



HANDBOOK FOR PARENTS & GUARDIANS

> WELCOME TO KINGSTON KIDS

We welcome you and your family to Kingston Kids! We are a Christian childcare ministry and our aim is to create an environment for your child to learn through play, practice school readiness skills, gain a love for learning, and develop a sense of the world as the opportunity to serve our risen Lord and Savior. We hope to foster a safe learning environment, because when children feel safe they are more apt to release their God given abilities and talents. Our mission will be to nurture the whole child with fun-filled days consisting of spiritual, mental, social, physical development with age-appropriate activities. Our goal is to develop biblical values and habits as we learn to respect and love one another in preparation for a life interacting with others and serving Christ together.

Mission Statement: Kingston Kids exists to be the hands of Christ through discipleship, love, and service.

Children learn through play and we hope to assist in the learning process as each child develops an understanding of our world each day. Play accomplishes many goals, such as:

- Nurtures creativity and imagination.
- Provides a means of self-expression and emotion.
- Gives an opportunity to test biblical values such as obedience, kindness, respect, love, and humility.
- Develops fine motor skills, balance, and physical coordination.
- Cultivates cognition, concentration, and problem-solving.
- Establishes an understanding of trust and conflict resolution.
- With proper guidance, produces positive attitudes, sharing, and respecting the rights of others.

You and your child's experience stands as vital to Kingston Kids and we aim to make it fun, educational, and spiritually sound as we assist you in training up your child in the way he or she should go—as we are instructed to do in Proverbs 22:6. We recognize you, the parent/guardian, as the primary educator for your child and we hope to assist you in providing a firm foundation for school, life, and eternity with Christ.

> ATTENDANCE GUIDELINES

Parent/Guardian Communication

As with any healthy relationship, communication is key between the Kingston Kids' staff and parents/guardians. We hope to create an atmosphere where parents/guardians can come to us and openly share concerns and ask questions. Communication will occur in many ways, and below are how we anticipate most day-to-day informational communication to occur:

- Each child will have a file containing artwork and notes to parents/guardians which we ask to be checked daily.
- The bulletin board in classrooms and the cafeteria will be used to display upcoming events.
- Parents/Guardians of toddlers still in diapers will receive a daily form in their child's file containing diaper changing times, nap times, and mealtimes.
- Parents of preschoolers and older will not receive a daily form in their child's file but may receive reminders or notes of various nature.

Open Door Policy

Kingston Kids maintains an open door policy for all parents/guardians. This means you are always welcome to call or drop in to see your children at any time during regular childcare hours. We ask you contact the Director, Co-Director or Teacher prior to entering the building due to security purposes. Open door policy does not mean that our door will be kept unlocked—***Kingston Kids believes that it is extremely important to keep the doors locked for the safety of the children.***

Hours of Operation

Kingston Kids is open eleven and half hours every day to accommodate the various work schedules of parents/guardians. ***We are open Monday through Friday, 6:30am to 6:00pm. Each family is provided care for a maximum of ten hours per day during these hours.*** Kingston Kids staff will not receive children before 6:30am nor will we receive children after 10:00am, unless prior arrangements have been made with the Director or Co-Director. We will observe the following Federal Holidays by closing for the full day (note, Holidays falling on a Saturday will be celebrated the Friday before and if the Holiday falls on a Sunday it will be celebrated the following Monday):

- New Year's Day
- Dr. Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (2 days total, including the day after Thanksgiving)
- Christmas Day (2 days total, including Christmas Eve)

Please be aware that weekly rates will remain the same as a regular week in regard to tuition and we require payment prior to the holiday if the scheduled payment day falls on a holiday.

Parent Vacation Time

Kingston Kids requires a written two-week notice for vacation time. We ask that all tuition payments are paid to-date prior to leaving on vacation.

