



# **Parent Handbook and Statement of Services**

2025

## **KINGDOM KIDS MISSION STATEMENT**

*Kingdom Kids believes every child is a gift from God. Each child was born to fulfill a purpose, and at Kingdom Kids we are there to nurture and love each child to help them get a great start at fulfilling those purposes. Our staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while assuring our parent's peace of mind in the care and service we render. We are to model the love of Christ in everything we do! Kingdom Kids provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child friendly environment.*

### **PHILOSOPHY**

Kingdom Kids realizes not every child fits into one particular philosophy of early childhood education. We use a variety of models to help our children be the best they can be. By using religious and play-based programming alongside an integrated curriculum of thematic units, you can be assured your children will be ready for the high demands of the Kindergarten curriculum while developing a relationship with the Lord.

### **GOALS OF THE CENTER**

- Nurture the spiritual growth of our students and staff
- Develop a relationship with each child so they feel loved and accepted by their teacher and peers
- Love our neighbors as Christ loves us
- Encourage students to try new things and be risk takers
- Provide love and support as they grow and learn
- Build relationships with the families of the children
- Promote social growth
- Become problem solvers in everyday situations
- Teach students the necessary skills for Kindergarten so they enter at grade level or above
- Serve our community
- Have fun!

**Kingdom Kids Preschool and Play Center**

**1806 E Rt. 66, Flagstaff, AZ 86004**

**(928)226-7178**

## PARENT/CENTER AGREEMENTS and STATEMENT OF SERVICES

*This facility is registered by the Arizona Department of Health Services, 774-2704, 1500 E. Cedar, Ave., Flagstaff, AZ, 86004. Inspection reports by this agency are available for viewing upon request.*

### TUITION

Full-time care is provided from 8:00 a.m. to 2:30 p.m. daily. AM half-day times are from 8:30 a.m. to 12:00 p.m. Before-care is provided from 6:30 a.m. to 8:00 a.m., and after-care is provided from 2:30 p.m. to 5:30 p.m. and is charged on an hourly basis.

Tuition is due Monday of each week, with a 3-day grace period. Any payments after the 4<sup>th</sup> day of each week will be given a \$10 per day penalty for each day late - after 7 days, your child will be dropped from the program, and another child will be able to take the available spot. You will still be responsible for that week's tuition. Children withdrawn during the week prepaid are not eligible for a tuition refund for that week or any unused days. Tuition is charged based on the space and time reserved, regardless of attendance history. If your child is absent, you will still be charged as if they were here.

**\*\*A 30-day advance notice is required for any changes in scheduling or the withdrawal of a child.\*\***

### REGISTRATION FEES & TUITION RATES

- New registration fee: non-refundable \$120 with a maximum of \$240/family
- WatchMeGrow fee: \$5 non-optional camera fee, charged monthly with a maximum of \$5/family
- Infants room: non-refundable \$180 deposit to hold and guarantee their spot

<u>Program</u>	<u>Full Time</u>	<u>Part Time</u>		
		3x/wk	2x/wk	1x/wk
Infants (0-12mo)	\$278.00	\$234.00	\$165.00	\$83.00
Not Potty Trained	\$264.00	\$220.00	\$155.00	\$78.00
Potty Trained	\$257.00	\$215.00	\$150.00	\$73.00

### ROOM

#### REQUIREMENTS

- **Infant (6wks-18mo)**: Deposit fee paid before start date. Must be willing to communicate with teachers and provide items such as grip socks, finger foods, etc. to assist teachers in ensuring your child is developing appropriately and we have the tools to support them.
- **One's (12mo-36mo)**: Must be *almost* walking to move into one's room, and weaning off of the bottle/pacifier will begin. Will need to be eating regular/solid foods. Can begin conversations of potty training. (\***Note**: There is no requirement to BEGIN potty training your child.)
- **Two's (24mo-36mo)**: No bottle (at any time of the day) or pacifier. Potty training policy and contract will be discussed and signed as soon as the child becomes ready to potty train, and the parent will be expected to follow all policies to ensure smooth transitions for the child and teacher in regards to potty training.
- **Three's (3yr-4yr)**: Must be fully potty trained with no accidents. (No accidents is defined as less than 1x per week)
- **Pre-K (4yr-5yr)**: Must be transitioning into Kindergarten the following fall.

