



Kingdom Kids

at Connect Church

WEEKDAY EDUCATION PROGRAM

PARENT HANDBOOK

2024-2025

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WELCOME

WE WOULD LIKE TO WELCOME YOU TO KINGDOM KIDS, CONNECT CHURCH'S WEEKDAY EDUCATION PROGRAM. WE ARE EXCITED THAT YOU HAVE CHOSEN US TO PROVIDE A SAFE, NURTURING, AND LEARNING FILLED ENVIRONMENT FOR YOUR CHILD. WE ARE COMMITTED TO PROVIDING BIBLICALLY BASED, AGE-APPROPRIATE EXPERIENCES AND EDUCATION TO ALLOW EACH CHILD TO DEVELOP AT HIS OR HER OWN LEVEL OF ABILITY.

PROGRAM

KINGDOM KIDS' CURRICULUM IS BIBLICALLY BASED. WE FOLLOW THE RESEARCH-BASED HIGH SCOPE APPROACH. WE FOCUS ON CHILDREN LEARNING BY EXPLORING THE WORK AROUND THEM THROUGH HANDS-ON ACTIVITIES. CHILDREN WILL LEARN LANGUAGE ARTS, SOCIAL STUDIES, MATH, SCIENCE, CREATIVE ART, MUSIC AND MOVEMENT, AND DRAMATIC PLAY ALL WHILE INCORPORATING, CHRISTIAN VALUES AND BIBLICAL STORIES. TEACHERS WILL PLAN WEEKLY LESSONS THAT WILL BE POSTED IN EACH CLASSROOM.

SCHEDULE AND HOLIDAYS

WE WILL OPERATE: MONDAY-FRIDAY 6:30 AM - 5:30 PM.

OUR CENTER WILL BE CLOSED ON THE FOLLOWING HOLIDAYS- WE RESERVE THE RIGHT TO BE CLOSED THE FRIDAY BEFORE OR MONDAY AFTER THE ACTUAL HOLIDAY.

NEW YEAR'S DAY

MARTIN LUTHER KING'S DAY

GOOD FRIDAY AND THE THURSDAY BEFORE FOR STAFF IN SERVICE TRAINING

MEMORIAL DAY

INDEPENDENCE DAY

LABOR DAY

VETERAN'S DAY

THANKSGIVING DAY AND THE FRIDAY AFTER

THE ENTIRE WEEK OF CHRISTMAS. IF CHRISTMAS FALLS ON THE WEEKEND WE WILL CLOSE THE WEEK AFTER

NEW YEARS EVE

TUITION IS CHARGED EVERY WEEK. EVEN IF WE ARE CLOSED. YOUR TUITION COVERS YOUR CHILD'S SPOT IN OUR PROGRAM, NOT THE DAYS IN ATTENDANCE.

WE RESERVE THE RIGHT TO CLOSE DUE TO EXCESSIVE TEACHER ILLNESS.

TUITION PAYMENTS

ALL TUITION IS DUE ON MONDAY. ALL TUITION IS COLLECTED BY TUITION EXPRESS AUTO DRAFT. YOU MAY CHOOSE WEEKLY OR MONTHLY AUTO DRAFTS. IF PAYMENT IS DECLINED, A 20.00 LATE FEE WILL BE ADDED TO YOUR CHILD'S ACCOUNT. IF PAYMENT IS NOT RECEIVED BY FRIDAY, YOUR CHILD WILL NOT BE ALLOWED TO RETURN UNTIL A PAYMENT IS MADE. PAYMENTS WILL STILL BE PROCESSED WEEKLY UNTIL A WITHDRAWAL NOTICE IS RECEIVED. IF YOUR CHILD IS ON THE CMA PROGRAM, YOU ARE RESPONSIBLE FOR ANY BALANCE NOT COVERED BY CMA AS WELL AS YOUR CMA COPAY IF APPLICABLE. FOSTER CHILDREN AND SAFETY PLAN CMA FAMILIES ARE EXEMPT FROM OWING THE REMAINING BALANCE. ALL TUITION QUESTIONS CAN BE DIRECTED TO OUR OFFICE MANAGER JESSICA DAY @ JDAY@GOCONNECTCHURCH.ORG

REGISTRATION FEE

THERE IS A \$140.00 REGISTRATION FEE DUE AT THE TIME OF ENROLLMENT AND EVERY YEAR IN MAY. THIS FEE HELPS COVER INSURANCE, CURRICULUM, PLAY EQUIPMENT, ART SUPPLIES, AND OTHER OPERATING EXPENSES THROUGHOUT THE SCHOOL YEAR.

