

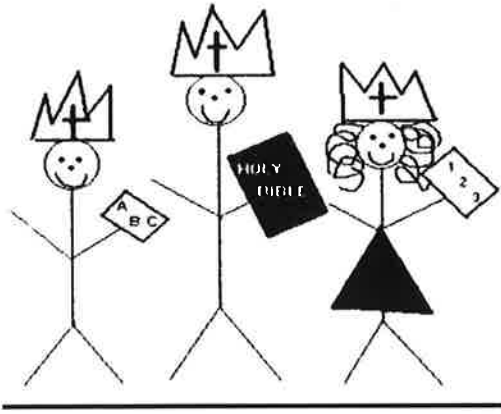
## KINGDOM KIDS PRESCHOOL

Dupont Church of the Brethren  
104 N River Street PO Box 15  
Dupont, OH. 45837  
419-596-4314

### STATEMENT OF PURPOSE

It is the program's aim to help each child develop and grow socially, emotionally, mentally, and physically according to God's plan. Our curriculum will introduce children to God's love for them, as well as expose them to school readiness skills. We do not feel that our program is a substitute for the home, but rather a supplement and resource to aid the family. The staff will plan many experiences for the children to support their learning during these very important preschool years.

Rev.03/2022



## GOD'S WORD NEVER FAILS!

Preschool Parents:

Welcome to Kingdom Kids Preschool. We thank you for considering our Preschool for your child. Our goals for the school year are:

- ❖ Each child will learn about God and His Word
- ❖ Each child will know in his/her heart that he/she is created in the image of God, and he/she is marvelous and wonderful.
- ❖ To be an instrument in character building (Proverbs 22:6) Good choices will be expected and consequences of choices will be taught.
- ❖ Abeka workbooks will be used to teach kindergarten readiness skills. These skills will be reinforced through games and hands-on activities.

Your 4 and 5 years olds will be given the opportunity to learn the following: Concepts and formation of numbers 1 – 20, manuscript formations, recognition of A – Z, and phonics-based reading readiness skills.

Your 3-year-olds will be given the opportunity to learn colors and shapes, develop eye-hand coordination, number concepts 1 - 10 and recognize letter shapes and sounds.

We are excited about the wonderful privilege of being a part of your child's education!

Blessings to you and your family.

In His Service,

Carrie Ellzbrock, Administrator

## HOURS OF OPERATION

The Kingdom Kids Preschool will be in operation on alternating Mondays and every Wednesday and Friday from 8:30am to 11:30am. On Tuesday and Thursday, our hours are 9:00am to 11:30am. Children, four and five years will attend alternate Mondays, every Wednesday and Friday, and for three hours. Children three years old will attend for 2 ½ hours on Tuesday and Thursday. The Preschool will be closed for all major holidays. Monthly or Bi-monthly calendars will be sent home in advance informing parents of holiday/school-related closing. In case of inclement weather, Preschool closing will coincide with Continental Local School.

School delays and closings:

1. For 1 hour Continental delay, the schedule at Kingdom Kids Preschool will remain the same as any regular day.
2. For a 2-hour delay, the schedule at Kingdom Kids Preschool will go to an alternative schedule of 10:00 am to Noon.
3. If Continental school is on a 3-hour delay or canceled, the Kingdom Kids Preschool is closed.

## REQUIREMENTS FOR ADMISSION

Each child is required to have AT THE CENTER:

1. Child Enrollment and Health Information
2. Child's Medical Statement. These must be done yearly.
3. Permission to Release form, listing anyone authorized to pick up your child from Preschool.
4. Payment schedule with a payment agreement.

## PARENT PARTICIPATION PLAN

1. Any custodial parent, custodian, or guardian of a child enrolled in a child preschool shall be permitted unlimited access to the center during its hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, the custodial parent, custodian, or guardian shall notify the administrator or his designee of this presence. If custodial rights records are pertinent to the safety of the child during child care hours, please provide Kingdom Kids with a copy of the court parental custody legal documents.

2. Children's progress will be evaluated on a regular basis. Parents are requested to attend one parent-teacher conference a year. Other conferences may be requested by either the parents or teacher, as needed. The administrator will be available daily ½ hour prior and ½ hour after sessions. Appointments can be made through the church office at 419-596-4314.

3. Children will be performing in programs at the church periodically. Parents are encouraged to make every effort to attend these programs to support and encourage their child, as well as becoming more familiar with the church and staff.

4. Memos will be sent home on a regular basis informing parents of any policy changes, preschool events, and special days.

5. The standard procedure to follow when parents need assistance with a problem or complaints related to the preschool program is as follows:

(a) contact Administrator Carrie Ellerbrock

(b) if further assistance is required, contact Church Pastor at the church office at 419-596-4314.

