

KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY

PARENT'S HANDBOOK

KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY is a department of Christian Family Center/Centro Cristiano Para La Familia. We exist as an extension and out-reach arm of the church. The program is designed to meet the developmental needs of young children. It provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical, and creative development. Within the center's daily schedule, each child has opportunities to create, explore the environment, learn problem solving and personal interaction skills, and learn concepts through first-hand experiences. Children develop a positive self-concept through a balance of self- and teacher-facilitated activities. Opportunities for solitary play as well as group activities are provided. Our staff serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's individual needs. The adult's responsibility in a developmental program is to assist the child in growing to his or her fullest potential by recognizing each stage of development and fashioning a Biblically based curriculum that will nurture and facilitate growth during that stage.

STATEMENT OF SERVICES:

KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY is a year-round program that offers all day care for children ages 18 months to 12 years. Our daily activities and program consists of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of all ages that includes a year round curriculum. Our activities include school readiness skills, arts and crafts, games, music, outdoor play and story time.

HOURS AND HOLIDAY AND CLOSING DAYS:

KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY is open from 6:30 A.M. to 6:00 P.M., Monday through Friday. We are closed New Year's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and Christmas Day. If holidays fall on a weekend day the weekday closest to that day will be observed as the holiday. (i.e. Christmas Eve falls on Sunday and Christmas falls on Monday – **KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY** will be closed on Monday and Tuesday) These days will be decided in January of each year and will be posted for your convenience. All holidays will be charged at the regular rate.

SNOW DAYS:

KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY will make every effort to remain open during the snow and ice.

STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. **KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY** complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend **KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY**. All requested personal information is kept confidential. Parent's are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. **KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY** must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

Enrollment Forms

1. Application
2. Current Immunization Records
3. A copy of the child's Social Security Card
4. A copy of the child's Birth Certificate
5. Admission Requirement Form
6. A copy of the parent's driver's license or I.D.

ADMISSION AND WITHDRAWAL:

Parents wishing to enroll their children in the center are encouraged to set up an appointment with the center office to come and tour the center and meet the director and their children's Lead Teacher. (Tours are scheduled at the parent's convenience, however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 9:00 a.m. – 11:00 a.m. Monday through Friday). The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child(ren)s average day. At this time we will give you a copy of the parent's handbook and any forms necessary to enroll your child(ren) in the center. All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn according to the procedure outlined in the section "VACATIONS, ABSENCES, AND WITHDRAWAL FROM Kiest Park Christian Preschool and Academy".

GUARANTEED START DATE:

Kiest Park Christian Preschool and Academy works on a "Guaranteed Start Date" rather than a "Waiting List". Upon deciding that Kiest Park Christian Preschool and Academy is the place for your child(ren), you will be asked to fill out a "Guaranteed Start Date Agreement" and pay a non-refundable deposit. This deposit consists of the \$100 registration fee and the first and last week's fees (fees through Friday of the first week in attendance and fees equal to one weeks tuition at the current rate to be held for the last week your child(ren) attend or owe fees). At this time, you and the center will agree, upon the date your child(ren) will start. Prior to your first day you must bring your child's(ren's) enrollment packet(s) (one for each child) along with the following for verification: Birth certificate, and shot records. Parents are required to notify the center prior to their child(ren) withdrawing including withdrawing from being on the guaranteed start list. For more information see the "VACATIONS, ABSENCES, AND WITHDRAWAL FROM Kiest Park Christian Preschool and Academy" for more details.

PAPERWORK, FORMS and ANNUAL RENEWAL:

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at Kiest Park Christian Preschool and Academy. Also, each year in June we will have you renew and refresh all your paper work and all forms. There will be a deadline given for compliance to this requirement and a fine may be charged if the new paperwork is not turned in on time. Failure to renew and refresh paperwork does not constitute withdrawal from the program and fees will continue to accrue according to the newest published rates including all late payment convenience fees and all other fees due. Annual registration fees and annual material fees will also be added each year at this same time. If Kiest Park Christian Preschool and Academy is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

DROP-OFF:

Parents must accompany their child(ren) into the Kiest Park Christian Preschool and Academy area every morning and clock their child(ren) in immediately after dropping their child(ren) off in the appropriate room. Children will not be permitted in the building prior to opening hours. New families will be given a code to use to clock each child in. The clock in/out system is located across from the office. The children are not allowed to come into the Kiest Park Christian Preschool and Academy area alone or to sign themselves in unless prior written permission has been given by the parent and approved by the Director. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

PICK-UP:

All children must be picked up and clocked out by an adult and/or person approved by the parent and the center. All children must be clocked out before being picked up from their classroom. Anyone, including all parents, who are to be allowed to pick the child up, must be listed on the Pick-up Permission form or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged. The center reserves the right to not allow any individual onto Kiest Park Christian Preschool and Academy property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is re-done annually.

PARKING POLICY:

Kiest Park Christian Preschool and Academy has a drop-off area by the doors to each building. Due to the limit of the number of vehicles that may be in this area, please park in one of the parking spaces if you anticipate you will be in the building longer than 5-10 minutes. We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren). Kiest Park Christian Preschool and Academy is not responsible for items lost or stolen from cars or from the parking lot or facility.

PICK-UP PERMISSION FORM:

All persons authorized to pick a child up from the center must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent signing the child into our center to properly fill out all forms. In a custody situation the parent signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the PICK-UP PERMISSION FORM. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

EMERGENCY MEDICAL CONSENT FORM:

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts all be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or non food allergy forms. All of these forms will be re-done annually. Immunization cards need to be presented on or before the first day the child attends the center. A photo copy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photo copy of it so that we can up-date your file. Whenever any information on this card changes – it is your responsibility to notify us and up-date or re-do this form.

INFORMATION CHANGE

Parents are to notify the center of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. . The center requires that someone listed on the Pick-Up Permission form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that Kiest Park Christian Preschool and Academy has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

IMMUNIZATION REQUIREMENTS:

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. Parent's wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. If Kiest Park Christian Preschool and Academy

ACADEMY is penalized or fined for non-compliance of immunization cards due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

MEDICATION:

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have that child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the center. A "Permission to give Medication" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the "Permission to give Medication" form (Filled out). Kiest Park Christian Preschool and Academy reserves the right not to give medicines if the dosage is questionable or not according to the label. Kiest Park Christian Preschool and Academy reserves the right to request a doctor's consent via hand written prescription for any non-prescription medications. A copy of the "Authorization to Give Medication" form along with the medication bottle and any remaining medication will be given returned to the parent upon completion of the course of medication.

ALLERGIES:

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to fill out an "Allergy/Food Exemption Medical Statement". This allows us to alert all of our staff to be on guard of their allergy. The Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies you will need to fill out a "Non-Food Allergy Medical Statement" which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. You will also need to fill out a "Authorization to give Medication" form if your child requires an Epi-pen or other emergency treatment.

ILLNESS AND CONTINUED HEALTH:

These guidelines are for the welfare of all of our children. In order to provide a safe and healthy environment we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 101 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 101 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up an ill child, you must pick your child up within 30 minutes, or overtime rates will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after 30 minutes the overtime rate will apply. **If the child has a consistent fever of 103 or high and the parent does not arrive within 30 minutes the child will be taken to the closest emergency hospital and/or CPS will be called.** The center reserves the right to request the child to see a physician or have a physician's note prior to returning. For further clarification refer to the F-Section of this manual for our full "First Aid/Medication Policy" and our "Guidelines: When A Child Can Return."

ACCIDENT REPORTS:

Safety is a top priority of Kiest Park Christian Preschool and Academy. Yet, there are times when a child will have an accident/ incident between your child and another child. If the accident/incident requires "more than a hug and a kiss", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Director's office. We ask that you sign the copy provided to you and return it to the Director's office to confirm that you were notified of your child's injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

DISCIPLINE:

At Kiest Park Christian Preschool and Academy the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our Behavior Intervention Policy.

TOILET TRAINING

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults and home and at the center.

Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should complete a Potty Training Contract that describes how they will cooperate to encourage toilet training. This form is available from the director. This plan is commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training. This contract will be kept on file.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day. The director and staff are available as a resource to answer any questions about your child's toilet training progress at Kiest Park Christian Preschool and Academy. Several complete changes of clothes should be kept on-center during this process.

TOYS:

Kiest Park Christian Preschool and Academy has a wide variety of toys, games and other resources to offer children during center time. Preschool classes will have show and tell related to the week's lesson. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. Kiest Park Christian Preschool and Academy is not responsible for stolen, lost or broken toys or clothing.

Do not bring toy guns, war toys or other toys of destruction.

CLOTHING:

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child WILL get dirty!! Children will have opportunities for outdoor play twice a day weather permitting. Children will go outside if the temperature is above 32 degrees or below 100 degrees with the wind chill and heat index taken in to consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident.

Children need the following MANDATORY items on a daily basis:

- A change of clothes inside a zip-locked bag or backpack
- A crib size blanket for nap and rest time. Blankets should be taken home every Friday to be washed and brought back on Monday.

Children must wear closed toe shoes with a strap protecting and securing the ankles. Boots and shoes with sharp edges can cause serious injury and are **NOT** allowed to be worn at school. Sandals and flip-flops are **NOT** allowed unless they will be used for a particular activity such as swimming. The preschool does not allow children to wear shirts with violent and graphic images, such as: wrestling character or cartoon drawings that are deemed inappropriate.

These items should fit adequately in the child's cubby locker. **It is strongly suggested that all clothing brought or worn to the center have the child's name on it.**

DIAPERS:

Please provide diapers, wipes and diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. You can bring a package of diapers to leave at the center. You will be notified when your child is running low on diapers. If you run out of diapers we will provide them to you automatically for a fee of \$2 per diaper. If you have any questions please check with the office.

SUPPLIES:

Each child will be provided with all the instructional supplies necessary here at Kiest Park Christian Preschool and Academy. An annual materials fee of \$100 will be added each August, \$50. Each June. Children who enter the center after August or prior to August of the following year will pay an initial supply fee upon registering and an additional supply fee added on June 1. No pro-rations will be given on this fee. *Please mark all items clearly with your child's*

name. Additional personal items which are needed include:

- 1) A small blanket for rest time
- 2) A crib sheet for the mat
- 3) If your child prefers a small pillow and/or a stuffed animal/doll for resting. Please be sure to provide one daily or leave one in the child's cubby at school.