LATE PICK UP

ANY CHILD NOT PICKED UP BY 5:30 WILL BE CHARGED A \$15.00 LATE FEE PER CHILD FOR MINUTES 1-15 AND THEN A FEE OF \$3.00 PER ADDITIONAL MINUTE. IF BY 7:00 NO ONE HAS BEEN IN CONTACT WITH THE CENTER OR DIRECTOR DHR WILL BE CONTACTED.

LEAVING THE PROGRAM

DUE TO THE SIZE OF OUR PROGRAM, PLEASE UNDERSTAND WE NEED A TWO WEEK NOTICE IF YOU ARE PLANNING ON LEAVING KINGDOM KIDS. THIS WOULD GIVE US TIME TO FILL THE NOW OPEN SPOT.

KINGDOM KIDS RESERVES THE RIGHT TO TERMINATE CHILDREN AND FAMILIES FOR THE FOLLOWING REASONS:

THE FAMILY OF THE CHILD IS SO DIVISIVE THAT EFFECTIVE COMMUNICATION IS UNABLE TO OCCUR.

AT ANY POINT AND TIME THE PHILOSOPHY OF KINGDOM KIDS AND YOUR PHILOSOPHY AS A PARENT DO NOT CONCUR.

THE NON PAYMENT OF TUITION GREATER THAN ONE WEEK. WITH NO COMMUNICATION OF A PAYMENT RESOLUTION.

INCLEMENT WEATHER POLICY

WE WILL FOLLOW GUNTERSVILLE CITY SCHOOL SYSTEM IN THEIR DECISIONS FOR INCLEMENT WEATHER CLOSINGS. IF THEY ARE CLOSED, WE ARE CLOSED. IF THEY ARE OPERATING ON A 2 HOUR DELAY, SO WILL WE. IF THEY ARE DISMISSED EARLY, SO WILL WE. WE WILL SEND A MESSAGE IN OUR PROCARE APP AND POST THE INFORMATION ON FACEBOOK. IT IS VERY IMPORTANT THAT YOU HAVE THE PROCARE APP DOWNLOADED AND HAVE YOUR NOTIFICATIONS TURNED ON FOR OUR FACEBOOK PAGE.

WAITING LIST

THE DIRECTOR MAINTAINS A WAITING LIST OF FAMILIES THAT ARE SEEKING ENROLLMENT AT KINGDOM KIDS. A COMPLETE PRE ENROLLMENT FORM IS REQUIRED TO BE PLACED ON THE WAITING LIST. IF YOU ARE CONTACTED ABOUT AN OPENING BUT NOT ABLE TO ATTEND AT THAT TIME, YOU MUST PAY THE WEEKLY TUITION TO HOLD YOUR SPOT. IF YOU DO NOT WISH TO PAY YOUR CHILD WILL BE PLACED BACK TO THE BOTTOM OF THE WAITLIST.

OPEN DOOR POLICY

YOU ARE WELCOME TO VISIT YOUR CHILD'S CLASSROOM AT ANY TIME. IF YOU NEED TO HAVE A ONE ON ONE CONFERENCE WITH YOUR CHILD'S TEACHER PLEASE REACH OUT TO THE DIRECTOR TO SCHEDULE.

WE ASK THAT YOU DO NOT LINGER AT DROP OFF. IT CAN MAKE THE DAY MUCH HARDER FOR THE CHILD. WE WILL LET YOU KNOW IF YOUR CHILD DOESN'T SETTLE QUICKLY. MOST TIMES THOSE DROP OFF TEARS ONLY LAST A FEW MINUTES.

SIGNING IN/OUT

WE USE THE PROCARE APP FOR ALL SIGN/IN OUT. PLEASE MAKE SURE YOU HAVE THE APP DOWNLOADED. WE WILL DO MOST OF OUR COMMUNICATING THROUGH THE PROCARE APP. THERE WILL ALSO BE A PAPER SIGN IN/OUT SHEET AVAILABLE IF YOU ARE NOT ABLE TO USE THE APP.

CHILDREN WILL ONLY BE RELEASED TO AUTHORIZED INDIVIDUALS. THEY MUST BE ON YOUR CHILD'S PREADMISSION RECORD. IF SOMEONE IS NOT ON THE PREADMISSION RECORD THE

PARENT MAY SEND A MESSAGE IN THE PROCARE APP STATING IT IS OK FOR THE CHILD TO BE PICKED UP BY THE NON LISTED INDIVIDUAL.

