

# **KIDS**

# **Parent Handbook**

This handbook is designed to give insight into the programs and policies of KIDS. While it is meant to be explanative, it is not meant to be exhaustive. Additions and substitutions may be made at the beginning of a new school year and even, when necessary, within the course of a given school year. Before enrolling in KIDS, parents are to read through this handbook in order to have a clearer understanding of the expectations and standards associated with attending KIDS. Upon enrollment, all parents must sign a document stating that this handbook has been read and that its contents will be followed.

*Current edition updated for the 2018 – 2019 school year.*

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# Introduction Section

## ***School Staff Roster***

### **School Board**

Pastor Eric Smith                  Wayne Baugus                  Jamie Williams  
Pastor Greg Young                  Kim Patterson

### **Staff**

School Administrator – Brian Reid

Lead Teacher – Sharon Owens

Teachers:

Sharon Owens – 2-year olds

Jill Vinson – 3-year olds

Michelle Oswald – Pre-K Class

Michelle Wilkes - Pre-K Class

### **Support Staff**

Administrative Assistant – Tabbi Callahan

Financial Administrator – Leigh Anne Roberts

Cafeteria Manager – Nan Conrad

## Identification Section

### **Mission Statement**

The mission of KIDS Preschool is to invest in the discipleship process of students as they grow in knowledge and spiritual maturity.

### **Vision Statement**

The vision of KIDS is to see children grow in their understanding of their Creator and develop a relationship with Him.

### **Core Values of KIDS**

1. The **Bible** is God's word to mankind; one learns more about God through learning His word.
2. Jesus's life is man's example; God's children are to be "**Christ-like**"
3. A strong preschool program is **developmentally focused**.
4. A truly developmental program is **Christ-centered**; the goal of the program is to bring glory to God through Jesus, His Son.
5. A preschool program that is Christ-centered is staffed by born-again believers who create a **nurturing environment**.

### **Components of the Program**

- All materials incorporated into the school's curriculum are from a Christian textbook publisher.
- Activities will include painting, coloring, building, and cutting.
- Manipulatives will be used to build fine motor skills (hand-eye coordination) and gross motor skills (body-space coordination).
- Music and drama (role playing) are integral parts of the program.
- Story reading is a daily part of the program, building language awareness, cultural awareness, Biblical awareness, and good listening skills.
- Weekly chapel services are held alternating between Wednesdays and Thursdays so that children attending two and three day programs can participate.
- Social skills are taught and reinforced, such as having good manners, being respectful, sharing, taking turns, and understanding that others have feelings, too!
- Good health and hygiene habits are promoted and practiced.
- Local "field trips" are done to introduce, support, and/or enhance areas of learning; these are done with the community (4 & 5 year old class only).

### **Components of Instruction**

When providing instruction that is Christ-centered and nurturing, the teachers and assistants of KIDS strive to:

- teach children about God's love for them
- teach children to choose behaviors that please their Heavenly Father
- teach children that God loves to hear from His children; teach them how to pray
- teach children to give thanks to God for everything
- teach children that worship is giving thanks, and giving thanks is worship

### **Statement of Faith**

As a ministry of Sharon Baptist Church, Kingdom Inspired Day School upholds and adheres to the same doctrinal beliefs as its sponsoring church. Because KIDS works under the application of these principles, and because it desires to work alongside the home and the church to nurture each child's spiritual walk, it is imperative that the family understand and support the school's Statement of Faith. The following is a list of the biblical truths that the staff of KIDS supports and instills through their teaching:

### **School**

Our covenant to parents and students:

- We will teach to our utmost ability from God;
- We will walk as an example of Christian service;
- We will strive to feed the soul as well as the mind;
- We will offer our help, praise, encouragement, and correction, ensuring that each child is provided with an environment that is both educational and spiritual.

