



Welcome! 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.

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 play-based program. Children learn best when they are actively involved and exploring in a way that is meaningful and enjoyable to them. When children play, they use their imagination, take risks, and learn how to solve problems, all of which helps them grow and develop.

We believe children grow and learn at their own pace. Our curriculum includes process art, science, music and movement, dramatic play, language, social, emotional, fine and large motor skills, sensory activities, health, safety and math. We prioritize the following: learning through play, encouraging independence, respecting individuality, acquiring social skills through free play choices, promoting physical well-being, stimulating curiosity and enthusiasm for learning, fostering a respectful classroom atmosphere, and integrating Bible teachings with 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.

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1. School Hours & Calendar

KPG operates 9:00am – 2:30pm, Monday through Friday from September to mid-May. Our doors are locked during the day except for drop-off and pick-up. Doors will be open from 8:55am – 9:05am and 2:25 – 2:35. Parents wait in the hallway until the teachers open the classroom doors. If you have more than one KPG student, pick up your youngest first.

Promptness is key for our school to run smoothly. We expect all students to arrive and depart on time. When your child arrives late in the classroom, they are missing out on valuable time and their routine is interrupted. For late pickups, your child experiences an emotional hardship as they watch all the students leave. There is 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.

The KPG yearly calendar includes holidays, school closings, special programs and more. A monthly calendar will be provided by the teachers. We follow the Olathe School District (OSD) calendar as a guideline. KPG follows OSD 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.

2. Tuition

Tuition is a nine-month commitment and is due monthly regardless of the number of days attended. Tuition is due the 1st of the month. Payments received after the 7th will incur a \$25 late fee. After the 15th, 10% of tuition is added to the late fee. If two consecutive payments are missed, your child's enrollment status may be jeopardized.

The May tuition is pre-paid for the upcoming year and must be received by June 1st. Your child's spot will be released if the payment is not received by the due date.

Please let the KPG Director know if special arrangements need to be made. Partial scholarships are available to families that need financial help. All scholarship information will remain completely confidential.

Tuition is accepted online via PushPay, check, cash or recurring bank payment.

- Online payments are made via PushPay at <https://pushpay.com/g/graceumcolathe>
- Checks may be deposited into the tuition box outside the Director's office.
- Cash must be paid directly to the Director or the Assistant to the Director.
- Recurring bank payments must include the child's name. Allow 7-10 days for KPG to receive the bank payment.

3. Illness

For the sake of all children, **do not send your child to school when they are not feeling well**. After an illness, keep your child home until they are symptom free and fever free for 24 hours. Trust your instincts. If you are in doubt, keep your child home to give them the extra time to be completely well.

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

Note that a pediatrician does not make the decision on whether a child can attend school. KPG determines attendance.

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. Parents will be called first and if they cannot be reached, KPG will call 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.

Injury Plan:

Minor injuries: First aid will be applied; you will be informed at pick-up.

Moderate: First aid will be applied; you will be contacted as soon as possible.

Major: First aid will be applied; 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 the nearest hospital and remain with them until a parent or parent's designee assumes responsibility for the child.

Accident forms are completed after the situation concludes. Please keep KPG updated regarding phone numbers, work numbers and emergency contacts.

4. Enrollment

KPG enrollment for the upcoming year begins in January. Enrollment will open first to families currently enrolled in the program and Grace UMC members. Alumni families have second priority. We will then open enrollment to new families. A non-refundable enrollment fee is required for each child. See our Enrollment Form for more information.

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 (electronic forms are accepted)
- Records of current immunizations
- All enrollment and permission forms signed and notarized

These forms are available in the director's office on our website at <https://graceumc.church/preschool/>

Admission and employment policies are non-discriminatory in regard to race, color, religion, physical handicap, national origin, ancestry, or sex in accordance with Kansas Civil Rights Statute KSA 44-1009. We proudly serve a diverse community of families within our program.