CURRICULUM:

The A-Beka curriculum is a strong phonetic program taught in all of the preschool classes. It is a complete Christian curriculum featuring visual Bible lessons each morning. Each class teaches foundations in reading, counting, colors, proper habits, and good manners. The management team can provide you with an individualized scope of what is taught in each classroom. Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children each the room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class's lesson plans and your child's class flexible schedule are posted on the parent's board in your child's room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principals:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

TODDLER CURRICULUM:

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language and physical skills. These activities may include, playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring outdoors.

PRESCHOOL CURRICULUM:

The preschool curriculum will cover the following areas:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory Skills/
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics

- Patters and classifications
- Geometry
- Measurement
- Numbers and numbers sense

- Basic Addition and subtraction
- Money

Orientation in time and space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts

- Attend to visual detail
- Creating art
- Looking at and talking about art

DAILY SCHEDULE:

Although your child's schedule varies somewhat day to ay, a typical flow of a day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Meal Time: Staff sits with children while they are eating, encouraging and participating in quiet conversation.

Rest Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age, all are posted weekly in each room.

SPECIAL PROGRAMS AND PRESENTATIONS

The preschool director has scheduled presentations for special holidays or occasions. These presentations will allow the parents to see their children perform music, plays, or receive awards and recognition for their academic progress. The school does not provide costumes or special clothing. The parent or guardian must provide these items.

The Kindergarten class will have a graduation ceremony at the end of the school year, and the parents will be given an order form to purchase a cap and gown for their child.

CLASS DIVISIONS AND CLASS SIZE:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based upon three issues. These are: the individual developmental needs of each child, state set student to teacher ratios, and the overall enrolment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

STUDENT TO TEACHER RATIOS:

Student to teacher ratios are based upon guidelines set by Texas law. The following chart shows the maximum ratios that we observe.

Age of children	Number of Students	Per teacher	State Class Max	KPCA Group Max	State Group Max
Toddlers 18- 23 months	7	1	9	10	16
2-Year-Olds	9	1	11	15	22
3-Year-Olds	12	1	15	15	30
4-Year-Olds	15	1	18	18	30
3-5's	13	1	20	22	35
5-Year-Olds not School Aged	16	1	20	22	35
4 & 5's	16	1	24	24	35
School-Age Children	20	1	No max	No max	

In addition to the teacher to child ratios each group also has a group maximum. We meet or beat these ratios and minimums at all times.

MIXED-AGE GROUPING

Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- o Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- o Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- o Individual differences in development are better accommodated.
- o Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

TRANSITION PLAN

KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY will create an individualized TRANSITION PLAN to help children who are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers and children. It also allows the new teachers to get to know the individual needs of

each child prior to the transition of an entire class group or several children together. The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual need is different therefore the TRANSITION PLAN may vary quite a bit from child to child. Your child's teacher or the director will provide more details about transitioning when your child will move to another classroom.

SUMMER CAMP

A summer camp program is offered during the summer months for children of all ages. The camp is built around weekly themes. Activities include various art projects, music, water fun, sports, stories, cooking, theatre and field trips. A separate summer program fee is generally charged to help cover transportation costs, and a summer camp T-shirt.

OUR STAFF:

At Kiest Park Christian Preschool and Academy we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff are an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Approval by the state of STATE through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to insure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum 15 clock hours of training required to be qualified to continue to work in an early education setting.

STAFF AND CLIENT RELATIONSHIPS:

Kiest Park Christian Preschool and Academy considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Kiest Park Christian Preschool and Academy. All employees have signed a statement saying that they will not engage in "care for hire" or any employment by or for any past or current client family of Kiest Park Christian Preschool and Academy while currently employed by Kiest Park Christian Preschool and Academy or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of services.

WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program.
- Parent Board – updated with current information about Kiest Park Christian Preschool and Academy and curriculum
- Daily written communication in the form of "Daily Report" forms, "Incident/ouch" forms, and classroom memos will be placed in the child's "cubby" from time to time.
- Parent/Teacher meetings twice each year
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.

- **ALL PARENT COMMUNICATION EFFECTING THE ENTIRE STUDENT BODY WILL BE SENT HOME ON WEDNESDAY'S** in your child's folder or backpack.

VERBAL COMMUNICATION:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is due to the fact that many children spend 10 hours a day the center and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the class room development for the earlier hours and the majority of the day. We suggest that you go to your child's "lead" or "primary" teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for more detailed conversation. The best time to call and speak to your child's teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone. You may also use the Payment/Suggestion box to leave information for Management, or you can e-mail us at management@kpcaschool.com

PARENTAL INVOLVEMENT:

We encourage all parents and or guardians to be involved in the activities. We believe that parental participation is key to any successful child care program. Children should be raised by parents. At Kiest Park Christian Preschool and Academy, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We welcome parental visits. We have an open door policy that allows parents access to the center during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the Kiest Park Christian Preschool and Academy office with their suggestion.

1. Parent Meetings (Usually 2-3 times per year)
2. Fall Open House
3. 2 individual conferences/year
4. Programs and Special activities, such as the Christmas Program
5. Special parent's involvement activities such as THANKSGIVING FEAST
6. Party Day Volunteer
7. Come and eat lunch with your child
8. Classroom Volunteer
9. Send special treats for snack or meals (please notify the teacher a day or two in advance)
10. Help with center Fund Raiser
11. Participation in a parent's group
12. Reverse Field trips (When we bring a "field trip" type activity to our property)

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS:

In the event that a parent feels like they would like to be more involved in the center but cannot due to their work schedule, or due to other conflicts, we will help them find a project or area which they can do on their own time. A member of the leadership staff will meet with the parent to find their area of interest. We will offer suggestions to

them based on their interests and time. For example, if the parent likes to sew, we may offer to have them make doll clothes or repair mat sheets.

CHILDREN'S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child's birthday at Kiest Park Christian Preschool and Academy, please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk. (See "Bringing Food From Home" on the following page for more specifics concerning food snacks brought for parties or to celebrate a child's birthday)

VISITING THE CENTER:

You are welcome to visit your child at the center at any time. We do ask that you check in with the office or sign-in desk before going to your child's room. It is the responsibility of each employee to make sure any visitor for a child or employee has checked in with the office. If you are coming to eat lunch with your child, please let us know in advance. Persons not listed on the "Pick-Up Permission" form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members such as grand parents and aunts are also welcome to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the management team if you wish to set up a "visit" from an extended family member.

CLASSIFICATIONS:

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled employee during the regular course of their work day
- 2) A Child who is in our care (all paperwork has been filled-out)
- 3) Parents or others during the course of regular drop-off or pick-up (This to be approximately fifteen (15) minutes)
- 4) Delivery personnel – From a regular or expected company delivering items to the center (should be in eye sight of an employee at all times and arriving at an expected time)
- 5) Visitor's – Must be approved by the office and should be accompanied by an employee at all times not to exceed once per month and limited to a maximum of 2 hours
- 6) Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a "visitor" for more than once a month or for over 2 hours.
- 7) An Intruder – Action will be taken by the staff to notify the proper authorities

Therefore anyone who is in the building or on the property for an extended period of time must be considered either a "visitor" a "volunteer" or an "intruder" including parents and employees who are off the clock.

VOLUNTEERS:

Any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our center. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any “visitor” who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above.

INTRUDERS:

The safety of the children is our first concern. Although we have an open door policy and welcome parents to visit their children we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning “Visitors” and “Volunteers” must be considered an intruder and steps will be taken according to the “Intruder” portion of our “Safety and Evacuation” policies.

MEALS AND SNACKS:

Our meal and snack service consists of a breakfast, lunch, and a PM snack. All food served will be nutritious and healthy. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences.

FOOD FOR CRAWLERS:

Parents must provide food/ formula/ liquid/ milk for children in the Crawler rooms. All sippy cups are required to have a sticker with the child’s name and the date the cup was made. Please be certain to inform staff in the classroom the type of formula your child is using, and any other facts regarding diet. Please clearly identify all breast milk.

BRINGING FOOD FROM HOME:

Breakfast and lunch should not be brought from home without prior approval. The center will provide these meals for the children. To ensure that the children are eating safe food, the following guidelines will be met. 1) Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the management. 2) This food is considered a supplement to what we serve and should meet nutritional guidelines. 3) Perishable food brought from home should be contained so as to avoid contamination. 4) Prepackaged snacks may be brought from home for birthdays and parties that do not meet nutritional guidelines. (Please notify the child’s teacher prior to bringing special treats.)

PORTRAITS AND PICTURES:

We offer school pictures two times a year, in the spring and fall. The fall photos usually include two sittings per child and should be delivered in time for use as holiday gifts. The spring portraits include one sitting and a complete class portrait. You will receive proofs before purchasing. In addition we may take pictures of the children playing or for use on their cubbies or for use with a project or we may need pictures of children for promotional use. There is a “Photo Release form” (page Z-14) with your paperwork giving us permission to take your child’s picture or include them in short video footage.

REGISTRATION AND MATERIALS FEES:

As stated in the *Guaranteed Start Date* section of this policy, there is a registration fee and **materials fee** that are due prior to the child's first day at Kiest Park Christian Preschool and Academy. These fees are due upon initial enrollment annually each June. These fees shall suffice for that "School Year's" materials fee provided the child remains continuously enrolled in the program. Children who pull out of the program for a specified or un-specified length of time will be required to pay a re-registration fee as well as an additional materials fee upon returning. The exception to this will be children who physically pull out of the program but whose parent's continue to pay their full weekly fees in order to retain the spot in our program.

WEEKLY TUITION FEES:

It is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set weekly or monthly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parent's upon enrolling the child(ren) in the program. These contracts may be adjusted from time to time as needed with a two weeks notice of intent to change services. This to be allowed at the discretion of the management based on space availability. Contracts are re-done annually prior to the first of June. Since the weekly set fees remain the same, no bill will be given to remind you of these fees. A monthly statement of activity will be sent upon request. Add on fees may occur such as in the case of School aged children who are in need of additional services due to an irregularity in the school schedule such as an early dismissal, schools out day or school break. In the case of summer break, a new contract will be entered into by the parent's specifying the charges for this period.

