

Jackson Christian School

Kingdom Kids



Preschool and Daycare

Parent Handbook

Jackson Christian School Kingdom Kids

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OVERVIEW OF KINGDOM KIDS PROGRAM

Philosophy/Purpose

Kingdom Kids Preschool and Daycare is provided by Jackson Christian School and licensed by the State of Michigan as a childcare facility. Our goal is to provide a nurturing and creative learning experience in a Christ-centered environment. We believe that the best care for all children should be in a setting that is clean, safe, and educationally stimulating.

The strength of our program is the experience, expertise, and dedication of our staff. Our teachers receive training in early childhood education. They are committed to providing activities that are developmentally appropriate to stimulate a love for learning and positive self-esteem. Our teachers demonstrate Christ's love by their sensitivity to each child's emotional, physical, and spiritual needs.

Enrollment/Financial Information

- Children enrolled in Preschool Just for Threes must be 3 years old by Nov. 1*.
- Children enrolled in Preschool Just for Fours must be 4 years old by Nov. 1*.
*This date will be changing to Oct. 1 for the 2014-2015 school year and Sept. 1 for the 2015-2016 school year.
- Children must be toilet trained. We do not have the facilities to provide toilet training. "Pull-ups" will be allowed at the start of Young Threes.
- Jackson Christian School student application must be completed.
- Completed Health Appraisal form must be submitted **before** the child can attend school. An up to date immunization certificate must be submitted.
- Copy of birth certificate must be on file.
- Parents must have an admissions interview.
- Children are admitted on a space available basis. If classes are full, a waiting list will be maintained by the Director.
- Preschool Tuition and Daycare payments are due monthly and will be deducted through F.A.C.T.S. Tuition Management Service from your designated checking or savings account on the due date you select, unless you have selected the full pay or two pay option.
- Any banking fees incurred by the school, due to a returned check, will be billed to the account of the party who presented the check for payment. F.A.C.T.S. Tuition Management will collect a \$30 late fee when a payment cannot be deducted because of non-sufficient funds.

- No statements or invoices are mailed except as a notification of a past due account. A record of your payment is provided online through FACTS and through your bank statement.
- Jackson Christian School reserves the right to dismiss any student whose financial obligation is one month or more past due.
- Students from families with past due accounts will lose priority for re-enrollment over new applicants.
- It is advised that families experiencing a temporary financial hardship contact the school for a consultation with the Superintendent.
- The daily charge for inclement weather days that occur during the school year, if any, will be deducted from your final payment, or will be reimbursed if account has been paid in advance.
- Adjustments will not be made for days a child does not attend for family vacations, illness, appointments, etc....
- JCS issues a tax statement annually for tax purposes. Consult your tax advisor for details about your eligibility for the child care deduction.
- Additional fees such as field trip fees may be required. Parents are notified in advance of special fees.
- Kingdom Kids is in session according to the Jackson Christian School Calendar of days. Scheduled days off are not included in Kingdom Kids costs. Pricing has already been adjusted for these days.
- A two week advance notice is required when permanently reducing the number of days your child is scheduled to attend. If less than a two week notice is given, the full monthly charge will be due.
- Financial accounts of students who discontinue enrollment at any point during the school year will be adjusted according to the actual number of days attended and will receive a final invoice through FACTS or will be issued a reimbursement.
- Every effort will be made to accommodate families who wish to add preschool and/or daycare days. Increasing days is subject to available space. Requests for additional days may be made through the Preschool Director.

Kingdom Kids Classes

Preschool Just for Threes

Preschool Just for Threes morning program is designed to give three-year-olds opportunities to develop the skills they will need for school right from the start. Play time and school readiness activities are wonderfully combined to develop the abilities of young learners.

Preschool Just for Fours

Preschool Just for Fours is an active learning program where children explore materials, interact with others, develop good work habits and problem-solving skills, and build positive self-esteem. Active learning depends on many multi-sensory activities, including Reading Readiness, Math Readiness, Art, Science, Free Play and Learning Centers.

