



**KINGSWAY**

**CHRISTIAN PRESCHOOL**

# **Parent Handbook**

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Kingsway Christian Preschool  
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## **>>YOU ARE WELCOME HERE**

Welcome to Kingsway Christian Preschool. We strive to provide a quality educational experience in a loving Christian environment. This handbook has been prepared to provide you with important information regarding our policies. Please take time to read through the following pages and contact us with any questions or concerns.

We look forward to working together with you to provide loving care and solid teaching for your child!

## **>>KINGSWAY CHRISTIAN SCHOOL**

Kingsway Christian School was established in 1992 as a kindergarten through sixth grade school with 52 students. Today, it is a chartered, non-public school, providing education to students in preschool through twelfth grade.

Kingsway Christian School is non-denominational and parent-sponsored, with faculty and students representing dozens of area churches. The school provides a Christ-centered environment and a biblically-based curriculum that prepares students for college, technical school, or immediate employment following graduation.

## **>>PHILOSOPHY AND GOALS**

At Kingsway Christian Preschool, we believe it is our responsibility and privilege to assist parents in the training and education of their children through Christ-centered teaching by a dedicated, professional staff. We provide a loving and secure environment where children can develop socially, emotionally, intellectually, physically, and spiritually. We believe that children learn through play, through interactions with adults and other children, and by exploring their environment. We believe that both teachers and parents are crucial to the successful development of each child. Our mission is to help children grow in their skills and abilities through a strong educational curriculum. We are committed to equipping students with strong core knowledge and the self-confidence they will need as they begin their school careers.

Because we believe that all children learn differently, differentiation of instruction is vital to each child's success in the classroom. Lessons, activities, and play times are planned in a way that allows for variety and adjustment to meet each child's needs, interests, and abilities. Throughout the day, children are given the opportunity to learn in a variety of ways: through individual instruction and interaction with a teacher, with their classmates in a small group setting, as a large group, and individually during free play time. Children engage in both quiet and active play each day.

Kingsway Christian Preschool strives to meet the following goals:

- To equip each child with the core knowledge and self-confidence they will need to begin their school career
- To differentiate instruction and activities in such a way as to meet the diverse learning needs of each child
- To creatively introduce children to a variety of subject areas and spark in them a love of learning
- To equip children with the basic school skills they will need as they enter kindergarten
- To collaborate closely with parents with the shared goal of helping each child learn and grow to their fullest potential: socially, emotionally, intellectually, physically, and spiritually
- To share the love of Christ with each child through Biblical teaching and by example that children may come to know Him as their personal Savior

We are committed to:

- Providing a Christ-centered education.
- Providing a challenging curriculum.
- Providing a nurturing and well-educated faculty and staff.
- Providing a complete program using developmentally appropriate practices that meet each child's individual needs.
- Providing a safe and predictable environment that allows children to develop a positive self-image and a love of learning.
- Developing a positive relationship with parents and families in order to extend learning at home.

## **>>PRESCHOOL OPERATIONS**

### **LICENSE**

Kingsway Christian Preschool was established in 2014 by Kingsway Christian School. Kingsway Christian Preschool is licensed by the Ohio Department of Education and meets all of the standards of certification. Kingsway Christian School is a member of the Association of Christian Schools International (ACSI). The preschool program accepts children ages three through five who are toilet trained.

Recent program licensing inspection reports are posted near the program license in the preschool room, and copies are available upon request. All information regarding licensure is also available online at [education.ohio.gov/Topics/Early-Learning/Preschool-Licensing](http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing).

Complaints, concerns, and/or violations should be directed to the Ohio Department of Education. Contact information can be found on the bottom of the program license located inside the preschool beside the phone.

### **PRESCHOOL HOURS**

Kingsway Christian Preschool operates during the school year (September – May). Kingsway Christian Preschool offers a Full Day Preschool class between the hours of 8:15 a.m. and 3:00 p.m. on Monday, Wednesday, and Friday and one also on Tuesday and Thursday. On Tuesday and Thursday, Kingsway Christian Preschool offers a Half Day Preschool class between the hours of 8:15 a.m. and 11:45 p.m. We offer a Before Care option for those families needing a more flexible drop off in the morning. Before Care is offered from 7:45 a.m. - 8:15 a.m.

