

# Kid's Place at Grace

## Preschool & Kid's Day Out

Welcome to Kid's Place at Grace! We are delighted you have chosen our school for your child.

### **Mission Statement**

Kid's Place at Grace Preschool and Kid's Day Out (KPG) provides a fun and nurturing Christian environment for a quality education that builds a bridge to the next level of a child's formal learning.

### **Vision Statement**

To become a leader in the education of young children, while caring for them and their families as Christ cares for us.

### **Philosophy**

KPG sees your child as a unique individual, created by God. We provide a warm, nurturing, fun and positive environment that is designed to promote the development of the whole child, including social, physical, emotional, spiritual and intellectual growth. Our curriculum encourages your child's creativity, curiosity and positive self-esteem through age appropriate, hands on activities.

### **Curriculum**

KPG is a developmental program. We believe children grow and learn at their own pace. Our curriculum is designed to provide children with multiple opportunities to explore the world around them and encompasses the following areas: creative art, science, cooking, music and movement, dramatic play, language and reading readiness, social, emotional, fine and large motor skills, sensory activities, health, safety and math.

## **Learning Strategies**

Our philosophy and curriculum are implemented with an emphasis on the following:

- Children learn best through play
- Independence is encouraged
- Self-concepts are enhanced
- Individuality is respected
- Social skills are acquired by offering free play choices that encourage cooperation and problem-solving skills
- Provide for each child's physical well being
- Encourage an active curiosity about the world they live in and enthusiasm for learning which stimulates exploratory behavior and creativity
- Provide a classroom atmosphere which promotes respect for others and materials
- Develop an appreciation for beauty and nature in each child
- Integrate Bible teachings into the curriculum

## **Christian Emphasis**

We are a Christian based program. While it is not the school's mission to teach doctrine, the children will be exposed to basic Christian concepts and Bible stories. Teachable moments will include the belief that God made me, God loves me and Jesus wants to be my friend forever. A prayer of thanks will precede snack and lunch.

Our admission policies are nondiscriminatory with regard to race, color, religion, national origin, ancestry, physical handicap, or sex in accordance with the Kansas Civil Rights Statute KSA44-1009. We proudly serve a diverse community of families within our program.

## **School Hours**

### **Preschool**

3's and Pre-K	M/W/F	all day	8:45 - 2:15
3's and Pre-K	T/Th	all day	8:45 - 2:15
T-K	M/W/F	all day	8:45 - 2:15
Enrichment	F	all day	8:45 - 2:15

### **Kid's Day Out**

18m- 2 ½ yr. old	T,W &/or Th	all day	8:45 - 2:15
30m	M/W or T/Th	all day	8:45 - 2:15

**Enrichment Class** is available for children who are currently enrolled in one of our Pre-K classes. These classes provide additional practical life skills, nurture independence and provide an educational enhancement option for families who are seeking additional learning opportunities for their child(ren).

**Parental Promptness** (before and after school) is very important for your children and the teachers. Parents may wait in the hallway until the teachers open the classroom doors. School starts at 8:45am and ends at 2:15pm. There will be a \$10 late fee for every 5 minutes the parent is late. KPG understands that circumstances arise beyond our control and those instances will be taken into consideration before assessing a late fee.

## **Enrollment**

KPG enrollment for the upcoming year begins in January. Enrollment will open first to families currently enrolled in the program as well as Grace UMC members. Alumni families have second priority. We will then open enrollment to new families.

A non-refundable \$100 enrollment fee is required for the first child and a \$50 fee for each subsequent child. Children are registered upon receipt of a completed, notarized enrollment form and as spaces are available.

Withdrawal from our program requires a 30-day paid written notice given to the director.

Per the Kansas State Department of Health, the following forms must be on file before a child may attend our preschool:

- A completed health form, signed by a licensed physician
- Records of current immunizations
- All enrollment and permission forms signed and notarized

These forms are available on our website <http://graceumc.church/ministries/childrens-ministries/or> in the director's office.

Our admission policies are nondiscriminatory.