Begindergarten for Fours and Fives

4 year old children who have already mastered preschool skills, and five year olds who aren't quite ready for the big step into kindergarten are perfectly suited to Begindergarten. Begindergarten is academically focused on the essentials of kindergarten readiness at just the right pace. Student's knowledge builds throughout the year as they mature and become ready for kindergarten success.

Special Needs Plan:

Kingdom Kids Preschool is committed to the principle of inclusion. Confidentiality of children and families is respected. Staff and parents will meet together to discuss a plan to meet the individual needs of the child. Communication with families is ongoing and responsive to the needs of families with special needs students. A variety of teaching strategies are used to meet the individual needs of children. Our staff works to facilitate interactions between children with and without disabilities. Our physical environment is free of barriers. Kingdom Kids Preschool and Jackson Christian School do not discriminate on the basis of race, sex, ethnicity, or disability. However, if the nature of the child's disability requires special staffing, therapy or equipment, the child may not be enrolled until appropriate arrangements may be made. If we determine that a student has needs that require special intervention, the program director will notify the parents. Please feel free to contact the program director with any questions you may have.

Cultural Plan:

Kingdom Kids is committed to showing respect for cultural differences and diverse needs. We desire to provide an early childhood education that is responsive to families, communities, and racial, ethnic, and cultural backgrounds. We seek to embrace and celebrate diversity, recognizing that culture influences every aspect of a child's development. Therefore, our families are treated with respect and are encouraged to take an

active part in the education of their preschooler. Newsletters are sent home weekly, including activities which foster parent/child relationships and learning. Parents are also invited to participate in many activities and learning experiences at Kingdom Kids. Volunteers are welcome!

Kingdom Kids Discipline Policy:

Our goal is to help your child become self-disciplined and to exhibit self-control. We believe that young children need clearly defined limits set in a non-threatening yet firm manner. We emphasize positive reinforcement to encourage correct behavior choices. If a child has a behavior problem, we provide guidance through close supervision, re-direction or a time to think about choices. We do not permit shaming, threatening or corporal punishment as means of discipline. For severe discipline issues, parents will be notified, and your child will be placed in the office area until he/she goes home.

Dismissal Guidelines

Kingdom Kids preschool desires to help every child to learn. If however, we determine that your child has special issues that require extra help, or if there are behavioral problems that are not changing adequately, we reserve the right to dismiss your child from preschool. We also ask that you give at least a 2 week notice if you have to withdraw your child from our preschool program. You will be reimbursed for the cost of pre-paid preschool days.

Volunteer Policy:

Kingdom Kids desires to partner with parents in working with your child. We strongly encourage parents to participate in school activities. There will be many opportunities to participate in class events, as well as actually work in the classroom if you would desire to. Classroom work involves helping children do group activities, art projects, and learning center activities. We ask that parents coordinate their volunteer times with their child's teacher, rather than simply dropping in. This way, your time can benefit the class more profitably.

Volunteers need to follow these guidelines:

1. All preschool workers, whether staff or volunteers, must complete information for a background check. Volunteers or staff may not serve at our school if they have a criminal background involving child abuse or child neglect, or any felony record.
2. The volunteer must be age 16 or older.
3. The volunteer must work with students in the visible presence of a teacher or staff member of Jackson Christian School.
4. If a volunteer has contact with our students at least 4 hours per week for more than 2 consecutive weeks, the volunteer will bring in a report, signed by a licensed

physician. This report shall declare, to the best of the physician's knowledge, the physical capability of the volunteer to perform the duties required. The report shall be signed not more than 6 months before, or 30 days after the time of volunteering.

5. If a volunteer has contact with our students at least 4 hours per week for more than 2 consecutive weeks, the volunteer will bring in a TB test report, saying that the volunteer is free from communicable tuberculosis, verified within the past year.

