

Registration Packet



*A Ministry of
Memorial Baptist Church*

Our Mission

Blessing families with a safe, happy,
loving place where kids learn and grow.

Our Vision

Helping children flourish in
God's design.

www.mbckingdomkids.org

Parent Policies

Open

Monday - Friday
6:45am-5:45pm

540-750-9078

995 Peppers Ferry Road
Pulaski VA 24301



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Welcome

Dear Families,

Thank you for choosing Christian preschool for your family- you have made the right choice! On behalf of our church and staff, we welcome you to our childcare center.

We are grateful for our church board and everyone who worked with us to make our dream a reality. Our goal is for everyone who enters Kingdom Kids Learning Center to experience the love of God and the joy we have for caring and teaching children.

Memorial Baptist Church also welcomes your family as a part of our extended family! We want to serve as your childcare provider and to become your church family on Sundays too. We are confident you will experience both the love of God and service excellence as your family utilizes our childcare facility and our worship services. We want to bless your entire family.

We are thankful for our staff. Our team, who will be caring for your children, has been carefully selected to execute the vision the Lord has given to our ministry.

Together, we believe that:

- 1. God has called Memorial Baptist Church to bless its community with exceptional preschool childcare for working families.*
- 2. Families need trusted, reliable childcare in a safe, loving place.*
- 3. Teammates are dedicated to using their skill, talents, and energy to help children flourish in life.*

We have been given an incredible opportunity to make a difference and we appreciate your support as we unite to be blessing to God's precious children.

Again, thank you for sharing your children with us- it is an honor and responsibility we take solemnly. Together we will unite in training young children in the way they should grow!

Sincerely yours,

Dr. Gehrz

Childcare Committee Chair

MBC Board Member

**Train up a child in the
way he should go, and
when he is old he will
not depart from it!**

Proverbs 22:6



Contact Form

Date of Enrollment _____

+

Child's Name _____ Age _____

Birthdate _____

Classroom Assigned _____

Private Pay _____ Subsidy _____

Tuition Rate _____ 1st Day Child Attending _____

Drop off time: _____ Pickup time: _____

Parent's Information

Name _____

Cell Phone _____

Email _____

Enrolling Parent's Signature and Date



Tuition Policy and Disclosure

Paying Tuition – Tuition Policies for Continuous Enrollment

Private and Subsidy Payers

1. Tuition is paid in advance of service and before services are rendered.
2. Subsidy Payers co-fees follow the Tuition Policy.
3. Tuition is paid through SEER secured online payment portal –
 - a. All accounts are set on auto debit with a check or credit card or debit card.
 - b. No cash is allowed.
4. Tuition is debited weekly each Thursday for the next week's care.
5. Tuition is a flat week rate with no deductions for missed days or vacation weeks.
6. Tuition will not be divided between two paying parties for the same child.
7. Rejected payments are charged a \$35 processing fee each time it is processed for insufficient funds.
8. Withdrawal from preschool requires a proper notice of 4 weeks – if proper notice is not given – auto debits by check, debit, credit card will be processed for the remaining weeks of proper notice.

Suspended Services

1. Will result in 3 returned NFS fees on the account.
2. Will result any Monday morning tuition has not been received. SEER System will not allow clock-ins with outstanding balances.

Parent Acknowledgement

I acknowledge the Tuition Policies and will abide by the policies if my child is actively enrolled or until I submit a 30-day written withdrawal notice.

Enrolling Parent's Signature _____

Date _____ **Director's Signature** _____



Your Child's Developmental History

Preschool uses all information gathered in this history to assist your child in meeting his or her developmental goals. Please complete this form so we can better serve your child and so that your child's teacher knows them better.