## **PAYMENTS**

All payments will be made via credit card on our online platform, Procure. We strongly encourage your account to be set up to "AUTOPAY" so charges do not get neglected. If you choose not to participate in AUTOPAY, please see the Credit Card policy below. We can accept cash on a case-by-case basis; however we cannot guarantee that we will be able to provide change. Please communicate with the administration well in advance if you cannot make payments online so we can make arrangements and adjustments as necessary.

### ***Credit Card Information Collection and Storage Policy***

#### ***1. Purpose of Collecting and Storing Credit Card Information:***

*Kingdom Kids Preschool values the education and well-being of your child. To ensure the smooth operation of our programs and services, we may require the collection and storage of credit card information. This information will be used solely for the purpose of covering unpaid bills that may arise during your child's enrollment or participation in our programs.*

#### ***2. Terms and Conditions:***

*By enrolling your child or participating in our programs, you agree to the following terms and conditions:*

##### ***2.1. Credit Card Authorization:***

*You authorize Kingdom Kids Preschool to securely collect and store your credit card information for the duration of your child's enrollment or participation in our programs. This information will be used only if absolutely necessary to cover unpaid bills.*

##### ***2.2. Opting Out:***

*While we strongly encourage providing your credit card information to facilitate smooth billing processes, you have the option to opt out of this requirement. However, please be aware that if you choose to opt out and unpaid bills become neglected, we may be forced to refer the matter to collections.*

##### ***2.3. Storage and Security:***

*Your credit card information will be stored securely in a locked file dedicated to your child's account. We employ industry-standard security measures and safeguards to protect this sensitive data from unauthorized access.*

##### ***2.4. Billing and Use:***

*We will use your credit card information solely for processing payments related to unpaid bills arising from your child's enrollment or participation in our programs. We will not use this information for any other purpose without your explicit consent.*

##### ***2.5. Data Retention:***

*We will retain your credit card information only for as long as necessary to cover unpaid bills and in compliance with applicable laws and regulations. Once the purpose is fulfilled, the information will be promptly and securely deleted.*

##### ***2.6. Parental Rights:***

*You have the right to request the removal of your credit card information from our records at any time. Please contact our administrative office to initiate this process.*

#### ***3. Contact Information:***

*If you wish to opt out or request the removal of your credit card information, please contact our administrative office at [928.226.7178].*

## ATTENDANCE

Our center is also a drop-in center for families who may need unexpected care. If your child is going to be absent, the front desk needs to know by 8:30am each day. You can call or send a message via Procure. If your child is not here around their normal drop off time, a courtesy call will be placed, or a message in Procure will be sent. If we do not hear from you at the time of the call, we may give your spot for the day to a drop in child.

Please be in good communication in regards to when a child will be absent, late due to appointments, etc. If you know you are going on vacation or going to be gone for multiple days at a time, please notify us ahead of time. Around the holidays it is helpful to know ahead of time when you will be gone so we can staff appropriately and it gives us the ability to allow staff to leave early/take time off for the holidays as well.

## HOLIDAYS

Our center is always closed for tuition and drop in students on the following holidays:

- New Year's Day
- Good Friday\*
- Memorial Day
- Summer "Break" (staff will be working during this time)
- Labor Day
- Day before Thanksgiving - Day after Thanksgiving
- Christmas Week

*\*We will be closing early on Good Friday. We will be open 6:30am-3:30pm*

If a holiday falls on a weekend, it will be observed on *either* the preceding Friday or the following Monday.

