

Kings Preschool & Childcare



Parent Handbook

Kings Preschool & Childcare Office

Kings Education Center (KEC)

1797 King Avenue

Kings Mills, Ohio 45034

(513) 398-8050 ext. 10040

Contact Information

Preschool Supervisor:

Susan Guckert sguckert@kingslocal.net 398-8050 x10043 Kings Kids Office
cell (513) 317-0180

Administrative Assistant:

Tammy Nelson tnelson@kingslocal.net 398-8050 x 10040
Kings Kids Preschool & Childcare Office 398-8050 x10040

Attendance Line: 10400

Kings Education Center Preschool Rooms:

3 year old teacher:	Alisha Hach	398-8050 ext. 10403
4 year old teachers:	Linda Crawford	398-8050 ext. 10402
	Heather Combs	398-8050 ext. 10418
4/5 yr old teacher:	Lindsay Dunlap	398-8050 ext. 10418
Special Needs teachers:	Jessica Askren	398-8050 ext. 10406
	Theresa Frazier	398-8050 ext. 10405
	Theresa House	398-8050 ext. 10407

Childcare Rooms:

Room 130	Jeanette VonBargen	398-8050 ext. 10417
131	Kim Baker	398-8050 ext. 10404
		Childcare cell 505-7963

LOCATION

The Kings Preschool & Childcare Main Office is located in the Kings Education Center
398-8050, ext. 10040

In case of emergency, call our cell phone before 8:00 A.M. & after 4:00 P.M.

Kings Kids Office cell (513) 317-0180
Childcare cell 505-7963

KINGS PRESCHOOL and CHILDCARE PROGRAM



Welcome & thank you for choosing the Kings Preschool & Childcare Programs!

We are proud to be an early childhood facility licensed by the State of Ohio Department of Education. This handbook contains information regarding the Preschool & Childcare Program for preschoolers.

TABLE OF CONTENTS

Statement of Philosophy	1
Preschool & Childcare Purpose & Goals, Supervision, Other Programs	2
Location, Hours of Operation, Holidays, & School Days	3
Weather, Emergencies, Early Dismissal, Breakfast/Snacks, Lunches	4
Arrival & Pickup/Security	5
Field Trips, Birthday Treats, Health Records, Medication Policy	6
Discipline	7
Termination of Childcare	8
Tuition/Fees, Late Fees	9
Daily Schedules	10
Communicable Diseases, Illness	11
Nondiscrimination Policy & Licensing	12

Kings Local School District

The philosophy of education of the Kings Local School District is based upon the belief that children are the most valuable resource in any community, city or nation. The maximum educational development of each student is our ultimate objective, and we formulate our curriculum around two major premises. First, we endeavor to equip your children with the increasingly complex knowledge and skills to prepare them for vocations, or for further formal education in college and professional schools. Second, we strive to introduce your children to practices and ideals of personal and group behavior that will perpetuate and advance the aims and benefits of a democratic way of life. Knowing that the causes of democracy and free education are bound together, we believe that one cannot survive without the support of the other. The responsibility rests with the school to project ideals of our democracy and to create an awareness of our American heritage sufficient to confront the conditions of a changing world. We believe that the major purposes and goals of education are all inclusive and should be centered on the individual needs and natures of your children.

Statement of Preschool Childcare Philosophy

The Preschool Childcare Programs are a supportive addition to the lives of the parents who work outside the home and for their children. A parent's decision to place a child in our program is viewed as a loving choice to give the child opportunities for play and social experiences during times between school and home.

The program will compliment and extend upon experiences children have at preschool and home. Adults in the program provide ample time, space and materials for play, access to a variety of playmates and permission to play within limits of safety and courtesy. Children choose freely among activities they can do successfully and independently. Adults are completely available to children for playing, meeting needs (socially, emotionally and physically), and addressing issues that are important for the children.

Kings Kids strives to provide a balance to the academic emphasis of the preschool day. Our childcare curriculum addresses personal discipline, social development, emotional well being, recreational skills, and health/safety skills. Our childcare program also incorporates the Early Learning and Development Standards of the state of Ohio. We work to address the individual needs, personal interests, and developmental needs of all of our students.

Children are valued as members of special families, and parental feelings and preferences are considered. Our program professionals actively foster and participate in our programs and work to facilitate your child's growth through a home-cooperative approach. Kings Kids provides an environment that is responsive to and respectful of individual differences, learning styles, interests, family backgrounds, gender, race and religion.

