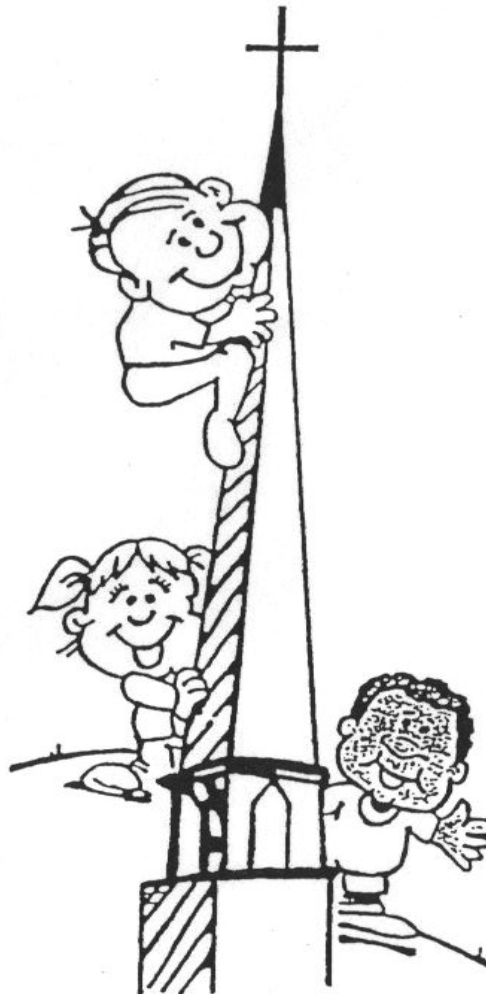


Kids First Preschool Parent Handbook



**“Kids come first at
First United Methodist Church.”**

**1600 West E St. * North Platte, NE * 308-532-0146
firstchurchnp.com * Facebook – North Platte Kids First Preschool**

Dear Family,

Welcome to Kids First Preschool! We are delighted to have your child enrolled in our Christian and educational program.

Kids First Preschool is a Christian program based on Biblical values, teachings and early childhood educational skills. First United Methodist Church offers this ministry in an effort to help meet the needs of young families in our community.

Our preschool is designed to encourage and nurture fundamental intellectual, spiritual, physical and social growth prior to entrance into a public or private school. We recognize immeasurable value and purpose for each child placed in our care, and thus will do the utmost to assist families in instilling in their children self-esteem, Christian values and educational skills.

We also recognize the value of parent participation in their child's educational experience and strive to promote a partnership between families and the preschool experience. We encourage your participation throughout the year. Areas that you might consider are classroom visits, volunteering for field trips, sharing talents, expertise, hosting field trips or volunteering to help with fundraisers. We care about and want to be responsive to the needs of your family.

Through daily exchanges, you have the opportunity to communicate with staff and share information regarding your child. We also hold Parent-Teacher Conferences to share a more detailed account of your child's progress. Your input is valued and essential. Communication is key to your child's success.

Please contact us with any questions or concerns you may have.

Kids First Preschool
1600 West E St.
North Platte, NE 69101
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KIDS FIRST PRESCHOOL MISSION STATEMENT

The mission of Kids First Preschool is to provide a Christian environment in which the intellectual, spiritual, physical and social growth of preschool age children may be nurtured in preparation for Kindergarten.

TEACHING OBJECTIVES

Early childhood education skills will be taught by providing each child with valuable opportunities for learning through:

- 1. Fine manipulative or small motor practice...** cutting with scissors, putting puzzles together, molding with play dough, building with blocks, coloring, easel painting, stringing beads, playing with various manipulatives, etc.
- 2. Large motor practices...** movement time may include parachute play, bean bag games, balance beam, obstacle courses, playing with balls, running games, spatial awareness activities with hoops, exercises, dances, etc.
- 3. Language Development...** story time, music and singing, nursery rhymes, flannel board activities, show and tell experiences, listening activities, basic sign language, etc.
- 4. Creative Development...** painting, cutting, pasting, arts and crafts, cooking, etc.
- 5. Social Development...** free choice opportunities where a child chooses the activities he/she would like to do with other classmates. Some examples include the dress-up center, housekeeping area, reading area, puppets, blocks, various games and manipulatives, field trips for the older classes.
- 6. Academic Development...** introducing the children to numbers and counting, colors, shapes, alphabet sounds and letter recognition, phonemic awareness, name recognition and other kindergarten preparedness skills through a variety of games, music, pictures and pre-writing activities.