PAYMENT POLICIES AND PROCEDURES:

Weekly fees are due in advance on Monday and can be paid by: personal check, money order, Visa, or MasterCard. There will be a \$30.00 late payment convenience fee added if the account is not paid by 12:00 p.m. An additional \$5 maintenance and collection fee will be added each day the account is not paid in full. Failure to pay on time may result in termination of services. No account will ever be allowed to carry a balance unless arrangements have been approved by the Director. There will be a \$50.00 fee added on all returned checks. After two NSF checks are received by the center, payment will be required by cashiers check or money order. Fees for two weeks will be added if a two week written notice is not given prior to your child leaving the center. Clients may pay by check, cashiers check, credit card or Money Order. All payments will be **payable to: Kiest Park Christian Preschool and Academy.**

Payments may be given directly to the management team or may be placed in the payment box located outside the office. No Cash payments will be accepted. All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges, including the two weeks notice. All clients will pay the last weeks fees in advance. This will also be adjusted annually or as the contracted rates change. See the REFUNDS policy below. Registration fees are non-refundable. Kiest Park Christian Preschool and Academy may seek collection of fees due and clients may be required to pay a two week termination fee, and any collection costs and attorney's fees incurred by Kiest Park Christian Preschool and Academy to collect this amount. If Kiest Park Christian Preschool and Academy elects, it may immediately terminate all services provided by it including but not limited to the immediate dismissal of the children from it's facility.

CCMS/ STATE PAID TUITION CLIENTS:

Kiest Park Christian Preschool and Academy is authorized to receive payments from DES and other Federal/State daycare assistance programs. If you qualify for free or reduced meals at a public school you might be eligible to receive help through CCMS. Our participation in this program in no way limits our freedom or right to set and enforce the policies listed in this handbook. Clients wishing to use CCMS assistance must make these arrangements on their own and list us as their CCMS Childcare provider. You may enroll in the program as a CCMS client once the office has received a letter of authorization from CCMS or a phone call from the CCMS case worker, establishing your eligibility in our program. Clients wishing to transfer from a private pay client to a CCMS

client must come to the office and fill out a **CCMS** Start Agreement. The annual registration fee and material fee is generally the responsibility of the client and not that of **CCMS**. All **CCMS** clients are also required to pay the last weeks fees in advance. A payment plan may be arranged to help facilitate collection of this fee at the discretion of the director.

KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY also requires that all **CCMS** clients pay for any absence above 2 per month. **CCMS** clients will be allowed to be absent for one vacation week each year (September through August) without being charged the weekly fee provided that it is pro-approved through the office at least one week prior. **DES** clients may also be required to pay the difference between our private pay rates and the rates that **CCMS** has established. Refer to the **CCMS** Start Agreement for clarification concerning these issues.

CCMS clients may also have a daily co-payment that is set by **CCMS**. This is based upon family income. **KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY** requires that all **CCMS** co-payments be made weekly on Monday in advance of service. **KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY** does the book keeping on **CCMS** accounts once per month after the service has occurred. All **PAYMENT POLICIES AND PROCEDURES** listed above for self billed clients will also apply to **CCMS** clients. It is the responsibility of each **CCMS** Client to insure that they have no balance when the previous months fees and co-payments are added on the account. Failure to do so will result in a late payment fee. Failure to make co-payment amounts will void your contract with **CCMS** whether you stay at **KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY** or move on to another center.

DISCOUNTS:

KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY is pleased to offer the following discounts: 1) 3% discount for accounts that pay for the entire month in advance by the 3rd of each month. 2) 5% discount to all clients who work for companies that have 5 or more families currently enrolled in our program with up-to-date accounts. 3) 10% discount for each additional sibling currently enrolled full time in the program and are being charged weekly fees.

REFUNDS:

We do not issue refunds. In the event you have over-paid the credit will be applied to your next week's tuition. In the event you have a balance after your child's last day, all applicable fees including the two weeks notice required will be subtracted from any balance prior to a final refund being issued. Checks for this are cut monthly and will be mailed according to our monthly bill payment schedule.

RECIEPTS AND STATEMENTS:

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

LATE PICK-UP FEE:

There will be a \$10. For the first five minutes and \$1. For every minute thereafter if pick-up takes place after closing. This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. Parents notified that a child is ill and needs to leave the center for the day a "reasonable period of time" to pick-up the child or the above "Late Pick-up Fee" will also apply. If no parent or emergency contact can be located within 30 minutes of trying to contact the parent, the "Late Pick-up Fee" will also apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. Children left at the center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed.

VACATIONS, ABSENCES AND LEAVING THE CENTER:

Vacations and illnesses will be charged at the regular weekly rate. We request that all absences be reported to the Kiest Park Christian Preschool and Academy office prior to or the day of the absence. We require a two week written notice prior to your child leaving the center or a change in your child’s contract. Fees for two weeks will be added if a two week written notice is not given prior to your child leaving the center. Failure to notify the center will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. This handbook includes a form to use when giving a two week written notice of leaving the center. The center reserves the right to require the dis-enrollment of a child according to our “Discipline Policy” and or the “Behavior Intervention Policy”. The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed and un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff.

QUIET TIME:

It is our philosophy that children under 5 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on mats after lunch. Realizing each child’s rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants’ individual schedules will determine when they nap. According to “American Baby” the following chart is a guideline as to the sleep needs of children under 15 years of age:

Age	Suggested Hours of Sleep	Number of Naps Suggested
One Month	15.50 hours	3
Three Months	15.00 hours	3
Six Months	14.25 hours	2
Nine Months	14.00 hours	2
One Year	13.75 hours	2
Eighteen Months	13.50 hours	1
Two Years	13.00 hours	1
Three Years	12.00 hours	1
Four Years	11.50 hours	0-1
Five to Nine Years	10-11 hours	0
Ten to Fifteen Years	9-10 hours	0

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

CHILD ABUSE REPORTING POLICY:

The State of STATE requires that Kiest Park Christian Preschool and Academy and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At Kiest Park Christian Preschool and Academy our center and staff are mandatory reporters of

Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the Center, or
- We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

TRANSPORTATION POLICY:

Parents are responsible for their child's transportation to the center and for arranging their own car pools. Kiest Park Christian Preschool and Academy will provide transportation for school aged children to and from school at the locations that this service is offered. Kiest Park Christian Preschool and Academy will provide transportation for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained. The center complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed child care center. The transportation policy in its entirety is found in section K of this Handbook. Parents will also need to fill out the for. This form should be re-done annually.

INSURANCE REQUIREMENTS:

Kiest Park Christian Preschool and Academy complies with the minimum insurance coverage as suggested by our independent agent. Cost incurred from treatment of any injury or illness occurring within the program is primarily the responsibility of the parent. The insurance coverage for any child at **Kiest Park Christian Preschool and Academy is secondary coverage.**

For more information concerning policies and liability see management.

ADDITIONS AND CHANGES:

KIEST PARK CHRISTIAN PRESCHOOL AND ACADEMY reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

ACADEMY ONLY

Kindergarten – 1st Grade

Kiest Park Christian Academy, Inc., is a private, tax exempt , non- profit school. The tuition and gifts from parents and interest groups entirely support the school.

PHILOSOPHY OF CHRISTIAN EDUCATION

The basis of this school is the Word of God, (Eph. 6:4, Ps. 34:11, Prov. 22:6, Deut. 6:5-7), and these five dimensional points.

Honor the Bible as God's Word.

Proclaim the relevance of God.

Assert that man is a spiritual being.

Accept the existence of absolute truth.

Believe that man IS a sinner by birth and practice.

We believe in Christian education that, "the fear of the Lord is the beginning of wisdom" (Prov. 9:10.), and Jesus Christ must be the center of all life, and children should be educated accordingly.

The most important principles upon which this school is built are:

1. The dynamic center of all teaching in a Christian school must be the Word of God. This includes both the Bible, (the Written Word) and Jesus Christ (the Living Word) . God's truth is absolute, unchangeable, "forever settled in Heaven."
2. Man is not the means of his own salvation, as reflected in naturalism, but man a sinner by birth and practice.
3. Man's greatest need is redemption through the finished work of Christ on Calvary.

Our world view recognizes that the universe is a product of creation of an omnipotent and transcendent God. We believe not only in an emphasis upon teaching precepts, but we stress the importance of communicating truth through our daily lives.

To model these truths in the home, we believe parents are the child's greatest teachers.

School teachers, Sunday School teachers, and youth sponsors are only parent substitutes.

The home is where Godly principles are established and necessary for building strong, Christian character.

OUR PURPOSE

We established our school as an alternative to public school education. It is not our desire to compete with the public school system, but to act a compliment to such an institution.

In doing so, we provide an education for families concerned with their children's spiritual growth and character formation, as well as academic progress.

We want to build in our students a God consciousness, and help them develop a consistent Christian philosophy of life for integrating all subjects with the Bible.

GENERAL RULE

New Students

All new students are accepted on a six week probationary period. Because a high standard of achievement and conduct is expected of each student, a careful analysis of each pupil is made during this first grading period. Students who cannot meet the educational standards of the classroom, require constant individual attention, or remedial work, may be asked to withdraw from the school.

The administration reserves the right to place each child in the class best suited for his/her needs.

Policy Changes

If at any time a change or update is made to the existing policies of the academy, you will be notified in writing and given a copy of the written changes before they go into effect.

ENROLLMENT

Academy application forms for fall enrollment are given to parents upon request. Students previously enrolled will be allowed to register before new students. At the beginning of March, new students will be accepted based on classroom capacity.

Parents will be required to complete an information sheet for our computer upon registration.

Registration & Tuition

A registration fee is required to enroll a child in our school. **THIS IS A NON-REFUNDABLE FEE** and is charged to help defray the cost for administration.

Tuition is paid on a weekly basis beginning in August through May at the school office.

Payments are due every Monday, and are delinquent on Tuesday. If a tuition payment is late, a \$30.00 late fee will be added to the family's account. All *fees must be paid by the first day of school.

*Fees are subject to change.

Return Check - If a check is returned NSF a **\$50.00 NSF** charge and **\$25.00 late fee** charge will be required in addition to full payment.

Withdrawing a Student

If at any time the family decides that their child will no longer attend our school, parents or legal guardians are expected to give a **WRITTEN NOTICE** of a student's withdrawal to the school office. If a student is withdrawn from the school, parents are still responsible to pay for the full month of tuition until their last day.

If the family account has no balance and all fees have been paid, the family will receive a withdrawal form with pertinent academic and personal records of their child.