5. Birthdays

Birthdays are celebrated at KPG with an emphasis on celebrating the child; the emphasis is not on the treat. Treats are allowed but only those on the Approved Birthday Treat List. We will not serve any birthday treats that aren't on the approved list. Please schedule birthday treats in advance with your child's teacher.

Approved Birthday Treat List

1. Rice Krispy Treats
2. Unfrosted Sugar Cookies
3. Chocolate Chip Cookies
4. Glazed Donut Holes
5. Glazed Donuts
6. Oreos

Treats may be store bought, prepackaged bags or homemade. Items can not contain almond flour, almond extract, peanut butter and/or nuts. Ask your teacher if there are any additional food allergies.

We WILL NOT serve:

- Cookie Cake
- Cake
- Cupcakes
- Frosted Cookies
- Frosted Donuts

There will be NO EXCEPTIONS. We will send it home with you.

Please do not hand out party invitations at school unless the entire class is invited.

6. School Policies

- a. **Attendance:** Please contact the Director at 913-201-9045 if your child will be absent for any reason. Any questions on attendance are to be discussed with the Director. The teachers do not make attendance determinations.
- b. **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.
- c. **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 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. 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.
 - If the plan is not working, the plan will be reviewed and enrollment at KPG may be terminated.
- d. **Clothing:** Simple play clothing is the most appropriate for KPG. Please provide clothing with easy fastenings. Send coats, hats and mittens.

All children need to bring TWO sets of a complete change of clothes (top, bottom, underwear, socks). This is a state requirement. Bring extra shoes if your child is prone to accidents or potty training. Remember to change the clothes with the seasons. If your child only has shorts or a tank top and it's winter, we will call you to bring weather appropriate clothing.

Crocs, rainboots and snow boots are not allowed. Shoes should be easy to take on and off.

If in doubt, send a coat. Morning recesses are much colder than afternoon recesses. Classes will go outside if the "real feel" is above 16 degrees.

- e. **Communication:** The Director will send out emails 2-3 times a month. If you aren't receiving the emails, you will need to let the Director know. Teachers will email or hand out information at least monthly.
- f. **Fire and Tornado Drills** are observed regularly in accordance with state requirements. 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.

- g. **Nut-Free School:** We are a peanut-free and nut-free school. Snacks, lunches and birthday treats may not contain nuts.
- h. **Parking Lot:** Park your vehicle in a designated parking spot. Do not park along the walkway or in the handicap accessible spots. Use extreme caution when driving through the parking lot as drivers cannot see small children. It is against the law 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.

- i. **Photographs:** Photographs of the children participating in Kid's Place at Grace may appear in KPG's social media, Grace UMC's web page, brochures, or other publicity materials. Your permission for photographs to be used without compensation by Kid's Place at Grace is part of the enrollment agreement.
- j. **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.
- k. **Reunification Site:** In the event the church needs to be evacuated, the teachers and students will walk .2 miles to Heartstrings Community Foundation at 11599 S. Ridgeview Road, Olathe, KS 66061. Families will be contacted by the Director and/or teachers.
- l. **Snacks:** Parents are assigned snack by your child's teacher. Teachers will post the snack calendar with snacks that include two food groups. Pay close attention to how many students are in your child's class. The number of servings should be greater than the number of students in the class. Follow the assigned snack schedule due to classroom allergies.
- m. **State Requirements:** Our license is displayed, and Licensing Rules for Childcare Centers are available at this facility for review.
- n. **Supplies:** Each child will need a backpack big enough to hold a lunchbox, 2 changes of clothing and 2 water bottles (max size 12 oz). Butterfly and Owls classes will need bedding and diapers (if needed). Bedding for Butterfly and Owls consists of a fitted crib sheet and small blanket. Bento style lunch box works best for school. Children attending any preschool class will need to provide silverware (if necessary) for their lunch. A list of school items will be distributed at the beginning of the school year and in January.
- o. **Toilet Training:** We are happy to assist your child through encouragement and positive reinforcement. Children in 3's, Pre-K and TK classes need to be completely toilet trained prior to Aug. 31 of the current school year. Toilet trained consists of wearing underwear every day and independently using the toilet.