



Kids 4 Christ
Preschool
Family Handbook

2023-2024

Kids 4 Christ Preschool

Hillside Park Baptist Church
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www.hillsidepark.org

Welcome!

Welcome to Kids 4 Christ Preschool Ministry!

Kids 4 Christ is a ministry of Hillside Park Baptist Church where we strive to establish a healthy, positive relationship between the home, school and church. We are dedicated to provide a safe, loving, nurturing and learning environment where children are encouraged to appreciate and love one another. This environment has been created in a way that all children will be taught age appropriate benchmarks with an emphasis on school readiness. Procedures and standards have been put in place to ensure the safety and security of all children and staff. All parents of children enrolled in Kids 4 Christ are responsible for familiarizing themselves with the policies and procedures that are included in the Family Handbook and comply with each of these policies. A statement in the back of this handbook will need to be signed and dated by the family and turned in to be placed on file.

Mission

Our mission is to provide a Christ-centered learning environment for children to grow and learn while Sharing Christ, Enriching Lives and Developing Minds. Our goal is to provide high quality education and training for children in a loving environment. In this environment, there is an intentional emphasis to provide each child with age-appropriate experiences so that they can excel in their own physical, intellectual, and emotional growth.

Standards

Kids 4 Christ includes private half-day preschool, afterschool, and a summer day camp programs. As a part time, faith based program, we are not regulated by the Division of Child Development. Our staff must commit to meet or exceed applicable standards set forth by the state

Staff Expectations

Because Kids 4 Christ Preschool values excellence in all areas, staff members are continually offered training opportunities through professional development workshops, conferences and support programs. Each staff member at Kids 4 Christ must complete CPR/First Aid Training, a Criminal Background Check, and a National Sexual Predator Check.

Holidays/Inclement Weather Policy

Kids 4 Christ follows the Davidson County School Calendar. The preschool is closed during all school holidays and teacher workdays when the school is closed. During early release days the preschool closes at 11:30.

Incident weather policy for Preschool is as follows:

1 hour delay for Davidson County: we open at 9:00am/close at regular time

2 hours delay for Davidson County: we open at 10:00am/close at regular time

Davidson County Schools are closed: Kids 4 Christ is Closed!

If weather becomes dangerous during a scheduled preschool day, parents and emergency contacts will be called to pick children up as soon as possible. Someone will remain at the church until all children are picked up.

Closings and delays will be reported to Fox 8 and posted on our Facebook page.

Registration and Tuition Fees

An annual registration fee is required for each student who enrolls in our program; this fee is non-refundable. The fee guarantees your child's place in the classroom for your child and helps pay for required school supplies.

Early Registration - by August 6th \$30.00

Regular Registration - \$40.00

Tuition payments are due the 1st of the month for the upcoming month. The payment is past due on the 10th of the month and a late fee of \$10.00 late fee will be added if tuition is late. If your account is two weeks behind your child may be removed from the program until your account is brought current. Please contact us if you are having difficulty with your account to make payment arrangements.

Return checks are subject to a \$25.00 charge.

Future payments must be made in cash.

Tuition Rates:

A lockbox is located at the Multi-Purpose Room entrance. Envelopes are conveniently placed at box for each parent to write their child's name and amount. All tuition along with any other monies **MUST** be placed in these boxes

2day program - \$130/monthly

3day program - \$150/monthly

5day program - \$185/monthly

Breakfast Club begins at 8:00 and breakfast is served until -8:45. Age-appropriate activities are offered until being brought to their classroom.

Breakfast Club Rates Are:

\$20 will be added to your monthly tuition rate

All checks should be made out to K4C and placed in the tuition box outside the office. Please put your child's name in the memo. Cash payments need an envelope with child's name and amount on the front.

All children need to be picked up by 12:00. At 12:15 a late fee of \$ 15.00 will be applied and then \$ 1 each minute after until the child is picked up. Families that are not enrolled in Breakfast Club will not be able to enter the building until 9:00am, when their code is programmed to begin working. This is to make sure all Breakfast Club children are secured in their classrooms before opening the door.

Withdrawal

Should you find it necessary to withdraw your child for any reason, written notification must be received two weeks in advance. Should you be asked to withdraw your child, you may not be given a notice. If the child is withdrawn after the 1st of the month or anytime during the Summer Preschool Program the entire tuition is still due.

