

# KINGDOM KIDS ACADEMY

PERFORMING & VISUAL ARTS

## PARENT INFORMATION PACKET



# 2023-2024

# MISSION STATEMENT

Train up children in the way they should go spiritually, academically, creatively, physically, and socially.



## PHILOSOPHY

Upon leaving KKAPVA each child will be greatly familiarized with the concepts of visual arts, theatre arts, music, and dance! The experiences and friendships that they gain at this program will help mold them for future artistic endeavors.

Biblical principles will be taught and even mingled with the performances that they children will present monthly. We believe that with the knowledge & wisdom of God, LOVE and discipline - children are fashioned to bear integrity, respect and self-worth.



Ms. Coley/ Mama Bear/ Ms. Nicole was born in Fort Worth Texas in the early 80's. Her passion since childhood was to make learning fun! The decision that I made in June 2005 to start a children's program is what I feel I am called by God to do. I believe that through love, compassion, structure, guidance and encouragement our children can do and become whatever their minds can imagine. I believe that the start of a child's life has an impact on how they see themselves in the future.

### Hours of Operation

KKAPVA will open from 6:30am to 5:30pm. The program will add an initial \$5.00 late fee and additional \$1.00 per minute fee for every 1 minute that the child is at the center past 5:35pm. Like any other family, after a long and exciting day of work, families value and enjoy quality time together. Please be punctual at pick up time. 😊

### Vacation

Parents – when taking a vacation, please inform this childcare at least 2 weeks in advance. Normal tuition is due.

### Holidays

The following holidays are considered PAID holidays  
(We may close or close early but full payments are still required.)

January – New Years & MLK Day

February – Presidents Day

March – Spring Break – closed for 2 days

March/April – Good Friday

May – Memorial Day

July – 4th of July (day before or after)

September – Labor Day

October – Columbus Day

November – Thanksgiving Week (2 days)

December – Winter Break (see calendar)

STAFF TRAINING DAYS – On each last Wednesday of the month, the school will close at 3pm for staff development.

### Enrollment Requirements

Registration fee for new enrollee (Annually – August) \$35.00  
PER CHILD

Supply Fee (bi-annually- August/January) \$35.00 PER  
CHILD

Sanitation Items (bi-annually- August/January) 2 Packs of wipes, 2 box of Kleenex, 2 bottles Sanitizer, 2 Bleach

Assessment at the school before the first day of class

Parents must watch Orientation Video & complete the quiz

**Sleeping Cot (found online at Amazon or at Walmart)**

Parents – you will need to bring an original document of the following:

↔ Valid DL or ID

↔ Childs up to date shot records

\*\*\* Copies of these can be made at the center\*\*\*

### Outside Food/ Toys

Toys that are brought from home will NOT be the responsibility of KKAPVA staff. If it gets lost, stolen or broken

**\*\*we will NOT be held responsible for any replacements\*\***

### **Sick Children**

Every child will be observed for symptoms of illness and abuse. Any child showing symptoms of illness will be separated from the group: if his/her appearance worsens, the parents will be notified. If your child's temperature becomes above 100.4 degrees Fahrenheit, has excessive diarrhea (3 or more runny BM) or is continuously vomiting they will need to be picked up immediately. If these behaviors are occurring before they arrive at the center, they need to stay home and will not be permitted to center. Please make sure they are fever free and diarrhea free for 24 hours (no medication) before returning to school. This is to ensure the safety and wellbeing of all the children.

Teething in the infant room **MAY** be an exception.

\*If any child shows evidence of abuse the Department of Family Protective services will be notified. \*

### **Release of Children**

Your child will only be allowed to leave with a person whose name is on file as a person authorized to pick up your child. A written notice or telephone call from the parent stating authorization for another person to pick up child will be acceptable. Please note that identification will be asked for upon their arrival before the child will be allowed to leave with them. This is strictly for the child's safety and your cooperation is greatly appreciated.

### **Transportation**

All children being transported while in care will use seatbelts in the appropriate type of seat for each child's weight and age.

### **Medications**

If your child needs prescription medicine administered, please sign the "Medicine Information Sheet" stating the dosage and frequency of medicine to be given to your child. All Medicine provided must be clearly labeled with the child's full name.

### **Medical Emergencies**

If any child is seriously injured or becomes seriously ill, one of the team members (CPR & 1st Aid Certified) will administer CPR and or the appropriate First Aid until EMT's arrive. The parents will be contacted as soon as possible with information from the paramedics.

### **Child Care Safety**

Children will be observed at pick up for high fever & other illnesses. If they are found to be ill, parents will be called to pick them up.

### **Fire Drill/ Bad Weather**

This childcare will perform monthly drills to ensure that staff and children are aware of the procedure in case of inclement weather and/or fire.