Child's Name _____ Birthdate _____

- | | | |
|---|-----|----|
| 1. Did you have a full-term pregnancy? | YES | NO |
| a. If early how many weeks: _____ | | |
| 2. Do you believe your child hears normally? | YES | NO |
| 3. Do you believe your child's speech is normal compared to others of their same age? | YES | NO |
| 4. Do you understand what your child says most of the time? | YES | NO |
| 5. Do you believe your child runs, walks, and climbs as other of the same age do? | YES | NO |
| 6. Do you believe your child's vision is normal? | | |

If you answered **NO** to any of the above questions, please explain further:

- | | | |
|--|-----|----|
| 7. Is there any medical history that we should know about? | YES | NO |
| If YES, please explain: | | |

- | | | |
|--|-----|----|
| 8. Do you have any concerns about your child's behavior? | YES | NO |
| If YES, please explain: | | |

- | | | |
|---|-----|----|
| 9. Are there any other concerns you would like to discuss that would help us meet your child's needs? | YES | NO |
| If YES, please explain: _____ | | |



Photography, Video, and Social Media Release Consent for a Minor Child

Please check and sign your choice.

Yes, I _____ give my permission to Kingdom
Kids Learning Center for my child/children _____

_____ to have their pictures taken and be
used on social media, in print, and in the classroom.

Parent's Name, Signature and Date

OR

NO, I _____ do NOT give my permission to
Kingdom Kids Learning Center for my child/children _____

_____ to have their pictures posted on Social
Media, in print, or in the classroom.

Parent's Name, Signature and Date

Director's Signature and Date



Our Mission Blessing families with a safe, happy, loving place where kids learn and grow.

Our Vision Helping children discover the talents God gave them to fulfill destiny.

Our Goal Recruiting and retaining team members creates an environment where our children, parents, and staff can experience the love of God.

Our Values – The 3 C's of Christian Childcare

- **Character** – consistently choosing to do what is right.
- **Commitment** - dedicated to providing the highest quality of early care and preschool education.
- **Courage** – fearlessly delivering service excellence.

Our Statement of Faith

At Memorial Baptist Church -- We believe in one God expressed in three distinct persons known as the Trinity of Father, Son, and Holy Spirit.

We believe in the virgin birth of Jesus Christ, His sinless life, His sacrifice on the cross to pay the penalty for our sins, His bodily resurrection after three days, His ascension into heaven, and future return.

We believe the Bible is the infallible, inerrant, wholly inspired Word of God and It is our authority for living as God intended. We believe that faith in the finished work of Jesus on the cross is the only way to salvation.



How do I enroll my child? Enrollment Process

1. Parents please:

- a. Review website – www.mbckingdomkids.org and like us on Facebook
- b. Follow the on-line Enrollment Instructions or click on QRS Code
- c. Call 540-750-9078 to schedule a personal tour of our preschool.
- d. Read and Sign Policy and Enrollment Forms
- e. Submit child's required documents.
- f. Return Registration Fee and 1st Weeks tuition.
 - i. Ensure set- up of auto draft for weekly Tuition.
- g. Confirm with our Director the Application and Enrollment Forms have been processed and ready for your first day of childcare
- h. Confirm start date.

2. For Your Child, please:

- a. Set a time for you and your child to visit your child's new teacher during morning curriculum time, and plan another visit to the playground while you are on premise.

3. For Your Peace of Mind, please:

- a. Attend the next Parent Orientation - new families are encouraged to build community with other parents!
- b. Attend next Sunday at Memorial Baptist Church- it's a wonderful congregation that cares about you and your family.

Enrollment Disclosure

I _____ acknowledge I have read and will abide by the Preschool policies, read its Mission, Vision, and Values, and its Statement of Faith. I give my permission for child/ren to participate in classroom activities, holiday celebrations, and field trips upon occasion.

Parent's Signature _____ Date _____

Director's Signature _____



What happens if my child becomes sick at preschool?

Infection Control - Sick Children Policy, Health Practices and Medication Policies

A Child Becomes Sick at Preschool

1. Any child showing signs of illness will be isolated in a comfortable area in the Director's office until the child can be picked up.
2. Our director will give comfort and care until a parent or authorized pick-up arrives.
3. The center reserves the right to obtain appropriate medical care should the need arise.
4. Parents are asked for their child to be picked up within one hour.
5. It is vital that you please ensure an alternate back-up for picking up your child is on the application and has been notified and prepared to pick-up if necessary.