### **SCHOOL CLOSING PROCEDURES**

In cases of emergency or extreme weather, Kingsway Christian Preschool may be forced to close. Kingsway Christian Preschool follows the closing and delay schedule of Kingsway Christian School. If Kingsway Christian School is on a delay, half day preschool classes are cancelled and full day preschool would follow the delay. If an early dismissal is needed due to weather, parents/guardians will be contacted by staff. Students will be expected to be picked up A.S.A.P., and our center will close promptly at 3:00 p.m. If Kingsway Christian School is closed, preschool will be closed as well.

### **MISSING SCHOOL**

Kingsway Christian Preschool understands that situations arise that may cause a child to miss school. Illness, family emergencies, and last minute circumstances may cause a student to be absent from preschool.

If your child will not be attending preschool, we ask that you simply call the main school office (330.683.0012) to call your child off. Although we do not have a policy requiring attendance, families are required to pay full tuition regardless of the actual days in school. We ask that you value your child's education and bring them to school on a regular basis.

### **LATE PICK-UP**

Kingsway Christian Preschool closes promptly after class sessions. Parents are expected to arrive at the close of each session to pick up their child. Parents may be charged a late fee if lateness becomes the norm. If you are late to pick up your child, he/she will be taken to the office to await your arrival. If a child remains past closing time and we are unable to make contact with parents or authorized contacts, we reserve the right to call the police or the local children's protective services agency.

### **STAFF**

Kingsway Christian Preschool has a sensitive and warm staff dedicated to the enrichment and development of children in early childhood. All staff members participate in ongoing educational training and are dedicated to teaching and nurturing the children in our program. All staff members have extensive background checks and continuous in-service training. Each staff member is held accountable for the well-being and safety of each child in the group to which they are assigned and for meeting each child's basic needs. Staff will assist with the needs of children such as toileting, hand-washing, and basic hygiene and will acknowledge and respond appropriately to children who are crying or who show distress. The director and each employee of a licensed center are required under section 2151.421 of the Revised Code to immediately report their suspicion of child abuse or neglect to the local children's protective services agency. The director and staff of the center shall protect or remove children from a person or situation that is determined to be unsafe.

### **STAFF RATIOS AND MAXIMUM GROUP SIZE**

Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed. The staff will have knowledge of which children they are responsible for at all times. No child shall ever be left alone or unsupervised. At all times the children will be within sight and hearing distance. The preschool shall employ the number of teachers and aides needed to meet staff:child ratio for the center's licensed capacity.

Kingsway Christian Preschool will not exceed the following staff:child ratio:

- Minimum Group Size: 3 year old = 1:12, 4 year old = 1:14
- Maximum Group Size: 3 year old = 2:24, 4 year old = 2:28

Because we desire to provide a high-level of quality education, we will strive to maintain a lesser ratio. Maximum group size is defined by the number of children in one group that may be cared for at any time. The square footage of our preschool room has a maximum capacity of 16 children.

### **ARRIVAL PROCEDURES**

When you arrive at the school building, please park and walk your child to the West Side entrance doors. A preschool staff member will be at the entrance to greet you and your child. As each child arrives, parents need to have face to face hand off with a preschool staff member at the entrance. Parents may leave when their child has been acknowledged by a preschool staff member.

A further explanation will be given at the Parent Orientation.

Separation anxiety may be present during the first few weeks of school (both for the parent and the child). Please remember that a deliberate "good-bye" and a promise of your return should be made. Dropping your child off should not be an extended process. Tears may come, but they *always* subside after a few days of a predictable routine.

## **DEPARTURE PROCEDURES**

The parent/guardian will need to walk up to the West Side entrance doors and wait for a preschool staff member to call on them to pick up their child at the West Side entrance doors. Parents need to have face to face hand off with a preschool staff member at the entrance before leaving the premises. A driver's license will be required to be seen if we do not know you and a possible phone call to the parents/guardians if notice of dismissal change was not received prior to dismissal.

A further explanation will be given at the Parent Orientation.

## **COMMUNICATION BETWEEN SCHOOL AND HOME**

Communication between parents/guardians and a child's teacher is very important for the successful development of each child. The staff at Kingsway Christian Preschool will do their best to have frequent and clear communication with each student's parent/guardian. This communication may come in the form of notes sent home, telephone calls, emails, newsletters, calendars, and conferences. Please note that any phone calls that need to be made will be done when class is not in session. Make sure to check your child's folder each day for notes and other items that may need your immediate attention.