Parent Involvement:

Parents are invited to attend the "Popsicle Party" with their child before the first day of school. This two hour session allows the child to become comfortable in their pre-school surroundings, while parents can become acquainted with other school families. Parents are encouraged to volunteer their help by working with students on learning center projects or crafts, helping at special class activities or events, accompanying the class on field trips, or bringing in recyclables to be used as craft materials. Notices will be sent out on classroom newsletters, communicating special needs that parents can meet. Some teachers prefer to schedule parents to work in the classroom after a few weeks of school, when students have become accustomed to the classroom routine. Your teacher will suggest ways that you can help!

Parent Communication:

Feel free to share your questions or concerns with your classroom teacher directly or by school email. School conferences are scheduled for October and April; however teachers or parents may request extra conferences. Teachers or parents may also schedule home visits as needed. The Preschool Director is available most afternoons to interact with parents about any issues or concerns. Students will bring home school work and notices in their folders on a daily basis. Weekly newsletters will have suggested ideas or materials that families can use to help their preschooler at home. Newsletters will be sent by email, and also posted on ParentsWeb, our school's communication internet program. You may request a paper copy if you do not have internet access. ParentsWeb will also contain information about inclement weather, school calendar events, and other important information. All families are encouraged to register for ParentsWeb by contacting Janet Sanford at 783-2658. Additional information about community resources and family services are available in the school office, or posted on the Preschool News Bulletin Board.

Where to Call:

If you have a concern or question about your child or any program, please call the Kingdom Kids Program Director at 784-6161, or email Mrs. Williams at kwiliams@jacksonchristianschool.org. We believe that concerns that are important to you need to be reviewed promptly.

Kingdom Kids Schedule

Morning Drop Off

Preschool/ Beginnergarten students may be dropped off in their classroom as early as 7:30 am.

Morning Preschool for 3's and 4's

Monday - Friday 8:10 - 11:15 am

Beginnergarten

Monday - Friday 8:10 - 11:30 am

Afternoon Daycare

Monday - Friday: Directly following morning session until 3:10 pm dismissal time.

Children staying for the afternoon daycare session will go with their teacher assistant for lunch in the cafeteria, then spend the afternoon in the PS3/ daycare classroom. A mandatory rest period will be given, and an afternoon snack will be provided. Parents must pre-register for the preschool/ daycare sessions desired so that adequate staffing is provided for the number of children attending each day .

Departure: Students will go with their teacher to the parking lot pick-up line.

Teachers will place the children in cars. Parents are asked to remain in their vehicles.

After School Care: Children who are not picked up by 3:30 will be signed in to After School Care. Please let us know when you plan to have your student stay for this time.

After School Care is open until 5:30 pm. Parents may pick up their children in the daycare (PS 3's) room. **There is a separate fee for this service. Please send an extra snack for your child, as children tend to get hungry during this time.**

Transportation

Each classroom will have a transportation list, provided by the parents through Parents-Web, of adults authorized to transport their children to and from school. This list will also contain emergency contact information.

If there is a change in transportation, the parent **must notify** the school office with a note, an email to ldavis@jacksonchristianschool.org, or phone call (517-784-6161).

Emergency Closings

Information regarding emergency closings can be obtained by listening to the following stations:

Radio:	Television:
WUFN 96.7	WILX-Channel 10
HOME.FM	Fox 47
WKHM 970	89.3 The VIBE

2-Hour Delay Policy

In the event of a 2-hour delay, Preschool and Kindergarten will be cancelled. Daycare will open at 9:30 am for those children enrolled in our afternoon programs.

**The Daycare will be open on Teacher In-service days. Advance notice is required to provide adequate staffing. Please see the calendar on page 15 for dates.

Fire and Tornado Warnings

In the event of fire, the children will be evacuated from the building at the nearest fire exit. All rooms have the fire exits clearly posted. Fire drills are routinely practiced.

In the event of a tornado warning, the children will be moved to a designated safe area within the building. All rooms have the tornado plan posted. Tornado drills are routinely practiced.