Infection Control/Sick Children

1. The center takes precautionary measures to prevent illness from spreading.
2. Multiple times of the day, tables, toys, and areas children use are disinfected after use and at the end of the day – the center is disinfected for the next day.
3. Staff are trained in universal precautions and effective hand-washing techniques and sanitizing the children's areas.
4. Every effort is taken to protect children from exposure to an infectious or contagious disease.
5. Exposure Notices- when your child is exposed to a communicable disease, a **notice will be posted by the check-in station and outside on the classroom entry** identifying which classroom or classrooms are at risk.
6. If your child is diagnosed with a communicable disease, or any household member for that matter, **please notify the Director so we can be made aware and share it with the children that have been exposed.**

Your help in controlling communicable diseases is vital in keeping children safe and healthy.

Children cannot attend preschool if:

1. They have a temperature registering 101 degrees or above-
2. They have an unidentified rash.
3. They have an eye infection, swelling, or drainage.
4. They have recurring vomiting or diarrhea.

To prevent spread of illness children cannot be permitted to come back to the center until:

Your child is symptom free. Your child is fever free for 24 hours without the aid of a fever reducer. A doctor's note may be needed depending upon the illness.



Additional Health Concerns

1. Please make the preschool aware of any physical impairments or conditions that your child may have -- diabetes, epilepsy, hearing or visual impairments, ports, heart monitors, ADD/ADHD.
2. Parents must notify the Director of any changes in the child's health history and whenever immunizations are due and received. **Please provide us with an updated Immunization History any time your child receives immunizations** so we can keep their file up to date.

Emergencies

Non-life-Threatening Emergency – If it requires a Band-Aid!

1. First aid is given to any child enrolled.
2. A courtesy call is made to the parent and a photo is sent to the parent.
3. An accident form is completed for the parent to sign and placed in the child's file.
4. **Please remember to always keep all contact information current and up to date.**

Life-Threatening Emergency - **If your child has a seizure, broken bone, unresponsive or any other life threatening incident – 911 will be called immediately!**

1. 911 will be called first.
2. Parent will be called second.
3. Director will ride in an ambulance with the child. It is important you list the hospital and physician preferences for emergency care on your enrollment form.
4. Accident form will be completed after Director returns to preschool.
5. A call to Childcare Committee Chair followed by a written report and submitted within one day.

A Child Gets Hurt at Preschool --Accident Policy and Procedures

1. If your child is involved in an accident, the teacher or director will administer Standard First Aid immediately depending upon the type and severity of the accident.
2. If the injury is serious enough that outside medical attention is required or if the injury is to the head or face, parents are contacted immediately.
3. An Accident Report will be filled out for all injuries.
4. Two copies will be made; one copy for the parent and one to be signed by the parent and teacher who witnessed the incident. Kingdom Kids will keep a copy and will be retained in the child's file.
5. When any type of serious accident occurs (i.e., broken bones, possible concussion, allergic reaction, or cuts requiring stitches, etc.), the Director will notify the parents and call 911 if necessary. If the child is transported to the Hospital via ambulance, the Director will ride with the child and stay until parents arrive, and MBC Chair of the Childcare Committee will be notified.



If a Child Needs Medicine at Preschool?

Administering Medication Policy

All medications – prescription or over the counter – must have a name, date on it. Also, must be in the original container. It will be locked in a container out of reach of children.