The school reserves the right to ask a parent to withdraw the student(s) when *tuition has not been posted by Tuesday.

*Tuition payments are not refunded.

Late or Delinquent Payments

The academy will take the following action regarding late payments:

- If a payment agreement is not followed by parents, the student will be excused from school until the balance is recovered.
- If the secretary or principal is unable to contact the parent about a delinquent payment, the student will be excused from the school until an agreement can be made to clear the balance. We will refer delinquent accounts to a collection bureau to recover payment.
- WE RESERVE THE RIGHT TO DISMISS A STUDENT FROM OUR SCHOOL DUE TO CONTINUOUS LATE PAYMENTS OR NON-PAYMENT. WE WILL NOT GIVE A TUITION REFUND.

Fee Schedule

Each family is given an account where payment records and charges are kept. All financial information is available for parents to refer to. Prices are subject to change annually. The account sheet will document registration fee, tuition payments, late charges, books, and any additional charges incurred during the school year.

EXTENDED CARE

Our preschool department provides a morning care for parents who need to be at work BEFORE 7:30 a.m. The Before School Care (AM Care) is available as early as 6:30 a.m. until 8:00 a.m. Students are given breakfast and supervised until their teacher arrives. The After School Care (PM Care) is available to parents who cannot pick up their child before 3:30 p.m. This service gives a student an opportunity to begin homework, play in our age appropriate centers, and take part in arts and crafts in a teacher monitored environment. The extended care is included in your weekly tuition payment.

HEALTH STATE REQUIREMENTS

All students must have a completed health form on file. State Law requires that all students entering Kindergarten and First Grade have a complete physical examination. All other students entering our school are encouraged to have an examination regardless of their class grade. Also required by Texas law are a vision, hearing, and spinal check for new and returning students. A list of examinations required for particular grades can be obtained at the school office.

If a student has been absent due to a communicable disease, the school requires a written notice from a doctor to return to school. A list of communicable disease can be obtained at the school office. If the student has been absent due to injury requiring stitches, a cast, other supported bandages, or surgery including tonsillectomy, he or she must have a note from a doctor to return to school. The note should include any restrictions regarding activities, and how long the restrictions should be in effect.

ATTENDANCE

Daily attendance is of immeasurable influence in the total development of a student. Therefore, daily, punctual attendance is expected. If a student needs to see a doctor in a non-emergency case, the school requests that parents schedule these appointments after school. If there is an emergency or sickness that requires immediate attention, the student will need a doctor's note to return to school. The doctor's release will excuse the student for their absence or tardy for that day.

Legal Absences

According to the Texas Board of Education, the only legal reasons for any absence are as follows:

- Verified Illness of the student (must submit a doctor's release).
- Bereavement.
- Verified dental, medical, or optometrical appointment.

When a parent does not notify the school that a child will be absent, the school secretary or principal will contact the parent for reason of absence. When the student returns to school, the parent is expected to send a written note explaining the reason for absence. A student that returns to school without a note explaining their previous absence will be considered unexcused. Absences should be kept to a minimum so that the student will be able to learn to his/her full potential.

Only 5 unexcused absences are allowed per semester.

Excessive absences may jeopardize a student's promotion to the following grade. Students who have been absent for more than the five days, will be considered truant and will receive a 0% grade for each day that they are absent. These absences will be referred to the school board for review and measures of action.

In most cases students are required to attend Saturday school to make up the classwork missed and a fee is assessed.

Tardies

Kiest Park Christian Academy believes that part of being a responsible person is being prompt and presents each day to assume one's responsibilities. This quality must be taught at a very young age and consistently enforced throughout the student's life.

School begins promptly at 8:00 a.m. Students must be seated in their rooms before 8:00 a.m. If students are at their locker or outside of the classroom at 8:00 a.m. they are considered tardy.

To discourage tardiness, the school has issued the following rules:

- Three tardies equal 1 unexcused absence, which will result in a 0% daily class grade.
- Three excused tardies will equal 1 excused absence.
- If your child is absent due to illness more than 5 days in one month, your child must be seen by a doctor in order that absent days can be excused.

We understand that on rare occasions arriving tardy to school is sometimes unavoidable. If a student is tardy because of an unavoidable reason, he/she will be excused at the discretion of the school administration.

PARENT & TEACHER CONFERENCE

The Parent-Teacher Fellowship, is an organization of parents and teachers to promote child welfare in the home, at school, and in the community. Meetings are held once every six-weeks. It is mandatory that at least one parent (per family) attend the monthly PTF meetings. It is especially important that parents understand that lack of attendance and participation at PTF is grounds for dismissing a student from the school.

It is the desire of this organization to build a closer relationship with the home and school, so that parents and teachers may cooperate effectively in the training of the child. It is also our goal to seek God's guidance in helping the school provide the highest advantages in physical, mental, moral, and spiritual education.

Report cards are given at Parent Teacher Fellowship meetings (PTF) every six week period. The school will set up a time for parents to meet with each teacher. During the school hours of 8:00 a.m. - 3:15 p.m., teachers are not available for telephone conference, unless prior arrangements have been made. All conferences must be scheduled through the school office.

Each school year the Parent and Teacher Fellowship choose special project(s) to benefit the school. The money for these projects come from fund-raising activities. The school encourages parents to take an active role in these school projects.

CURRICULUM

The word "curriculum" is derived from the Latin "currere", which means "to run" and in ancient times referred to "running or a race course". The dictionary commonly defines curriculum as a "course of study...", or a "body of course" offered by an educational institution.

Traditionally, curriculum has meant the "body of content" intended to be dispensed by the teachers to their students. More recently it has come to mean *the activities of the student as he is engaged in various experiences which involve content*. Consequently, the teaching and learning process requires that the teacher guide the student by methods and teaching techniques emphasizing motivation and involvement into content with real life experiences. In this process BOTH teacher and students learn.

DISCIPLINE

"If you correct your children, they will bring you peace and happiness." Proverbs 29:17

The purpose of discipline in a Christian school is to bring the student to a maturity in Christ so that he will exercise self-control in the school, home, church, and in every area of life.

Discipline at school is the responsibility of the teacher in charge of a particular student or group at any given time. When the teacher deems it necessary, a student will be sent to the office. In most cases the student is counseled, prayed with, and given an opportunity to change his/her behavior.

Students who refuse to exhibit self-control countered with discipline problems, will not be allowed in class. In some instances this type of behavior will also prohibit the student from the school premises. Parents will be notified in cases where the school is unable to take care of offense. There are some instances (*see KPCA Discipline Policy*) where a student can be dismissed from school because of poor behavior in the classroom and academically.

Disciplinary Referrals

Disciplinary referrals will be sent home to inform the parent of any incidents that require corrective measures. These forms are used to maintain communication between the parent and teacher in the area of discipline, lack of school supplies, a failing grade, or a notice that the student is out of uniform. The parent is expected to sign the discipline form or uniform notice and return it to the school the following day. If a student does not return the signed referral or uniform notice, *he/she will not be permitted to attend school.*

Failing Notice & Progress Reports

A failing notice is a warning that the student's grades are declining. In some cases, this notice may warrant a parent and teacher conference to discuss immediate action. Once this failing notice has been sent home, the parent is expected to sign and return the form to school the following day. If a student's grades continue to decline, the parent, teacher, and principal will meet to discuss the next course of action.

Progress reports are sent out the third week of each 6-week period. This reports allows the parent to see the child's progresses and weaknesses. The reports are sent home and are to be signed acknowledging the parent has been made away of their child's current grade status.

HOMEWORK

Homework will be given for the purpose of drilling, reviewing, researching, and in some cases to complete an unfinished class assignment. The teacher will regulate this area according to the needs of the child and the nature of the course. All students, including the pre-kindergarten class, will have weekly homework assignments, or graded class work that needs to be signed and reviewed by the parent.

When a student is absent, it is the responsibility of the parent to ask the teacher for class work and the day when it is due. Parents should not rely only on the teacher to give the student their missed assignments.

Since many of our families attend church on Wednesday nights, homework will not be assigned. However, class work that a student did not complete for that day will be sent home and will be due the following day. Any referral notices for incomplete homework should be signed by the parent and returned to the school the next day. If the referral is not returned the following day, the student will not be permitted in class. Unsatisfactory assignments may require revisions for homework or during class.

Homework Schedule: Monday, Tuesday, Thursday

REPORT CARDS

REPORT CARDS are issued on a six-week period. The parent can refer to the school calendar to find the exact date that the report card will be issued. Report Cards will be distributed in the following manner for the school year.

- Parents will be notified the date for report card distribution (see School Calendar).
- One afternoon will be set aside for a parent and teacher conference.
- In certain situations, the parent will be called for a conference to review the report card with the student's teacher.
- Report cards will not be given to the student.

RETENTION

Students must maintain satisfactory grades for promotion. A student may be retained if parent, teacher, and principle agree that it is in the best interest of the student. If a child does not keep up with class work at his/her grade level, they will be tested with the parent's consent, to rule out learning disabilities or locate problem areas. In some cases, the school will refer the student to their physician or Scottish Rite Hospital for evaluation.

AWARDS

Students with a "B+" average or above will receive HONOR ROLL recognition at the end of every quarter. A "D" or "F" letter grade (per quarter), or poor citizenship, will automatically disqualify child from Honor Roll status. An award ceremony or banquet will held at the end of each school year. Students with the highest academic grade average receive awards or trophies.

TESTING

Stanford Achievement Tests are given to all students in the second semester of school. The SAT test does not pass or fail a student, but it works as a gauge to help improve problem areas in a student's academic record. It is mandatory that all students be present at school for the week of testing. Students must complete all tests, and are not allowed to make up any portion of the test. Results of these tests will be compared with those of the previous year to judge academic progress. Please check the school calendar for dates.

UNIFORM REQUIREMENTS

Kiest Park Christian Academy has a dress code which requires that all students wear a uniform. We will rely heavily upon the cooperation of every family to use good judgment in student's dress and appearance while in school or participating in school activities. The objective to school dress code is to teach students good habits in personal hygiene and appearance. The result in a school uniform is self-control and respect for authority.

Enrollment papers will include school uniform information.

DRESS CODE - GIRLS - ALL GRADES (Pre-Kinder – 1st Grade)
Girls are to be modestly attired at all times.