CHILDCARE PURPOSE & GOALS

We welcome you and your child(ren) to the Kings Preschool & Childcare Program. The primary purpose of this program is to provide quality care and a safe environment for children before and after preschool. Within this framework, the program seeks to provide a recreational/educational alternative to parents for adequate before and/or after preschool care for their children. Students will be able to participate in a variety of activities such as crafts, creative construction, group/individual reading, imaginative play, outdoor/indoor play, puzzles/table games, dramatic play, and fine arts.

PRESCHOOL PURPOSE & GOALS

The goals of the Preschool programs are to provide opportunities to enhance and facilitate development of the cognitive, social-emotional and physical abilities of the children. Our emphasis is on kindergarten readiness, independence and working as a member of a group. All preschool classes include the Early Learning Development Standards of literacy, mathematics, science and technology, social studies, the arts, English language acquisition, physical and social emotional as well as small and large group experiences.

Children in the Kings Preschool & Childcare classrooms must be able to function and care for themselves in a large group setting and must be toilet trained. It is not part of our licensure to change diapers or pull-ups. It is not required that a child identified as a preschooler with a disability be toilet trained. Tuition students attending the Special Needs Preschool classroom should be potty trained.

KINGS PRESCHOOL STAFF/SUPERVISION

The Kings Preschool & Childcare Program adheres to the guidelines set by the Ohio Department of Education with regards to student/staff ratios, required in-service trainings and professional development, and employee recruitment. We strive to provide the most efficient and appropriate supervision to all of our children in order to maintain a safe environment.

REGISTRATION

Preschool registration takes place in early January. Children that are currently enrolled have the opportunity to register first. Siblings, past families & Kings employees also may register the first week of registration. Registration opens to the community the following week. Children must be 3 years old by September 30.

OTHER PROGRAMS

Other programs available include the Summer Childcare and Before and After School Childcare (located at all elementary schools). The Summer Program is filled on a first come, first serve basis. Parents will be notified in the Spring for summer registration.

HOURS OF OPERATION

Preschool:

3 year old classes & 4 year old classes-

AM classes start at 8:30 and end at 11:00

PM classes start at 1:00 and end at 3:30

Classes operate Monday/Wednesday/Friday or Tuesday/Thursday or
Monday/Tuesday/Wednesday/Thursday/Friday

Preschool operates on the same calendar as Kings Local Schools

Special Needs Integrated Preschool Classrooms

AM classes start at 8:55 and end at 11:35 Monday, Tuesday, Wednesday, Thursday

PM classes start at 12:30 and end at 3:10 Monday, Tuesday, Wednesday, Thursday

Childcare:

Childcare programs are open between the hours of 6:30 A.M. and 6:00 P.M. Parents are requested to respect our childcare hours.

Kings Preschool operates on the same calendar as the Kings Local School District.

HOLIDAYS

Kings Kids Preschool Childcare will be CLOSED on the following dates:

September 5, 2016 – Labor Day

November 24, 25, 26, 2016 – Thanksgiving

December 23 & 26, 2016 – Winter Break/Christmas

December 30 & Jan. 2, 2016 – Winter Break/New Year's

January 16, 2017 – Martin Luther King Day

February 20, 2017 – President's Day

April 14, 2017 – Childcare Closed

SPRING BREAK, WINTER VACATIONS, CONFERENCES, SNOW DAYS AND INSERVICE DAYS

Kings Kids Childcare will remain open during these holidays, snow days, conference or inservice days – with the exception of those dates outlined above. Children must bring a lunch and drink since all school cafeterias are closed when school is not in session. In the case of inclement weather, please check your local TV/radio stations to see make sure we are open.

WEATHER

In case of inclement weather, Kings Preschool will be closed whenever Kings School District is closed. The district utilizes a school messenger phone system to notify you of delays or closings. The Kings Kids Childcare will open at 6:30 unless it is determined that it is necessary to issue a delay. You will be notified through the school messenger system.

In the event of a delay, morning preschool classes will begin at 10:30 and end at 12:00. The Special Needs Integrated classes will begin at 10:55 and end at 12:35. The afternoon classes will begin at 1:30 and end at 3:10.

EARLY DISMISSAL

In the event that severe weather causes school officials to dismiss the children early, childcare will operate on its regular schedule to the best of their ability. Due to extreme weather conditions, you may be called to pick up your child early.