Health Care Policies and Resources

General Health Guidelines

- Each child will be required to have on file a physical performed by a physician, within the past year
- A copy of each child's immunization record will be kept on file. This is required before the child can begin school. All records must be up to date.
- All parents will receive a handbook stating the general policies regarding the child's daily state of health of when to stay home or return.
- As stated in our Kingdom Kids Handbook only prescription medications as prescribed by a physician can be given by staff and will be stored in the office. Medication must be in its original prescription container with the label.
- Staff will be trained in general health, being able to recognize symptoms of diseases, simple rashes, and gross developmental deficiencies, CPR, First Aid, Blood Borne Pathogens, medical procedures, etc.
- Health observations will be done on a daily basis with the children.
- Staff will determine if illness or injury require more than basic first aid and follow up accordingly, notifying parent/caregiver about concerns. Basic first aid will be administered by staff in the classroom or office.

Children and staff hand washing.

Hands will be washed for 10 seconds using running water and soap (Sing Yankee Doodle or ABC song, etc.). Water will be turned off with a paper towel.

- **BEFORE** all meals, cooking/serving food, before going home or entering the classroom, etc.
- **AFTER** adult uses restroom, assisting a child in restroom, after cleaning up a child's injury, wiping nose, coughing/sneezing, etc.
- **WHEN** hands are obviously dirty or soiled.

Hands shall be washed with soap under running water.

The following are **not approved** substitutes for soap and running water:

- Hand sanitizers,
- Water basins,
- Pre-moistened cleansing wipes.

Hand Washing Procedure

The following procedures are considered best practice for hand washing:

- Have a clean single service towel available.
- Turn on the water to a comfortable temperature between 60° F to 120° F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.

- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the disposable paper or single-use towel.
- Dispose of the single service towel in a lined trash container.
- Use hand lotion to prevent chapping, if desired.

Additional Hand Washing Information

- By using a paper towel to turn off the water faucet, staff who have just completed hand washing prevent recontamination of their hands.
- Shared cloth towels can transmit infectious disease.
- Taps that turn off automatically or those that can be turned off without using hands avoid the recontamination problem.

Handling Bodily Fluids/Universal Precautions

Blood Borne Pathogens Policy

Only staff is allowed to clean up any blood borne pathogen. Staff must wear latex or vinyl gloves and avoid contact with blood. All blood should be cleaned with disposable towels and all contaminated material (including gloves) should be placed in a plastic bag. The bag is to be tied and immediately placed in the red, "biohazard" receptacle located in the front office sickroom. Any surface contacted by blood is to be disinfected with spray disinfectant solution. If any blood is present on the student it should be washed off with disinfectant soap. Any contaminated clothing should be changed. The contaminated clothing should be placed in a plastic bag and sent home with the student. Students are not allowed to clean up blood spills. It is very important that students do not come in contact with blood. Any student who does come in contact with blood must be washed with disinfectant soap.

Other Bodily Fluids are also to be handled with care. Place soiled clothing into plastic bags to be sent home and washed. Disinfect any surface that may have been contaminated. Follow hand washing guidelines.

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

- Wash the surface or article vigorously with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe or spray the surface or the article with a sanitizing solution.
- Let the article or surface air dry.

Sleeping cots are disinfected daily.

Cots will be sprayed down with approved disinfectant, and wiped off with paper towels. Bedding is to be provided by the parent, stored in plastic bags, and sent home at the end of each week for washing. Toys and equipment will be sterilized periodically as needed with disinfectant. Bathrooms and sinks, as well as tables will be disinfected daily.

Notification of Pesticide Applications

When pesticide applications are done, a notice will be placed outside the classroom door, and families will be given an email notice.