Arrivals and Departures

All children must be accompanied to their classroom by an adult. Everyone is required to enter at the preschool entrance. Every family must use their code to enter the building. Please make sure anyone picking up your child or visiting (therapists) has this code to enter. If anyone is picking up your child that does not have this code, they may knock and one of the staff members will greet them at the door but there are times when no one is near the door and will not hear. Please make sure anyone picking up your child is listed on the Pick Up Authorization Form. If they are not listed, they will not be able to pick them up unless notice has been sent to the director in advance. Even with notice, this person will be asked to show their driver's license. This policy is in place to keep every child safe.

Communication and Conferences

Each classroom teacher will communicate procedures for receiving and viewing your students work. A monthly calendar with classroom information will be sent home. It will also contain upcoming preschool events as well as the mention of a church-wide function. This calendar will be posted in each classroom as well as sent home with each child. In addition to the calendar, also expect to receive frequent updates and notices highlighting classroom and preschool activities, academic emphases, special recognitions and other beneficial information. An assessment will be given to each child by November and parents will be encouraged to help with the children at home with their identified weaknesses. This will sometimes come home in the form of homework to be returned to preschool. We will often communicate to parents via email, telephone and scheduled conferences to insure parents are both aware of and involved in their child's specific needs.

If you need to schedule a conference with your child's teacher or the director, please wait until class has dismissed for the day to set up a time for discussion. You may also call us at 336-474-5952 or email us at jerri@HillsidePark.org or you can just send a note in your child's folder.

Snacks and Parties

Snacks: We want to provide a good, nutritious snack for your child each day. Fresh fruit and vegetables, cheese, milk, and fruit juices are some of the foods we will serve. You are welcome to bring a snack for your child's class at any time. Please let your child's teacher know of any food allergies.

Birthdays: Your child may celebrate his/her birthday at school. Items need to be store bought if you choose to bring cupcakes or something to share with the class. Please give the teacher an advanced notice.

Holidays: Christmas, Valentine's Day, and Easter will be celebrated at school with a classroom party. Sign-up sheets will be available in the classroom a week prior to the party if you are able to help with food, paper products, or take-home treats.

Well Child Policy

Kids 4 Christ is interested in the well-being of all the children in our care. We are not equipped to care for sick children so in the event that they are in our care and become sick, the teacher, the director or assistant director will call the person on the emergency contact form first to pick them up. The child will then be quarantined away from the other children until someone arrives to pick them up.

Please **Do Not** send your child if he/she is too sick to go outside or participate in normal preschool activities or if any of the following is present:

- Fever (above 99)
- Vomiting
- Diarrhea
- Rashes (unless excused by a physician)
- Infections (including Impetigo & Ringworm)
- Head Lice
- Persistent Coughing
- Conjunctivitis (Pink Eye)
- Chills or Aching
- Drainage from Eyes, Nose, Ears, or Open Sores

Some illnesses require that your child not return to preschool for at least 24 hours unless the Director approves otherwise. Children with a fever of 99 degrees or above should not return to school until the child's temperature has been normal for at least 24 hours without medication unless the child's physician suggests otherwise.

Regarding communicable and contagious diseases, your child's teacher or the Director will notify you of the appropriate number of days your child must wait to return to preschool. A signed statement from your physician may also be required with some illnesses. Should you have any questions or concerns regarding whether you should come to school or not, please contact our Director, Jerri Lewis 336-474-5952 or jerri@hillsidepark.org.

Medicine

All medicine brought to school must be properly identified with the doctor's name, the child's first and last name, proper dosage and expiration date. A medication form must be signed by a parent. Medication will not be administered if the label is not clearly written with the child's name or if it is out of date.

A copy of each medication form will be placed in your child's permanent file. A log will be kept with the teacher who gave the medication, the dosage and the time given and will be filed along with the form.

Immunizations

Each child must have a current immunization record signed by a licensed physician on file within thirty days of the child's first day of school; a delay in receiving this will affect the child's participation in our program.

All immunizations received during the school year need to be recorded in the child's file by turning in a record of the current copy from the child's pediatrician.

Child Abuse/Neglect

Child abuse/neglect cases are often first suspected or detected by school personnel. By North Carolina law (G.S. 110-118), our staff members are required to report any suspected cases to the county social services department in the county in which the child resides.