EMERGENCIES

Emergency medical forms will be kept on file in the Childcare Office and a copy of each with the staff members. Parents or other responsible adults listed on the emergency forms will be contacted in case of emergency. **PARENTS ARE ALWAYS CONTACTED FIRST.** The State of Ohio, Department of Education requires that **three** contacts and numbers are listed on every registration form. Kings Local School District Childcare will periodically request an updated form be completed to insure accuracy due to moves, changes in employment, etc.

BREAKFAST (Childcare Only) & SNACKS

A light breakfast of cereal and milk is offered each morning for children in the Childcare program. Snacks are provided in the Preschool & Childcare programs in the morning and afternoon. These are served at no cost to the parent or child. Snack menus are posted each week.

LUNCHES (Childcare children only)

A hot lunch is available and must be ordered by **10:00 AM** and paid for daily. Please send cash only. The cost is \$2.40. Students may also pack their lunch. Milk is provided with a purchased lunch. Milk may be purchased individually for a cost of 55 cents.

STUDENT RECORDS

All student records are confidential and are protected by the Privacy Act. Only school staff and child's natural parents/legal guardians have access to the records. In addition, when a child on an IEP withdraws from the school, the student's new school must request school records in writing.

ARRIVAL AND PICKUP

Kings Preschool

For those children attending **Preschool only**, AM Preschool begins at 8:30 AM and ends at 11:00 AM. If you plan to drop off your child at that time, please pull up into the circle behind the building. Teachers will help children out of the cars beginning at 8:25 and will continue until 8:40. If dropoff has ended, you will need to park your car and walk your child in the building. Pick up begins at 10:55. Teachers will assist putting the children into car seats. We then ask you to pull forward to finish buckling your child. PM Preschool begins at 1:00 PM. Teachers will help children out of cars beginning at 12:55 PM. Dismissal is at 3:25 PM and follows the same procedure as the morning.

Kings Special Needs Integrated Preschool classes:

AM Preschool begins at 8:55 for AM classes and 12:30 for PM classes. Please park in a space behind the Activity Center and walk your child to the building. You will enter door C-1 & C-2. Children are to remain with parents until the doors are opened and greeted by the Preschool Teachers.

Dismissal: Parents will again park in the back parking lot and walk to door C-1 & C-2. Preschoolers will remain inside until the teacher has called the child's name.

Kings Kids Childcare:

All children attending the **Childcare** Program **MUST BE SIGNED IN AND OUT AT THE COMPUTER BY AN ADULT (PARENT OR AUTHORIZED DESIGNEE).**

A parent or other authorized individual is **REQUIRED** to come into the building to pick up and sign the child out. Parents are not to take the child from the playground without being signed out first. No child will be allowed to exit the building on his/her own. If your child is to be picked up by someone other than the individuals listed on your registration form, please notify the childcare office in writing. Only emergency telephone notification will be permitted. The childcare office is also to be notified, in writing, if there is an individual who should not be permitted to pick up your child due to court mandated custody.

STATEMENT OF SECURITY/ACCESS

All doors to the Kings Preschool at the KEC remained locked at all times. To enter the building, visitors must enter through door C-1 and press the buzzer to the left of the door. A staff member will buzz you in. All visitors must report to the office.

Doors to the Preschool/Childcare corridor will be locked after 8:30 AM. Report to the office and a staff member will let you and your child in. All staff members will wear a picture ID badge. Phones are located in each room for communication to the office. School cell phones and walkie talkies are used to communicate between playground and office, gym and office.

FIELD TRIPS

Kings Preschool teachers will schedule field trips for their classes when they believe opportunities outside the school would enhance their yearly objectives. Prior to the field trip, parents will be given information describing the excursion. Parent volunteers will be used as chaperones and will pay for their field trips separately on the day of the field trip. All children must have a signed permission slip to attend field trips. All field trips are taken on Kings Local School Buses. A person trained in first aid and CPR, a first aid kit, all medical and emergency forms will accompany the staff on field trips. All medications for children whose parents have signed an authorization for the school to administer such medication under life threatening circumstances will be taken to the field trip site.

BIRTHDAY TREATS

We invite you to bring cookies or other treats on your child's birthday or other special day if they would like to share this occasion with their friends at Preschool. Before planning a celebration, check with your child's teacher just in case there should be two birthdays on the same day or in case other things are scheduled for that day. The teacher will inform you of the number of children in the class and if there are any allergies.

HEALTH RECORDS

The Ohio Administrative Code requires preschool programs to secure health information from a child's parent no later than the first day of attendance. Upon admission to the program, you should have received the forms that must be completed by your child's doctor. Forms must be updated as physical exams expire each year.