Ages Served

Kingston Kids is a new childcare and we anticipate rapid growth as we become established in meeting needs in our community. For the time being, we will combine ages together and parents/guardians will receive advance notice of any class/age structure changes as we grow. The following is how we will separate classes/ages until further notice:

- 18 months through 2 years of age
- 2-3 years of age
- 4-5 years of age

> ENROLLMENT PROCESS & GUIDELINES

Pre-Enrollment Procedures

Parents/Guardians are required to have a pre-enrollment conference with the Director or Co-Director scheduled during regular office hours (8:00am-5:00pm). We ask that the child being enrolled be present for this meet-and-greet. We will plan a tour, discussion of the Parent Handbook, and discuss any questions, concerns, and particulars of care for the child. Finally, we will review the required documentation parents/guardians will be expected to complete for enrollment, as follows:

- At Pre-enrollment, a childcare registration packet will be provided and all forms must be completed and returned prior to care. Also, the state of Indiana requires that each child have their own registration packet.
- Kingston Kids requires a two-week security deposit at the time of enrollment. This deposit will be applied to the child's final two weeks of care at Kingston Kids. ***This deposit is non-refundable.***

Trial Period

All new children are cared for on a two-week (14 calendar days) trial period beginning on your child's first day. During this time, a parent/guardian or Kingston Kids may terminate the childcare agreement with a 24-hour written notice. The security deposit, tuition, or any other applicable fees will not be refunded if service is terminated during the trial period.

Tuition/Fees

Tuition is a flat weekly rate of \$150 and will be charged regardless of absent days or holidays during the week. Should the center be closed the entire week, tuition will be waived for that week. Tuition payments are due on Mondays and a late fee of \$30 will be applied if paid after the due date. A registration fee of \$150 will also be required. This fee may be used for the last week of child care.

Acceptable Forms of Payment

Kingston Kids will accept payment in the form of a check, ACH automatic payment, cashier's check, or money order. Kingston Kids cannot accommodate cash payments. **Please make payments payable to Kingston Kids Childcare Ministry.** Please note, there will be a **\$30.00 service charge for all returned checks** in addition to any late payment fees. If Kingston Kids receives two or more returned checks from a client, we will no longer accept checks as a method of payment from this client. Returned checks must be paid with a cashier's check or money order. Automatic withdrawal and credit card payments will also be accepted.

Late Fees

We schedule care based on the hours listed in the contract agreement and we will not accommodate any one child for care for more than ten hours per day. Late/early fees will be applied if Kingston Kids cares for the child before/after the time in the contract agreement. If an authorized person other than the parent/guardian is picking up the child, we ask you remind them of the late fee. **Late fees are \$20.00 per 5 minutes and it is due upon late arrival.**

Absences

There will be no refunds or adjustments to the weekly rate for absences due to illness, holidays, or parent/guardian declining care for any reason during the week. In the case of potential absence due to maternity leave, FMLA leave, or extended personal leave we still require full weekly childcare payments in order to keep your child/children's position at Kingston Kids.

Termination/Withdrawal Policy

Kingston Kids reserves the right to terminate the contract agreement for sufficient reason including, but not limited to, late payment, consistent misbehavior, or unforeseen issues with the child or parent/guardian. **The parent/guardian may terminate the contract agreement by adhering to the following:**

- By providing Kingston Kids a written notice of withdrawal a minimum of two weeks before the effective date of the withdrawal the registration fee will be applied to the final week for tuition.
- By not providing Kingston Kids a written notice of withdrawal a minimum of two weeks before the effective date of the withdrawal will result in forfeiture of the registration fee deposit paid at enrollment and tuition will be owed for the final two weeks of care.

Note, a re-enrollment fee of \$50.00 is charged when care is terminated by the parent/guardian or Kingston Kids and re-enrolled at any given time within the same year. The \$50.00 re-enrollment fee will be paid prior to care.

> ILLNESS & INJURY POLICY

Illness Policy Regulations

Our strong desire at Kingston Kids is to serve healthy kids with healthy staff. Illness happens, and we ask that we work together to mitigate its effect on the childcare as a whole. We appreciate your partnership in keeping your child home when ill to protect all our children and staff.

Symptoms Requiring Child Stay or Be Sent Home

Kingston Kids requests that your child stay home if displaying the following symptoms:

- Fever at or over 100° (under the arm)
- Vomiting
- Diarrhea
- Unknown Rash
- Pink Eyes
- Constant runny or stuffy nose
- Cough
- Other unusual symptom, complaint, or behavior of concern

We ask that caution rule any childcare decision and if your child has any known illness, please do not bring them until they are free of symptoms for at least 24 hours (without medication). Various allergies should be recorded during registration.