## **SPECIAL EDUCATION SERVICES**

Kingsway Christian Preschool is aware that every child learns differently and strives to meet the individual learning needs of each child in the program. If teachers and parents notice that a child needs additional support in order to be successful in the classroom, every effort will be made to meet the needs of that child. Kingsway Christian School offers many resources to help children with diverse learning needs. Speech therapy services are available for children who may need this resource. Children who could benefit from speech services do not need an IEP to receive them.

If teachers and parents notice that additional support is needed, the lead and assistant teachers will work together with Kingsway Christian School's intervention team to provide the child with additional learning support. Data will be collected so that progress can be closely monitored. Kingsway's Response to Intervention (R.T.I.) coordinator is available with knowledge regarding Kingsway Christian School's standard R.T.I. process which tracks student growth and progress as teachers provide intervention support. Parents will be invited into the discussion, and the team will help parents locate and access the resources they need to help their child succeed. The team will make every effort to create a plan that allows the child to be successful.

## **>>POLICIES**

### **ADMISSION POLICY AND CUMULATIVE RECORDS**

Kingsway Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Kingsway Christian School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

A child is considered to be enrolled in the center only after the enrollment fee has been received, the office staff confirms the availability of space, and after the required paperwork is received. This includes basic enrollment and health information, in addition to a tuition agreement. For the safety of your child, any change to this information must be communicated to the director immediately so that current information is always on file. A medical form signed by a physician or certified nurse practitioner is required to be submitted prior to the first day of school. The medical form must be updated every 12 months.

It is the role of the program director to supervise each child's admission, placement, and withdrawal according to established procedures. The program director will work closely with the school's director of admissions in order to ensure that all paperwork and fees are received. It is also the responsibility of the director to notify parents if/when an updated form is needed. All records will be kept in a safe and secure location in the Kingsway Christian School's main office.

### **TUITION POLICY**

Tuition is a yearly fee divided into 9 equal payments (September—May). Children enrolled are charged according to their selected program for the entire month regardless of the actual days in attendance. This includes holidays and sick days, unless an extended illness causes a child to be out of school for an extended period of time.

Application/Enrollment Fee: \$75.00. This fee is applicable to all preschool students and must be paid when submitting your online application/enrollment.

All parents are required to sign a tuition agreement. You will be responsible for all tuition, fees, and other charges incurred until the date this agreement is terminated by you or the preschool, or until your child is withdrawn from the center, whichever is later.

### **DELINQUENT PAYMENT POLICY**

If tuition payment is not received by the scheduled due date, a notification (email, text, phone call) will be sent by the school office within 7 days. This first notification is for the purpose of making arrangements with the school office to pay your child's tuition or to discuss an alternative tuition payment plan.

If tuition payment is not received and/or an alternative tuition payment plan is not made within 14 days of the first notification, a second notification (written notice) will be made by the school office. After the second notification is sent, the board will be notified of the delinquent tuition payment.

If tuition payment is not received and/or an alternative tuition payment plan is not made within 14 days of the second notification, the third and final notification will be made concerning the dismissal of the student.

### **PRICING**

Full Day Preschool Classes:

Monday, Wednesday, Friday

8:15 a.m. – 3:00 p.m.

\$2970.00 yearly tuition (\$330.00 per month when divided into 9 monthly payments made September-May)

Tuesday, Thursday

8:15 a.m. – 3:00 p.m.

\$1980.00 yearly tuition (\$220.00 per month when divided into 9 monthly payments made September-May)

Half Day Preschool:

Tuesday, Thursday

8:15 a.m. – 11:45 a.m.

\$1260.00 yearly tuition (\$140.00 per month when divided into 9 monthly payments made September-May)

Before Care is offered for both classes from 7:45 a.m. - 8:15 a.m. for those families needing a more flexible drop off time. Before Care is free of charge.

### **DISMISSAL POLICY**

A child may be dismissed or suspended from Kingsway Christian Preschool for the following:

- Actions which endanger the health and safety of others
- Failure to benefit from the program (as determined by the director)
- Lack of involvement by parents
- Delinquency in tuition payments

### **SUPERVISION POLICY**

A major responsibility of Kingsway Christian Preschool is to ensure the health and safety of each child entrusted to our care. Our staff is alert to the safety needs of the children, anticipates possible hazards, and takes necessary appropriate measures.