1. If your child has a pre-existing condition that requires medication, we will need a doctor's note and a telephone number to contact the doctor in case of emergency.
2. We cannot administer any medication without a completed medical form for the date medication is to be administered. Please make sure we have local emergency numbers in case your child becomes ill.
3. Only MAT (Medical Authorization Training) trained are authorized and permitted to dispense medication to a child with parental written permission. Medication will be dispensed as indicated on the packaging. Any special instructions must be provided in writing.
4. The duration of the medicine will be no longer than ten working days unless specific authorization is obtained from the physician.
5. Allergies must be submitted at enrollment. Allergy List is posted in Café, Kitchen, and Classrooms with child's first name, birthdate and last initial.
6. When an authorization for medication expires, the parent will be notified that the medication needs to be picked- up within seven days or it will be discarded.
7. **Sunscreen and/or Insect Repellent:** Parent's permission must be given, and sunscreen must be in its original container, clearly labeled with the child's name and the date it was first brought in.

Fire Drills Practices

The Director will conduct Fire Drills monthly and Shelter in Place Procedure bi-annually or as changes necessitate.

In the event of a natural disaster (flood, tornado, chemical spill, severe storm, etc.):

1. We will move children to the safest area of the preschool which has been designated as "Shelter in Place"; If the center is deemed unsafe, staff will evacuate to the nearest safe building near the preschool – the church's sanctuary or other designated areas.
2. Emergency phone numbers and attendance sheets will be taken so parents may be called.
3. Radio, flashlight, blankets, nonperishable food, bottled water, formula, & First Aid Supplies will accompany staff. In the event of a power outage, the centers are equipped with emergency hall lights and water supplies will be delivered to the center via administration and church employees.



Nutrition and Mealtimes

1. Kingdom Kids Learning Center participates in the USDA Food Program.
2. Menus are posted and emailed to parents in a two-week cycle.
3. Food can be brought from home- in a lunch box clearly labeled with the child's name.
4. Meals and snacks are 3 hours apart.
5. Parents must notify in writing – children's food allergies/dietary restrictions.
6. Kingdom Kids is a **PEANUT-FREE FACILITY**.



Mealtime Schedule

Breakfast: Served in our Café at 8:00 am and 8:35 am

- For children under 2 breakfast is served in our Café at 8:00
- For children ages 2- 3- and 4-year-olds breakfast is served in our Café at 8:30

Lunch: Served in our Café at 11:00 am and 11:30 am

- For children under two years is at 11:00 am
- For children 3 and 4 lunch is served at 11:30 am

Afternoon Snack: Served at 2:30 and 3:00pm

*Infants, not yet on table food, will be fed according to their schedule and fed in Babyland.
Waddlers who are on table food will be served the selected snack in their classroom.*

Parents can opt to pack their child's lunchbox. **Please note all lunchboxes must be clearly labeled with your child's name and the current date.** The same rules apply to any milk or juice containers brought in for your child. **Please clearly label it with your child's name and the date that Milk Carton was opened.**

- Menus are emailed to parents and posted in classrooms and Café.
- If there is a menu change – you will be notified and changes will be posted on the Daily Menu Board located outside the Café, and in the kitchen.

Food Allergies

Please let your child's teacher and director know if your child has an allergy or any special dietary needs.

1. Food Allergies are posted in each Classrooms, Café, and Kitchen.
2. Parents are encouraged to bring special treats on special occasions such as picnics, birthdays, or other social events. Please be respectful of classroom allergies --- ask your child's teacher directly since the allergy alerts are posted and please check labels of purchased products since we are peanut free facility.

Sample Day

Morning Snack

Cereal, Fruit
Milk

Lunch

Pizza
Green Beans
Apple Sauce
Milk

Afternoon Snack

Crackers &
Cheese Juice

Water offered
throughout the
day. Label water
bottles.



Handwashing and Mealtime– Best Practices

1. All children will use the bathroom and wash their hands thoroughly.
2. Tables will be cleaned and sanitized prior to mealtime.
3. When possible, children may help with setting the tables and preparing for mealtimes;
4. Children will lead the mealtime prayer with “God is great, God is good, let us thank Him for our food. Amen”
5. When possible, children will serve themselves Family Style by passing the food dishes and scooping appropriate amounts onto their plates.
6. Children will be encouraged to try new foods, but we do not force them to clean the plate;
7. Children will stay seated and practice quiet conversation with polite manners.
8. Teachers will talk and teach about foods by discussing things such as origin, culture, region, preparation, etc.
9. We will always give seconds when available.
10. We do encourage children to clean up after themselves.
11. We will always visit the bathroom afterwards – Clean hands and FACES always!