CHRISTIAN VALUES

Christian values will be discussed each month through reading Biblical stories, singing Christian songs and gathering for Chapel time on Wednesdays. Following is a list of Christian themes and values to be taught.

September:	Unit: Value:	God's Special Children Politeness Courtesy, Manners
October:	Unit: Value:	God's Fabulous Fall Teamwork, Cooperation, Working Together
November:	Unit: Value:	Giving Thanks to God Thankfulness, Appreciation, Gratitude
December:	Unit: Value:	The Celebration of Jesus' Birth Giving, Sharing, Generosity
January:	Unit: Value:	God's Wonderful Winter Peacemaking, Empathy, Understanding
February:	Unit: Value:	Love One Another Love, Friendship, Kindness, The Golden Rule
March:	Unit: Value:	Appreciating God's Creation Honesty, Trustworthiness, Truthfulness
April:	Unit: Value:	God's Spectacular Spring Joy, Happiness, Cheerfulness
May:	Unit: Value:	We Are All Part of God's Family Respect and Obey (Respect for Parents, the Elderly, others, nature and God)

PRESCHOOL REGISTRATION REQUIREMENTS

Children will be placed in a class based on their age when school starts! To enroll in our program, a child must be three years old before September 1 of the current school year. A child must be toilet trained. Any allowance in this matter is at the discretion of the preschool director and Preschool Board.

CLASS INFORMATION

3 Year Olds --- Monthly Tuition \$85.00

Tuesday – Thursday AM	9:00-11:15 AM (2 classrooms)
Tuesday – Thursday PM	1:00 – 3:15 PM (2 classrooms)

4 Year Olds 2 Days--- Monthly Tuition \$85.00

Monday – Wednesday AM	9:00 – 11:30 AM
Monday – Wednesday PM	12:45 – 3:15 PM

4-5 Year Olds 3 Days --- Monthly Tuition \$115.00

Monday - Wednesday - Friday AM	9:00 - 11:30 AM
Monday - Wednesday - Friday PM	12:45 - 3:15 PM
Tuesday - Wednesday - Thursday AM	9:00 - 11:30 AM
Tuesday - Wednesday - Thursday PM	12:45 - 3:15 PM

4-5 Year Olds 4 Days --- Monthly Tuition \$135.00

Monday - Tuesday - Wednesday - Thursday AM	9:00 - 11:00 AM
Monday - Tuesday - Wednesday - Thursday PM	12:45-3:15 PM

There is a required, non-refundable registration fee which reserves the place for your child in our program. The fee is \$25.00 for new students, \$15 for each returning family currently in the program.

DISCIPLINE

The staff at Kids First Preschool believes in the use of positive techniques when handling student's behavior. A variety of methods are used (redirection, positive reinforcement, encouragement, problem solving, negotiating, etc.) with a time-out type procedure enforced only after other methods have been proven unsuccessful.

Our belief in the use of discipline is to guide and not to punish, always keeping in mind the best interest of the child and maintaining respect toward all of those involved.

KIDS FIRST PRESCHOOL TUITION POLICY

Preschool Tuition is due the first day of each month via Recurring Electronic Payment.

If tuition is not paid by the 10th of the month, a \$10.00 late fee will be assessed.

If a tuition payment is cancelled due to insufficient funds, repayment arrangements must be made immediately with the Business Administrator of First United Methodist Church, including fees charged for insufficient fund payment.

If your tuition and late fee are not paid by the 15th of the month, your child will not be allowed to attend Kids First Preschool until tuition and late fee has been paid.

If there is a divorce or non-married situation, please have one party make recurring electronic payments.

If tuition for the current year has not been paid in full, no child in your family will be able to register or attend the following year or subsequent years without first making arrangements to settle the past due amount.