Illness or Injury

- Children may not come to school if they have a temperature of 100 degrees or more, have diarrhea or vomiting within the past 24 hours, have an earache or draining ear, body rash, or red, running eyes.
- In the event a child becomes ill at school, parents will be promptly notified. Children who become ill at school will be taken to the office to rest in the sickroom until their parent arrives.
- Injured children will be immediately assessed. Minor injuries will be treated with ice and a simple dressing. Parents will also be notified of injuries that may not be an emergency, but that may require a physician's consultation. We believe that decisions regarding injuries should be made by each family.
- Serious injury or potentially serious injury requires immediate family notification. If the parent cannot be contacted, we will contact the individuals listed on the child's emergency card. A staff member will remain with the child, and appropriate first aid will be administered. All Kingdom Kids teachers and school office staff have been certified in CPR and First Aid. If emergency care is required, we will call 911, and a staff member will accompany your child to the nearest medical facility.

Medications and Health Forms

- Parents must provide updated physicals and immunizations forms within 30 days of initial attendance. Changes of information on forms should be reported to the school office in a timely manner.
- Parents must bring all medications to the elementary school office. Medications must be in the original, labeled container with the child's name, date, medication name, dosage, and the physician's name. Parents must complete a Preschool Medication form and submit it to the school office, where it will be kept on file. All medications are locked in a cabinet, and dispersed by the Preschool Program Director or Preschool Teachers with an adult witness. The medication form must be signed by the responsible Preschool personal each time it is administered.
- Parents are responsible to pick up any leftover medication from the school office.

Illness Chart

Illness	May Return
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (pink eye)	24 hours after start of treatment (drainage and excessive tearing have stopped)
Croup	After illness has subsided
Diarrhea-Gastro Enteritis	24 hours after last loose stool or after 1 normal bowel movement
Rubella	At least 7 days and 24 hours after symptoms end
Hepatitis A	At least 7 days after onset of jaundice
Impetigo	24 hours after treatment has started
Fever	24 hours after temperature is normal
Influenza	24 hours after symptoms have subsided
Measles	At least 4 days after onset of rash
Lice	24 hours after treatment has begun and be nit free
Whooping Cough	At least 7 days after therapy has started
Pin worms	After treatment is completed
Roseola	After illness has subsided
Scabies	24 hours after start of treatment
Strep throat	48 hours after start of treatment
Poison Ivy	After lesions have dried up
Pneumonia or Epiglottitis	Written note from physician (if due to H-flu, Health Dept. must give order)
Bacterial (Spinal) Meningitis	When Health Dept gives OK
Mumps	14 days after swelling begins
Scarlet Fever	With doctor's approval

A written statement signed by a physician, physician's assistant or nurse practitioner may be required for certain conditions stating that the child is able to return to school.

*Source: Division of Child Care Licensing

Michigan Dept. of Social Services

Michigan Dept. of Public Health

Jackson Christian School Website and ParentsWeb

Our school website, www.jacksonchristianschool.org and ParentsWeb, are great sources for school information. You must have a valid email on file with the school to access ParentsWeb through the school website.

Kingdom Kids Dress

Children should dress in simple play clothes. Activities may be messy, so please do not dress your child in expensive clothing or clothing that needs to be dry-cleaned. We ask that clothing not have inappropriate pictures or graphics, i.e. super heroes, cartoon characters, celebrities. Children need to wear socks and shoes each day. Children will need appropriate outerwear including snow pants, boots, hats and mittens in the winter. Please label all removable clothing with your child's name.

****Children will need a large book bag labeled with their name to bring to school each day.**

Snacks and Meals

Each day a healthy snack will be provided. If your child is staying for lunch, it will be necessary to bring a lunch or purchase lunch items from our school kitchen. Lunch will be served in the school cafeteria. Hot lunch is available each Friday. A weekly snack menu will be sent home. Snacks will follow state guidelines for nutritional value. If your child stays for lunch, a milk/juice ticket, with 20 punches, may be purchased from the office.

Birthdays

We love celebrating birthdays at Kingdom Kids! If you would like to send a birthday treat, please inform the teacher in advance. Simple healthy birthday treats are best!