Children Moving to the Next Classroom

The Transition Process

There is a great deal of research indicating that a child’s success in school can be linked, at least in part, to effective transition practices and activities within preschool.

The bond between child and teacher is a powerful relationship that affects a child’s love for learning as they grow. Transitions can be a difficult time for both child and parent, and it is important that close connections are maintained until your child is adjusted to the new classroom and teacher.

Moving to the Next Class

August and January are normal transitional times to the next classroom. A child’s birthdate and developmental stage will assist in making the determination if a child is ready to move to the next classroom. In addition to readiness, classroom space must be available.

Process of Moving to Next Class

1. A Developmental checklist is prepared and shared with parents.
2. Parents have a “Meet and Greet” to discuss with Director, current teacher and new teacher
3. The move date is agreed – depending on the child’s readiness and adoption to new teacher and classmates.
4. Child begins visiting new classroom – 2-hour increments for 1-2 weeks prior to move up.
5. Child’s cubby and belongings are moved.
6. Transition is complete with a 2- week post transition with parents for feedback.



What to bring from home...

Children under two years of age:

- Infants need their favorite baby food, formula, or breast milk.
- Any supplemental food items you'd like them to have for breakfast and/or snack.
- Infants need 2 Crib Sheets and their favorite blanket.
- Toddlers and Two's need a sheet for their nap cot and their favorite blanket.
- Disposable diapers, pull-ups and two changes of clothing.
- When Two's are potty training, please be sure to bring extra clothing.
- Please label EACH ITEM with your child's full name
- Food Items must be clearly labeled with their name and date.

Preschool Children, ages 2- 5:

- A box of tissues and disposable wipes
- At least one complete change of clothing in a Ziploc bag, with their name written on it
- Their favorite snuggle toy for nap time
- Please label EACH ITEM with your child's full name

When does my child need to be at preschool?

Arrival and Departures

- 1. ALL CHILDREN NEED TO BE PRESENT BY 8:45am - school opens at 6:45 am**
- 2. PRESCHOOL CURRICULUM BEGINS AT 9:00 am**
- 3. Curriculum ends at 3:30 – Children's Choice 3:30 – 5:30**
- 4. PICK UP IS BEFORE 5:45 PM - any late parents will be charged \$1.00 for every minute past 5:45 pm.**

Potty Training

- Once your child is showing signs of readiness and you are ready to begin potty training, we will work with you on potty training.
- Potty training requires consistency and patience.
 - It should be a positive experience with lots of encouragement. You will be asked to provide underwear and several additional changes of clothing during this training period.
- Regular and constant communication will be maintained, especially during this time, as parents and teachers both need support.



What happens if my child gets bitten or bites?

Biting is a Painful Issue

Some children go through a normal phase in their development – biting. Biting is a painful issue that impacts both a child and a parent!

Typically biting may occur between the ages of 13-30 months. Research says that it may be a result of a child's inability to communicate effectively. Many young children who are not very verbal – can become easily frustrated and bite. A child may bite when a toy is taken by another child, or they are faced with a new situation.

The key to managing biting is open communication with parents and putting an action plan in place to help the child move through the phase. Many children go through stages of biting and although it is a phase in a child's development that will pass, it is important the center addresses biting immediately with families.

Working together in cooperation, giving support to families, and staying in close supervision with the child that bites – it normally resolves with consistent and loving directives.

When biting happens at home:

1. Never 'play bite' with your children.
2. Never laugh at a child who bites.
3. If your child attempts to bite you or someone in your presence - say "NO" a low serious tone with constant eye contact and say -- "NO Biting" give your child a few seconds to comprehend your displeasure with that action. Then redirect.
4. Never shame or smack a child.
5. If your child has a history of biting- please share that with the preschool teacher about what occurs before the biting so the teacher can be alert to those situations that may cause a bite.