Please remember to drive slowly and hold your child's hand while walking in the parking lot. When dropping off your child, please do not leave until your child has been acknowledged by a preschool staff member. Children may not be dropped off at the entrance of the building or be sent in alone. Parents are responsible for the supervision of their children before handing off directly to a preschool staff member.

At no time will a child be left unattended; staff will supervise children at all times. If a child becomes ill, they may be taken to the office or isolated from the other children in the room, yet in sight and hearing distance.

Kingsway Christian Preschool will release children only to persons listed on the form provided by the parent. If an emergency arises which requires someone else to pick up the child, the parent must provide a written, signed note stating the name of the person picking up the child and granting them permission to do so. Staff will check ID's of anyone they do not recognize. Please let those picking up your child know about this ahead of time so they can bring their picture ID and are not offended when asked for it. A child will only be released to a person who is sixteen years of age or older. If a child needs to be released from school before the end of class, staff will only release a child to the residential parent.

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. If unable to make

contact with provided persons, the police or the local children's protective services agency will be notified.

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The preschool may not deny a parent access to their child without proper documentation.

All staff members are mandated reporters of child abuse. If a staff member has suspicions that a child is being abused or neglected, they must make a report to the local children's protective services agency.

## **GUIDANCE AND DISCIPLINE**

The staff of Kingsway Christian Preschool use positive guidance techniques to help children develop self-control of their behavior. This is accomplished through consistency, modeling, setting limits, and re-direction. A positive discipline approach is used in the classroom to teach appropriate behavior. Teachers will stay in close contact with families so that they know how their child is doing behaviorally. If a child's behavior is continually problematic, a conference with your child's teacher and/or administration will be set up to discuss ways in which we can best assist your child. If behaviors pose a safety concern for others and/or require closer supervision from staff members, we may choose to develop a behavioral management plan as a team.

When a child's unacceptable behavior continues despite the efforts of parents and staff, it may be necessary to remove the child from the program. Every attempt will be made to work together with the parents and the child to correct the behavior.

The purpose of this policy is to teach appropriate behavior and to help students develop self-regulation skills. This policy applies to all staff members. We believe that these methods are effective and respectful of children. We hope that these methods are also considered for use at home, so that our work in the classroom is complimentary to each other.

The following guidelines will be followed with regards to behavior management and discipline:

- A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- There shall be no cruel, harsh, corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.



- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

**Below are details regarding the specific discipline procedures used by Kingsway Christian Preschool.**

Kingsway Christian Preschool follows a positive approach to discipline. We value connection before correction, seeking to connect with each child and guide their behavior. We look at behaviors as indicators not dictators. There will be no behavior charts sent home to parents each day or week. We view their behaviors as opportunities to understand what areas they need to grow and not a sum total of their day. We instead use the opportunity to teach them new skills they may be lacking.

Our behavior management system aims to teach your child self-regulation skills. Self-regulation is the ability to control one's own thoughts, emotions, and behaviors. In the classroom, we provide explicit, on-going instruction on how to self-regulate our emotions and the difference between what we call Green and Red Choices. If a child makes a green choice, they receive positive affirmation. If a child makes a red choice, they receive a logical consequence based on the degree of the behavior. A few examples of logical consequences are: if you make a mess, you will need to clean it up; if you hit someone, you will need to apologize; if you rip up your work, you will need to start over with a new paper.

When a child has difficulty managing their emotions and impulses, we provide a calm down area called the Regulation Station. At the beginning of the year, we teach each child how to properly use this area and model for them the process of learning to self-regulate, or calm down. This is not an isolated time-out. If a child needs help calming down or using the Regulation Station, we are more than happy to help. We walk with each child through their ups and downs. Emotions are hard, they come and go, but it is our job (as educators and parents) to teach them how to handle the emotions that can arise from unexpected life situations.

We want to partner with you in helping your child learn emotional intelligence and to self-regulate their thoughts, emotions, and behaviors.

*"A big part of emotional intelligence is being able to feel an emotion without having to act on it."*  
 –Anonymous

**ROSTERS**

Rosters of the students' names (first and last), parents' names (first and last), and telephone numbers are available upon request. If you wish to have your child's information excluded from the roster, please indicate this on the school enrollment forms. A roster will not be given to any person unless they are a parent or guardian of a child enrolled in the preschool.