Rest

Children that stay for Kingdom Kids Daycare will have a daily rest time of approximately 30 minutes. Children will rest on cots and may bring a small favorite blanket and comfort item. Cots will be disinfected daily, and blankets will be sent home weekly for laundering. Parents who desire for their children to have a longer rest time may request this.

Kingdom Kids Newsletter

A weekly newsletter to inform you about learning units and class activities will be posted on ParentsWeb. We encourage "home play" instead of "home work" and give parents ideas to help reinforce concepts taught at school.

Child Abuse Reporting

- If child abuse or neglect is suspected, teachers are mandated reporters and will report to the Department of Human Services.
- All employees and volunteers of Kingdom Kids and Jackson Christian School have had a criminal background check. All teachers have also had fingerprinting checks.

Student Confidentiality

Information relating to your child is confidential and will not be released unless there is written authorization provided by the parents. Students will not be photographed for publicity or be allowed to use the Internet unless there is written parent authorization. These release forms will be distributed the first week of school.

Family Resources

A great source for information is the Great Start Collaborative of Jackson County. Their web address is www.greatstartjackson.org. You will find information pertaining to:

- Early Care and Education
- Family support including Financial Support, Parent Education, Counseling, Child Safety,
- Physical and Social Emotional Health Services, Basic Needs and Economic Security

Television and Videotapes

Videotapes are incorporated only as part of a learning unit in the classroom.

Parent-Teacher Conferences and Reports

Conferences will be scheduled in the fall and in the spring to discuss your preschool child's progress. If you have additional concerns that you would like to discuss, please call the elementary office (784-6161) to plan a conference time with the teacher.

Each semester the teacher will assess progress with a written report for each child.

Kingdom Kids Licensing

A notebook containing all records of Kingdom Kids State of Michigan licensing documentation is kept on file in the elementary office. Parents may request to view the documentation at any time during regular school hours.

Parents are able to view licensing inspections and reports from the past two years on the child care licensing website at www.michigan.gov/michildcare.

Dates to Remember

8/26 or 27	First Day of School
8/30	No School/Labor Day Weekend
9/2	No School/Labor Day
9/11	Picture Day
9/27	Grandparents Day (This is a half day for the entire elementary <u>NO DAYCARE</u>)
10/3	No School/Teacher In-service a.m. Parent-Teacher Conferences p.m. - Daycare Open*
10/4	No School/Parent-Teacher Conferences - Daycare Open*
10/17,18	No School ACSI Teacher Conference - Daycare Open*
11/27-29	No School Thanksgiving Break
12/19	Elementary Christmas Open House
12/20	1/2 Day of school - NO Afternoon Daycare
12/21-1/5	Christmas Break
1/6	School Resumes
1/20	No School/MLK Day - Daycare Open*
2/14	No School/Teacher In-service - Daycare Open*
2/17	No School/President's Day - NO Daycare
4/7-11	Spring Break
4/18	Good Friday/No School
5/26	No School/Memorial Day
5/30	Last Day for Preschool, Kindergarten, and Daycare
6/2, 3	Kindergarten Sneak a Peek

*** Our Daycare will be available during Teacher In-service days Please let us know in advance if your child will need daycare these days.**

*The Kingdom Kids program follows the school year schedule including Christmas, spring, and summer vacations. Daycare is NOT available on school holidays. A school calendar is provided to all families. Day camp is available during the summer months.

Kingdom Kids Staff

Mrs. Karen Williams

Kingdom Kids Director, Preschool 4 Teacher
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Mrs. Marge Stanton

Kingdom Kids Aide

Mrs. Jennifer Khon

Preschool 3 Teacher
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Mrs. Teresa Nichols

Kingdom Kids Aide

Mrs. Teresa Jarrett

Beginnergarten Teacher
tjarrett@jacksonchristianschool.org

Mrs. Alyson Carter

Daycare Teacher

Mrs. Rachel Kegerreis

Kingdom Kids Aide

Jackson Christian School

"Equipping students to impact the world for Christ."

Elementary School

801 Halstead Blvd.

Jackson, MI 49203

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Middle School/High School

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