### **School History**

Kingdom Inspired Day School began as a prayer request when a member of Sharon Baptist Church, Mrs. Fran Patterson, saw a need for Christian education. She began to pray for a school in which students would be taught the three R's of redemption, regeneration, and reconciliation along with readin', writin', and 'rithmetic. In August of 1995, after years of prayer, God opened the doors of KIDS. Since its early beginnings, the preschool has grown to include children from age two to age five; it has become a foundational part of Savannah Christian Academy, which teaches children from kindergarten through grade eight. It has been, and continues to be, an exciting journey; God's blessings continue to fall fresh every day!

Over the years, there have been many changes, both internal and external. The most obvious recent change is the new building that now houses KIDS. The facilities provide beautiful classrooms, a spacious cafeteria, a modern gymnasium, a child-friendly playground, and even a "storm friendly" safety-hall.

While changes are inevitable, one constant will be our devotion to and dependence upon the One, True Living God. Our heart's desire is to honor our Lord in all areas and to develop within the children entrusted to our care a respect for Him.

### ***School Sponsorship and Affiliation***

Kingdom Inspired Day School is:

- sponsored by Sharon Baptist Church as a ministry of the church
- in compliance with Tennessee Department of Education School Administered Child Care Rules
- approved by the Tennessee Department of Education

### ***Admission Policies and Procedures***

Kingdom Inspired Day School is open to anyone interested in enrolling their child in a Christ-centered preschool who also agrees to abide by the practices and policies of the school which are aligned with its sponsoring church, Sharon Baptist.

KIDS admits students of any race, color, national and ethnic origin to all the rights, privileges, and programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

KIDS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with the administration of KIDS and to abide by its policies.

### ***Important Legal Information***

Enrollment of children in Kingdom Inspired Day School is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.

## **Procedures Section**

### ***Admissions***

#### **ENROLLMENT PRACTICES AND POLICIES**

1. To enter in an age specific class, a child must be the designated age of that class by May 31<sup>st</sup> of the year.
2. Children entering the three, four, or five-year old program are to be fully potty trained.

3. A copy of a child's immunizations (health record) must be turned in to the KIDS office before a child may enter the preschool program.
4. Registration papers, a signed "Permission to Assist to Restroom" form, and a copy of the child's birth certificate must be completed/submitted to the school office within the first full week of school.

### ***Morning Drop-Off & Afternoon Pick-up***

Only parents, legal guardians, or designated adults who have been listed on a child's record may drop-off or pick-up a child. All children must be signed in each morning and then signed out at the close of the day. If the child's teacher or her assistant is not in the room upon arrival, the child must not be left unattended. In the event that an additional person needs to be added to the drop-off /pick-up list, please send in written authorization so that the information may be added to your child's record.

### ***Tuition and Class Fees***

**For the 2018-2019 school year:**

**Registration Fee:** \$50 (all ages)

#### **Classroom Fee:**

2-year olds: \$100

3-5 year olds: \$120

#### **Prices for Baby/Infant Program**

- 2-day \$270 mo.
- 3-day \$350 mo.
- 5-day \$500 mo.

#### **Prices for Two-year Old Program:**

- 2-day \$2,300
- 3-day \$3,100
- 5-day \$4,650

Two year olds – children must turn two years old during the upcoming school year. If children are two on or before December 31<sup>st</sup>, they can start school in August. If children turn two after December 31<sup>st</sup>, they can start school on their second birthday. This is only for the two year old class.

### **Prices for the Three, Four, and Five-Year Old Program:**

- 2-day           \$2,100
- 3-day           \$2,850
- 5-day           \$4,300

\*\* Days are flexible – Parents can pick from our two-day, three-day, or five day program. However, the days that are selected must be consistent for the entire school year.