By law, the responsibility for investigation and substantiation lies with the Department of the Social Services. Specific skills are required to investigate child abuse or neglect; therefore, the preschool/afterschool staff shall not conduct the investigation. An educator should gather enough information from the child to affirm his or her suspicion that the child has been non-accidentally injured. It is not necessary or desirable for the school to get all the details of the situation. In the event of suspected abuse, the director **MUST** be notified immediately.

Preschool Curriculum

Preschool is a child's first academic learning experience. We believe school readiness skills are vital to each child at Kids 4 Christ and our goal is that each child meet the proper criteria before entrance to kindergarten. Each day the curriculum is based on an atmosphere that consists of structured activities while promoting hands-on, child-initiated learning choices with teacher guidance and challenging activities.

Your child will experience various learning opportunities through group and individual centers as well as structured manipulative play, free and guided activities, indoor and outdoor play. Kids 4 Christ Preschool Ministry is committed to helping your child grow and develop in the following areas:

- Bible Truths while learning about the characters of the bible
- Prayer
- Worship time including devotions & Bible verse memorization
- Social & Emotional Development
- Hands-on Experiences
- Music and Rhythm Activities
- Art Activities
- Reading Readiness
- Math Readiness
- Nature and Science Experiences
- Number and Literacy Experiences
- Large and Small Motor Coordination
- Language Development
- Visual and Auditory Perception Activities
- Community Visitors
- Academic Evaluation

Clothing

Our school day involves many activities which may include painting, gluing, and outdoor play. Please dress your child appropriately. Shoes are required at all times. Tennis shoes or closed toe shoes work best for outdoor play. A change of clothes needs to remain in your child's cubby at all times and needs to consist of a top, shorts/pants, underwear, socks. If your child is not yet completely potty trained we ask that you provide them with diapers/pull ups and wipes. If your child requires diaper rash ointment, a signed form will be provided for you to fill out.

Program Goals

Kids 4 Christ is committed to helping your child to grow, socially, academically, and spiritually. Our curriculum is based on Christian values and morals. We strive to stimulate growth during all stages of development through both guided and self-directed activities.

Parental Involvement

Family involvement is an important component of Kid 4 Christ. Please speak with your child's teacher to identify ways you can participate in your child's classroom.

Suggestions for classroom involvement include:

- Reading to your child's class during circle time
- Sharing a specific theme-related activity
- Helping during seasonal or holiday activities
- Birthday parties

Please make sure you notify your child's teacher if you wish to volunteer in the classroom.

Behavior Guidance & Discipline Policy

Each teacher and child at Kids 4 Christ is special and will be treated with respect. Positive behavior is encouraged daily and any child that causes physical or emotional harm to another person will be redirected and given options to correct their behavior before contacting parents.

We use positive guidance methods in behavior management. Redirection, ignoring of the behavior, positive reinforcement, modeling, limit setting, and time out will be used to help children learn to behave appropriately. Individual behavior plans will be developed for children who have persistent behavior problems. If all resources and methods are used and still no progress is made we will have to rely on our stated discipline policy below:

The following discipline policy is in effect for our program:

1st offense: verbal warning (discussion with child & parent about negative behavior)

2nd offense: written warning (time-out along with written letter to parents)

3rd offense: conference with parents (time-out/removal from classroom along with meeting with parents)

4th offense: expulsion from program

*If a child becomes so aggressive that they are a danger to themselves or others and must be sent home, this will override all the above discipline policy and the child will be expelled from the program.

“Time-Out” will be used if other management techniques are ineffective and for those who are at risk of harming themselves or others. The period of “time-out” will be just long enough to enable the child to regain self-control. As a general “rule” this period will not exceed one minute per year of age.

Parental Agreement



Kids 4 Christ

I, the guardian of _____ (child's name), have read the Kids 4 Christ Preschool Handbook and will cooperate with the policies and purposes of the school.

We understand that the Bible and religious training are a part of the curriculum at K4C programs.

As a parent/legal guardian, I give consent to have my child receive first aid by facility staff, including transporting them to receive emergency care, if necessary. I understand that I will be responsible for all charges not covered by insurance. I give consent for the emergency contact person listed to act on my behalf until I am available. I agree to review and update this information whenever a change occurs and at least every 6 months.

I also agree with the Behavior Guidance & Discipline Policy and by signing below give consent for these actions to be carried out.

Guardian's signature _____

Date _____