(c) if further assistance is needed, contact the Ohio Department of Jobs and Family Services. The number is posted on the Preschool bulletin board for any person to use to report a suspected violation by the center.

6. If an employee has a concern or problem, he/she would follow the same procedure as a parent with a concern or problem.

## COMMUNICABLE DISEASE POLICY

Any child showing symptoms of a severe cold, cough, sore throat, or fever is to be kept at home. Staff is trained in Communicable Disease by the American Red Cross or by a Registered Nurse.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardians or person designated by the parent or guardian:

- A. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness.
- B. Diarrhea (three or more abnormally loose stools within a twenty-four-hour period)
- C. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- D. Difficult or rapid breathing.
- E. Yellowish skin or eyes.
- F. Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- G. Untreated infected skin patch(es). Unusual spots or rashes.
- H. Unusually dark urine and/or grey or white stool.
- I. Stiff neck with elevated temperature.
- J. Evidence of untreated lice, scabies, or other parasitic infestations.
- K. Sore throat or difficulty in swallowing.
- L. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child who has been isolated will be cared for at the Preschool room. The child will be supervised by a staff member and will be made comfortable until a parent arrives. Parents are requested to notify the Administrator or teacher if their child has been exposed to, or contracted any contagious disease.

The Preschool will notify parents by memo when we are aware that their child has been exposed to a contagious disease.

The Staff receives hand washing and disinfection training thru the American Red Cross or a Registered Nurse.

A Doctor's release may be required for re-admittance to the Preschool.

The following procedure is used for a mildly ill child (a child who complains of not feeling well and does not want to participate in class activities):

- a. The child will be allowed to rest away from the other children, but still under the supervision of the classroom teacher.
- b. The parent will be called if the child's condition does not improve, if the condition worsens, or the symptoms described above appear.

Preschool staff will not administer any medication, (except emergency medications) to any child.

The Preschool follows the ODHS Communicable Disease Chart, which is located on the wall to the right of the Parent Bulletin Board.

Parents have a responsibility to choose if they will immunize their children in regard to Ohio law. We accept all children.

## SAFETY POLICIES

The Preschool stresses the following safety measures:

For entering and leaving the Preschool:

- a. Please accompany your child into the preschool. Make certain that a staff member is aware that your child is present.
- b. Pick your child up in the Preschool. We will not send them out. We will not release your child to anyone, not on the permission form.

## Individual Child Safety:

- a. Each child will be instructed in the proper use and handling of equipment, with reminders to instill good habits.
- b. Each child will be taught safety and health during their learning experience time.
- c. Each child will learn to avoid bodily harm to themselves and others. No biting, kicking, tripping, or hitting is allowed.
- d. Children will be supervised at all times.
- e. All teachers will have access to a working telephone at all times.
- f. Staff members are trained by the Red Cross to recognize signs of abuse and are required by law to report any suspected child abuse or neglect to the Children's Services.
- g. In the event of staff becoming ill, additional staff will be summoned until a substitute teacher can arrive. If staff becomes ill prior to class time, the Administrator or Church office will contact a substitute teacher. If a qualified substitute teacher is not available at the center, the school day will be canceled. Area radio stations will carry the cancellation. Attempts will be made to notify parents by telephone.

## PROCEDURES FOR EMERGENCIES AND ACCIDENTS:

An incident report will be completed by the adult in charge in the following situations:

1. Illness which requires first aid treatment
2. Accident which requires first aid treatment
3. Injury which requires first aid treatment
4. Bump or blow to the head
5. Emergency transporting
6. Unusual or unexpected event which jeopardizes the safety of the children or staff.

After the other staff person has been called to provide for the other children and the needs of the injured/ill child has been met, then the adult providing the care of the injured/ill child must fill out an incident report telling what happened and the steps taken to meet the needs of the child. Each employee knows the location of the first aid kit and has first aid training. The report must be signed by the administrator

and by the parent/guardian when the child is picked up. A copy will be given to the parent/guardian and a copy will be kept in the child's file for at least one year.

If the incident is an emergency the following will take place: 911 will be called, the parents/guardian will be notified, the teacher will accompany the child, and bring his/her ETA and medical forms, a staff member will be summoned for the classroom, and an incident report will be completed and available for the parents/guardian at the preschool within twenty-four hours of the emergency.

If the Preschool must be evacuated for safety reasons, the children and the adults will be transported to Sheila Porter's home at 23465 Rd I-18, approximately ½ mile west of the Preschool. If incident number 5 or 6 happens, Carrie Ellerbrock, Administrator, must give verbal notification to the licensing office within 24 hours, followed by written notice within three business days.