**Additional Days:** If an occasion arises in which an additional day is needed, parents may purchase them at a cost of \$25 per day. Below are the guidelines that will need to be followed:

1. 24-hour notice will need to be given (call the school and/or teacher)
2. Class size and assistant requirements must accommodate an additional child
3. Payment will need to be made in advance

### **Sibling Discounts:**

2<sup>nd</sup> child with discount of 10%

3<sup>rd</sup> child with discount of 15%

\*Discount application is the same if oldest sibling is enrolled in SCA or in KIDS

### **Payment Plan Options:**

**10 Month Plan:** the first payment will be due when school begins in August and the last one will be due by May 10<sup>th</sup>

**Semester Plan:** the first payment is due when school begins in August and the second payment is due when school resumes in January.

**Full-Year Plan:** full payment is made on the first day of school; a \$150 discount is available for families who are enrolling one child.

## ***Financial Aid Scholarship***

A financial assistance fund has been established and the provisions are allocated based upon the amount of donated funds and the level of financial need. If interested in applying for a scholarship, follow the guidelines listed below.

### **Process for Financial Assistance Application**

- Fill out a **Request for Assistance Form** (obtained from school office)
- Submit the form to the school office or the principal's office
- The Financial Aid Scholarship Committee will review the requests
- Wait to receive notification concerning the request for scholarship funds (information will be mailed after the review process is completed)
- Proceed with registration process for KIDS (paperwork indicating scholarship allotment should be presented upon enrollment so that the correct monthly tuition may be determined).

## ***Financial Policy***

**All payments are to be handled through the school office; checks may be given directly to the secretary, placed in the dropbox outside the school office, or mailed. To ensure your payment is received please do not send money via children or teachers.**

- I understand that the policy of KIDS is to make no refund of registration fees.
- I understand that, in order to hold a place for my child, registration fees must be paid at the time of registration.
- I understand that payments are due on the 10<sup>th</sup> of each month. If payment is not received by the 11<sup>th</sup> of the month, a **\$10 late fee** will be charged to my account. *In the event that the 10<sup>th</sup> fall on a Saturday or Sunday, the payment should be paid on the Friday before the 10<sup>th</sup>.*
- I understand that payment by check is preferred but should cash be used, it will be in the correct amount. (No change can be made.)
- I understand that if my account is still delinquent on the last day of the month, my child/ren may not be permitted to attend class until the account is satisfied.
- I understand that the first tuition payment must be paid the first week of school and the last tuition payment must be paid by May 10<sup>th</sup>.

- I understand that my account will be charged a **\$20 returned check fee** for each check returned on my account. After the second returned check, I understand that my account will be on a **cash only** basis.
- I understand that I am ultimately responsible for all payments to this account.
- I understand that I have a financial commitment to KIDS for the entire school year. If I withdraw my child(ren) during the course of the school year of my own accord, I realize that I am to give a two week notice. Failure to give such a notice will result in charges for those two weeks.
- A financial agreement must be signed and on file.
- If you need end-of-year statement, we will need a 24-hour notice before this can be completed and picked up from the school office.

### ***Student Dress Code***

#### **Clothing and Shoes**

Children should wear comfortable play clothes and shoes that are suitable for the classroom as well as for running and jumping. Shoes should be soft-soled and should cover the feet; tennis shoes with socks are preferred. Children should not wear sandals of any type. When wearing skirts or dresses, shorts should be worn underneath. A change of clothing (including undergarments and socks) should be sent in a Ziploc bag to be kept in the child's classroom; these items should be swapped out when the seasons change (exchange shorts for long pants and short-sleeved shirts for long-sleeved shirts, etc.). If a child is still using pull-ups, some extras should also be included in the child's clothing pack.

#### **Jewelry**

Pierced ears permissible for girls only; earrings are not to be dangling for safety reasons.

#### **Hair**

Hair should be clean and kept out one's eyes. No artificial hair attachments are to be worn. Hair should not be colored or dyed.

### ***Parent-Teacher Conferences***

A parent who wishes to meet with his/her child's teacher may call to set up an appointment. After school meetings are the best, but meetings during the day may be arranged when additional staff are on duty. Please contact the teacher

after school hours or leave a message through the school office for the teacher to return your call. We will have a parent-teacher conference available each semester.