PANTS AND SKIRTS

- Dress and skirt lengths must be to the knee.
 - Navy blue shorts, pants, skirts
 - Official Uniform Gold Polo T-shirt

SHOES

- White with blue, red, saddle oxfords, blue, black or burgundy penny loafers, man made leather. No tennis, patent leather, or cloth shoes.
- Flip-flops, sandals and/or high heels are not allowed.
 - Shoes must be closed all around the shoe not exposing toes or heels.
 - Only black or navy blue socks may be worn.

JEWELRY

- Jewelry: (worn moderately) no more than two rings on a student's hand, and no hanging earrings. The school is NOT responsible for jewelry which was lost, stolen, or otherwise misplaced.
- **GIRLS ONLY:** Ears are the **ONLY** part of a student's body that can adorn pierced rings. Piercing is NOT allowed in any other part of a student's body.
- Earrings are not allowed during gym.
- Make-up is not allowed at school, or any school activity.

EXTRAS AND OUTERWEAR GUIDELINES

- The school's logo will be required on all cardigans (sweaters), fleece jackets, vests, or sweater vests.
- Outdoor jackets will not be worn in the classroom. Parent's choice of outdoor jackets.
- No Hooded sweatshirts for outerwear or for classroom wear. (Classrooms can be cold anytime of the year. A school cardigan is suggested for all students. Contact Southwest Uniform Company for logo items.)
- School logo pullover sweatshirts are available for daily wear.

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DRESS CODE-BOYS

Boys are to be neatly attired at all times both at school and at all school activities.

PANTS AND SHIRTS

- Navy Blue Pants and Shorts
- Official Gold Polo T-shirt
- Black Belt

SHOES

- Plain navy, black or white socks are required at all times.
- Black, Navy or Burgundy leather loafer shoes are required.
- Sandals, cleats, or tennis shoes are not allowed.

General Uniform Requirements

- If the shirt is such type that must be worn in pants, it must be tucked in at ALL times.
- Shirts with any insignia (other than the school's) emblem cannot be worn.
- Hair must be neatly trimmed.
 - It may not extend over the ears to the lobe, but should be close to the neck and side of head, and may not extend over the collar.
 - Boys are not allowed to wear punk or gang related hairstyles that conflict with the hair length set in the previous rule.
- Boys are not allowed to attend school with their hair dyed.
 - Hair shaven messages or hair extending three inches above the head is NOT allowed.
- Ponytails are not allowed, and any hairstyle deemed questionable by the principal will need to be changed.
 - A student that fails to comply with these guidelines will be suspended from school until hair is properly cut.

Jewelry

- Boys are NOT allowed to have any piercing on their body, or wear an excessive amount of jewelry. Kiest Park Christian Academy is not responsible for any jewelry that is broken, lost, stolen, or otherwise misplaced.

EXTRAS AND OUTERWEAR GUIDELINES

- The school's logo will be required on all cardigans (sweaters), fleece jackets, vests, or sweater vests.

- Outdoor jackets will not be worn in the classroom. Parent's choice of outdoor jackets.
- No Hooded sweatshirts for outerwear or for classroom wear. (Classrooms can be cold anytime of the year. A school cardigan is suggested for all students. Contact Southwest Uniform Company for logo items.)
- School logo pullover sweatshirts are available for daily wear.

* Any uniform that is torn, faded, or outgrown will not be allowed.

Backpacks & Notebooks

Absolutely no magical, mystical, and/or violent pictures or characters on backpacks will be accepted for any student to use at school. Notebooks/binders cannot have any pictures or characters that will distract students during school time.

PHYSICAL EDUCATION (Girls and Boys)

Regulations for students in first and second grade:

- Gym uniforms are required.
- Students who fail to conform to uniform requirements will receive a 0% class grade.
- Shoes: White or Navy/White Tennis.
 - Socks: White or Navy blue
- Gym clothes with any logo (or marking) or long shirts are not allowed. Uniform shirts can be purchased at the school.
- Students must wear clothes sizes that are designed for his/her age. Shirts, short, or sweat pants that are oversized will not be allowed. Shorts must be finger tip length from knee.

SCHOOL HOURS

School begins promptly at 8:00 a.m. and ends at 3:15 p.m. Students are considered tardy if they are NOT SEATED at 8:00 a.m. in their home room class. Please read the school guidelines regarding absences and tardies. *Parents are not allowed in a student's classroom at 8:00 a.m. A parent- teacher conference should be scheduled after school hours to discuss any concerns.*

Our preschool department provides extended care for parents who cannot pick up their child by 3:15 p.m. After school care begins at 3:15 until our preschool closes at 6:00 p.m. **Included in your weekly fee*

BREAKFAST, LUNCH, and SNACK

The school provides two meals and one snack during a normal school day. All meals are served in the school cafeteria, and meet the health and nutrition standards required by the Texas Board of Licensing Department for our school and preschool.

Menus are posted at the school office for parents and students. Breakfast is served from 7:00 a.m. - 7:50 a.m. Lunch is served at 11:30 a.m. and the students also receive a snack at 3:00 p.m. **Included in your weekly fee*

SCHOOL RULES

The following rules include, but are not limited to, the minimum standards for all students at Kiest Park Christian Academy.

1. Students will be expected to behave and speak in a manner that will demonstrate respect, both for themselves and to others, at all times.
2. Unauthorized items (such as cell phones, playing cards, toy guns, pocket knives, radios, calculators, magazines, etc.) are NOT permitted on the school grounds, except where specific permission is granted by the Principal, and then only for the specified activity.
3. Students who choose to wear a watch, bracelet, or any such item, will be solely responsible for them. Kiest Park Christian Academy accepts no responsibility for any prohibited item brought to school, by any student, and will NOT be responsible for returning any confiscated items.
4. Gum, candy and other such sweets, are NOT permitted at school, except during authorized activities.
5. Swearing and the use of obscene or bad language is prohibited and is grounds for 1 day suspension. If this behavior continues the child will be dismissed from school.
6. Students must remain on the school grounds during a school day (except for sponsored field trips, sport events, etc.).
7. Fighting, wrestling, and the harassing of other students can be cause for immediate dismissal.
8. Threats made to another student, parent, or teacher can be cause for immediate dismissal.
9. Play that includes fighting, and other similar activity is prohibited. Students participating in this type of activity will receive 0% classroom grade. If the behavior

continues he/she may be dismissed from school.

10. Students must adhere to the school DRESS CODE POLICY. If a student refuses to follow the school dress code, they will not be admitted to class, or be suspended from school for one day (0% grade for the day).
11. A parent or guardian must obtain a student release from the school office if a student is picked up during school hours. Teachers are not permitted to release a child to anyone during regular school hours without a release from the office. This form must be obtained from the office before the student can be released to the parent or guardian. A parent must come into the office and notify the school secretary if someone else will pick up their child. As a protective measure, a note or phone call from the parent or guardian will not be accepted.

Students will not be permitted to leave the school grounds during the regular school hours, unless written permission is received from the parent or guardian, in advance, by the school office. In order for a student to be excused, and receive credit for class, he/she must obtain a written doctor's statement.

12. Damage of equipment of church/school property will not be tolerated. Parents will be held financially responsible for any damage caused by a student.
13. Any person, including parents who wish to visit a class-room during the teaching hours, must first obtain a written permission slip from the principal. The office will schedule a meeting time and place for both parties.
14. Public phones are not to be used by students during school hours. Beepers or cell phones are not allowed on school premises. If these items are found on school property during school hours, they will be kept in the school security box until the end of the school year.
15. Students are required to use the school telephone if an emergency call needs to be made.
16. Students are not permitted to leave campus, except with written consent from the parents.

LOCKERS

Students are assigned lockers, as a privilege, to keep articles safe. The student is responsible for bringing a padlock or combination lock to keep their items secure. The combination or extra key must be given to the home room teacher. If the key to a padlock is misplaced or stolen, the lock will be cut open. *Kiest Park Christian Academy will not accept responsibility for any items or articles lost or stolen from any locker.* Students are not allowed to store food left from breakfast or lunch in their lockers.

LOST & FOUND ITEMS

Kiest Park Christian Academy is NOT responsible for any lost items or articles of clothing. A "Lost and Found" container is available for items and articles which have been misplaced. The school will not accept responsibility for "found" items in the Lost and Found container. It is the responsibility of the student to check the container for an article of clothing that is misplaced. Articles unclaimed after one week will be given to needy families or a benevolent ministry. The school strongly advises that

parents mark their child's clothing with the student's name so these items can be easily identified if lost or misplaced. Mark other items with a permanent felt marker.

BIRTHDAY PARTIES

If a parent wishes to have a small Birthday Party, it must be conducted during the student's lunch period. It is the parent's sole responsibility to maintain and clean all articles used for the party. The student's teacher will not be responsible for the party. If a parent wishes to have a party, they must be present for the party from start to finish.

MEDICATION

Students who require medication must have a medical consent form signed by a parent before any medication can be dispensed. All doctor prescribed or non-prescribed medication will be kept in the school office. A written letter of instruction is required for medication with specific dosage information. The school will discard any medication that has extended the expiration date or that has been left for more than three weeks.

INSURANCE

Costs incurred from treatment of any injury or illness occurring within the program are primarily the responsibility of the parent. The insurance coverage for any child at Kiest Park Preschool & Academy is secondary coverage.

TELEPHONE

The school advises parents to refrain from calling their child during school hours. The school secretary will take a message and give it to the student(s). Only in an emergency situation will students be allowed to use the school or campus public phone.

BIBLICAL INSTRUCTION

Kiest Park Christian Academy offers their students the opportunity to accept Jesus Christ as his personal Savior during class or in weekly chapel meetings. A minimum of 35 minutes per day is devoted to Biblical instruction. This includes prayer and teaching techniques such as: singing, Bible memorization, Bible board games, or video.

Students from different denominations and religions attend our school. And it is not our purpose to disrupt a student's church ties, but instead to lead them to an understanding of fundamental principles in Christian living and basic Biblical doctrines.

STATEMENT OF FAITH

We believe the Bible to be inspired, the only infallible, authoritative Word of God.

We believe there is one God revealed as Father, Son, and Holy Spirit.

We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His resurrection from the dead, in His ascension to the right hand of the Father, and His personal return into power and glory.

We believe that because of the exceeding sinfulness of human nature it is absolutely necessary for men to be regenerated by the Holy Spirit for salvation.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

We believe in the Biblical account of creation and of subsequent events as being historically accurate and compatible with true science.

