

King's Kidz Christian Preschool

--Parent Handbook--

King's Kidz Christian Preschool

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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.

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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.

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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

Due to Covid all special events for the preschool have been cancelled at this time. As the year progresses, we will make changes as we are able.

Below are how special events typically run. If and when we are able, we will implement as many activities as we can.

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 three concerts each year, one at Christmas and one near Easter and one year-end concert. In October there is a fall themed parent-child event. If parents cannot attend, a grandparent, aunt/uncle, or family friend is invited to share the day with each child. Depending on the event and number of families, siblings are usually welcome for these events. (There may be a small charge if your other child would like to participate in making crafts or winning prizes, if applicable.)

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.

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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.

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** are required on or before Parent Information Night. Please add your child's name on the information line of your cheque.

We are able to accept Etransfers to kingskidz@shaw.ca. Although postdated cheques are the preferred method of tuition payment, please discuss with staff if etransfer is required.

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.

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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 is also licensed to run an afternoon class from 12:00 p.m. to 12:30 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

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 to the building by an adult. Please try to arrive no earlier than five minutes before class time. The building door will remain closed until the teacher opens it. While waiting outside please ensure you are social distancing for the safety of everyone.

Parents must check children's temperature daily before coming to the program as well as fill out a screening questionnaire.

Each child must be signed in and out on the attendance sheet in the binder located outside the entrance to the building.

Teachers will take children's temperature, ensure they 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.

Due to Covid19 parent presence in the classroom will be kept to a minimum. If a parent is required to come into the building they must be masked.

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.

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Our teachers ask that you wait outside the building until the door opens before for dismissal. Children will be dismissed one by one as they are signed out. We will ensure they have their belongings, notes and newsletters with them upon dismissal.

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

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' (Covid 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.

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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.

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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

Covid Guidelines as per Alberta Guidance for Preschools through Alberta Health:

- **Parents and children must not enter the preschool space if they have COVID symptoms.**
- The preschool must ask parents to **check children's temperatures daily before coming to the program**. Parents should be reminded of this requirement when children are first registered for the preschool program, and through visible signage at the entrance to the preschool.

For reference, normal temperatures are:

- o Mouth: 35.5-37.5°C (95.9-99.5°F)
- o Underarm: 36.5-37.5°C (97.7-99.5°F)
- o Ear (not recommended in infants): 35.8-38.0°C (96.4-100.4°F)

- Parent conducting drop off must fill out attached screening tool (Appendix B) for each child every morning, and preschool staff must review the screening tool with the parent to ensure the child is able to enter the centre.

- If a child develops symptoms while at the facility, the child should be isolated in a separate room and the parent should be notified to come and pick up the child immediately. If a separate room is not available, the child needs to be kept at least 2 meters away from other children.

- o If the child is young and requires close contact and care, staff can continue to care for the child until the parent is able to pick the child. Staff should wear a mask during all interactions with the child and should avoid contact with the child's respiratory secretions.
- o Staff should wash their hands before donning a mask and before and after removing the mask (as per [Alberta Health mask guidance](#)), and before and after touching any items used by the child.
- o All items, bedding, toys etc. used by the child while isolated should be cleaned and disinfected as soon as the child has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the centre and stored in a sealed container for a minimum of 10 days.

- Programs should keep records of childrens' known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g. allergies), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the program.

- A child that has tested negative for COVID-19 does not need to be retested unless new or different symptoms develop.

- If two or more children are identified as having symptoms consistent with COVID-19, the preschool program should follow outbreak notification procedures as per routine zone protocols.

- Any program connected to a confirmed or probable case of COVID-19 will be required to close for a minimum of 72 hours to allow contact tracing, and then adhere to recommendations from Alberta Health Services .

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Other Illnesses:

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 possible from other children and supervised by a staff member in a quiet area.

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

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.)

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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

Due to Covid -19 volunteers are NOT permitted at this time. We will assess as time progresses.

Volunteer Childcare Worker

Due to Covid -19 volunteers are NOT permitted at this time. We will assess as time progresses.

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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.

Reporting

Students at KKCP will receive one progress report at the end of June.

These are in the form of checklists that correspond with the Saxon Early Learning curriculum. Not every skill is evaluated every time. Children entering Kindergarten in the fall may receive a more detailed report.

We do not usually hold parent/teacher interviews, but if you want to make an appointment to discuss your child's progress, please do so with your child's teacher.

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