**>>EMERGENCY AND MEDICAL INFORMATION**

**MANAGEMENT OF COMMUNICABLE DISEASE**

Kingsway Christian Preschool provides children with a clean and healthy environment; however, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may experience more frequent illness at the beginning of the school year before their

immune system becomes more active. We ask that you do not bring a sick child to school as they will not be permitted to stay. We observe all children as they enter the program to quickly assess their general health and recognize signs or symptoms of illness. Parents will be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.

All staff at Kingsway Christian Preschool are formally trained in the recognition of common signs and symptoms of communicable disease, hand-washing procedures, and disinfection processes by taking a class and keeping their certification up to date. The policies outlined in this handbook will also be reviewed by all staff on a yearly basis.

All preschool staff members shall wash their hands with soap and running water after assisting a child with toileting, after cleaning, after toileting, before preparing or eating food, before assisting a child with food, and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer will be available at all times. Children are encouraged to wash their hands frequently as well in order to stop the spread of germs.

A child with any of the following symptoms of illness will be immediately isolated and discharged to the parent or emergency contact: difficult or rapid breathing; yellowish skin or eyes; conjunctivitis; temperature of 100 degrees Fahrenheit (taken by the auxiliary method) in combination with any other sign of illness; unusually dark urine and/or grey/white stools; untreated infected skin patch(es); unusual spots or rashes; sore throat or difficulty in swallowing; vomiting; evidence of lice, scabies, or other parasitic infestation; stiff neck; diarrhea (more than one abnormally loose stools within a 24 hour period); elevated temperature; and/or severe cough (causing the child to become red or blue in the face or make whooping sounds). Anytime a child is isolated, he/she will be kept in sight and hearing distance of a staff member and will continue to be observed for signs or symptoms of illness.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified immediately and a decision will be made with the director regarding whether the child should be discharged immediately or at some other time during the day. When the child is isolated in the room; he/she will be kept in sight and hearing distance of a staff member and will continue to be watched for signs or symptoms of illness.

When a child is isolated due to suspected communicable disease, they shall be:

- Cared for in a room or portion of a room not being used in the preschool program.
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent. If soiled with blood, feces, vomit, or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- Observed carefully for worsening condition and for other signs or symptoms of illness.
- Discharged to parent, guardian, or emergency contact as soon as possible/practical.

If a child comes to school experiencing minor common cold symptoms but is not exhibiting any of the symptoms listed above, he/she will be encouraged to wash hands often, take care of tissues appropriately, and will be observed for worsening symptoms. If at any time a child does not feel well enough to participate in preschool activities, with or without any of the symptoms listed above, the parent will be asked to pick up the child.

If your child is diagnosed with a communicable disease, please notify the preschool so that we can communicate with the other families. Children will be readmitted to school after at least 24 hours of being free of fever and other symptoms. If they are not symptom-free, a physician's note will be required stating that the child is not contagious. Parents will be notified immediately (through a written letter sent home with each child, as well as a copy of the letter posted near the classroom door) if the children have been exposed to a diagnosed communicable disease.

Kingsway Christian Preschool can administer prescribed medication during the school day, as long as the correct medication and paperwork are present with consent from the parent/guardian for a specific staff member to administer the medication. If your child requires an EpiPen or rescue inhaler, the appropriate forms will need to be filled out and an additional EpiPen and/or rescue inhaler must be kept at school. EpiPens and/or rescue inhalers are stored in a cabinet high out of the reach of children in the classroom. In the event that an emergency arises and a staff member needs to administer the EpiPen or rescue inhaler, only staff members who have completed training in medication administration may administer these medications. All preschool staff members are required to obtain this training.

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this.

## **ACCIDENTS AND EMERGENCIES**

The preschool has devised several procedures to follow in the event that an emergency would occur while a child is in the preschool's care. In the event of a fire or tornado, staff members will follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. Plans are posted in each preschool classroom so that they can be accessed by school personnel, parents, and children. In order to prepare children for the unlikely need to evacuate, the preschool does conduct periodic fire and tornado drills. To obtain a copy of these procedures or to see our drill log, please see the director.

Staff and children at Kingsway Christian Preschool also participate in periodic lockdown drills to ensure that all students know and understand the procedures we would follow in the unlikely event that the school would need to lockdown. Our center lockdown procedures can be found in the classroom and may be accessed by school personnel, parents, and children. Please see the director to obtain a copy or to view the center's drill log.