ATTENDANCE

WE ASK THAT ALL CHILDREN BE HERE BY 9:00 AM. THIS WILL GIVE AN ACCURATE COUNT FOR MEALS. THIS ALSO ALLOWS ALL THE CHILDREN TO BE INCLUDED IN MOST OF OUR LEARNING TIME.

IF AT ALL POSSIBLE WE ASK THAT YOU NOT PICK YOUR CHILD UP DURING NAP TIME 12-2. AS QUIET AS YOU TRY AND BE IT CAN DISRUPT NAP FOR THE OTHER CHILDREN. WE ASK IF YOU MUST PICK UP DURING NAP LET THE DIRECTOR KNOW SO WE CAN PLACE THE CHILD AS CLOSE TO THE DOOR AS POSSIBLE. THE DIRECTOR WILL BE THE ONE TO GET THE CHILD FROM THE CLASSROOM.

SICK CHILD POLICY

ANY CHILD WITH:

A FEVER OVER 100.3

VOMITING

3 DIARRHEA BMS

SUSPECTED PINK EYE

UNKNOWN RASH

CONTINUOUS COUGHING

UNUSUALLY LETHARGIC

RAPID BREATHING

WILL BE SENT HOME. CHILDREN MAY NOT RETURN TO SCHOOL FOR AT LEAST 24 HOURS. THEY MUST BE FEVER/SYMPTOM FREE WITHOUT THE USE OF MEDICATION OR A NOTE FROM THE CHILD'S DR STATING THE CHILD IS NOT CONTAGIOUS. WE ASK THAT YOU ARRIVE IN A TIMELY MANNER IF CALLED TO PICK UP YOUR CHILD. THIS HELPS THE POSSIBILITY OF SPREADING THE ILLNESS TO OTHERS. WE UNDERSTAND THAT PARENTS/CAREGIVERS NEED TO WORK BUT IT IS IMPORTANT TO KEEP YOUR CHILD HOME IF THEY ARE SICK.

WE HAVE A "NO NIT" POLICY. IF YOUR CHILD IS SENT HOME WITH SUSPECTED HEAD LICE THE CHILD MUST BE CLEARED BY THE DIRECTOR BEFORE THE CHILD CAN RETURN.

HEALTH AND SAFETY

THE CENTER WILL FOLLOW DHR OPERATING STANDARDS. THIS ENSURES THAT THE CENTER FOLLOWS STRICT GUIDELINES FOR CHILD SAFETY. IF THERE IS AN EMERGENT SITUATION IT IS ASSUMED THAT THE DIRECTOR HAS REASONABLE PERMISSION TO SEEK EMERGENCY CARE FOR THE CHILD UNTIL A PARENT/GUARDIAN CAN BE REACHED.

ALL CHILDREN MUST HAVE AN UP TO DATE IMMUNIZATION (BLUE SLIP) ON FILE AT ALL TIMES. A RELIGIOUS EXEMPTION IS ALSO ACCEPTABLE.

IF THE CHILD REQUIRES MEDICATION AT THE CENTER ONLY THE DIRECTOR WILL ADMINISTER. THE ONLY EXPECTATION TO THIS IS DIAPER CREAM OR SUNSCREEN. A MEDICATION FORM MUST BE FILLED OUT ACCURATELY AND SIGNED BY THE PARENT. MEDICATION FORMS ARE ONLY VALID FOR ONE WEEK.

DISCIPLINE

IT IS OUR PHILOSOPHY THAT THE BEST FORM OF DISCIPLINE IS POSITIVE REINFORCEMENT. IF A CHILD CONTINUES TO MISBEHAVE AFTER SEVERAL ATTEMPTS TO REDIRECT, WE WILL ALLOW THE CHILD TO TAKE SOME TIME IN A "CALM DOWN" SPACE. THIS WILL ALLOW THE CHILD A MOMENT TO TAKE A BREAK AND REFLECT ON THEIR CURRENT BEHAVIOR. IF THE BEHAVIOR CONTINUES THE CHILD WILL BE REMOVED FROM THE CLASSROOM AND THE PARENTS WILL BE NOTIFIED.