The following are the dates we are closed in 2024:

- January 1st
- April 18th\*
- May 26th
- June 30th - July 11th
- September 1st
- November 26th - 28th
- December 22nd-26th

**\*\*Normal tuition payment is still due for every week regardless of holidays or absences\*\***

(**Note:** Part-Time students may attend another day within the same week of a Holiday providing there is an open slot on that day)

## UNEXPECTED CLOSURES

Emergency closures, including but not limited to COVID-related issues, building maintenance, staffing issues, etc. can happen at any time. The director and staff will notify families IMMEDIATELY if we are closed and/or closing. Children who are in attendance at the time of closure will need to be picked up within 2 hours. Please notify staff if you are unable to pick up your child so we can make arrangements with the local police department. Snow days will be called at least two hours in advance, and are up to the director's discretion.

***\*Full tuition is still required to be paid during any and all unexpected closures\****

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Inspection reports by this agency are available for viewing upon request.*

## **SERVICES**

Enrollment is open to all children without regard to race, color, religion, national origin or ancestry. Childcare and preschool programs are for children ages 6wks-6 years old. Drop-in childcare is available for children ages 1-12. See times and availability below.

## **SCHEDULE**

See each teacher for their daily classroom program. It will be posted in the classroom weekly, as well as posted in the lobby.

**\*Drop-in care during preschool programs is based on availability and is in high demand. To ensure your child has a space, it is highly recommended that you call ahead and reserve your child's spot. It is available to all tuition families outside of their regularly scheduled times. Drop In price is \$12/hr.. To reserve your child's space you may be asked to provide your credit card information, this information is used as a hold for your spot. If you no call no show, then your card is charged a \$25.00 fee. To avoid this fee, call our facility BEFORE your reservation to cancel.**

## **INDIVIDUAL NEEDS OF SPECIAL CHILDREN**

Kingdom Kids is open to providing care to children with special needs. We will look at each situation and decide if our facility can support the needs of the child. An individualized plan will be written and signed by parents and the director to ensure specific needs are met.

## **TRANSPORTATION & FIELD TRIPS**

At this time, we are not going on field trips and we do not provide transportation for children.

## **FOOD POLICY**

Families will need to provide a morning snack, an afternoon snack, and a lunch. Meal contents must align with state licensing requirements. For snacks, you must include TWO of the following: dairy, protein, grain, fruit/veggie. For lunch, you must include FOUR of the following: dairy, protein, grain, fruit veggie. Our facility does not heat up meals, so please be sure to pack meals accordingly. We are NOT a nut free facility, if your child has any known nut or other food allergies please alert the director, front desk, and their teacher. We will accommodate accordingly. Please see licensing guidelines if you have any questions.

## **NAPTIME**

Children staying for the afternoon will have a regular scheduled nap time between the hours of 12:00-2:30pm. Families need to provide a small blanket for nap time that remains at the school and a sheet to cover a standard size cot. Kingdom Kids will launder all bedding. All classrooms will be taking naps and will be expected to provide bedding.

## **DIAPERING AND POTTY**

Diapers and wipes are to be provided by the parents. Supplies should be labeled with the child's name and date. When your child begins potty training - pull ups, wipes, spare clothes, etc. should be provided by the parent. Potty contract and policy will be reviewed and signed by the parent and director PRIOR to beginning potty training at the center.

If your child has an accident while at the center, the clothes will be located in the soiled clothes bin in the child's classroom. They will be bagged and labeled for your convenience. If your child did not have clean clothes in their cubby, we have spare clothes that they will be put in. Please wash and return these to us. All Kingdom Kids' clothes are labeled with "KK".

## **MEDICATIONS**

The center shall administer medication according to this policy. We must have written authorization from the child's physician, parent or guardian with the medication requirements. If you must have medication administered to your child, please request a "MEDICATION CONSENT FORM" from the front desk or director. This form must be completed in full and all medications are required to be kept in a locked box and NOT in your child's classroom. Medication can be kept on an "as needed" basis for TWO WEEKS at a time. After two weeks, it will be sent home and you will need to fill out another medication form if you need to bring medication again.