In the event that we need to evacuate due to fire, weather conditions, or loss of power, heat, or water at the preschool, the center's rapid dismissal policy will be employed. Parents will be immediately contacted regarding the need to dismiss students quickly. A sign will be posted on the Kingsway Christian School entrance doors indicating that we have been evacuated and the location where you can pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on the child's registration information. A copy of this policy is posted in the preschool classroom so that it can be easily accessed by school personnel, parents, and children.

All preschool staff members have received First Aid, CPR, Child Abuse Recognition and Prevention, and Prevention, Recognition, and Management of Communicable Diseases training. In the case of a minor accident or injury, staff will administer basic first aid and T.L.C. ☺ If the injury is more serious, first aid will be administered and parents will be contacted immediately to assist in deciding an appropriate

course of action. If an injury is very serious, the E.M.S. will be contacted, parents will be notified, and a staff member will accompany the child to the hospital in the emergency vehicle with all available health records. Our staff may not transport children in their vehicles. Only parents or E.M.S. will transport.

Parents who choose not to have their child transported to a local hospital by ambulance in the event of a major medical emergency must be less than a five mile radius away and able to be reached by phone at all times. If a parent is not reachable or too far away, the director will be the advocate for the child and will provide consent for the child to receive emergency medical attention.

Financial responsibility for the above actions is that of the parent or legal guardian. It is important to keep all emergency phone numbers and emergency contacts current for the safety of your child. Please notify the director immediately of any changes.

An Incident/Injury/Illness Reporting Form will be completed and given to the person picking up the child on the day of the incident or injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or a blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report will be available within twenty-four hours after the incident occurs. A copy of all forms will be logged in the preschool office. The preschool has a written plan for medical and dental emergencies. These plans will be implemented when necessary. Plans are posted by each telephone, in each classroom, and in the nurse's station in the front office so that they are readily accessible to school personnel, parents, and children. There are general instructions for the staff in case of an emergency that include a detailed plan for supervision of all children and general instructions for staff in the event of a serious injury or illness of a child. To receive a copy of these plans, please see the director.

Kingsway Christian Preschool adheres to the policies found in the Kingsway Christian School Emergency Operations Plan. To request a copy, please see the school principal.

## **>>PARENTAL RIGHTS**

### **PARENT PARTICIPATION**

Kingsway Christian Preschool understands the importance of open communication with parents. We encourage you to give us feedback on our program and planned activities. If, at any time, you have a concern, complaint, or wish to comment on a job well done, please call or stop by to speak with the director. Your input and needs are important to us in providing the best education possible. If you would like to schedule a conference with your child's teacher, please call the school, ask to speak to the director, and set up an appointment.

Parents are encouraged to participate in the activities of the center whenever possible. A monthly calendar of activities will be sent home with each child. Parents have unlimited access to the preschool classroom during hours of operation and must stop by the front office to sign in before entering the classroom. We appreciate you giving us a heads up when you would like to visit, through email, call or text. Parents may wish to attend field trips, class parties, snack time, or simply just stop in to join the daily fun and learning experiences.

The preschool will schedule two parent-teacher conferences per year with an appropriate staff member in order that the parent and staff member may discuss the child's behavior, academic

progress, social and physical needs, or any other pertinent matter. Children should not be present at conferences.

## **VISITATION POLICY AND DIVORCE OR GUARDIANSHIP SITUATIONS**

Under Ohio Law (Revised Code sections 5104.011 and 3109.051 (I)), any nonresidential parent who has visitation rights with a child is entitled to visit the center during its hours of operation for the purposes of contacting their children, evaluating the care provided by the center, evaluating the premises of the center, or for other purposes approved by the director, unless limited or prohibited by court or written agreement of the parents. It is the responsibility of the residential parent or guardian to present Kingsway Christian Preschool with any order or written agreement which limits or prohibits access to your child during center hours. Once a court order limiting or prohibiting visitation is presented to Kingsway Christian Preschool, the order will be honored until a subsequent order is presented.

If you are divorced, legally separated or are subject to a dissolution of marriage decree and do not present to Kingsway Christian School Preschool, upon enrollment of your child, a court order or written agreement limiting or prohibiting visitation during preschool hours, you are confirming to us, and it will be presumed, that the nonresidential parent has visitation rights with your child which have no specific limitations regarding preschool visitation.

With respect to removing a child from the program, only the residential parent may remove a child from Kingsway Christian Preschool at any time during preschool hours unless the residential parent has granted specific permission for other release or unless a court order is presented permitting the nonresidential parent, or person other than a guardian, to remove the child. It is the responsibility of the residential parent or guardian to make sure that the nonresidential parent is informed of the visitation policy.