We believe in the spiritual unity of believers in Christ.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. Every student is required to sign a statement stating that he/she is in full agreement with these statements. The school does not require that parents believe with our statement of faith, BUT they must agree that each child will be taught the truth contained and recognize that there will be no compromise on any point.

OBJECTIVES

The objectives of the Board, Administration, and Teachers of Kiest Park Christian Academy are as follows:

- To teach that the Lord Jesus Christ is the Son of God who came to die for our sins.
- To teach the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ as Personal Savior.
- To teach that God is the Creator and Sustainer of the universe and of man.
- To teach that growth in the Christian life depends upon fellowship with God through Bible reading, prayer and service to others.
- To teach that the Bible is the only inspired Word of God.
- To teach the application of the Biblical principles to every part of life.
- To teach the student his role in the community with non-Christians and with Christians who hold differing views.
- To teach academic principles integrated with Biblical principles.
- To teach our American heritage and the current problems facing our country and the world.
- To teach the student to think for himself and to stand up for his own personal convictions in the face of pressure.
- To teach the student to apply himself to his work, and to fulfill his various responsibilities.
- To teach the student to work independently and cooperatively.

- To teach the knowledge and skills required for future study or occupational competence.
- To teach an appreciation of fine arts.
- To teach, and help develop, a desire and a discretion for wholesome physical and mental recreation.
- To teach the student his present civic responsibilities as a Christian citizen of our nation.

KPCA does not discriminate against any students or family based on race, sex, marital status, national or ethnic origin. All qualified applicants will receive consideration.

Emergency Plan and Additional Policies

KIEST PARK CHRISTIAN PRESCHOOL

DISCIPLINE POLICY

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self control. The basis for our Discipline Policy is an organized classroom and prepared staff members. At **KIEST PARK CHRISTIAN PRESCHOOL** we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

According to licensing rules for child care centers in the state of Texas: *Minimum Standards for Child-Care Centers* **746.2803**

What methods of discipline and guidance may a caregiver use? *Subchapter L, Discipline and Guidance*
09/01/03

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

The following is considered unacceptable behavior:

Running in the classroom	Leaving the area or group without permission
Becoming disruptive	Removing shoes or other articles of clothing
Throwing toys, rocks, sand	Using toys and materials inappropriately
Aggressive behavior	Abusive, or inappropriate language
Arguing with team members or other children	Lack of Cooperation
Behavior determined by the director to be unacceptable	
Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair	

The teacher has these prime responsibilities when dealing with inappropriate behavior:

- 1) **Redirection** - Encourage child's good behavior and/or redirect his or her activity.
- 2) **"Time out" or "think time" within their area**
 - A) If a problem still exists, the child is then removed from the situation
 - B) One minute per year of age, no more than three minutes after the child has regained control or composure.
 - C) "Time out" or "think time" shall be defined as an area away from the group or activity yet within their area.
 - D) The child will be allowed to return to the group as soon as possible.
 - E) The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
 - F) If redirection and "time out" / "think time" periods are not sufficient, staff members intervene as soon as possible to prevent physical or emotional injury.
 - G) The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives
- 3) **"Time out" or "think time" away from the group**
 - A) If the child continues in the inappropriate behavior
 - B) And/or the "time out" / "think time" with-in the area becomes either inappropriate or ineffective
- 4) **Behavior Report**
 - A) If the child's behavior continues to be inappropriate
 - B) OR the severity denotes an un-resolved problem.

5) Behavior Intervention Meeting

- A) If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place
- B) Those in attendance will be the parents, the child's lead teacher, and a member of the leadership team
- C) This may be called by any of the individuals listed above.

- 6) **Sending a child home**
 - A) When the child becomes out of control
 - B) And/or when the child fails to respond to the measures taken by the **KIEST PARK CHRISTIAN PRESCHOOL** Team
 - C) This is at the discretion of the most senior Leadership Team member present
- 7) **Suspension**
 - A) Three written behavioral reports within a nine week period constitute the child's being suspended from the child care program for one day.
 - B) Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and a member of the leadership team will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.
 - C) Fees will still be paid for this week to retain the child's space in the **KIEST PARK CHRISTIAN PRESCHOOL** program.
 - D) If the child does continue in the program and does receive a fourth behavioral report within a 30 day period, termination of services may occur.
 - E) Once a child has been suspended for one day and receives two additional behavior reports within a four week period they will be suspended for two days.
- 8) **Termination of services**
 - A) When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare
 - B) Termination may be effective immediately after consulting the most senior Leadership Team member present
 - C) The parent or guardian will be notified.
 - D) The Center considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

- 1) Daily Reports – a parent/center communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
- 2) Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
- 3) The “Behavior” Report – These are the “Incident Forms” and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each “Behavior” Report counts as one of the three that would result in suspension.

KIEST PARK CHRISTIAN PRESCHOOL expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.

KIEST PARK CHRISTIAN PRESCHOOL BEHAVIOR INTERVENTION POLICY

At **KIEST PARK CHRISTIAN PRESCHOOL**, our vision is to provide the best education to the most children possible. We strive to help every child be successful and to achieve their highest potential. We implement the Behavior Intervention Policy when needed to ensure this happens.

The basis for our Discipline Policy is an organized classroom and prepared staff members. At **KIEST PARK CHRISTIAN PRESCHOOL** we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

A Behavior Intervention Meeting may be called in three different manners:

1. The primary teacher or a member of the Leadership Team may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
2. Either parent may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
3. **A Behavior Intervention Meeting is mandatory after the third Discipline Note.**

Under the first two scenarios, our first goal will be to determine and identify the behavioral difficulties that the child is having. The child's primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this. Parents will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it. A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled.

The approach will vary slightly in the case that a mandatory Behavior Intervention Meeting has been called after the third discipline note. Our first goal will be to determine if our program is appropriate for the needs of the child. Services will be terminated if it is determined that we cannot meet the child's needs in our program. We will follow the steps listed above if we determine our program is appropriate for the child's special needs.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

1. Daily Reports – a parent/center communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
2. Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
3. The "Behavior" Report – These are the "Incident Forms" and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each "Behavior" Report counts as one of the three that would result in suspension.

KIEST PARK CHRISTIAN PRESCHOOL expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs cannot be met.

The Behavior Intervention Policy's purpose is to establish procedures for the parents, lead teacher, and a member of the leadership team to utilize when planning to meet the needs of the child(ren) with unacceptable or inappropriate behavior. A parent, the child's lead teacher and a member of the leadership team will be in attendance at a Behavior Intervention Meeting and agree in advance on the time and date.

KIEST PARK CHRISTIAN PRESCHOOL BITING POLICY

Biting is a common and a developmentally appropriate behavior in young children, especially from 9-30 months. Generally children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly as a result of a child's incapacity to communicate. Children may become upset by a new experience, and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs, the goal of our policy is to replace the child's undesirable behavior with more effective way of communication and to ensure the health and safety of everyone in our program. The following is a plan of our preemptive strategies:

- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
- Parents will be notified if their child is bitten at school. However in order to protect the privacy of all our families, parents will not be informed of the biter.
- If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

In order to ensure the safety of all children, if all attempts to stop chronic biting fail we reserve the right to remove the biting child from the program.

KIEST PARK CHRISTIAN PRESCHOOL FIELD TRIP POLICY

We are interested in all areas of growth and development in our students. Due to this fact, field trips are an important part of meeting this goal. These are to be learning experiences as well as trips for enjoyment and to offer a change of pace. The following criteria are applied to create uniformity and structure as well as to insure the safety of our students.

I. Permission Slips

Parents must fill out permission slips in order for the children to be released to participate in the field trip. The permission slip will include the date and purpose of the field trip; the times of departure from and return to the facility; the name, street address and telephone number of the field trip destination; and, if applicable, the cost.

II. Written Field Trip Plan

The staff member in charge of planning the field trip will write a field trip plan that will include the name of each participating child, staff member, and other individuals on the field trip; the times of departure from and return to the facility; the license plate number of any motor vehicle used on the field trip; and the name, street address and telephone number of the field trip destination.

III. Ratios

Each lead teacher shall contact the office two weeks prior to their field trip to ensure extra team members are scheduled to aid in the ratios. The ratios established and used for each class and age group shall be exceeded by at least one qualifying team member. Parents and volunteers may only be used in the ratio if they have gone through the screening process. Before leaving the center, students will be divided into ratio groupings. This shall be done at the direction and discretion of each lead teacher. Each teacher and volunteer used in the ratio shall be responsible for specific children and be made aware of this prior to leaving the facility. Each staff member shall ensure that each child on the list is present at all times and place a checkmark next to the name of each child present at the following times: 1) At the beginning of the field trip or when boarding the motor vehicle, 2) Upon arrival and each hour while at the field trip destination, 3) When preparing to leave the field trip destination or when boarding the motor vehicle to return to the facility, and 4) When reentering the facility at the conclusion of the field trip.

III. Containment Areas

In some limited types of field trip outings, it may be advantageous to set up a "zone-defense" type of containment area rather than to continue "man to man" ratio style containment. "Zone-defense" is defined as a pre-determined area which each teacher will be responsible for. We use a team concept, where the team leaders are responsible to set up containment areas. The lead teacher, or team leader, is required to assign "zone-defense" positions and parameters such as: no grouping of teachers and no sitting on picnic tables. The lead teacher, or team leader, will decide which system will provide adequate safety for the children. This containment area shall be specific and each team member is to be given a specific assignment similar to the method used during the evening playground time. When the

containment area is closed down, each child shall return to the team member's care that was assigned to each of them prior to leaving our facility.

IV. Emergency Plans

In case of an emergency while on a field trip:

- A. We will make sure that all of the children are kept together in a safe place.
- B. We will take a head count and keep all of the children calm.
- B. Staff members will use their cell phone or radio to contact the center, and then 911 if necessary. They will also contact the child(ren)'s parent if necessary.
- C. Staff members will follow the directions given by either the most senior supervisor on duty at the center or 911.

V. Parental/Volunteer help

All parents or volunteers must be screened according to the process outlined in the Volunteer Policy.