ONLINE PAYMENT PROCEDURE

The Finance Committee of the First United Methodist Church and the Kids First Preschool Board have determined that all tuition payments be made using electronic banking transfer.

The process is as follows:

1. Go to the First United Methodist Church website at firstchurchnp.com
2. Scroll down to "Kids First Preschool"
3. Find "Pay Your Tuition Online!" and click "Pay Now"
4. From here, follow the online prompts. (Make sure you check the recurring box)

If you have questions pertaining to the online payment process, please call the church's Business Administrator at 532-1478.

DAILY SCHEDULE

A daily schedule, specific for your child's class will be given to you in September by your child's teacher. The following example demonstrates the basic parts of our daily routine. The activities planned within our routines encourage your child's growth in all areas of development. They are designed to help the children learn more about themselves, their environment and be anxious to explore the world around them. We want them to be excited to learn!

We appreciate your help in getting your child to school promptly as each part of the schedule is a valuable learning experience.

SAMPLE DAILY SCHEDULE:

(times will vary)

9:00-9:30	Learning centers / Free choice / Exploration
9:30 – 10:00	Circle Time / Welcome / Wednesday Chapel Time
10:00 – 10:30	Art / Craft activity / Small group
10:30 – 10:45	Movement Time / Large Motor Skills
10:45 – 11:00	Bathroom Break / Snack time
11:00 – 11:15	Closing Circle / Review / Goodbyes

A calendar of activities will also be sent home at the beginning of each month to keep you informed of classroom themes, special events and up-coming activities.

KIDS FIRST PRESCHOOL CALENDAR YEAR

While Kids First Preschool generally follows the public elementary calendar, it will not always correlate. Please use your monthly calendar as a reference. If the public school calendar shows a noon dismissal for a particular day, we will have both our morning and afternoon classes for that day.

SNACK TIME

As you know, snacks are an important and necessary part of a child's life. Because of the enormous amounts of energy they use, children's bodies need refueling between meals. It is necessary for our snacks to be nutritious to keep the children alert and healthy.

At Kids First Preschool, our preschool families provide the snacks on a rotating basis each month. We thank you in advance for providing the children with these nutritious snacks. There will be times when we may ask a parent to provide the ingredients for a snack instead of the actual snack. This will allow the children to prepare the snack as a cooking project.

Your child's teacher will provide you with a snack rotation list each month. She will also provide your child with a snack bucket for transporting the snack to school. We hope this will make your child feel special and important when it is his/her turn to provide the snack for class. In addition to the snack, milk, juice and water will be offered daily by the preschool staff.

SNACK SUGGESTIONS:

1. Raisins
2. Apple slices
3. Graham crackers
4. Pretzels
5. Teddy Bear Grahams
6. Cheese sticks
7. Crackers with cheese or peanut butter
8. Bananas
9. Carrot sticks
10. Applesauce
11. Peanut butter or jelly sandwich slices
12. Cereal snack mix

We welcome any new, creative, nutritious snack ideas!

Please note:

- *any food allergies/medical restrictions are listed inside the snack bucket.
- *no home canned items are permitted due to health regulations.

KIDS FIRST PRESCHOOL SICKNESS POLICY

The Kids First Preschool sickness policy states that we will require the exclusion of any child who has any illness associated with a fever of 100 degrees or more, or any communicable disease that would be contagious to other children such as but not limited to diarrhea, ringworm, impetigo, head lice, pink eye, scabies, etc. The Center for Disease Control recommends that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100 F), or signs of a fever without the use of fever-reducing medications.

If a parent chooses not to exclude his/her child, he/she must provide a written statement from a physician indicating that the child's illness/condition is not highly communicable.

If your child contracts a communicable disease, please notify a staff person immediately so we may inform other families within our program and take necessary precautions to ensure a healthy environment.