Should A Child Become Ill

If a child becomes ill during the course of the day, Kingston Kids will immediately isolate the child from other children and limit contact with additional staff. One staff member will be with the child until the parent is contacted and the child is picked up. We ask that the child be picked up within one hour of the phone call made to the parent/guardian. ***Again, we ask that the child stay home until symptom and fever free for at least 24 hours and is no longer contagious (without medication) or if the child has a doctor's note stating exact illness, the ability to return to childcare, and is signed and dated by the physician.***

Medications

At Kingston Kids, ***we will not administer any medication to any child*** nor can we accommodate storing any medication on our campus. If a child must have medication during the course of the day, the parent/guardian or authorized person may call ahead and come to administer the medication to the child. To authorize a person to visit to give your child medication, they must fill out and sign the Medication Form prior to the day of the visit. We will require a state issued photo ID and a written record of type, amount, and time of medication given. We appreciate your partnership as we strive for safety for each child in our care!

Wellness Best Practices

Kingston Kids recognizes the importance of mitigating the effect of illness within our center and for our families. We regularly perform the following best practices:

- Not allowing a sick child to attend or stay.
- Not allowing a sick staff member to work.
- Teaching everyone about the good practices of hand washing throughout the day.
- Wash toys daily.
- Sanitize all tables and chairs, light switches, doorknobs, sink faucets, toilet handles and floors daily.
- Maintain air purifiers in each classroom.

Head Lice

If head lice is discovered, the parent/guardian will be immediately contacted and expected to pick-up the child within one hour. The child cannot return until nit free. Kingston Kids will perform a nit check prior to the child reentering care.

Minor Injury & Biting

If injury or biting occurs that is not life-threatening, we will immediately contact the parent/guardian after the child is attended to. We will make recommendation as to keeping the child in our care or suggesting the child be sent home for further care on a case-by-case basis. If your child bites another child and breaks the skin or causes severe bruising, Kingston Kids will complete an Incident Report and the parent/guardian will receive a copy. The original report must be signed by a member of the staff and the parent/guardian.

Exposure

If a child has been exposed to any contagious illness, communicable disease, or head lice, the parent/guardian will be informed as soon as possible.

> EMERGENCIES

Fire Safety Policy

The Kingston Avenue Baptist Church campus has passed inspection with the local Fire Department. Fire extinguishers are located in the kitchen, main hallway, and the sanctuary. Smoke alarms are located in all the rooms used by the childcare, hallways, and the fellowship hall. Additionally, there are carbon monoxide detectors in the kitchen and furnace room. A fire evacuation plan, along with a map to the nearest exit is posted in each room used by the childcare. We will be performing and documenting a fire drill once a month.

Inclement Weather

Kingston Kids will align with the delays and closing of Anderson City Schools. We ask that the parent/guardian seek notification of any delays or closing for inclement weather. Should the storm sirens go off, all persons will be moved to the hallway away from all windows. All children will sit on the floor with their backs against the brick wall and their heads down between their legs. We will perform and document storm drills during the spring and summer months each year.

Building Emergency/Power outage

Should a power outage or other unforeseen building emergency occur, all parent/guardians would be notified immediately. After contact, we expect parents/guardians to respond as quickly as possible.

Emergency Lockdown

This is something we are prepared for and our plan will not be put in this handbook but will be discussed with each individual Parent/Guardian during interview. We take the safety of each child and employee very seriously.

Child Emergency Plan

In committing a child to our care, the parent/guardian leaves emergency decisions to the discretion of our staff. Should there be any kind of emergency where a child would need serious medical attention, our staff will call 911 and then the parent/guardian. A staff member will accompany your child in the ambulance to the closest hospital. **Please note Kingston Kids is not responsible for ambulance or hospital fees.**

> PARENT/GUARDIAN EXPECTATIONS

Sign In & Out

At morning drop-off and afternoon pick-up, parents/guardians must always sign in and out with his or her signature and time of day. For the safety of the child in our care, we cannot make exceptions to the signature procedure. Below will guide the process until habit is established:

- The Sign In and Out Chart will be located in the room your child's room. The clipboard should typically be hanging by the entrance to the room.
- If the children are in the fellowship hall at drop off or pick up times, the clipboard will be hanging on the wall or laying on a table just outside the entrance doorway.
- Clipboards will be labeled by your child's room and/or age. Due to several classes occurring simultaneously, please make sure you sign the correct chart.

