

PARENT HANBOOK



PLEASE BE SURE TO READ THE ENTIRE PACKET OR WATCH THE VIDEO ENTIRELY- QUIZ GIVEN

MISSION STATEMENT

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

PHILOSOPHY

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

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.

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.

MONTESSORI METHODS

As of August 2024, our school will incorporate many new methods for training our leaders to be independent and grow to desire learning. We will now begin using more Montessori methods throughout the school day to enhance curiosity for learning and independence. What this looks like at KKAPVA....

1. MULTIAGE CLASSROOM (almost 3 – 6 years)

In this setting the older children are encouraged to practice their leadership skills and organically develop empathy for the younger learners in their class. (This is awesome for only children & children that are expecting 1st time siblings.) The younger children naturally learn by observing the older children display how to engage with peers & teachers, how to participate in classroom activities (groups & individually) & transitions.

2. INDEPENDENCY

We will allow the children (while guiding them) to self-check their behaviors through child-initiated activities. Many of our new activities will be child initiated and will allow them to play, make mistakes and learn.

3. RESPONSIBILITY

One of the most important characteristics of growing up is learning to be responsible and respectful to one's self, to others and to school materials & home materials. To start this pattern of care, we will implement various "chores" for the children to do daily. Examples: cleaning their tables, washing their dishes, sweeping & mopping the floors, learning to put away dirty laundry in its correct place, folding small towels, feeding the animals, watering the plants...etc. This will give them a sense of belonging and

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.

VACATIONS

Parents – when taking a vacation, please inform the 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.

FREE WEEK OF TUTION

Families that are with us for over a year will receive a certificate/ voucher that allows them to choose one **free** week of service, the following year. The certificate/voucher is only valid during the next year. It CANNOT be saved and added to the 2nd or 3rd year certificate. The family must contact the office manager to ensure/secure the date of the free week voucher. Your week must be approved before you can use your voucher. Please contact the office manager 3 week prior to the week you would like to apply the voucher. The date may or may not be approved (depending on other family's vouchers). Vouchers will be honored based on: first come, first serve.

SICK CHILDREN

Every child will be observed for systems 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 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.

ENROLLMENT REQUIREMENTS Parents must watch the PARENT HANDBOOK video & take quiz
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, 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

*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. No over the counter medication will be given (parents may come in to administer OCM)

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.

ALLERGIES / ALLERGY PREPAREDNESS PLAN

If your child has an allergy to food, we will need the parent to complete an Allergy Preparedness Plan (APP) to include, the foods child is allergic to, the symptoms to look for in the event they have been exposed & how to help dissolve the allergic reaction. This form must be signed & dated by the parent and your medical physician.


CHILD 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 214.448.4984 OR 469.297.4055
- Notify the center of illness.
- Keep very ill children at home for rest and recuperation.
- Dress children according to weather (outdoor play daily)
- Please be prompt in your tuition payments (Fridays or earlier )

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

KKAPVA 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.

CLASS DOJO

ALL PARENT NOTIFICATIONS WILL EITHER BE POSTED ON THE DOOR, A FLYER, A TEXT MESSAGE OR POSTED ON CLASSDOJO app. Please make sure to download the ClassDojo app & to check it frequently for updates & reminders.

FOLDERS

The children in all classes will be given a folder for their backpacks. The folders are meant to communicate with parents individually about behavior & also to send reminders & updates. Please check the folder daily & initial.

BACKPACKS

All backpacks need to be FULL SIZED – mini backpacks will not be accepted. They need to be large enough to hold folders, blankets & clothes.

SHOESTRINGS

Children in the freshman & sophomore classes are NOT allowed to wear shoes with shoestrings. The junior & senior class will be allowed to wear shoes with strings, they will be secured with rubber bands if they continually become untied.

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 AT 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)
COMING SOON ... WE WILL HAVE A KITCHEN AND WILL PREPARE ALL MEALS AT SCHOOL AND A DETAILED MENU WILL BE PROVIDED

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 & EXPULSION OF STUDENTS

Children that display 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 - INFANT CARE

Infants will be put to sleep in their own beds: with no blankets, toys or bottles. They may only 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 doctor's note signed. Newborns are not able to be swaddled. They must have access to their arms while sleeping. When the infant can flip from tummy to back, we will allow 😊.

All infants will need to complete the diaper changing form & the infant feeding instructions form.

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 policies are updated, 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.

Breast feeding Moms

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 50 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.



FINANCIAL LITERACY AWARDS

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.

Security Camera

There will be a security camera in the school. Viewing is only accessible to the director, management & Child Care Regulation authorities.

Drop Off Times

Children are expected to be at school by 8:00am every morning. Children that arrive after 8:45am (8:48, 8:52..etc) will be invoiced for \$5 late to school fee. We are not a daycare, we are a school and need the children to get to school on time so they do not miss children's church & other important learning opportunities. Our school prepares the students for elementary school.

Naptime Requirements

Cot, Sheet, Blanket – Parents wash on Friday & return on Mondays

Potty Training

Please dress the children (especially sophomore class) in easy to pull up/down clothing. Skirts preferably for the girls. Also each child needs a change of clothes for school.

Snacks

Please provide the school with one family size snack each month. The secretary will send out a list monthly & manage the snacks that are being received.

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! Some Fridays, the children will be required to wear our school spirit shirts. These shirts can be ordered at enrollment and are usually delivered within 5 business days. Tuition (weekly)

POP INCENTIVE

Parents Ontime Payments

Any parent who makes their tuition payments on time, will be able to enter into the monthly drawing for: gift cards, cash or free childcare.

This drawing is during the school year....



TEACHER APPRECIATION

When you observe any teacher going above and beyond, please fill out a red apple so they can know someone acknowledges their hard work and they will get a chance to be in the teachers monthly drawing.

Tuition

See the website @ www.kkapva.com

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 1.5% FEE

Checks -NO CHECKS WILL BE ACCEPTED