Four and five-year old students will be assessed in September and March to determine readiness for kindergarten. The two and three-year old assessments will be conducted in March.

### **Field Trips**

Field trips are designed to support and enhance a particular concept or topic by taking the children outside the classroom.

Parents who volunteer to drive must adhere to the following legalities:

- Provide proof of valid driver's license
- Provide proof of vehicle insurance
- Show that safety belts are in good working order
- Use booster seats when transporting children

*Parents need to read and sign the field trip policy. Field Trip Policy forms will be available in the school office.* Drivers will receive a list of the students they will be transporting from the classroom teacher; this list will be made out by the teacher and a copy will be submitted to the office as well as to the "transporting" parent. Parents may not choose their riders, with the exception of their own child/children. Drivers must return with the same children they left with (no switching around of children). All drivers must observe the same procedures while transporting children to and from a location. While parents may be inclined to provide treats for their riders, unless this is done by the entire group, it should not be done in isolation. All children should experience the same activities on a field trip day; no exceptions should be made for individual groups of children.

### **Discipline**

KIDS seeks to establish a nurturing environment by promoting positive behaviors. Teachers will proactively intercede to help children make alternative choices and, when necessary, will provide them with a "time-out" so that their attention may be diverted and further misbehavior avoided. Teachers will present, promote, and practice positive behaviors so that children may develop the tools they will need to build Godly character. Should the teacher feel that insight from another adult may be useful, Sharon Owens and/or Brian Reid will be available for "a visit".

If a child exhibits behavior that continually results in administrative “visits”, the child may be suspended from KIDS. Re-entry will be at the discretion of the administrator, the director, and the child’s teacher. While all attempts will be made to accommodate the child, the needs of his/her classmates must be considered as well. Therefore, an assessment of the child’s behavior and that of the classroom environment with and without his/her presence will be conducted before re-admittance is granted.

### ***Lunch Program***

KIDS provides a lunch program that allows for the purchasing of hot lunches. Lunches may be brought from home, but should have nutritional value and should not be overloaded with sugars and candies. While the school can oversee the nutritional choices made available through school lunches, it will not mandate what is in a child’s lunchbox. Parents are asked, therefore, to make healthy choices that will enable a child to be prepared for learning activities.

The school’s monthly lunch menus are posted on RenWeb; for those who cannot access these via computer, a printed menu may be requested through the school office. Parents are asked, when possible, to order their child’s lunches through RenWeb. Monthly statements will be sent for the days a child eats a school lunch. If the balance owed is not paid in a timely manner, additional charges will not be allowed until the balance has been paid.

Lunch costs are \$3.00 which includes a drink. Drink choices are milk, fruit juice (apple or grape), or water. Drinks may be purchased separately for \$.40.

Please note that, when bringing a lunch from home, the food should already be prepared and ready to eat. Microwaves will not be provided for student use, so heating up or cooking lunches is not an option. According to national nutritional guidelines, lunches should consist of at least four components: milk, two or more fruits or vegetables, meat or meat alternative, and bread or bread alternative. Parents are welcome to come and eat with their children but need to let the school know they are coming by 9:00 on the day they will be eating. The school requests that parents do not eat with their children more than one time per week. The cost of the meal is \$3.50.

### ***Opportunities for Parent Involvement***

#### **Fund Raising**

KIDS will have two fundraising events per year, one in the fall and one in the spring. The money raised through these fundraisers is used for teacher training, classroom needs, and end-of-the year events such as graduation and Fun Day.