## **Tuition**

Tuition is due by the 7<sup>th</sup> of the month, September through May. There is a \$25 late fee the first week tuition is late, after that, the late fee is \$25 plus 10% of your total monthly tuition. If two consecutive payments have not been made, your child's enrollment status may be jeopardized. Please let the KPG Director know if special arrangements need to be made.

When paying tuition, at the beginning of each month, a tuition box is located on the table outside the Director's office. Please make checks payable to KPG and include child's name in the memo field. You can make arrangements with your bank to make automatic monthly

tuition payments. If you prefer to pay in cash, please pay the Director so she may issue a receipt. If your child is absent or out of town, please pay tuition the first day returning to KPG. Partial scholarships are available to families that need financial help. All scholarship information will remain completely confidential. Please see the Director for an application.

## **Illness**

For the sake of all children please do not send your child to school when they are not feeling well. After an illness, **please keep your child home until there have been no symptoms for 24 hours.**

### **Reasons to keep a child home**

- A fever (temp of 99.6 or higher) – must be fever-free for 24 hours before returning to school
- Diarrhea or vomiting
- Undiagnosed skin eruptions or rash
- Discharge from nose, eyes or ears
- Severe cold and/or sneezing or persistent cough
- Sore throat
- Swollen glands
- Earache
- Red or sore eyes
- Upset stomach
- General signs of listlessness, weakness, drowsiness, flushed face or headache
- Fainting or seizures
- Any infectious disease your doctor has identified

Trust your instincts. If you are in doubt, keep your child home to give him/her the extra time to be completely well.

**In case of illness at school**, your child will be removed from the classroom, taken to the director's office, and you will be notified. You will be called first (home, cell, and work), and if you cannot be reached, KPG staff will then call the people listed as your child's emergency contacts. **No medication will be given to your child unless previously arranged.**

**If your child has allergies, health problems and /or special medical needs**, please make the Director aware of them, and special arrangements will be made.

If a parent reports that their child has contracted a contagious illness, a written notice will be posted on parent bulletin boards.

**Injury Plan:** If your child is injured, the staff at KPG will evaluate the injury. If it is a minor injury, first aid will be applied, and an accident form filled out and filed. You will be informed at pick-up.

If the injury is serious, a staff member will secure an ambulance by calling 911 and notify the parents. A second staff member will keep your child calm, accompany the child to Overland Park Regional Medical Center and remain with them until a parent or parent's designee assumes responsibility for the child. An accident form will be filled out and filed.

***Please keep KPG updated regarding phone numbers, work numbers, and home addresses.***

## **School Policies**

**Attendance:** Please contact the office 913-201-9045 if your child will be absent for any reason.

### **Authorization for Pick-up (if other than parent)**

No child will be released to a person not authorized by a parent. The Director must have written or verbal consent for changes in authorization. If a parent or other authorized person arrives to pick up the child and the teacher or director determines that he/she is unable to safely transport the child, for whatever reason, the teacher or director will call another person from the authorized pick-up list to transport the child safely. If the parent does not agree, the teacher or **director will call the police or SRS.**

**Behavior Policy:** The behavior policy of the Preschool is an ongoing process that helps children develop inner control so they can manage their behavior in a socially acceptable manner. Our teachers will be consistent and firm while guiding them with gentleness and flexibility. The children will learn how to consider other's rights and feelings, to take turns and share. They will be helped to deal with their feelings constructively by their teachers. Problem behavior is managed in the following ways at Kid's Place at Grace:

- Children are taught problem solving skills which help them make acceptable choices.
- Redirection is used to help a child through a time of not wanting to share, sadness, etc.
- If a child misuses equipment or toys, the equipment or toys may be taken away. A child is never deprived of any basic needs (food, rest, etc.).
- A child may be taken to the Director's office in severe behavioral situations, such as biting or hitting. The parent will be notified via phone, email or in person.
- If necessary, continual disruptive behavior will necessitate a plan of action developed by the teacher, parent and Director.
- The plan will be reviewed by the KPG board. If, in the judgement of the staff and board, the plan is not working, enrollment at KPG may be terminated.