## **ILLNESSES**

Each child shall be observed by staff for signs of illness or infestation upon entering the center. A child may be sent home if any symptoms or illnesses are apparent at arrival or appear during the day. In these cases, the child will be isolated from the others and the parents will be contacted immediately. The child will wait in the office with a staff member until the parent or guardian arrives. A person needs to remove the child from the facility no later than an **hour** after the first phone call made to the family by the center. Refusing to pick your child up in a timely manner may result in disenrollment of your child.

The center does not have the ability to care for children who are ill. Keep your children home if they:

- Has a fever or has had one during the previous 24-hour period of 100+
- Has a cold that is less than four days old
- Has **heavy** nasal discharge
- Has a **constant** cough
- Having diarrhea and/or vomiting (more than 2 in an hour time period)
- Is fussy, tired, and generally out of sorts

If your child has symptoms of a **communicable disease** (yellow nasal discharge, reddened eyes, sore throat, headache and abdominal pain, plus a fever), they may **NOT** be in attendance until all symptoms have subsided (even if there is no current communicable disease exposure notice).

\*\*\*Notify the school at once if the child may have a communicable disease. The center will post a notice if children have been exposed to an infectious disease\*\*\*

***(\*Note: Please do not send an ill child to the center. Many families know their children are ill and then give their kids a dose of ibuprofen or tylenol before school. Even though the fever is down, the child is still contagious and once the dose wears off, the fever will return. Our staff and other children will not appreciate your dishonesty. It puts everyone at risk!)***

When a child has been absent from the center for a simple cold, he or she may be readmitted to the center with the approval of the director. Following an illness accompanied by a rise in temperature, a child must be excluded from the center until 24 hours after the temperature has returned to normal. In order to return to school after an infectious disease, a statement of good health must be brought from the child's doctor, or a reasonable time away from the center must have occurred.

**\*Kingdom Kids has the right to refuse service to a child we believe may be ill. We may send children home if they display any symptoms above, or if we feel that they are *generally out of sorts*\***

### **IMMUNIZATIONS**

All children must be immunized according to state guidelines (see attached), unless an affidavit of exemption is provided to the center. If your child is not vaccinated please contact the director to get an understanding of what paperwork is required. You will be reminded if your child becomes overdue on their shots, and if they are overdue for more than 1 month they will **NOT** be allowed to attend until their immunizations are received.

### **EMERGENCY PROCEDURES**

The center shall have in all rooms the Fire Evacuation Plan showing how to exit the building during a fire. The center will hold monthly fire drills following evacuation routes. In addition, the center shall have in all rooms Shelter in Place and Lockdown emergency procedure plans. Drills for these emergencies will be held every other month. Smoke detectors are tested monthly.

### **EMERGENCY MEDICAL CARE**

The center shall immediately call 911 and notify the child's parents, guardian or the person specified to be notified in case of an emergency in the event of any serious injury to the child that requires medical attention. If the school cannot contact you or your child's physician, we will do one or both of the following: (a) call another physician or paramedics (b) have the child taken to an emergency hospital accompanied by a staff member. One or more staff members are trained in First Aid/CPR and First Aid is available at all times. A First Aid kit is kept accessible to all personnel but out of the reach of children.

### **VISITORS**

Family members and parents can visit the center at any and all times, with or without prior notice to administration. Please check in at the front desk before entering your child's classroom, and inform them if you will be staying and how long. Visitors and volunteers may NOT be alone with children in any capacity.



## **RELEASE OF CHILDREN**

The center shall require the complete signature (*no initials*) of the parent or guardian each time the child enters and/or is released from the center. The child must be signed in on the Procure app by the person dropping them off. Each parent will have a *unique* code, do not share the code. The check in & out records must be accurate, please ensure all approved pickups are on the “Blue Card” and have a unique code in Procure. The center shall require all persons, at any time, to present picture identification for verification in addition to the signature prior to releasing a child from the center. Each family will be given 2 key cards to enter the preschool. Outside doors will be locked at all times to ensure the safety of your children and our staff. Key cards will also allow us to document who enters the center.