## **>>CURRICULUM AND PROGRAM**

### **CURRICULUM**

Kingsway Christian Preschool is dedicated to following the Early Learning and Development Standards recommended by the state of Ohio. These standards align with the skills that students will need as they enter kindergarten and continue their school careers.

Students have the opportunity to meet these standards through: hands on experiences, one-on-one instruction, peer interactions, and large group learning activities. Our curriculum and our daily schedule is infused with a Biblical perspective through songs, stories, and hands on learning activities.

Our approach to teaching and student learning most closely aligns with the HighScope philosophy of education. Consistent routines, well-organized classrooms, and carefully planned academic activities allow students to actively participate in their learning. In addition to HighScope, Creative Curriculum is referenced in lesson plans and guides the planning of instruction at Kingsway Christian Preschool. The HighScope Preschool Curriculum and Creative Curriculum aligns with the Early Learning and Development Standards recommended by the state of Ohio.

### **ASSESSMENT**

Students are regularly assessed using a variety of formal and informal methods. Throughout the year, teachers will keep individual assessment file updated for each child. The assessments will be taken throughout the school year which highlight areas of mastery, as well as areas for growth. These

assessments and observations will be a key discussion component during parent teacher conferences as we look at each child's current skills and set goals for growth.

Parent teacher conferences happen twice yearly: once in the fall and once in the spring. Parents are encouraged to attend both conferences and to come prepared to discuss progress and set goals for the future. At each conference, parents will receive a detailed, standards-based report card outlining their child's progress and goals. Looking through their assessments, as well as discussing the skills on the report card, gives parents a comprehensive picture of their child's current skills as well as gives clear guidance for future learning.

As always, parents and teachers are welcome to set up additional conferences throughout the year in order to discuss ways to help children be successful.

### **DAILY SCHEDULES**

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want the children to view their school as a safe and comforting place where they know what to expect and when to expect it. Kingsway Christian Preschool uses the HighScope philosophy of education as well as Creative Curriculum and aligns instruction to the Ohio Department of Education's Early Learning and Development Standards. A detailed daily schedule is posted in the classroom.

### **DRESS AND PERSONAL BELONGINGS**

Please consider your child's comfort and daily activities when dressing them for school. Children are learning independence with toileting and other personal needs. Please provide clothing that is free from complicated fastenings. Children should be dressed comfortably for daily work and play activities. Simple, washable, easy to manage clothing suitable for tumbling, climbing, and running, as well as for messy play, is best. Dress your child appropriately for the possible weather conditions and changes. All children are expected to go outside if weather permits. Please label your child's personal belongings.

One complete change of clothing is to be provided for each child. Please label all articles of clothing.

Children's treasures are easily lost or broken. We **do not permit toys** to be brought to the center unless arrangements have been made by the teacher and for "Special Days." The preschool cannot accept responsibility for loss or breakage of items brought from home.

### **PARTIES AND CELEBRATIONS**

There will be times during the year when the children will have classroom parties and parents may be asked to donate food items. **We have the following known food allergies in the classroom: dairy, gluten, peanuts, and shellfish.** Due to the nature of these allergies, please refrain from bringing in whole class food items that may contain peanuts and/or shellfish. Food items with dairy and/or gluten will be substituted for the child(ren) with the allergy, with a snack provided by the child's parents. If other food allergies are become present within the class, you will be notified. Please see your child's teacher for further information on sending food items for class parties.

At Kingsway Christian Preschool, holidays are celebrated from the Christian perspective. Action figures, toy weapons, clothing, and costumes from a dark and evil perspective, and clothing and other items which reflect adult themes are not permitted.

Christmas is celebrated with a children's program in December. Parents, relatives, and friends are invited to enjoy an evening of music, followed by refreshments. Preschool Graduation is celebrated each spring with a wonderful music program and moving on ceremony, followed by refreshments.

### **BIRTHDAYS**

To celebrate birthdays, we sing *Happy Birthday* to the child and give a small gift. Your child's teacher will contact you in advance to plan a day to celebrate. You are welcome to bring in a store-bought edible or non-edible treat for the class if you would like. If the treat is edible and healthy, it will be given at snack time. If the treat is edible and non-healthy, such as cupcakes and cookies, we ask that they be individually wrapped and we will send these home with each child at the end of the school day.

