

Highland Baptist Church
Kids Kingdom
Parent's Day Out program



*“Let the little children
come to me,
and do not hinder them,
for the kingdom of heaven
belongs to such as these.”
Matthew 10:14*

Parent Handbook

PROGRAM SPECIFICS

SCHOOL YEAR PROGRAM

Days: Tuesday and/or Thursday

Time: 9:00 a.m. - 2:30 p.m.

Fall Supply Fee: \$50 per child. A non-refundable fee that is due at registration. Payment of Fall Supply Fee reserves your child's place in our Program.

Spring Supply Fee: \$50 per child.
A non-refundable fee that is due in December.

Tuition: \$200 per month, per child

Late Tuition Fee: \$15 if not paid by the 15th of the month

Families new to Kids Kingdom are required to pay September's Tuition PLUS the Fall Supply Fee at the time of registration.

In the event of withdrawal from the program, this tuition payment is ONLY refunded if your child's spot can be filled before the start of the program in September.

There is not a tuition payment due in December, only the Spring Supply Fee is due. **Therefore, tuition will not be adjusted for holidays or spring break.**

TUITION IS DUE THE FIRST WEEK OF EACH MONTH.

**PLEASE PLACE PAYMENT IN THE ENVELOPE PROVIDED IN YOUR
CHILD'S FOLDER**

**MAKE CHECKS PAYABLE TO
HIGHLAND BAPTIST CHURCH**

DAILY PROCEDURES

DROP-OFF/PICK-UP

Kids Kingdom begins at 9:00 a.m. We utilize a curbside drop-off and pick-up system so there is no need to get out of your car. Drop-off begins at 9:00 and concludes at 9:10.

If you know that you will be later than 9:10 or absent for the day, please call or text the director, Ann Moody, at 709-2442.

Pick-up begins at 2:30. We will assist your child into the car but ask that you pull up out of the line and buckle your child into their car seat before leaving the premises. For children who are not picked up by 2:40 p.m., there will be a charge of \$5.00 plus \$1.00 per additional minute.

Late Pick-up Fee: \$5 plus \$1 per additional minute

DRESS CODE

Our curriculum supports a hands-on learning approach for children. Please send your child in comfortable "play clothes" where he/she feels free to participate in all activities without ruining their clothes. Children should also bring an extra change of clothes with them and a jacket in cooler weather.

LABELING PERSONAL BELONGINGS

Please label all articles belonging to your child such as their lunch box, extra clothes, jacket, back pack/diaper bag, nap items, diapers and any baby items. We try to be careful to send home what your child brings with them to Kids Kingdom and labeling everything will help us in this process.

MEALS

Please feed your child breakfast prior to arrival to Kids Kingdom. We do not serve breakfast, but we do serve a mid-morning snack. Each child should bring his/her own lunch at the temperature you wish it to be served. Prepare a simple, healthy lunch with foods your child can eat easily. All children will be encouraged, but never forced to eat. Please make sure to bring utensils, napkins and sippy cups if needed. We are not equipped to furnish these supplies for every child.

RELEASING YOUR CHILD

For your child's safety, we will only release him/her to parents or individuals listed on the enrollment form. We are aware that circumstances beyond your control can occur and you may need someone that is not on the enrollment form to pick up your child. If that happens, please call the Director and give that person's name and description. That person will then need to show their ID to the Director upon arrival.

REST TIME

Each class will have a rest time after lunch. The 4 year-old class does not have to take a nap, but they are expected to rest on a mat for at least 30 minutes. We usually show a 30-minute educational video during this transition time.

We supply vinyl mats, however, please bring a blanket/and or pillow for your child to use during rest time. They may also bring a favorite doll or cuddly item if it will help them rest. Please be sure to label these items.

REST TIME (cont.)

If your child is not completely potty trained, please send a disposable diaper or pull-up for nap time and a change of clothing.

TEACHER TRAINING

Kids Kingdom staff is trained in CPR and First Aid before the school year begins. In addition, a children's ministry conference in the summer and monthly staff/training meetings at Highland provide ongoing developmental training for teachers.

CURRICULUM

Kids Kingdom uses the WEE Learn Curriculum in each room. It is a Christian based curriculum that incorporates Bible stories and themes into each unit including Bible phrases that are written for preschoolers to understand. Bible truths are also incorporated into group time, transitions, and learning centers to aid in the teaching of children. If you would like more information about this curriculum, visit www.lifeway.com or ask the Program Director to see the curriculum first hand (see additional note in **PARENT COMMUNICATION** section regarding curriculum).

GENERAL POLICIES

ENROLLMENT POLICY

As a current participant in KK, you will be notified about registration for the upcoming school year. Enrollment priority is broken down into three tiers: 1.) Highland Baptist Church members & current Kids Kingdom families that are Highland members. 2.) Current Kids Kingdom families that attend church elsewhere. 3.) General Public.