MEDICATION POLICY

We shall administer no medication, vitamins, or special diet without permission from parent and doctor. In the event that medication must be administered, a Kings Local School District Medication Request Form should be secured from the KEC office, and completed by the child's parent and physician. These forms will be kept in the child's file, with the child's medications and in the classroom. Kings Preschool follows the Kings Local School District Medication Policy.

CLASSROOM VISITS

Classroom visits should be scheduled at least 24 hours in advance with the Preschool Director or your child's teacher. Parents must sign in and wear a visitor badge. Classroom visits are limited to 30 minutes.

CLASS PARTIES

There will be two holiday parties in preschool. We will have a Halloween Party (with costumes) and a Holiday Party. A Homeroom Parent/Party Planner will work with your child's teacher in planning festivities. All parents are welcome to join in the fun. (NO siblings, please.) Parents may participate by providing snacks and party supplies.

DISCIPLINE

Kings Preschool follows all guidelines provided by the Ohio Department of Education.

The Program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Discipline shall not be delegated to a child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
4. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include the withholding of food, rest, or toilet use.
9. Separation shall be brief in duration, and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

We feel our goal is best accomplished by the following:

1. Positive language and manners will be used to communicate limits, clarify expectations, and provide simple, consistent explanations
2. Providing a structured environment
3. Children are recognized with praise for respecting limits

A child having behavior problems during his/her stay in childcare may:

1. be removed from the group to a designated timeout area
2. for serious or recurrent problems, the parents will be notified
3. for continuous serious or recurrent problems infractions, a child's enrollment may be terminated.

TERMINATION OF CHILDCARE

Termination by Parent

Ten (10) school days written notice is required. All tuition that is due must be paid.

Any parent who terminates without paying all tuition and notice fees will receive a statement of account specifying a due date for payment. If payment is not received, the program reserves the right to use whatever means necessary, including all legal avenues, to recover the amount due. Additionally, any future childcare programs will be unavailable due to non-payment.

Termination by Program

Termination by the Program's Choice: Reasons for the Childcare Director to end a family's participation in the program **include, but are not limited to:**

1. **A child's misbehavior.** Program staff will work with children in a positive manner as specified in our discipline policy. Children who do not respond and who create situations that are dangerous for themselves, other children, or staff members may be better accommodated in another setting. Parents will be consulted whenever any difficulties arise and kept informed about disciplinary processes. A request to find another setting would not be unexpected. Parents in this situation would be given (2) weeks (14 days) notice to find other accommodations if possible.
2. **A child's severe and repeated misbehavior.** Immediate dismissal from the program.
3. **Parent's non-compliance with program policies and requests for cooperation in working with a child.** The Childcare Supervisor will notify parents verbally of the program guidelines. If parents disregard such specific requests for cooperation, the Supervisor may choose to give two (2) weeks (14 days) notice.
4. **Repeated non-payment of tuition.**

PRESCHOOL/CHILDCARE TUITION & FEES

Parents are expected to accept the financial commitment for the entire duration of the school year program. Preschool operates on the same schedule as Kings Local Schools and observes the same holidays. **Regular tuition will be paid during Thanksgiving Break, Winter Break, and Spring Break.**

Tuition is due every Monday, unless paid in advance. Tuition can be paid weekly, monthly, or yearly if you prefer. Tuition not received by Wednesday of that week will be considered past due and assessed a late fee of \$10.00 for each week tuition is not paid. However, two weeks unpaid tuition could result in dismissal from the program.

Withdrawal from the program. requires a two week paid written notice to be submitted to the preschool office.

Paying by check is welcome. In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically re-deposited or if necessary re-deposited by paper draft. You understand and agree that we may collect a return check processing charge of Thirty Dollars (\$30.00), by the same means and allowable by law.

Children may not be signed in before 6:30 AM. The program closes at 6:00 PM. Late fee pick-up fees are \$15.00 per child starting at 6:01 PM and \$5.00 every five minutes thereafter. After 4 late occurrences, the child may be dismissed from the program. The late fee may be paid at the time of pick-up or with the following week of tuition. If you feel you may have an occasional "pick-up" problem, please make arrangements with friends or relatives to have your child picked up on time. We appreciate your cooperation regarding this matter.