### **SNACKS AND MEALS**

Children will receive a daily snack, supplied by the parent, which provides nutritional value and calories and contains at least one food from two of the four basic food groups. The food groups are as follows: meats/meat alternatives, fruits and vegetables, breads and grains, and dairy (milk). Please notify us if your child has allergies to foods or can't have certain food due to religious beliefs. You must provide a note from your child's physician verifying and approving any dietary changes.

Meals will be made available for the Full Day Preschool session through purchase at the cafeteria. If you wish to pack a lunch for your child, we encourage you to pack a nutritional lunch based on the four food groups. In addition to lunch, children will receive a snack served during the longest period between meals, supplied by the parent. Please encourage your child to eat a good breakfast before coming to preschool.

Further explanation of cafeteria lunches for the Full Day Preschool will be given at Parent Orientation.

### **SCHOOL PICTURES**

School pictures are offered as a service to the parents each fall. This is done on a voluntary basis, and parents are not obligated to purchase any of the pictures, although we do ask that your child be present and dressed appropriately for the yearbook picture.

### **OUTDOOR PLAY**

Research has shown that children stay healthier when they engage in daily outdoor play. Based on this information and state requirements, outdoor play (gross motor activities) will be included in our program on a daily basis for children in attendance. We will limit the amount of time children spend outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees Fahrenheit or rise above 90 degrees Fahrenheit. If the situation requires, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, ice, etc. On days when outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your child with the proper clothing so they will be comfortable and safe whenever outside. This includes hats, mittens, and boots in the winter. All shoes and sandals need to have an ankle strap. No flip flops.

### **FIELD TRIPS AND TRANSPORTATION OF CHILDREN**

The preschool will not transport children in emergency situations. If a child requires transportation, a parent or the emergency squad will be contacted.

The preschool will not transport children during field trips and other off-campus trips. Parents/guardians will be required to transport their child to the appropriate location on the given day of a trip. If a parent/guardian cannot transport the child, the preschool director will need to be notified that the child will not be participating in the trip.

### **>>HEALTHCHEK**

The Ohio Department of Education requires that all families receive information about Healthchek. Healthchek provides early and periodic screening, diagnostic, and treatment services in the community. The phone number for the Wayne County Healthchek Coordinator is 330.287.5847. If you would like to know more about Healthcheck and the services provided, there is an informational flyer attached to this handbook.

### **>>CHANGES IN POLICIES AND PROCEDURES**

This handbook is provided to inform parents of the policies and procedures of Kingsway Christian Preschool. These policies and procedures are subject to change and may vary, depending on certain circumstances. Policies and procedures will be reviewed periodically to reflect these changes.

### **>>KINGSWAY CHRISTIAN SCHOOL TERMS AND CONDITIONS**

I/We agree to abide by the following Biblically-based principles:

- Kingsway Christian School administration has full authority for grade placement and full discretion in all matters of student discipline.
- Kingsway Christian School administration reserves the right to dismiss any student who does not respect the spiritual standards or cooperate in the educational process.
- Not to bring litigation/lawsuit against Kingsway Christian School for any present or future claim involving or affecting Kingsway Christian School but will settle all disputes Biblically, according to the Matthew 18 principle.
- To resolve any disputes involving or affecting the school, its employees, or its volunteers privately or through the arbitration procedure provided by the Kingsway Christian School board.
- To encourage and promote unity in the school family and refrain from sowing discord.
- To support Kingsway Christian School staff in the implementation of Kingsway Christian School's philosophy, vision, mission, core values, and policies.
- To pay tuition on time according to the arrangement made. In the event I am unable to honor my agreement, I will contact the Administrative Representative promptly.

### **>>KINGSWAY CHRISTIAN SCHOOL FAMILY MANUAL**

Kingsway Christian Preschool adheres to the policies and procedures found in the Kingsway Christian School Family Manual. To view the Kingsway Christian School Family Manual, visit <http://www.kingswaychristianschool.net/parents> and click "Kingsway Family Manual." A copy of this manual can be found in the principal's office.

### **>>KINGSWAY CHRISTIAN SCHOOL EMERGENCY OPERATIONS PLAN**

Kingsway Christian Preschool adheres to the policies and procedures found in the Kingsway Christian School Emergency Operations Plan. A copy of this handbook can be found in the principal's office.