When biting does occur at preschool:

1. If your child receives the bite at preschool – your child will be comforted, and the bite will be thoroughly cleaned with soap and water. If the bite is severe - ice may be applied to relieve the pain and swelling.
 - a. parents will be notified, and an incident report will be completed.
 - b. a call will be made to the parent with the description of the location and picture to follow.
2. If your child is the child that bites, your child will be removed from the situation; talked with about "NO" biting- sat in time out for 2 minutes- and/or redirected to appropriate activities.
3. Both parents will be notified by an Incident Report.
4. The teacher will review the situation to minimize future episodes.
5. The child who bit will be closely supervised and the parents may be asked to come in for a conference to discuss ways we can work together to redirect this behavior.
6. Both identities of children involved will always be kept confidential.
7. If a biter's behavior becomes excessive without changing, enrollment may separate.



What will my child be learning?

WEE Learn Christian Curriculum

Our Curriculum Overview Highlights:

- Curriculum Theme
- Relevant Bible Verse and Memory Verse
- Character Builder
- Letters (we use Writing Without Tears) and those Letters in Sign Language for our Preschool.
- Numbers, Colors and Shapes
- Vocabulary Words, English and Spanish
- Featured Artist of the Month
- Every child has a divine plan for their life. Psalm 139; Jeremiah 29:11

Adults have a responsibility, with limited time, to deposit life, values, and direction to children. Proverbs 22:6. Wisdom is needed to rear children --- Ask for it! James 1:5, 19, 27

What are the Behavior Policies?

Discipline and Guidance Practices at Preschool.

1. Discipline will be handled in a fair, consistent, timely and age-appropriate manner.
2. Guidance will be in a loving, kind tone that will direct children with acceptable conduct.
3. Redirection is used when an unacceptable behavior occurs- followed by a discussion of what is appropriate – followed with parent discussions to ensure a consistent course.
4. When redirection and conversations with a child's behavior are not fruitful, our teachers help children under the consequences of their behavior; it is important for children to understand why a certain behavior is socially unacceptable and give examples on how to modify such behavior.
5. The consequences are age-appropriate- never harsh or punitive.
6. No form of physical punishment will ever be allowed on property- no rough handling of children is acceptable and is reason for a team member to be immediately dismissed.
7. Children will never be isolated in a confined space or put in an uncomfortable position.
8. If age-appropriate, children will be asked to help problem-solve/conflict resolution.
9. The only time a child will be restrained is to prevent him/her from running away, causing harm to himself or others.
10. If a child runs away under the direction of the teacher, the Director will be summoned immediately for assistance. The parents will be called for immediate pick-up and discussion. Please know that a child who runs from a teacher is a very serious situation- and the matter could be life threatening to a child's safety. Enrollment pivots on a child being compliant to keep them safe.



When does my child get to play outside?

Outdoor Play & Playground Safety

Outside supervision for playtime is essential. Appropriate monitoring is done by roaming the playground and participating in children's activities. This policy helps eliminate --and hopefully-- prevent accidents from occurring. Please understand...your child's health and safety are our main priority.

Outdoor Play- Weather Policy

Outdoor play is a very important part of our Curriculum. Children will play outside, weather permitting, in reasonable conditions. For preschool children – 30 – 60 minutes a day when temperatures range from 55 degrees to 80 degrees. If it's rainy or very cold – we will play in the Garden near the Café. If it snows and the temperature is not too cold- children will get to enjoy the snow.

Please make sure your child has the appropriate clothing so that they will be able to participate in the Outdoor Classroom portion of their Curriculum. Our staff will use good judgment in determining if the weather conditions allow for outdoor activities or if the time outdoors needs to be shortened.

Preschool Craft Donations

Many items you might consider trash or are thru with can be turned into treasures by our children! If you aren't sure, just ask or bring it in! Since we're very creative, we can put just about anything to good use!