VI. Expenses

All field trips should be kept to a minimal expense. For the most part, parents will cover the expense of their child attending the field trip. Teachers shall endeavor to round the cost of the outing to the nearest even dollar. In the planning stage they shall endeavor to ensure the funds charged to the parents cover the cost of the team members accompanying the students on the trip. Teachers need to complete the proper paperwork if the field trip requires an activity fee. If staff members are paying by check, (or need cash in advance) a check requisition form must be filled out and turned in to the Director by Wednesday of the week before the event. If staff members want to be reimbursed for the field trip, they must fill out an expense reimbursement form and turn it in with their receipt after the event is concluded

VII. Leaving the Facility

Before leaving the facility, staff members must make sure they have notified the office of the time they left and the time they will return, provided a copy of the classroom/field trip roster to the office and bus driver, and location of the field trip. Also, staff members must have the following items with them: first aid kits, meds (if needed), a copy of each child's emergency card, a list of all children and a cell phone or radio. Staff members are required to make sure the office knows which form of communication they have. Water in an amount sufficient for each participating child during the field trip should also be taken in a water cooler and cups for drinking. If the field trip spans a snack and/or lunch time staff members are responsible to take the snack/lunch with them. If something special is needed in the way of supplies or food, the staff member planning the field trip must notify the office team at least one week prior to the field trip. Children must be wearing in plain view a written identification stating the facility's name, address, and telephone number. Children must also be wearing a written identification stating the child's first and last name. This identification must be out of view.

KIEST PARK CHRISTIAN PRESCHOOL TRANSPORTATION POLICY

We are committed to maintaining safe vehicles and procedures and to meet and/or exceed all standards set by Texas law.

WE WILL INSURE THAT:

OUR VEHICLES

- 1) All vehicles used to transport children are registered by the Texas Department of Transportation and have been approved by the Texas for transportation.
- 2) All vehicles have current insurance coverage for the motor vehicle and proof of such shall be kept in the vehicle and on the facility premises.
- 3) The motor vehicle will include a fire extinguisher, emergency reflective triangles, a first aid kit, a blood-borne pathogenic clean-up kit 2 towels or blankets and water sufficient for the needs of each enrolled child.
- 4) Our vehicles shall be kept clean and mechanically safe.
- 5) All service and repair records of all motor vehicles used for the transportation of enrolled children shall be maintained for 12 months and shall be available for inspection.

OUR STAFF

- 1) All drivers shall be at least 18 years of age and shall hold a valid Texas driver's license; they shall also meet all standards set by TEXAS law concerning the class of vehicle being driven.
- 2) All drivers and those accompanying the children while in the vehicle shall receive adequate training every six (6) months in use of the passenger log and all transportation rules of the center and the State of TEXAS. This training shall include periodic practice of the emergency exiting procedures. The documentation of this training is kept in each staff member's employment file.
- 3) All drivers shall comply with all State of TEXAS health requirements for Child Care workers.
- 4) All drivers and adult monitors shall be CPR/first aid certified and shall be familiar with the use of all emergency equipment and procedures.

SAFETY

- 1) All children under the age of 4 years or who weighs 40 pounds or less shall use an approved child passenger restraint system.
- 2) All children over 4 years and 40 pounds shall be provided an adjustable lap belt or an integrated lap and shoulder belt. (The exception to this is vehicles defined as exempt from this provision such as school busses)
- 3) Each child and adult shall be secured in their own seat belt before and while the vehicle is in motion.
- 4) All children and all passengers shall be seated and entirely inside the vehicle while the vehicle is in motion.
- 5) All children shall always be attended by an adult while in a vehicle – no child will ever be left alone in a vehicle for any reason.
- 6) All children shall not be allowed to open or close any door or window of the vehicle.

- 7) The emergency parking brake shall be set and the ignition keys removed from the vehicle prior to the driver exiting the vehicle.
- 8) All doors of the vehicles shall be locked whenever the vehicle is in motion.
- 9) All children shall be loaded onto or unloaded from the vehicle away from moving traffic at curbside, in a driveway, parking lot or other location designated for this purpose.
- 10) In the case of an accident while transporting children, the TEXAS Department of Health Services Office of Child Care Licensing will be notified by phone within 24 hours and a written report will be submitted to them within 7 days.

PROCEDURES

- 1) A copy of each child's emergency information cards shall be carried in the vehicle in addition to a **Passenger Log** stating the name of each enrolled child being transported.
- 2) Each individual child shall be listed separately by first and last name and shall be counted by individual entry.
- 3) The **Passenger Log** shall be used to take roll each time the vehicle makes a stop as each child is loaded or unloaded.
- 4) Upon unloading the children from the vehicle, the **Passenger Log** shall be transferred to the person designated by the center who shall provide additional review and additional verification that the children have been unloaded from the vehicle and properly accounted for.
- 5) All **Passenger Logs** shall include the names of the persons who complete the **Passenger Log** and a separate attendance record of that event. These records shall be kept at the center for one (1) year with or until the next annual license re-evaluation
- 6) After the children have been unloaded from the vehicle, the driver shall immediately physically walk through the vehicle and inspect all seat surfaces, under all seats and all compartments or recesses in the vehicle's interior to insure no children have remained on the vehicle.
- 7) All Children who are picked up by parent's during field trips or while be transported shall be checked out according to the center's policy concerning drop off and pick up.
- 8) All Children transported to school shall be released in accordance with the school's procedures for this. This to include dropping them off/picking them up at the agreed upon place and time. The center staff shall watch the children while they are getting on and off the vehicle and shall watch them walk through the entrance to the door designated by the school.
- 9) No audio headphones or cell phone shall be used by the driver while the vehicle is in motion.
- 10) We will insure that children never spend more than forty-five (45) minutes traveling one way. (exception: If we choose to attend a field trip that exceeds this we will get prior written permission for each instance)
- 11) We will, at a minimum, double our adult to children ratio on all field trips.
- 12) We will maintain acceptable adult to children ratios when transporting children who are school age. This will include the bus driver and an adult monitor.

KIEST PARK CHRISTIAN PRESCHOOL TRANSPORTATION POLICY

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- 14) All children and all passengers shall be seated and entirely inside the vehicle while the vehicle is in motion.
- 15) All children shall always be attended by an adult while in a vehicle – no child will ever be left alone in a vehicle for any reason.
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- 19) All children shall be loaded onto or unloaded from the vehicle away from moving traffic at curbside, in a driveway, parking lot or other location designated for this purpose.
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- 21) No audio headphones or cell phone shall be used by the driver while the vehicle is in motion.
- 22) We will insure that children never spend more than forty-five (45) minutes traveling one way. (exception: If we choose to attend a field trip that exceeds this we will get prior written permission for each instance)
- 23) We will, at a minimum, double our adult to children ratio on all field trips.
- 24) We will maintain acceptable adult to children ratios when transporting children who are school age. This will include the bus driver and an adult monitor.

Kiest Park Christian Preschool Ms. Rosemarie Education Fund Scholarship Policy

Kiest Park Christian Preschool and the family of Ms. Rosemarie Serbin have established an education fund to assist designated families who attend the center and who are having financial difficulty which is creating a hardship in paying their fees. Annual scholarships shall not exceed \$500.00 per family per calendar year. This fund is maintained through the contributions of past and current KPCP families, private donors and Kiest Park Christian Preschool that will set aside an amount not to exceed 1% of the annual income budgeted each year for scholarships

The guidelines of the scholarship applicants will be as follows:

1. Scholarship applicants need to apply for the scholarship using the Scholarship Application Form.
2. Scholarship applicants will be asked to seek assistance through CCMS and Consumer Credit Counseling or a similar organization and give proof of the same.
3. Scholarship applicants will be required to provide any supporting documents requested by the Scholarship Application Form.
4. Scholarship awards will not exceed 50% of any specified period of care and will not exceed \$500.00 per family per calendar year.
5. Scholarships will be awarded based upon the above criteria and will be awarded depending upon the parent's keeping their payment agreements that are adopted as a supplement to the scholarship award. Failure to keep the payment agreements will void all scholarship awards for the awarded period. In this instance, late fees may accrue retroactively.
6. Clients who are having continued financial challenges and are ineligible for additional support elsewhere may seek fund-raising options in order to pay their fees at the center. This is at the clients request and at the discretion of the director. All funds raised shall be accounted for and turned in to the center for credit to the account and purpose they were raised.
7. The scholarship policy is non-discriminatory. No scholarship applicant shall be excluded from the scholarship program because of race, color, religion, disability, sex or national origin.

KIEST PARK CHRISTIAN PRESCHOOL EMERGENCY PLANS

FIRE AND BOMB THREAT EVACUATION PROCEDURE:

There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted in each room or as directed by the police. If the weather is too cold/hot for the children to be outside for an extended period of time, they will go to the designated evacuation site, Kiest Park Recreation Center located at 3080 S. Hampton Rd, Dallas, Texas 75211.

In the case of an actual fire or bomb threat, teachers will take a head count and keep their children calm, in the contained area, out of the way of emergency vehicles and personnel until the children are released to their parents. In the event the designated evacuation site is unsafe or unavailable the center will notify WFAA Channel 8 and KLTU 94.1 FM (radio or tv station) Parents should listen to the designated stations for information. An attempt will be made to call and inform parents if this is possible.

TORNADO AND EARTHQUAKE PROCEDURE:

Notification of a tornado or earthquake will be made through the intercom. The center keeps a weather radio on alert at all times. Children will be evacuated according to the diagram posted in each room. If the children are inside, everyone should take cover under desks, tables or in tornado safe area (as shown on the diagram posted in each room). If children are outside, they need to move away from the building. If there is structural damage to the building, the children will be taken to the designated evacuation site, Kiest Park Recreation Center located at 3080 S. Hampton Rd, Dallas, Texas 75211. In the case of an actual tornado or earthquake, teachers will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to be released.

BLIZZARD AND POWER FAILURE PROCEDURE:

If the cities Public Schools are closed for the day due to inclement weather, Kiest Park Christian Preschool may or may not also close. Parents should call the center prior to dropping off their children. If the cities Public Schools dismiss early due to a blizzard, parents are required to come as quickly and safely as possible to pick up their children. As ratios allow, Kiest Park Christian Preschool will start sending members of the staff home according to those that lives the farthest away. If the parents cannot come to pick up their child, a ratio sufficient number of the staff, including an on-site supervisor, will stay with the children for as long as necessary. The team will provide activities for the children to participate in until their parents arrive. In the case of a power failure, Kiest Park Christian Preschool will notify the parents and ask them to pick up their children as quickly as possible. If evacuation due to power failure is deemed necessary, the children will be taken to the designated evacuation site, Kiest Park Recreation Center located at 3080 S. Hampton Rd, Dallas, Texas 75211 .