## **VIDEO STREAMING**

We have a private camera system accessible to all parents. You will be charged a monthly \$5 fee per child that is non negotiable. This system is designed to see how your children are doing throughout the day and to document how the staff is doing with your children each day. All the tapings are recorded and stored for a certain time limit. To access video, log in to [www.watchmegrow.com](http://www.watchmegrow.com) and create an account. After you create your account, search for “Kingdom Kids Preschool” or “9282267178” and request access. Once your access is approved, you can watch cameras for your child’s classroom.

## **PESTICIDE USE**

When pesticides are used, we will notify parents at least 72 hours before a pesticide is applied. All pesticide applications and inspections are available upon request. An IPM plan is posted at the front entrance 72 hours prior to pesticide application.

## **INSURANCE**

Kingdom Kids carries liability insurance provided by Secura Insurance Company.

## **DISCIPLINE PROCEDURES**

Kingdom Kids knows the key to any good classroom is to staff teachers with strong classroom management techniques that provide routine, consistency and predictability. Children who are provided with lots of positive reinforcement thrive at Kingdom Kids. Every child gets curious about limits now and then, but with consistent management programs and well defined boundaries, children come to know what is expected of them. Each teacher has been given the freedom to use a program they find to be most effective in their class. See each teacher for a description of the program they use in their classroom.

## **SMART SUPPORT**

Kingdom Kids staff use a resource called SmartSupport to allow teachers the opportunity to receive outside training and support on behavior management from our mental health consultant. She observes in the classroom and is able to give the teachers tips and ideas on how to address specific behaviors in each classroom. Each child will need a signed consent form on file. This does not, in any way, give the MHC consent to diagnose or treat your child. It gives her permission to observe your child’s behavior in

### **SMART SUPPORT cont.**

the classroom and support the teacher. Our staff will work with the parents and “SmartSupport” on an individual basis to see what works best for a child who is routinely pushing boundaries. In extreme cases where a child’s behavior becomes dangerous to themselves or to others, parents in partnership with the teacher and director will create a plan for that child that may or may not include removal of the child from the school. These plans and decisions will be made by a team of the parties involved.

### **EMPOWER PROGRAM**

Kingdom Kids believes there are many things that contribute to a healthy child’s development. Part of our licensing has been to link up with the Empower Program through the state. Through the Empower Program, our staff is committed to physical activity, sun safety, family style meals, oral health education and a smoke-free campus. The following are some of the goals our center has chosen to focus on:

- **Physical Activity** - students will have a minimum of 60 minutes of physical activity per day. This will include teacher-led activities, free play opportunities, outdoor physical activity, and limited to no more than 15 minutes of screen time per week.
- **Sun Safety** - We encourage families to put sunscreen on their children prior to arriving at school. We will have plenty of shade options for children during outdoor play to protect their skin from sun exposure. Each child will need to provide their own sunscreen labeled with their name to be reapplied before outdoor play.
- **Family Style Meals** - Our meals will be served family style. Staff will be eating at the table with your children. Because lunches and snacks are provided by the family, this allows children to choose what and how much to eat. We will continually be talking with children and their families about healthy eating habits. Please see attached meal requirements. If the incorrect foods are brought, you will be called to provide additional food items.
- **Smoke-Free Campus** - Kingdom Kids is a smoke-free center inside and out. We encourage parents not to smoke in the parking lots or sidewalks surrounding the center so we are not promoting smoking tobacco.



Kingdom Kids Preschool and Play Center  
1806 E Rt. 66, Flagstaff, AZ 86004  
(928)226-7178

**Parent Handbook Acknowledgement Form**

Dear Parents,

It is important that you are made aware of our center policies, some of which are pursuant to our license with Arizona Department of Health Services. All of the center policies can be found in the parent handbook. The handbook and policies can change without prior notice, but an updated handbook will be presented to you as soon as the policy goes into effect. If you need a new copy, please see the director.

This form is acknowledgment that you have received a copy of the updated handbook for the year 2024 and are made aware of the policies that go into effect January 1, 2024.

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Parent Name	Signature	Date
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Director Name	Signature	Date
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Child(ren)'s Name(s):