### **Parent Expectations**

- Pick up your child promptly before the close of business.
- If late or absent, please call or text to let us know 972.748.2062
  - Notify the center of illness.
- Keep very ill children at home for rest and recuperation.
  - Dress children according to weather
- Please be prompt in your tuition payments (Fridays or earlier 😊)

\*Contact your teacher or the director to schedule a meeting about policy concerns\*

### **Kingdom Kids PVA Expectations**

- Lots of T-L-C..... Tender, Love & Care
- Nutritionally balanced breakfast, lunch
  - Smoke free & drug free environment
- Positive feedback for all your child's attempts
  - Outdoor play areas for your child
  - Yearly performance opportunities
    - Assessments through the year
- Constant communication (verbal, written & text) about your child's growth and accomplishments.

**ALL PARENT NOTIFICATIONS WILL EITHER BE POSTED ON THE DOOR, A FLYER, A TEXT MESSAGE OR POSTED ON CLASSDOJO app.**

### **Immunizations**

All children that enroll at KKAPVA need to have immunizations or a signed affidavit stating that they don't receive immunizations for religious reasons.

### **Meals @ KKAPVA**

Currently our school does not have a commercial kitchen. We will provide a simple breakfast (Grain, Fruit & Milk) for breakfast and we will have lunch catered in, snacks will be provided in the mornings but parents will be responsible for a group snack once per month. We may not be able to follow all parent preferences. We will honor all food allergies and make necessary changes. (Please send doctor notations of food allergies)

**Please see the menu attached for our 6 rotating menus.**

### **Animals**

**KKAPVA does have school pets. We have a family of guinea pigs at our school. We use the school pets to teach our older classes: kindness to animals & responsibility.**

### **Suspension and Expulsion of children**

**Children that display a constant disruptive behavior will be give 3 written notices of behavioral misconduct. If they receive 3 notices, they will be removed from our program. Please read our CODE OF CONDUCT regarding reasons why a child might be sent home and given a write up.**

### **Safe Sleep Policy for Infants**

**All infants will be put to sleep in their own beds: with no blankets, no toys, no bottles. They may only be able to sleep with the clothes they have on. They will be laid on their back to sleep. If they have health concerns that require them to sleep with a wedge or other needs, please get a doctors note signed. Newborns are not able to be swaddled. They must have access to their arms while sleeping. When they can flip from tummy to back, we will allow.**

### **Physical Activities**

**KKAPVA believes that each child needs a minimum of 30 minutes of physical activities per day. We include in our schedule 10 minutes of PE after children's church. We also include 20-40 minutes of outdoor recess for each class. In the event that outdoors is not available, we will use indoor recess/ dance time as out PE activity for the day.**

### **Policy Updates**

**If any of our polices are updates, we will send all parents an amended version of the new policy. The parent will have to sign that they received. A copy will be made and sent to parent & one kept on file in your child's folder.**

### **Water Activities**

**We will not go outside of our center for water activities. During the summer months we will host sprinkler parties at our location. Limited**

### **Insect Repellent & Sunscreen**

**During the summer months, we will NOT provide sunscreen or insect repellent for the children for safety & allergic reaction reasons. Please provide and sunscreen or insect repellent when needed.**

### **Parent Involvement & Volunteers**

**KKAPVA loves parents that want to volunteer & help our school be its best! If a parent wishes to be a consistent volunteer (on a weekly basis) they will need to submit a background check. Note, parents that want to have a birthday party or assist with the thanksgiving Program do not need to complete a background check.**

### **Licensing Inspection Reports**

**Parents can view our most recent license reports on the school board near the front door.**

### **Breastfeeding Mother**

**Our school has a family bathroom located to the right of our suite. We will provide you with a folding chair if you need to nurse. You may also use the rocking chair located in the freshman classroom.**

### **Contacting Local License Office**

**This information is located on the school board near the front door.**

### **Children Health Statements**

**Each child must have a health care statement from their pediatrician stating they are well enough to attend school at KKAPVA. Please note this is MANDATORY FOR CHILD(ren) to start.**

### **Weather Activity Temperature**

**Our school will go outside everyday unless it is raining or if the weather is below 55 degrees. If your child comes to school, they will be required to go outside with their class as scheduled. Please dress your children accordingly.**

### **EMERGENCY PREPAREDNESS PLAN**

**In the event we have an emergency that requires we leave our suite, we will relocate to Mr Jims Pizza as a safe location to call and contact parents regarding the emergency. A Chart showing our emergency escape plans will be supplied as needed.**

### **Allergies/ Epie Pen**

**We are not licensed medical staff. We will watch a video on how to use an Epie Pen. If there is an emergency and the Epie Pen is needed, we will use it.**

### **Children with Special Needs**

**We will accept most children with special needs if we have enough staff to effectively support their needs. They will be given the opportunity to join all classroom activities, but not forced.**

## Discipline

Discipline is a form of love. It is important to teach our children as early as possible about the consequences. Our goal is to teach children to comply with authoritative figures with respect. As parents, we must recognize that not only at home but also at school, work and in the real world there will always be rules that need to be followed. So, it is important to introduce rules and boundaries to our children – so they will have smooth transitions in new atmospheres as they grow older. ↔ A discipline form will be given to you, please sign and return  
Time out is used to discipline the children at this childcare.