Morning Drop-Off

We know that morning drop-off can be a stressful time for a child. This is not unusual and most children find it difficult to say goodbye to his or her parents/guardians. Typically the child will settle after several minutes, but rest assured that Kingston Kids will notify the parent/guardian if the child does not calm after several attempts of consolation and redirection. We also want to note the following in regard to drop-off time:

- Children are to arrive dressed for the day and not in pajamas.
- When arriving, please do not allow your child to run without you in the parking lot. Mornings are busy with many cars in and out of the parking lot and we strive to make our campus as safe as possible for the children in our care.
- Each child will have a cubby and coat hook labeled with their name and you may assist them placing their belongings in the cubby after signing them in for the day.
- We ask that parents/guardians do not sneak out to avoid uncomfortable goodbyes. Our goal is to avoid upsetting the child and breaking his or her trust in the goodbye process each morning. A quick hug and reassurance that you will be back to get them will build the child's trust in both you and us as his or her caretakers. If your child persists in difficult and anxious goodbyes, we can attempt the following method: Bring a picture of the child's family and we will laminate it and place on a string for him or her to wear as a comfort item—this has proven effective with other children and we would be happy to attempt it if your child experiences ongoing separation anxiety as well.

End of Day Pick-Up

For an orderly pick-up time for all children and parents/guardians, please adhere to the below guidelines when coming to get your child at the end of each day.

- Pick-up child first and then visit the cubby to retrieve belongings.
- Please check your child's file daily for teacher/director notes and any artwork by the child.

- Kingston Kids will be considerate in attempting to send diapered children home in clean, dry diapers.
- When picking up your child, before leaving, please check their pockets for small toys and game pieces. If anything is accidentally taken home, please bring back the next day.
- **Once the child is outside of their gated room with the parent/guardian, Kingston Kids is no longer responsible for their care.** Do not allow your child/children to run through the building—this campus is shared with Kingston Avenue Baptist Church and we need to be respectful to the congregation as we use the building through the week.
- **Please be on time when picking up your child.** Repeat tardiness can result in termination of childcare services.
- **To authorize another person to pick-up your child, you may fill out a Pick-Up Form** and provide a copy of the individual’s State-Issued photo ID. This person must be prepared to show their ID at arrival. The child will not be released if we do not have a completed Pick-Up Form in advance for the individual.
- **A child released any other way will have to be approved by the Director.**

Smoking & Intoxication

Kingston Kids, located on the campus of Kingston Avenue Baptist Church, does not permit smoking on the premises in respect to the health of the children and teachers at the childcare. Additionally, if any authorized pick-up person arrives intoxicated or impaired, Kingston Kids will immediately report the incident to the local police authorities.

Naptime/Rest Period

Kingston Kids does administer a rest period during the course of the day. Children are not required to nap, but they will be expected to spend this brief time quietly on their individual child-size cot. We ask the following to ensure a smooth and clean rest period each day:

- Please bring a clean child size blanket and pillow in a cloth bag. We ask that no twin or full-size bedding is included—to prevent bedding touching that of another child.
- Bedding will need to be labeled with the first and last name of the child.
- Bedding will need to be taken home at the end of each week, laundered, and brought back each Monday.
- **Children are not required to sleep but must have this rest period on a cot, due to all staff lunch breaks.**

Clothing

We request that you send your child in comfortable and washable clothing. Children will engage in crafts, outdoor play, other activities considered “messy.” We want to encourage each child to interact and explore as much as possible without fear of ruining clothes. We also note the following:

- **Kingston Kids will not be responsible for any damage to clothing** from any activity during the course of the day.

- If your child is potty training or new to wearing underwear, please make sure they have elastic waist pants on with no fastened shirts or under shirts (onesies). Our goal in this is to encourage the milestone of independent toilet use.
- Parents/Guardians if you are worried about your child looking messy at pick up and have evening plans, feel free to bring them some nice clothes and change them in the bathrooms before you leave.
- **Each child will need a full change of clothes according to the season**, including socks and underwear. We ask that these be labeled with the child's first and last name and stored in his/her assigned cubby.
- If we need to use extra clothing, we will place soiled clothing back into the same bag and tag it soiled. Per the Health Department's recommendation, we will send soiled clothing home to be laundered by the parent/guardian.
- **Kingston Kids does not store extra clothing** and if we do not have any clean clothing provided, we will place a call to the Parent/Guardian contact number.
- Any unclaimed articles of clothing left at the Center or in "lost and found" will be disposed of after 30 days.

Diapers/Training Underwear

Toddlers and babies require special attention while in diapers and we request that each parent/guardian assists us as we navigate the months prior to potty-training:

- Disposable diapers, training underwear, wipes, and any diapering creams are to be provided by the parent/guardian in adequate supply for each day. Diapers will be stored in the child's individual cubby.
- You may bring a package of diapers/training underwear to leave at the Center and your teacher will alert you when getting low. Please dry mark your child's name on their diaper/training underwear package.
- **Training underwear (Pull-ups, Easy-ups) are considered diapers** and all children—regardless of age—will stay in the two-year-old class until fully potty trained (defined as having gone 2-3 weeks with dry, unsoiled training underwear and after parent-teacher consultation).

