be called and an adult will accompany the child to the hospital. The parents will be contacted to proceed to the hospital. If neither parent can be reached, the emergency contacts will be phoned.

Medications

Because classes run only two and one half hours each, King's Kidz Christian Preschool teachers will not be responsible for administering prescription or non-prescription medication to the students.

It is recognized however; that your child may require emergency medication (e.g. for severe allergies). Please make us aware of this and provide us with the medication in its original container with instructions for its use. A "Permission to Administer Emergency Medication" form must be completed and on file.

King's Kidz Christian Preschool

Illness

For information on COVID 19 and how things are handled in our classroom, please see the Government of Alberta website under: **COVID-19 information : guidance for preschool, day care and out of school care (child care) March 2022**

Other Illnesses:

Please do not send your child to preschool if they are sick.

Any child with a significant communicable disease: Pink Eye, Stomach Flu, Strep Throat: Impetigo, Measles, Lice or Chicken Pox, should inform the preschool of the illness and not attend class. Additionally, children with fever or other serious illness will not be permitted to attend class.

If your child has a contagious disease (such as Chicken Pox) your family doctor or Public Health Nurse should be contacted. Their recommendations should be followed regarding your child's return to preschool.

Should a child become ill during class, everything will be done to make him/her comfortable. The child will be kept as far away as is practicable from other children and supervised by a staff member in a quiet area.

Parents will be contacted to have the child picked up immediately.

In any case, children should be symptom-free for a minimum of 24 hours and able to participate fully in all preschool activities before returning. A Doctor's note may be required before your child returns, in case of serious illness.

Please note that if your child is not immunized and someone in the class is diagnosed with a communicable disease, your child may not be allowed to attend classes. (We will follow Health Department policies and procedures on this.)

King's Kidz Christian Preschool

Emergency Evacuation

In an emergency it is important to vacate the building quickly. Fire drills and safety procedures will be taught to the children and regularly practiced throughout the school year. Fire drills will occur once a month.

1. The teacher assists children to quietly form a line at the classroom door.
2. The teacher takes the portable record.
3. Following the teacher, the children exit the building.
4. The teacher's assistant checks the play areas, centers, and washrooms; closes windows, turns off lights, and then follows the class.
5. The class will proceed to the designated meeting area where attendance will be taken.
6. The class will return to the building once permission has been granted by the appropriate authorities.
7. In the event that the children are unable to return to the building, they will proceed to Princeton Elementary School. Parents will be contacted to pick up their children at this location.

Parent Volunteers

Parents you are welcome to come and play in our classroom. When you visit please spend time with other children as well as your own child, and if you bring another child with you, you are responsible for that child. Please fill out the volunteer form included in the registration package (even if you are not able to participate in class), so that we can see how to best use your gifts and talents.

King's Kidz Christian Preschool

Volunteer Childcare Worker

Parents of registered preschool children are not required to obtain a criminal record check and are welcome to volunteer in our classroom under the supervision of the teacher.

For the safety of the children in our care all other volunteers are required a criminal record check. We participate in the Volunteer Police Information Check Program through Volunteer Alberta. This program requires that volunteers have an interview with the preschool administrator and allow a criminal record check for the vulnerable sector through the Edmonton Police Service. The records search is done without cost to the applicant. We ask for a time commitment of 2 hours/week for a period of 3 months.

Evaluation of Program

An evaluation form will be sent home with the children. Parents will be asked for written input regarding program content, facility, administration and staff. It will be reviewed by the Administrator and Board of Directors to identify any changing needs at King's Kidz Christian Preschool.

King's Kidz Christian Preschool

KKCP Board of Directors

KKCP is run by a volunteer Board of Directors made up of members of the congregation. We have in the past had one or two parents who volunteered their time to serve on the Board in an advisory and support capacity, and have found it quite valuable. If you are interested, please contact our Administrator.

Contact Information

King's Kidz Christian Preschool
c/o Christ the King Lutheran Church
13111 - 79 street Edmonton, AB T5C 1J4

Email: kingskidz@shaw.ca

Website: kingskidzchristianpreschool.net

Classroom phone: 780-476-3196