Registration Fee - \$80.00 (Non-refundable) includes registration, field trips, and supplies

Weekly Fee (Beginning August 17)

3 Day Classes

Preschool only	\$51.00
Preschool w/3 days care	\$125.00
Preschool w/5 days care	\$175.00

2 Day Classes

Preschool only	\$34.00
Preschool w/2 days care	\$85.00
Preschool w/5 days care	\$160.00

5 Day Class

Preschool only	\$85.00	Preschool w/ 5 days care	\$210.00
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4 Day Classes

Preschool Only	\$55.00
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DAILY SCHEDULE

PRESCHOOL:

The teachers plan their own daily program to include the Early Learning Development Standards of literacy, mathematics, science and technology, social studies, the arts, English language acquisition, physical and social emotional as well as small and large group experiences. The following is a sample schedule for a Preschool session:

8:35	Opening Circle (Welcome, calendar, helpers, weather, music, directions for the day, special sharing time, etc.)
*1:05	
8:55	“Kid’s Choices” (Center time), Teacher Directed activities
*1:25	
9:40	Story Time & Snack
*1:50	
9:50	Art
*2:00	
10:15	Large Muscle
*2:25	
10:40	Circle & Music
* 2:45	

*Denotes Afternoon session

KINGS KIDS CHILDCARE PROGRAM SCHEDULE:

6:30-7:30	Arrival and Breakfast Time
7:45-8:20	Center Time
8:30	Preschool Pickup/Childcare Snack
8:30	Bathroom Break
8:45-9:30	Gym/Outdoor Play
9:30-10:15	Center Time
10:15-10:45	Craft
10:45	Clean Up/ Handwashing
10:45-11:00	Story time
11:00- 11:30	Lunch
11:40	MWF-Naptime
12:55	Wake-up/preschool pickup
PM Group	
12:00-1:15	AM Preschool Outside Play
1:15-3:00	Bathroom Break/Nap
3:00-3:15	Snack
3:15-3:30	Bathroom Break/Storytime
3:30-5:00	Outside Play/Gym
5:00-6:00	Return to room for Centers

***Programs will vary according to age level, classroom and days of attendance.**

COMMUNICABLE DISEASE/ILLNESS

1. A communicable disease chart shall be posted in each classroom.
2. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she enters a group.
3. All parents shall be notified if their child has been exposed to a communicable disease when applicable.
4. Any child suspected of having a communicable disease shall be isolated immediately in an area set aside from the group. A child who is isolated is always accompanied by an adult who is within sight or hearing of the child. An isolated child is provided with a mat or cot, and a blanket until discharged. The mat shall be sanitized with an appropriate germicidal agent and the blanket shall be laundered upon discharge of the child. **Any child with the following signs and symptoms shall be immediately isolated and discharged to the parent, guardian or person designated by the parent:**
 - a. Diarrhea
 - b. Vomiting
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes
 - e. Conjunctivitis (no red eyes/crustiness present to return to school)
 - f. Temperature of 100 F when in combination with any other sign of illness (such as lethargy, abnormal activity, vomiting)
 - g. Unusually dark urine and/or gray or white stool
 - h. Stiff neck
 - i. No unknown rashes of any kind.
5. **A child with any of the following signs or symptoms of illness shall be immediately isolated from other children and the parent or guardian called to take the child home immediately. The child shall be carefully watched for worsening of his/her condition.**
 - a. Unusual spots
 - b. Sore throat or difficulty swallowing
 - c. Untreated, infected skin patch(es)
 - d. Severe coughing
 - e. Evidence of lice, scabies, or other parasitic infestations
6. No child may return to childcare until all signs or symptoms of illness have disappeared (temperature free, etc.) for at least 24 hours after the symptoms are gone. Children with head lice shall be excluded from childcare until application of an effective pediculocide.
7. Children who are mildly ill but do not show symptoms of a communicable disease shall not be encouraged to participate in activities of an active nature, unless they so choose. Parents shall be notified of the child's symptoms and behaviors.

NONDISCRIMINATION POLICY

No employee shall be appointed, reduced, removed or in any way favored, discriminated against because of his/her political opinions or affiliations, or because of race, national origin, religion or marital status, and to the extent prohibited by law, no person shall be discriminated against because of race, sex, age or physical handicap.

LICENSING INFORMATION REQUIRED

Each facility is licensed to operate by the State of Ohio Department of Education. The license is posted in the Preschool Office. A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

Any parent, custodian or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator or Staff of his/her presence.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Concerns, questions or input can be directed to the Supervisor of the Kings Kids Preschool/Childcare program.