Toilet Training

We want toilet training to be done at a relaxed time when the child is ready to engage and when we have the cooperation of the family. In our experience, 24-30 months of age is a good time to start experimenting to see if the child is ready. Below are our guidelines as we work together to toilet-train each child:

- We will only begin toilet training when the parent/guardian and the child's teacher agree to begin. The parent/guardian will need to start with the child at home on a weekend and we will continue training moving forward.

- A helpful tip for all involved is to dress the child in clothing that the child can easily remove, such as elastic waistband pants or dresses. This will aid in encouraging independence as well.
- Please keep in mind that this process will take longer than if being trained at home due to distractions and activities that keep little ones busy and engaged. If the child is not ready after a first attempt, we may need to delay. All children and situations are different and will be treated with individual care.
- ***We cannot accommodate children in panties/underwear until naptime and bedtime control has been established.***
- We recognize toilet training as a time that the teacher and parent/guardian need to work closely together and share best practices. We want just as much as you to see your child potty trained but we are working with several children simultaneously in the process of toilet training; we need parents/guardians to be cognizant of this and patient as we pursue success together.

Toys/Pacifiers from Home

Under normal circumstances, Kingston Kids asks that all toys belonging to your child remain at home. It is difficult to keep track of toys and they can easily be lost or damaged and they often present difficulties in sharing. However, exceptions can be made for a comfort item by the discretion of the teacher. Toddlers in diapers may have a pacifier at their naptime if marked with their name and stored in their bedding bag.

Sippy Cups & Bottles

Due to having multiple children happy to share each other's drinks, we will ask that sippy cups stay home. We hope to prevent the unnecessary spread of germs where possible. We will conduct the following in regard to drinks for the little ones:

- Kingston Kids will provide cups for Breakfast, Lunch, and Snacks and your child will have access to our water fountains.

> STAFF EXPECTATIONS

Photos/Videos

We will occasionally take your child's picture for art projects, holidays, your child's file, cubby, and his/her classroom. Photos will be taken on a device belonging to Kingston Kids and will be deleted regularly following their printed use in the classroom. ***No videos will be taken of any child at Kingston Kids. Additionally, no photos of the children in our care will be posted to any social media site or Kingston Kids website for any purpose.***

Parent Teacher Conferences

Annual parent/guardian and teacher conferences will be scheduled by each teacher. Times and dates will be communicated to each parent/guardian. Additionally, a meeting may be requested by the parent/guardian with the teacher at any point between annual conferences. These meetings will be scheduled when both parties are available.

Reporting Child Abuse & Neglect

If Kingston Kids becomes aware of any symptoms/instances of child abuse or neglect, whether by staff members or the parent/guardian, we are required by law to report it to the Indiana Department of Social Services. Kingston Kids will abide by this law.

Staff Safety Requirements

Kingston Kids expects our staff to be well-trained and equipped to provide excellent care for every child in our center. Without exceptions we adhere to the following:

- All Staff will be trained and certified in CPR, First Aid, Universal Precautions and Safe Sleep.
- All Staff will be required to have an annual physical and TB test on file.
- All Staff will be required to take a drug test and criminal background check prior employment.

> DISCIPLINE

Regarding behavior, our goal at Kingston Kids is to praise positive behavior while discouraging disobedient behavior. We aim to distinguish between a child's behavior and his or her person to show that each child is loved, but certain behaviors are not acceptable. **Corporal punishment will not be used at Kingston Kids**, rather we will adhere to the following methods:

- When children reach the toddler years, redirection will be the primary form of teaching proper boundaries.
- Beyond redirection, we will introduce them to "The Peace Table," which is a form of timeout followed by a discussion with the child explaining the disobedient act and the alternative of obedience. This method will not be used until a child is at least two years of age.
- For the strong-willed child resistant to the Peace Table, he or she will be sent to an additional time out place (usually the Director's office) for a brief time to cool off. If we do not reach success after this final attempt at correction, the parent/guardian will be notified by phone.

> OPTIONAL INVOLVEMENT

Field Trips

Parents/Guardians will be given advanced notice of any field trips and extended the opportunity to join their child's class. If any payment is necessary for the field trip, Kingston Kids will communicate in advance and require a parent/guardian signature.