## **Volunteering**

Parental support is not only needed, it is necessary. Not only does volunteer work provide a means of assisting classroom teachers, but it also allows parents the opportunity to learn more about their child's school. Without the availability of state assistance, it is incumbent upon the parents to assist the school in covering these areas and in helping the school secure funds that will continually add to and promote the school's drive for excellence. Areas in which parents may volunteer include, but are not limited to:

- Field Trip Driver
- Party planner
- Program helper (Christmas & Graduation)
- Fun Day helper

## ***Health and Safety Issues***

1. Students should not be displaying signs of illness such as fever, excessive coughing, sore throat, or open sores.
2. **Students must be free of fever for 24 hours before they may return to school. For example: if a child is sent home on Tuesday with a fever, the earliest he/she may return to school is Thursday.**
3. Students receiving shots for an illness must allow a 24 hour period to elapse before returning to school ***even if the child has no fever***. Children leaving school at 3:00 p.m. to receive a shot may not return to school the following morning unless a doctor's note says they may return.
4. A fever is constituted when a child's temperatures reaches 100 degrees.
5. A child who has had diarrhea must be free of this symptom for at least 12 hours before returning to school.
6. A child who has been vomiting must be free of this symptom for at least 24 hours before returning to school.
7. Please notify the office in case of strep throat, hepatitis, meningitis, rubella, measles or other communicable diseases. Students with such disease **will not** be allowed to attend classes while they are contagious.
11. Each child should have three contacts, along with their phone numbers, in the event that a child becomes sick during the course of the day. These contacts should be on file in the child's record so that, in the case of an illness, the child can be picked up as quickly as possible.

12. Discretionary Clause: If a student becomes sick after leaving school, please keep the child home the following day, even if there is no fever. Many viruses have been passed through classes by children returning to school prematurely. Please be considerate of other students, their families, and the teacher.

### ***Communicable Disease Policy***

Children who are infected with a communicable disease will not be allowed to attend KIDS until the child is no longer contagious. A doctor's written notification will be required before the child may be admitted to the school. Communicable diseases are defined as any disease that is potentially life-threatening or serious in nature.

If a child has had the following communicable illness he/she will be readmitted to preschool as follows:

- Strep Throat – 24 hours after the start of medication
- Chicken Pox – once all lesions are dry and with a physician's permission
- Impetigo – 24 hours after treatment has begun; the child should see a physician again if there is no improvement within 48 hours.
- Other skin infections such as boils or ringworm – once treatment has begun and as long as lesions are covered
- Lice and/or Scabies – following medical treatment; free from nits
- Conjunctivitis (Pink Eye) – 24 hours after the start of medication or when drainage subsides
- Pinworms – following medical treatment
- Illnesses such as Meningitis and those for which vaccines are available (such as Hepatitis, Tuberculosis, Polio, etc.) – with a physician's written permission

### ***Transportation***

All parents of children attending KIDS are responsible for the delivery and pick-up of their child/children. The school day begins at 8:00 a.m. and ends at 3:00 p.m. For parental assistance, children may be dropped off at 7:30 a.m. and aftercare is provided until 5:15 p.m.

Parents are encouraged to pick students up by 3:00 p.m.; children who have not been picked up by 3:15 p.m. will be placed in aftercare.

### ***Aftercare***

Aftercare is provided throughout the week. Following dismissal at 3:15 p.m., children who are staying for aftercare (and those who have not been picked up) will go directly to the designated area and will remain there until they are picked up by a parent or appointed guardian. Aftercare will start being charged at 3:15 and will be offered until 5:15 p.m. The rates are listed below.

Aftercare is available at the following rates:

- 3:15 - 4:30 p.m.                      \$5 per child
- 4:30 - 5:15 p.m.                      \$8 per child
- after 5:15                                \$25 per child

If your child will be staying in aftercare, please let his/her teacher know at morning drop off or call the office during the day to let us know. Advance notice is greatly appreciated. **All aftercare fees are calculated at the end of the month and must be paid by the 10<sup>th</sup> of the following month.**

### ***Toys & Personal Items***

For the well-being of the children, both physically and emotionally, parents are asked to keep their child's toys and/or other personal items at home. Each classroom is well stocked with play items for the children and, since they don't "belong" to any one individual, the lesson of sharing is much easier to learn. Occasionally a teacher may ask the child (parent) to bring in a favorite book or an item for show-and-tell, but these will be handled by the teacher and returned at the end of the day.