#### **FIRE PROCEDURE:**

In the event of a fire or fire drill, the teachers will assemble the children in an orderly fashion, and exit the preschool room, move north across the adjacent room, down the stairs and exit the building through the center set of doors on the north side of the building. If the primary evacuation route is not accessible or safe, the following route will be used: exit the preschool room and turn right(east), proceed through the double doors, across the coatroom, turn left (north) and proceed down the steps, exiting through the double doors (east Set) on the north side of the building. Once outside, the group will continue as described in the primary evacuation.

In the event of an actual fire, a designated employee will notify the church office and/or the Continental Fire Department by dialing 911 from a phone outside of the Church building.

#### **TORNADO PROCEDURE:**

In the event of a tornado (or drill), the teachers will assemble the children and exit the preschool room in an orderly manner, proceeding to the southwest corner of the basement classroom (grey room) that is directly below the preschool room, using the following route: Exit the preschool classroom, move north across the adjacent open classroom area, down the (nearest available) stairway, through the door into the 'grey' classroom, assembling in the southwest corner of that room. Teachers will remain calm and encourage the children through prayer, songs, stories, and bible verses.



## CENTER SAFETY

- a. All spills will be cleaned up immediately.
- b. All broken toys will be removed promptly.
- c. No aerosol sprays will be used when the children are in attendance. All cleaning supplies and or potentially dangerous materials will be kept out of children's areas.
- d. Fire drills will be conducted monthly, and Tornado drills periodically, according to emergency plans posted in each room.
- e. Emergency telephone numbers will be kept near the telephone.
- f. First Aid supplies will be available in the preschool area classroom.

## FIELD TRIP SAFETY:

- a. Each child will wear an identification tag that includes the preschool name, address and telephone number, and the name(s) of his teacher(s).
- b. Child-staff ratio will be maintained at all times.
- c. First Aid materials will be taken, and a staff member trained to administer first aid will be available.
- d. Field trip permission slips must be signed by a parent or legal guardian prior to the trip.
- e. All children will use safety belts/car seats when being transported by parent's vehicles. The church bus will be used for most field trips if available.
- f. Attendance will be taken periodically, before leaving, at the destination, and before the return trip.
- g. Emergency Transportation and Medical Information forms will be taken on all field trips.
- h. Children will occasionally go outdoors for playtime at the discretion of the administrator or designee according to Ohio law. The child/staff ratio is maintained at all times.

## CHILD GUIDANCE AND MANAGEMENT:

Each teacher at Kingdom Kids Preschool has been taught in constructive discipline and holds each other accountable to these high standards. Each one strives to speak in positive terms when addressing a child and when sharing their expectations of a child. Each teacher is responsible for the guidance and management of each child. When a child's behavior is unacceptable, appropriate techniques suitable to the child's development level will be used to enable him or her to make a better choice "next time". IF a child needs to be removed from a situation, great effort will be given by the child's teachers to enable him/her to use "I" messages and learn to cooperate and share with the other children. Kingdom Kids Preschool provides a positive environment where making good choices is the accepted standard. It is our sincere goal and prayer that we are used by God to instill into each child: **"I am very special. God made me. Jesus loves me very much and He gives me the power to make good choices."**

"Treasure Chest" is our reward system which is available each Thursday/Friday. Each child has his/her name displayed on the wall. If a child is making wrong choices, he or she is reminded of our "Good Habits," if the child is persistent in unacceptable behavior; he or she "chooses" a red mark by his or her name. If the child "chooses" three red marks in one week, he or she "chooses" to lose his or her reward from the "Treasure Chest." (In our years of Preschool this has rarely happened, when it does it gives us the perfect opportunity to talk about "God's Grace." We don't deserve His love and forgiveness, but He freely gives it to us. In the same way, we extend grace, erase the red marks and give a treasure to one of His very special children, praising him/her for the good choices he/she will make "next week.") If a specific behavior management plan is needed for a child, it will be implemented after much communication with his or her parents. This plan must be consistent with the standards of Kingdom Kids Preschool which seeks to build the self-esteem of each child.

**Transition Policy:** As preschoolers approach the transition to kindergarten, we reinforce good classroom habits during our class time activities. We encourage children to be assured that their future classroom will have loving adults that will lead them to new adventures, through storybooks and video lessons. We encourage children to develop a desire to learn to read, in order to enjoy new educational horizons, and, choices that will be theirs as they develop skills and learn.