The following guidelines are followed for medications:

1. If a child has a condition where "as needed" medication is necessary, a medical permission form must be completed in full and signed. The parent must also give oral instructions to the director and classroom staff where the child is placed.
2. Medication shall be in the original container, stored according to instructions, clearly labeled with child's name and returned to parent when no longer needed.
3. The dosage will not exceed that which is printed on the label.
4. Expired medication shall not be used and will be returned to parent immediately.
5. If the child has a prescription medication that is to be given or applied on an "as needed" basis, the preschool may request a written statement from the health care professional who prescribed the medication allowing the preschool staff to give or apply that medication to the child.

In the case of a child with special needs, parents and/or representative of the Early Childhood Program will give the director and all staff involved oral instructions as to usage of specific needed equipment, routines, etc.

The Department of Health and Human Services requires these medications to be locked. Please do not send medications in backpacks or leave in an open area of the preschool. Every effort will be made to ensure privacy and discretion regarding your child's medical needs.

BAD WEATHER

For snow days and bad weather closings, please stay tuned to our local TV or radio stations for news concerning school closings. The general rule is, if the North Platte Public Schools are closed, Kids First Preschool will also close.

BIRTHDAYS

If birthday invitations are to be handed out during the preschool day, please include one for each child in the class. Also, to prevent presents from being broken or misplaced, we ask that you avoid bringing them to school.

PERSONAL ITEMS

As a rule, it is not encouraged that your child brings toys, stuffed animals, etc. from home to school. If your child's teacher has invited them to bring something special, please make sure that it is labeled with your child's name. Also, please make sure all coats and backpacks are labeled with your child's name.

SCHOOL ATTIRE

There are no specific requirements for school attire. However, we recommend loose fitting, comfortable clothing. This allows your child to play comfortably, especially during movement time. Because sandals, flip-flops, dress shoes, etc. can be slick and unsafe on the gym floor, please consider tennis shoes or something suitable for running, jumping, etc. During cool weather days, your child should bring a sweater or jacket since we may go outdoors for a nature walk or just to play!

Because we encourage creativity as a part of our preschool program, we use a variety of paints, stamp pads, markers and techniques! Even though we always wear paint shirts, please be aware that accidents do happen and clothing can still get stained. Please be aware of this when helping your child choose clothing for the day.

EMERGENCY PROCEDURES

It is Kids First Preschool's procedure in any situation regarding a child's health to first contact the parent/guardian. If the parent/guardian cannot be contacted, the preschool will attempt to contact the emergency contact persons as listed on the Child Information sheet as completed by the parent/guardian.

If the situation requires immediate medical attention and a parent or emergency contact person is unavailable, the child's physician may be contacted. Only in cases where medical treatment is necessary and the parent and physician cannot be reached or in a life-threatening emergency will 911 be called and/or the child be taken directly to the hospital emergency room. Staff at Kids First Preschool is trained in Infant/Child CPR, AED and First Aid.

It is important to have all current phone numbers of where you may be reached and a list of emergency contacts. If you have any changes regarding this information, please contact the preschool immediately.

To meet State regulations, the following procedures are practiced:

Fire Drills are practiced monthly with all preschool classes to teach children the proper way to exit the building and ensure the safety of the children in case of a fire or other hazard that would impair the building's safety. In the event that we would need to evacuate the church/preschool building, we would take the children to McDonald School. Parents would need to access McDonald school by using Grande Ave. or Spruce St. In the event of a child with special needs, only the equipment essential to that child will be taken with the child when evacuating. Handicap exits are located at the north side of the preschool.

Tornado Drills are practiced in the Fall and Spring with each class, teaching children where to go and what supplies to include in the event of a tornado. In the event of a tornado, we would take the children to the bathrooms.

DISMISSING CHILDREN FROM EMERGENCY SITUATIONS:

In the event of an evacuation of the preschool or relocation to a tornado shelter, parents would be notified via local media, social media and/or phone. Before taking their child, parents/guardians will be required to complete and sign the Release of Child form. If the parent cannot be reached to pick up their child, phone calls will be made to emergency contacts as provided by parents on the Child's Information sheet. If someone other than the parent or regular pick up person arrives to pick up a child, identification will be required. The child's parents will be contacted if the individual is not listed on the Child's Information sheet.

Children with special need will be released in the same manner. A record of any special equipment, etc. taken with the child will also be recorded.