Plastic Grocery Bags	Egg Cartons	Toilet & Paper Towel Rolls	Milk Jugs
Newspaper	Magazines	Wrapping Paper	Flower/Veggie Seeds
Buttons	Tissue Paper	Fabric Scraps	Ribbons
and anything else you can think of!			

Holiday Celebrations and Holiday Closings

Kingdom Kids celebrate and close for the following Holidays/days:

New Year's Day	Good Friday	Memorial Day	Independence Day
Labor Day	Thanksgiving Day & Black Friday	Christmas Eve & Christmas Day	

If a Holiday falls on a Saturday, the center will be closed the Friday prior and if a Holiday falls on Sunday, the center will be closed the following Monday. If a holiday is on a Tuesday- the center may choose to close on Monday and Tuesday.



Volunteers

Volunteers are welcome. Volunteers are considered a HUGE blessing to the preschool and regarded as a gift from the Lord. As a labor of love, volunteers work in the classroom to be the extra hand needed to make Kingdom Kids an incredible place for families. Willingness to use your God given talents to read, rock, and play with kiddos. The Director meets with Volunteers to help guide them through the processes necessary to donate their time in the preschool.

How do I withdraw from Kingdom Kids

Withdrawing from Preschool

1. If you decide you no longer need preschool services, please submit a 4-week written notice with a last-day of attendance prior to withdrawing your child. If you dis-enroll without notice – accounts will be charged for those weeks.
2. In the unlikely event necessary to separate a child's care, we will make every effort to extend a 2-week notice, unless circumstances prevent us from doing so.

Kingdom Kids reserves that right to immediately dis-enroll a child for non-payment, excessive biting, aggressive behavior that has not improved, any behavior that endangers other children, vulgar language, aggressive- rude- disrespectful adult behavior, or any threats of bodily harm to any staff member or parent.



Governance

Memorial Baptist Church is the sponsoring entity of Kingdom Kids Learning Center. The governance and direct oversight are provided by the Church Board and the Childcare Committee.

Religious Exempt Disclosure

Religious Exempt Child Day Care (REDCD)

CODE OF VIRGINIA § 22.1-289.031 exempts from licensure a child day center operated or conducted under the auspices of a religious institution if the religious institution files certain documentation with the Virginia Department of Education (VDOE) prior to opening and annually thereafter.

- Kingdom Kids is exercising its right to open and operate its preschool under this Code at the present time.
- Kingdom Kids Learning Center acknowledges and faithfully abide by and operate within these Codes:

CODE OF VIRGINIA § 22.1- 289.031-

The REDCD must disclose to parents in writing the fact that it is religiously exempt from licensure. Posting a statement in an area of the facility that is conspicuous to the public. Comply with the following staff-to-child ratios. Age Group Staff to Children Ratio 0 to 16 months 1 staff to 4 children 16 months to 24 months 1 staff to 5 children 24 months to 36 months 1 staff to 8 children 36 months to 5 years 1 staff to 10 children 5 years to 9 years 1 staff to 20 children 9 years to 12 years 1 staff to 25 children.

CODE OF VIRGINIA § 22.1-289.039

The REDCD requires background check for all applicants for employment, employees, volunteers, or any other person who is alone with children enrolled at the center.

CODE OF VIRGINIA § 63.2-1509

Requires all employees and volunteers must report suspected cases of child abuse and neglect to local authorities.

CODE OF VIRGINIA § 32.1-46

Requires all children to have a daily simple health screening and exclusion of sick children by a trained person. REDCD required an Immunization Record be submitted before a child enrolls in the center. The REDCD must obtain documentation that the child has been adequately immunized according to the requirements of the code and applicable State Board of Health regulations.

Policy Additions and Changes Disclosure

Throughout the year, prior to our next official revision/reprinting of this Parent Handbook, addendums and changes may be needed. At that point, a written addendum will be presented to you. However, at any point, should you need additional information, clarification or better understanding of any policy or procedure, do not hesitate to ask your preschool Director.