When a class is full, children are placed on a waiting list and called in order when space becomes available. Exceptions are made to this policy when a sibling of a child currently enrolled in our program wishes to attend. They get top priority.

WITHDRAWING FROM KIDS KINGDOM

We understand that changes in your family can occur at any time. If those changes cause you to withdraw from our program, we ask that you give the Director notice so she will be able to fill your child's spot.

DROPPING IN

Children that are not enrolled in our program may drop in only at the Director's discretion. Payment for the drop-in day is expected upon arrival and is a fee of \$25 per child.

SOCIAL PROBLEMS

If your child has problems with biting, hitting, throwing or any other behavior which poses a risk of harm to the other children, we will work with you to help your child express him/herself appropriately in a group setting. If the situation is not resolved in a reasonable period of time, we reserve the right to ask that you remove your child from Kids Kingdom until he or she has outgrown this stage, or permanently if the case warrants.

DISCIPLINE

We do not use corporal punishment as a way of discipline at Kids Kingdom. Instead, we will use positive redirection, time-out and the rewarding of positive behavior. If you have some key things you do or say at home that help your child use correct behavior, please inform your child's teacher. Our goal is to teach children to love God and love others.

PARENT COMMUNICATION

Teachers will send home information regarding the unit of study and any special events, as well as daily notes highlighting your child's day. Please check your child's papers daily to be aware of upcoming events and to reinforce what your child is learning in the classroom. From time to time we will have special days, such as pajama day, when we may show a G-rated movie. There will also be crafts/activities related to holidays that may be secular in nature (i.e. pumpkins, Santa, Easter eggs, etc.) Our desire is to keep God's Word first, while enjoying many of the traditions of the holidays.

FIELD TRIPS

From time to time, Kids Kingdom may have special visitors to the church such as bee keepers and fire departments. Children, starting at the age of three, may on occasion take field trips away from the church.

You will receive prior notice of any event of this nature and we welcome your participation. Field trips away from church require a signed permission slip for your child to participate. Your child's teacher will have these at the door for you to sign on the day of the field trip. Children will be transported by a church bus driven by a Highland Baptist Church staff member.

CELEBRATING BIRTHDAYS

Kids Kingdom will celebrate each child's birthday if the parent wishes. Parents are encouraged to bring a nutritious treat to be shared with each classmate. Please discuss this ahead of time with your child's teacher for the appropriate day and time.

STAYING SAFE & HEALTHY

HEALTH

If your child is sick, please keep him/her at home. During the day, if your child is not feeling well or is running a temperature, we will call you and expect you to pick him/her up as soon as possible. We do go outside every day that weather permits, so if your child is not well enough to go outside, it's probably best for him/her to stay at home.

Children, who within the previous 24-hour period show signs of illness, such as temperature of 100.4 or above, acute cold, heavy nasal discharge, constant cough, diarrhea, or unexplained rash, must be kept at home until these symptoms clear up. Children must be clear of these symptoms for a full 24 hours before returning to Kids Kingdom.

For your own child's protection, as well as the safety of all other children, please adhere strictly to this policy.

ACCIDENTS/INJURIES

Because of the nature of children, minor bumps and bruises may occur while they are at Kids Kingdom. When this happens, teachers will apply some tender loving care along with any appropriate first aid. You will be informed with a note sent home with your child's belongings. If there is an injury that requires medical care, the parent will be notified immediately.

MEDICATIONS

The teachers of Kids Kingdom will administer medication to a child only on written order from the parent. Prescription medicine is to be in the original container and labeled with the child's name, date, directions and physician's name. Non-prescription medicine is to be labeled with the child's name, expiration date and must be in the original container. If a parent brings recalled or expired medicine to Kids Kingdom with the intent of it being administered, the Director will call that parent to discuss the potential harm in doing so.

MEDICATIONS (cont.)

If you have given your child any medication before coming to Kids Kingdom, please let your child's teacher know. Medicine often affects the way a child behaves in class. If your child requires an epi-pen, you will be asked to fill out an action plan.

INCLEMENT WEATHER POLICY

Kids Kingdom follows WISD's decision on whether or not to close our program due to inclement weather. If Waco closes its schools, Kids Kingdom will close. If Waco schools open on a delay of any kind, Kids Kingdom will close for the day. There is no refund of tuition due to bad weather days.

EMERGENCY EVACUATION

The KK teachers have been trained in bad weather, evacuation, and lockdown procedures. Our church has an evacuation plan posted in each classroom.

In the event of a tornado, all classes will make their way down the nearest stairwell to the first floor of the Education Building and take shelter in an interior room.

If you have any further questions regarding Kids Kingdom, please contact the Program Director, Ann Moody, at 709-2442 or annmoody12@yahoo.com.

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254-709-2442
www.hbcwaco.org

Ann Shirley, Preschool Minister
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