CHILD ABUSE AND NEGLECT POLICY

We are required by the State of Nebraska to report or cause a report to be made in suspected cases of child abuse which may include one or more of the following:

- Physical Abuse –a non-accidental physical injury
- Physical Neglect – failure of the caretaker to meet the child's basic needs
- Sexual Abuse – sexual involvement imposed by an adult
- Emotional Abuse – inability to provide the child with a positive and loving atmosphere, and example would be rejecting and belittling

All employees of Kids First Preschool have been certified in Safe Gatherings training required by the First United Methodist Church. All employees have completed child protection procedures training required by the Department of Health and Human Services and have passed all background checks through the State of Nebraska and Nebraska State Patrol.

SAFETY POLICIES

When dropping off your child, we ask the following:

- Please use the designated Preschool entrance, the west doors, when arriving or leaving the building. This will help avoid congestion/confusion at the north doorway as this entrance is used by several different groups and individuals throughout the day. The door will be unlocked 15 minutes before classes start.
- All children must be walked into the building.
- After entering the building, children may hang their backpack, coat, etc. on their hook outside the classroom and wait in the hallway with a parent or guardian's supervision
- The doors to the classroom are opened for children five minutes before class starts. Please be respectful of the teachers/aides work time as it is necessary to prepare the classroom for class.
- Greet your child's teacher.

When picking up your child, we ask the following:

- Your child must remain in the classroom until you, or someone designated by you, enters the classroom to get him/her.
- Make contact with your child's teacher. This ensures us that the proper person is picking up your child.
- Remember to take all your child's work, notes and personal items.
- Let your child say "Good-bye" to the teachers.
- Be prompt! We will start making phone calls ten minutes after class ends if no one is here to pick-up your child. It can be scary for a child when they think they have been forgotten! The west door will be locked 15 minutes after classes end. If arriving after this time you will need to use the north doors.
- Notify the preschool if it is necessary for someone other than yourself or regularly designated individual to pick up your child.
- We will call you to verify the arrangement if we do not hear from you first. It is important for the teacher and your child to know whom to expect at pick-up time.
- For safety reasons, please exit the building with your child/children.
- Secure all children in your vehicle in a safety seat before leaving the parking lot.

It is our goal to make Kids First Preschool as safe an environment as possible for all children. We thank you in advance for your cooperation in this matter. We also ask that you please do not leave children in the car unattended in the parking lot.

Policy for Transporting Children for Kids First Preschool

When transporting children on a field trip for Kids First Preschool, the following conditions must be met;

- The vehicle must be in good working condition, be properly registered and insured. A copy of the valid proof of insurance must be presented to the preschool teacher or director. Our insurance provider recommends all drivers be over the age of twenty-five.
- While being transported in a vehicle, each child will be secured in an appropriate child safety seat which the child's family will provide. It is the law in Nebraska that all children up to age six must ride correctly secured in a federally-approved child safety seat. The seat must be the correct type for the child's age and developmental level.
- No child must ever be left alone in a vehicle.
- Any child under age 12 must properly buckled in the back seat of the vehicle.
- The driver must hold a current and valid Driver's License for the type of vehicle being used to transport children.
- All doors on the vehicle must be locked while the vehicle is in motion.
- The number of children being transported must not exceed the seating capacity of the vehicle as indicated by the manufacturer.
- The driver and any other adults in the vehicle must wear seat belts.
- The vehicle must contain a first aid kit (provided by the preschool), the parent contact information for each child being transported and the preschool phone number. If a child becomes ill, the child's teacher or the preschool must be contacted immediately. The teacher or preschool director will contact the parents of the ill child.
- The driver and any other adult in the vehicle will refrain from tobacco use while on the field trip.
- The driver will refrain from placing or receiving phone calls, text messages or using any other electronic device while driving.
- The driver is responsible for any accidents or traffic violations incurred while transporting for the field trip.
- In the event of an emergency/accident/break down while transporting, the driver must immediately contact the preschool or the teacher accompanying the field trip.
- Any pictures taken during a preschool field trip should not be posted on any social media. You may post a picture of your own child, but not others. Please send pictures to Kids First Preschool and let them post pictures.