**Birthdays** are celebrated at KPG. Parents are welcome to send cookies or other treats to share with the class. However, please do not send cupcakes. Please schedule this in advance with your child's teacher. ***Remember we are a peanut free school.*** Ask your teacher if there are any additional food allergies to be aware of as well. Please do not hand out party invitations at school unless the entire class is invited.

**Clothing:** Simple play clothing is most appropriate for KPG. Please provide clothing with easy fastenings. Students will be participating in messy art projects and spending time on the playground. In colder weather, children will need boots, hats and mittens. All clothing (play clothing, outer garments) should be labeled with your child's name. An extra set of clothing should be kept in your child's backpack in case of accidents, spills or messy play.

**Field Trips** will be "in house" because your child's safety is always our first concern. Throughout the year special programs, both educational and fun, will be brought to KPG. The children might see firefighters, veterinarians, farm animals and more. Watch the classroom calendar and director's newsletter for upcoming events.

**Fire and Tornado Drills** are observed regularly. In case of a fire, all children will be directed to the nearest exit. In case of a tornado or severe weather, the children will be taken to the designated location according to the church's tornado policy.

**Parking:** Please park your vehicle in a designated parking spot. Do not park along the walkway or in the handicap accessible spots. Please use extreme caution when driving through the parking lot as drivers cannot see small children. As a reminder, it is a violation to leave a child in a car unattended. We cannot stress enough how important the use of caution is for the safety of your children and pedestrian traffic. KPG needs your cooperation in helping with the safety of all the children.

**Probationary Period:** Every effort will be made to help children acclimate to their new environment of KPG. If after a four week period it is determined by the staff that a child is not ready for preschool, the parent(s) will be informed. Any unused tuition will be refunded.

**School Closings and Holidays:** KPG uses the Olathe School District yearly calendar as a guideline for school closings. KPG follows the Olathe School District for weather related closings. KPG reserves the right to modify the school calendar at any time and to be closed on days when the Olathe School District is in session.

**Toilet Training:** We are happy to assist your child with this through encouragement and positive reinforcement. Children in 3's, Pre-K and TK classes need to be completely toilet trained prior to Sept. 1 of the current school year. Toilet trained consists of wearing underwear every day and independently using the toilet.

**Supplies:** Children at KPG need to bring a labeled backpack with a complete change of clothes. A list of school items will be distributed at the beginning of the school year.

**Snacks:** Parents are required to participate by providing a simple snack. Depending on the class, parents will either sign up or be assigned a day to bring snack. Teachers will post the snack calendar with snacks that include two different food groups. **Remember we are a peanut free school.** Thank you in advance for helping with snacks.

**Photographs:** Photographs of the children participating in the preschool may be taken from time to time and may appear via newspapers, magazines, brochures, our website or other publicity materials. Your permission for photographs to be used without compensation by the preschool is part of the agreement when enrolling at KPG.

**Miscellaneous:** Our license is displayed and Licensing Rules for Childcare Centers are available at this facility for review. All students are covered by the church's insurance while they are participating in school related activities. The State of Kansas requires that all members of childcare institutions be on the lookout for, and report to the State, any and all cases of suspected abuse to a child. KPG is therefore obligated to report to the State any suspected cases of child abuse and/or neglect.

## **Parent Communication and Involvement**

KPG understands that good communication between families and school is important. Here are some of the ways we communicate with our families:

**Parent-Teacher Conferences:** Preschool conferences are offered in February. Kid's Day Out classes do not schedule conferences unless requested. If you would like to schedule additional meetings, please contact your teacher and the director. KPG follows the Olathe School District's conference dates.

**Calendars:** In August, a yearly calendar will be provided as an overview to ensure families are aware of holidays, school closings, special programs and more. A monthly calendar and newsletter, highlighting special school happenings and classroom events, will be emailed from the Director and the Teachers.

**Volunteers:** KPG encourages parents to share their talents and/or time to help with various projects to benefit the children's classrooms. We welcome your involvement. Some of our school-wide volunteer opportunities include shelving our school library books, working the book fair and helping with picture day. Each classroom may offer additional volunteer opportunities.