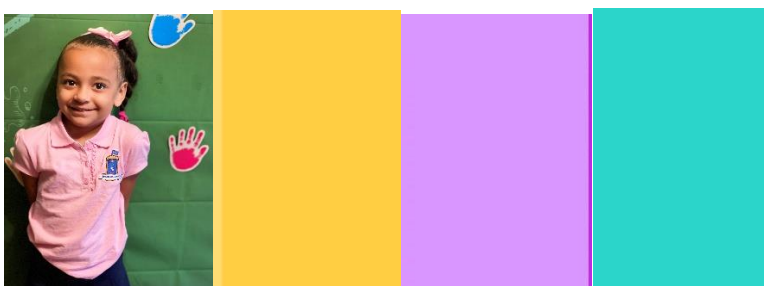
## Reward System

We will use a financial literacy concept to help the children learn the value of money and learn to better manage their behavior.

We give the children bags with their names printed on the front. They earn dollars for good behavior, being good citizens and taking initiative. We also take away dollars based on not following directions and not being good citizens.

## Uniforms

Our students are required to wear the school uniform Monday -Thursday. Wednesdays there is an option to wear the color of the week. If they do not wear the color of the week, they need to be in uniform. Fridays are free dress days!







# **SCHOOL SCHEDULE EXAMPLE**



- 6:30 am– OPEN (CENTERS)**
- 7:20 – BREAKFAST**
- 7:50 – BATHROOM BREAK/ CHECK DIAPERS**
- 8:05 - CHURCH**
- 8:35 – GROUP DISCUSSION**
- 8:45 –SEPARATE CLASSES**
- 9:05 – CIRCLE TIME**
- 9:45 - BATHROOM BREAK/ CHECK DIAPERS**
- 10:00 – SNACKS**
- 10:15 – CLASS WORK**
- 11:00 – CENTERS/ RECESS (indoor/ outdoor)**
- 11:35 - BATHROOM BREAK/ CHECK DIAPERS**
- 11:50 – MORNING EXTRA CURRICULAR**
- 12:20 - BATHROOM BREAK/ CHECK DIAPERS**
- 12:30 – LUNCH**
- 1:00 – STORY & NAPTIME**
- 2:30 - BATHROOM BREAK/ CHECK DIAPERS**
- 3:00 – SNACKS**
- 3:20 = AFTERNOON LANGUAGE CLASS**
- 4:00 - BATHROOM BREAK/ CHECK DIAPERS**
- 4:10 - CENTERS/ RECESS**
- 4:50 – STORY TIME**
- 5:00– CLEAN UP**
- 5:30 – CLOSED (LATE FEES)**

# TUITION

	Tuition (weekly)
1-11 Months	\$250
12-17 MONTHS	\$225
18-35 month	\$200
3 years	\$175
4 years	\$150
<b>After schoolers (5-11 years)</b>	
Summer/ Winter Break	\$125
Before/ After school Care & Transportation	\$125
Transportation Only – Home to School	\$95

Tuition for ALL are valid/permanent August 1st through the next August.

### Holding Fees

**TUITION IS BASED ON ENROLLMENT NOT ATTENDANCE**  
**Holding fee is the regular weekly tuition.**

### Payment Dates

All weekly tuition is due on Friday, in advance (week of service) Payments received after 10am on Friday are late! \$10.00 fee added, daily. If tuition is not paid in full the 3rd day, child may not attend until account current.

### Ways to Pay

ZELLE – 214.778.7922

CASHAPP – 214.778.7922 / \$KKAPVA

\*IF YOU ARE PAYING USING CASHAPP PLEASE ADD A \$5 FEE\*

### Checks

NO CHECKS WILL BE ACCEPTED

### End of Year Tax Statements

At the end of the year you will receive a statement totaling your expenses for childcare. The statement will include your payments and our Tax ID #. If your account is not current, you will not get the end of year print out. You will have to use your payment receipts.

### Sick Students

If your child is sick, you are still help responsible for paying on time.  
**QuickPay- Zelle – 214-778-7922, Cashapp. 214-778-7922/ \$KKAPVA**  
 \*\*\* You will be responsible for any fees charged using these services\*\*\*

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Thanks for joining our school!



Please sign the statement below so that we may keep a record that you did receive & read this packet, or you did watch the video explaining the policies of KKAPVA. Please also initial here \_\_\_\_\_ that you completed the orientation video. If you are reading the packet online, you may print this last page and turn it in with your enrollment paperwork.

\_\_\_\_\_

I am enrolling my child(ren) \_\_\_\_\_

I have read and understand tuition, policies & code of conduct.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_