Classroom Parties

Any assistance with snacks, activities, or decorations for holiday or birthday parties is always welcome. We will generally hold parties after 2:00pm and teachers will communicate parties ahead of time. Please feel free to plan a birthday party at the childcare center for your child with permission and guidance from your child's Teacher, Director, or Co-Director. Any food, snacks, or treats brought for parties must be store-bought.

Volunteer opportunities

We welcome parents/guardians to volunteer their time and talents with us during the day. Any skills including a musical instrument for our music time, demonstrative reading for story time, or a puppet show—just to name a few ideas. We encourage adult involvement with the children as we aim to instill a love for learning within these children

Fundraisers & Donations

We are open to any parent/guardian with development skills to lead a fundraiser for equipment for the children here at Kingston Kids. If this is something you would be interested in doing, we would discuss with the Pastor, Director, and Co-Director in next steps. Any development decisions must be

approved by the church board. In regard to donations, we ask these be given via check toward a specific need. We also accept toy donations, given that the toys are in excellent condition—even if lightly used.

> A DAY AT KINGSTON KIDS

Classroom Time

The children will be together upon arrival, breakfast, lunch, rest period and departure. During classroom time, they will break out into groups and pass through designated class times designed to challenge and teach various life skills. The following classroom experiences will vary throughout the week:

- **Art Class** – Children will exercise motor skills in performing tasks such as painting, gluing, coloring, cutting with safety scissors, stamping, stencils & drawing, play dough, etc.
- **Creative Play Time** – Children will be encouraged to stretch their imagination through open and semi-unstructured play such as play kitchen, appropriate dress-up, baby dolls, drama, etc.
- **Reading & Electronic Play** – Children will read with teachers and experience guided play with floor puzzles, listening games, and electronic learning devices.
- **Noah's Ark /Block Room** - mega blocks, waffle blocks, Lincoln Logs, toy vehicles, kitchen, dishes, dolls, Little People houses, and other various toys.
- **Learning Room** – Children are encouraged to practice various objectives for pre-school preparation such as learning the alphabet, numbers, matching games, puzzles, simple science lessons, language, problem-solving skills, writing, etc.
- **Circle Time** – Children will gather together to learn biblical values and various lessons through music, puppet shows, show and tell times, etc. This time will also be used to learn basics of the calendar, days of the week, Pledge of Allegiance, Christian Bible Pledge, prayer, singing, etc.

Meals & Snacks

All meals and snacks will be served from the basic food groups (grains, proteins, vegetables, and fruits). A monthly calendar displaying daily menus will be posted in the kitchen and available by request. **Any food allergies must be clearly communicated at enrollment.** Additionally, **we are a nut free childcare.** Also, we cannot accommodate outside food brought in because of late arrival. Below is our daily meal and snack schedule:

- **Breakfast** 7:30am – 8:30am
- **Lunch** 11:30am-12:30pm
- **Snack** 2:00pm-2:30pm

We ask that outside food not be brought due to late arrival. Additionally, all food must stay in the cafeteria/fellowship hall and kitchen.

Naptime/Rest Period

Kingston Kids will practice a daily rest period or naptime. **Children are not required to sleep but must have this rest period on a cot, due to all staff lunch breaks.** We will encourage quiet play or reading for children who do not nap.

Outdoor Play

Pending weather, we expect to spend time outdoors each day on and around the playground.

I, _____, affirm that this handbook has been fully read: _____

Dear Parent,

Thank you so much for choosing Kingston Kids Daycare! We look forward to serving your family. My heart's desire as Pastor of Kingston Avenue Baptist Church is to help your child grow physically, mentally, socially, and spiritually. These early years of development are precious, and Kingston Kids wants to partner with you to make the most of each moment.

Our church wants to invite your entire family to worship with us. We meet each Sunday morning at 10:30 am for worship. Bible study is also held at 9:30 am on the Lord's Day. We gather for Prayer Meeting at 6:30 pm each Wednesday evening. Know that you and your family are always welcome.

If I can personally be of assistance to you, please do not hesitate to reach out. I am always available for counseling, prayer, and general help. Know that God loves you. He has good plans in store for you through faith. Your role as a parent is so important. The Lord wants to guide, help, and direct you through this significant calling. If you need a pastor or church family, we want to be here for you.

Blessings,

Pastor Tim Overton