OUTDOOR PLAY

WE WILL GO OUTSIDE EVERYDAY, WEATHER PERMITTING. EVEN IF IT'S COLD. 40 DEGREES AND ABOVE. PLEASE SEND A COAT/HAT/MITTENS IF NEEDED IN THE WINTER TIME. IF YOU DO NOT WANT YOUR CHILD TO PLAY OUTSIDE FOR HEALTH REASONS, PLEASE KEEP THEM HOME.

CLOTHING

WE ASK THAT YOU SEND YOUR CHILD IN CLOTHING THAT ALLOWS FOR COMPLETE PARTICIPATION. WE WILL GET DIRTY! CHILDREN LEARN WITH ALL THEIR SENSES AND SOMETIMES THINGS GET MESSY. CHILDREN WILL NEED AT LEAST TWO COMPLETE SETS (TOP,BOTTOM,SOCKS, AND UNDERWEAR) OF SEASON APPROPRIATE CLOTHING. PLEASE LABEL ALL ITEMS AND LEAVE THEM IN THE CHILD'S CUBBY.

MEALS

CHILDREN ARE SERVED BREAKFAST, LUNCH, AND A SNACK DAILY. THERE IS NO ADDITIONAL CHARGE FOR MEALS. MENUS ARE POSTED MONTHLY, BUT MAY CHANGE DUE TO SUPPLY ISSUES. CHILDREN WILL BE OFFERED MILK OR WATER AT MEAL TIMES. IF A CHILD HAS A SPECIAL DIET, PARENTS WILL BE ASKED TO SUPPLY THE NECESSARY FOODS. CHILDREN WILL BE SERVED MEALS AT THE FOLLOWING TIMES:

BREAKFAST 8:00-8:45, LUNCH 11:00-11:30, SNACK 2:15-2:40.

REST TIME

CHILDREN WILL HAVE A REST/NAP TIME DAILY. YOUR CHILD WILL BE ENCOURAGED TO REST BUT SLEEPING IS NOT REQUIRED. PLEASE PROVIDE A NAP MAT OR TWO SMALL BLANKETS FOR REST TIME. THESE WILL BE SENT HOME WEEKLY FOR LAUNDERING.

DRUG/SMOKE FREE POLICY

CONNECT CHURCH AND KINGDOM KIDS IS A DRUG/SMOKE FREE FACILITY. DRUGS/SMOKING IS NOT PERMITTED ON OUR SCHOOL CAMPUS. THIS INCLUDES OUTSIDE.

FIELD TRIPS

CHILDREN 3 YEARS AND OLDER MAY OCCASIONALLY TAKE FIELD TRIPS. PARENTS WILL BE PROVIDED WITH INFORMATION REGARDING THE TRIPS. WRITTEN PERMISSION WILL BE REQUIRED. A SMALL FEE MAY ALSO ACCOMPANY THE FIELD TRIP.

ALABAMA 1ST CLASS PRE-K

KINGDOM KIDS AT CONNECT CHURCH IS HONORED TO BE A HOST FOR ALABAMA 1ST CLASS PREK PROGRAM. THIS PROGRAM IS SELECTED BY RANDOM SELECTION IN THE SPRING FOR THE FALL TERM. FOR MORE INFORMATION VISIT:

[FIRST CLASS PRE-K – EARLY CHILDHOOD EDUCATION \(ALABAMA.GOV\)](http://FIRST CLASS PRE-K – EARLY CHILDHOOD EDUCATION (ALABAMA.GOV))

CHILDREN IN PREK MUST BE 4 BY SEPTEMBER 1ST OF THE UPCOMING SCHOOL YEAR.

DIRECTOR AVAILABILITY

YOU MAY SCHEDULE A CONFERENCE WITH THE DIRECTOR FOR ANY TIME DURING OPERATING HOURS. THE DIRECTOR IS ALSO AVAILABLE BY EMAIL [DSTANFIELD@GOCONNECTCHURCH.ORG](mailto:dstanfield@goconnectchurch.org) OR BY PHONE 256-582-5518.

PARENT AGREEMENT

PLEASE SIGN AND RETURN TO THE KINGDOM KIDS OFFICE

I, _____, WHOSE
CHILD(REN) _____ IS/ARE ENROLLED IN
KINGDOM KIDS AT CONNECT CHURCH, HAVE RECEIVED A COPY OF THE PARENT'S HANDBOOK. I
HAVE READ AND UNDERSTAND THE POLICIES AND GUIDELINES AS DESCRIBED IN THE HANDBOOK,
AND AGREE TO ABIDE BY THEM.

SIGNATURE OF PARENT/GUARDIAN

DATE