**New Students entering the program** are invited to several open houses: ie. Spring, usually March and May; and, again during the month of August, prior to the first day of school. At the open house, parents are given a copy of the handbook and other required forms to be filled out (with assistance, if needed.) At this time each parent will be reviewed on the contents of the info. Children are invited to the classroom to play with other children under teachers' supervision while parents are with the administration. Items such as play dough, paints, colors, and blocks are most often chosen to entertain the new preschoolers while they are introduced to new classmates and shown desks, cubbies, coat hooks, etc.

**Kingdom Kids has an open door Policy** Prospective preschoolers and parents may choose to visit by making a call ahead.

**To encourage students' anticipation of transitioning to kindergarten** We will invite a school teacher to come in and talk about the "big school," and share a classroom experience. Also, we will be reading from various books during class: ie. *Steinberg, D.J.; The Night Before Kindergarten, Wing, Natasha; Kindergarten Rocks! Davis, Katie.*

**FOOD SERVICE** Each day the children will receive a nutritious snack, consisting of food from two of the four food groups, such as fruit and milk. Children are encouraged to taste their food, but they are not pressured or forced.

## CHILD-STAFF RATIOS

There will be at least one staff member caring for:

- a. Every twelve preschool children who are three years old.
- b. Every fourteen preschool children who are four or five years old. A second adult will be on the premises during preschool hours for emergencies.

## LICENSING RECORD STATEMENT

The Dupont Church of the Brethren is licensed by the Ohio Department of Job and Family Services. The license is posted on the Parent Information Center (bulletin board) and online. The laws and rules are available upon request. The Department of Job and Family Services number is posted on the preschool bulletin board for any person to use to report a suspected violation by the center. The Dupont Church of the Brethren's Preschool licensing record including compliance report forms

and evaluation forms from the health, building, and fire departments are also posted on the preschool bulletin board and online. The Dupont Church of the Brethren is licensed to serve 28 children.

KINGDOM KIDS PRESCHOOL does not discriminate due to race, color, sex, religion, national origin, or disability. Every child is welcome.

### KINGDOM KIDS PRESCHOOL HOURS

The Dupont Church of the Brethren “Kingdom Kids Preschool” will be meeting on these days – Tuesday, Wednesday, Thursday, Friday, and on alternate Mondays.

Group 1: 4 & 5-year-olds will be from 8:30am – 11:30am on days that they are scheduled to meet. They will meet Wednesday and Friday; then on Monday, Wednesday, and Friday of alternate weeks as the schedule requires.

Group 2: 3-year-olds will be from 9:00am – 11:30am on days that they are scheduled to meet. They will meet on Tuesday and Thursday weekly.

The Administrator, Carrie Ellerbrock, will be on-premises during most operating hours on a weekly basis.

The cost for Group 1 is \$85.00 per month, payable on or before the first day of the month.

The cost for Group 2 is \$70.00 per month, payable on or before the first day of the month.

***PLEASE MAKE REGISTRATION AND TUITION CHECKS TO:***

***Dupont Church of the Brethren***

***On Memo line of check: Kingdom Kids Preschool***

**SAMPLE OF DAILY SCHEDULE (Group 1 – 4 and 5-year-olds)**

8:30am-8:45am	Children arriving: attendance, health check, guided free play
8:45am-9:15am	Pledges, calendar, weather, singing, action plays and Bible story
9:15am-10:00am	Learning letters, numbers, and related activities
10:00am-10:30am	Restroom break, hand washing, snack time
10:30am-11:00am	Large Motor (Gym or outdoor activities)
11:00am-11:30am	Clean up, quick review, dismissal

**SAMPLE OF DAILY SCHEDULE (Group 2 – 3-year-olds)**

9:00am-9:10am	Children arriving: attendance, health check, guided free play
9:10am-9:20am	Group time, pledge, calendar, weather, etc.
9:20am-9:40am	Bible story and related activities
9:40am-10:10am	Letters and numbers and related activities
10:10am-10:30am	Restroom break, hand washing, snack time
10:30am-11:00am	Large Motor (Gym or outdoor activities)
11:00am-11:30am	Clean up, quick review, dismissal

**Center Parent Information**

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

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

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

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37<sup>th</sup> Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/edo/families.stm>.

## Permission to Release Child File Info Policy

Student files will be released to themselves or a third party, with parent permission (signed to release form, below).

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### Policy: Permission to Release Child File Info

I, \_\_\_\_\_, give permission for **Kingdom Kids Preschool** to  
(Parent or Guardian name) (Child Care Provider)

release the medical, and private file information in my child, \_\_\_\_\_'s  
private (Child's name)  
preschool information, to

\_\_\_\_\_  
(Name of recipient of info)

\_\_\_\_\_  
(Parent/guardian Signature & Date)