### ***Parental Visits and Visitors***

#### **Classroom Visits**

Parents are welcome to visit the preschool and are encouraged to do so but in order to make this visit meaningful to the parent and manageable to the teacher, advance notice is required. Please call the school office to arrange a visit or contact your child's teacher personally so that scheduling conflicts may be avoided. Upon entering the school, visitors must go to the school office to sign in. A Visitor's badge will be given which is to be worn at all times during the visit.

For safety measures, no firearms, alcohol, drugs or harmful materials are allowed on the school campus.

## **Lunch Visits**

Parents who would like to eat lunch with their child may do so but need to notify the school by 9:00 a.m. in order to be added to the “lunch count”. The cost of meals for parents/adults is \$3.50. This is to be paid on the day of the visit.

## **Reporting of Child Abuse**

In accordance with state law and school policy, the staff of KIDS is obligated to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **School Closure Information**

KIDS closures and early dismissals will be *sent by email, posted on the school website ([www.savannahchristianacademy.org](http://www.savannahchristianacademy.org)), posted on the school Facebook page, and also a text message will be sent by your child's teacher*. Because it is not always necessary for KIDS to adhere to the cancellations and closings that affect other Hardin County schools, it is imperative that parents listen for cancellations and dismissals specific to KIDS. Announcements will be made in regards to school openings as well as to school cancellations in hopes of alleviating any uncertainties. If KIDS accumulates more than five days of cancellations due to inclement weather, these “excessive” days may be made up throughout, or at the end of, the school year.

## **Who to Call**

### **Chain of Accountability**

Procedures for expressing concerns and asking questions.

1. Talk to you child's teacher. If further clarification is needed proceed to step two.
2. Talk with the Lead Teacher, Sharon Owens. If further clarification is needed proceed to step three.
3. Talk with the administrator, Brian Reid. If further clarification is needed proceed to step four.
4. Talk to one of the school board members or request to meet with the school board. These members may be reached through the church office at 925-2165.

### ***Change of Address***

When families move or change phone numbers during the course of the school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you have a change of address or phone number during the school year, please call the school office and provide the new information so that it may be updated in your child's record. Also, please submit this new information in writing to your child's teacher so that he/she may keep his/her classroom file updated.

### ***Lost and Found***

Items that are lost or found can be inquired about or turned in to the school's office. Items of value (jewelry, purses, etc.) will be locked in the school office.

### ***School Security System***

Sharon Baptist Church has installed a security system that provides additional security for the ministries of KIDS and Savannah Christian Academy. Throughout the day, all doors will remain locked. At two locations, the church office entrance (west side) and the school office entrance (south side), cameras and speakers are set up that allow the visitor to be viewed and spoken with from inside the building. The visitor may be allowed entrance once he/she has been identified. School doors will be open (on the south side for preschool entry and the north side for SCA entry between 7:30 – 8:00 a.m. After 8:00 a.m., the doors will be locked and access will only be gained by using the security entrance system.

## **KIDS Preschool 2018-19 School Calendar**

Wednesday, August 1	In-Service for Teachers
Thursday, August 2	In-Service for Teachers
Friday, August 3	In-Service for Teachers
Monday, August 6	First Day of School for KIDS Preschool
Monday, September 3	Labor Day (no school)
Mon-Tues, October 15-16	Fall Break (no school)
Mon-Fri, November 19-23	Thanksgiving Break (no school)
Tuesday, December 18	Christmas Program
Wednesday, December 19	Dismiss for Christmas Break
Monday, January 7	Classes Resume
Monday, January 21	Martin Luther King Jr. Day (no school)
Monday, February 18	President's Day (no school)
Mon-Fri, March 25-29	Spring Break (no school)
Friday, April 19	Good Friday (no school)
Monday, May 13	KIDS Graduation (6:30)
Tuesday, May 14	Fun Day
Wednesday, May 15	In-Service Day for Teachers