CHEMICAL SPILL EVACUATION PROCEDURE:

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the center is considered unsafe, children will be loaded into the center bus and in staff members vehicles and take them to an area deemed safe by the authorities. Information will be given to the police and then WFAA Channel 8 and KLTY 94.1 FM (radio or tv station) to have them notify the parents of our location.

INTOXICATED PARENT PROCEDURE:

If an intoxicated parent comes to pick up his/her child, center staff will try to detain the parent. The on-site supervisor will contact another person on the emergency list and request that they pick up the child. The on-site supervisor will then tell the intoxicated parent of the pick up plan. If the center staff are unable to contact another pick up person, the child must not be allowed to leave with the parent. The parent would be informed that the police and child protective services will be called to inform them of the incident.

INTRUDER PROCEDURE:

If an unknown individual gains access to the property/building, a staff member would see if they could be of assistance. This staff member should determine if the individual is an intruder and try to get them to leave the property. During this time, another staff member would then use the designated code to alert other team members in the building and to contact the police. If possible, children will be taken to a designated area in the building. Staff would then proceed as directed by the police. An attempt will be made to try and keep in contact with the all staff members who are taking care of the children to keep them apprised of the situation.

Staff members who approach alleged intruders should refrain from putting themselves, the children or other staff member in an endangering situation. If the situation becomes hostile they should try to escape or do what the individual asks until the authorities arrive. The remainder of the staff will be insuring the safety of the children and will respond accordingly.

LOST OR ABDUCTED CHILDREN PROCEDURE:

One team member would alert the on-site supervisor for assistance with the search while the other team members stayed with the other children. If the child is not found, the center would contact the parent and then the police. Staff would then proceed as directed by the police.

The children's emergency forms should always be taken when leaving the building. A head count must be taken when leaving the building. In every procedure, either the receptionist or the on-site supervisor will print a report listing all of the children who were signed in as of that time. This information can be printed at the receptionist's computer.

IN ALL DRILL OR EVACUATION PROCEDURES, ALL STAFF MEMBERS IN ROOMS OR AREAS WITH NON-ABULATORY CHILDREN SHOULD PUT ALL CHILDREN IN A STOLLER OR CRIB WITH WHEELS AND WHEEL THEM OUT OF THE BUILDING.

KIEST PARK CHRISTIAN PRESCHOOL MANDATORY REPORTING OF CHILD ABUSE

State law requires that every employee of a licensed day care or preschool facility, who in the course of employment reasonably believes a child, has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of child services.

Our policy concerning this contains the following:

- a. A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed by the state law. This is to be done by any means available within 24 hours of the required report. Written documentation shall also be sent to the Department, Child Protective Services, and any local law enforcement agencies previously notified within 3 days of the initial report, and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of the report.
- b. A staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed by state law. A Staff member shall also send written documentation to the Department and to any law enforcement agency previously notified within 3 days of the initial report, and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- a. The names and home address of the child, phone number, date and year.
- b. The child's explanation as to what happened.
- c. The nature and extent of the child's injuries, what the marks look like and color of bruises.
- d. The date CPS was called, name of reporter and case worker.
- e. Any other information or comments in which the person making the report believes might be helpful in establishing the cause of the injury.
- f. The date CPS was called and the name of the specialist.
- g. If the police were called.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure.

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations

To report child abuse anytime, day or night, call:

**STATE CHILD
ABUSE HOTLINE**

1-800-252-5400.

KIEST PARK CHRISTIAN PRESCHOOL

FIRST AID/MEDS POLICY

KIEST PARK CHRISTIAN PRESCHOOL has designated the office personnel as “First Aid/Meds staff. The First Aid/Meds staff will always be reachable by phone or radio. This staff will be responsible for informing a parent of any injuries or illnesses requiring them to pick their child up otherwise a report will be made available from your child’s primary teacher, administering medications and keeping the First Aid Kit in order and well stocked. The First Aid/Meds staff will take the following steps to ensure the health and welfare of all children in our care.

Sending a Child Home

When it has been determined that a child must go home, the procedures are as follows:

1. Notify the parent.
2. If the parents are unable to be reached, proceed by contacting someone on the emergency pick-up list.
3. Thirty (30) minutes will be given to pick-up the child. If the 30 minute time frame is exceeded, the late pick-up charge may go into effect.

Sick Child

1. Assess the child. Question him/her as to where the problem is located.
2. Take the child’s temperature.
3. The child must be sent home with a temperature of 100°F. or higher.
4. A judgement call may be made if evidence of an illness is present but is not accompanied by a high temperature.

Injury w/ Blood

1. Take precaution by first applying a protective barrier between you and the wound, i.e. rubber gloves, zip lock bag, etc.
2. Assess the area to determine whether the wound will require stitches, or a bandage.
3. If stitches are required, first notify the on-site supervisor and then the child’s parents. Clean only the area around the wound.
4. If stitches are not required, thoroughly clean and disinfect the wound using hydrogen peroxide.
5. All contaminated materials (gloves, blood soaked paper or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be double sealed in a plastic bag and then put in the container for soiled clothing.

Injury w/o Blood, Head Injury

1. Assess the area to locate any abnormal bumps or bruises.
2. Apply an icepack to the injured area.
3. If the head injury is suspected to be more severe, notify the child’s parent and alert a teacher to watch for fixed, glossy or dilated pupils for 30 minutes following the injury.

Broken Bones

1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement.
2. Apply an icepack to the injured area.
3. If further assessment causes suspicion that a bone may be broken, contact the child’s parent as soon as possible.

Bite Marks

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite with hydrogen peroxide.
3. Apply an icepack to the injured area.

In an emergency

1. Contact the on-site supervisor.
 2. Instruct a team member to call 911, as well as the child's parents.
- Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.

Head Lice

1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child immediately.
2. Follow procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning.
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well.
4. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings.
5. The child must be checked for re-entry into the Center.
6. It is the parent's responsibility to present the child to a Leadership Team member or the First Aid/Meds person for inspection. Failure to do so will result in overtime charges to be in effect from the time the child is clocked in until they are picked up by a parent, or the parent has been notified and the child cleared by the appropriate person.

Contagious Disease

1. Parents are required to notify the Center when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5th disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted on the sign-in counter and by the door of the affected room.
3. This alert will include a brief description of the disease, date that the Center was notified, and the date that it was posted.
4. The child may return to the Center as stated by the health alert.

MEDICATION:

Receiving and Storing Medication

1. An "Authorization to Give Medication" form, filled out in its entirety, must accompany all medication received by the Center
2. All medication must be in its original bottle or container.
3. Medication mixed in a drinking container with a liquid or in any other manner is not to be accepted.
4. All non-prescription medication must be labeled with the child's first and last name and the date that it was received.
5. Non-prescription medication requiring administration for longer than one week must have a doctor's note approving the length of use. That note may be good for a maximum of six months.
6. Long term prescription medication must have an "Authorization to Give Medication" form. This form must be updated every 30 days. We must have a doctor's note for all prescription medications, with the medication not to exceed six months. The prescription bottle may fulfill this requirement, as long as it is current.

Administering Medications

When medication is authorized to be administered, five "rights" must always be observed, and are as follows:

1. Right Patient – Question the teacher and child to confirm that you have the correct child.
- 2-3. Right Drug and Right Dosage – Compare the medication bottle to the "Authorization to Give Medication" form to confirm proper administration and to insure that the medication has not expired. Do not exceed the dosage on the bottle unless a doctor's note is present verifying the dosage amount.
4. Right Time – Refer to the "Authorization to Give Medication" form for the time to be given. Medication may be given one-half hour before or after the stated time.
5. Right Route – When medication is administered, be certain that it is applied to the correct area or given in the correct manner, i.e. eye drops to eye, ear drops to ear.

Disposing of Medication

1. When the duration for administration of medication is up, as noted on the "Authorization to Give Medication" form, the empty bottle (after being washed out) should be placed in the child's cubby.
2. In the case that the medication is not emptied, it should stay in the Office and a note sent to the parents.
3. The note will notify the parents that the unused medication will be discarded if it is not picked up by a designated date.
4. All medication must be discarded through the sewer system.

Recording Information

1. All incidents must be recorded the correct forms as needed, i.e. "Authorization to Give Medication", "Incident Report".
2. All information must be specific as to the degree of temperature, cause of injury, location and type, i.e. 3/4 inch cut on right index finger. Finger got cut on a toy.
3. Any injury causing a mark constitutes an incident report. The report will be complete with all information surrounding the injury. A copy of the report will be given to the parent to sign. Once signed a copy is given to the parent and the original is placed in the child's file.

Guidelines: When a Child Can Return

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the center prior the guidelines listed.

<u>Fever Free:</u>	Must be fever free for 24 hours with the exception of an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.
<u>Vomit Free:</u>	Must not have vomited for 24 hours.
<u>Uncontrolled Diarrhea:</u>	Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething we can allow the child to continue coming to the Center at that time (if it is determined this is the cause of the diarrhea).
<u>Conjunctivitis (Pink Eye):</u>	24 hours after documented treatment for conjunctivitis has begun.
<u>Mouth Sores:</u>	<u>Must have a doctor's note stating that the child is non-infectious.</u>
<u>Rash:</u>	With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
<u>Infestations (e.g. head lice, scabies):</u>	Cannot return until 24 hours after appropriate treatment has begun and has to be checked by the First Aids/Meds person before re-entering.
<u>Tuberculosis:</u>	Must have a doctor's note stating that the child is non-infectious.
<u>Impetigo:</u>	Cannot return until 48 hours after treatment has begun.
<u>Strep Throat:</u>	24 hours after documented treatment has been initiated.
<u>Varicella (Chicken Pox):</u>	Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.
<u>Shingles:</u>	Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
<u>Whooping Cough:</u>	Cannot return until 5 days of appropriate treatment has been started.
<u>Mumps:</u>	Cannot return until 9 days after onset of swelling of glands near the ear.
<u>Hepatitis A:</u>	Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
<u>Measles:</u>	Cannot return until 6 days after the rash appears.
<u>Rubella:</u>	Cannot return until 6 days after the rash appears.
<u>Ringworm:</u>	Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.