King’s Kids

**Information and Policies**

**2022-2023**

King’s Kids is a Bible based program for children ages 18 months (**by August 15 of the school year**) – PreK and meets on Tuesdays and Thursdays during the school year (mid-August thru mid-May). The program will provide your child with a variety of age appropriate, fun, educational activities. Your child will be offered activities to stimulate his/her mind, develop coordination, learn to exercise self-control, help him/her become more aware of the environment in which he/she lives, and expose your child to the Bible and God’s love for him/her.

Enrollment is open to children who are able to participate in a developmentally age-appropriate curriculum and structure. All applications are subject to evaluation to the specific needs of the child and the ability of King’s Kids to accommodate those needs through its program, staff, and facilities. **Depending on a child’s specific needs that may be out of our realm of expertise, our program may not be a fit for everyone. King’s Kids reserves the right to request withdrawal of any child who requires attention or supervision that unfavorably affects the entire class or that we cannot provide with the staff we have here.**

Each child is expected to obey the rules in his/her classroom as well as the general program rules for the benefit of every child in the group. Children will be disciplined by redirection or removal from the situation for a “cooling off” period. If using these actions do not improve the child’s behavior, a note will be sent home to the parents.

King’s Kids is not responsible for lost or damaged items, so please do not let your child bring toys, jewelry, etc., from home, into the classroom.

**IF A CHILD HAS MORE THAN TWO (2) BITING INCIDENTS, HE/SHE WILL BE ASKED TO WITHDRAW FROM THE PROGRAM.** This is a very necessary rule for the benefit and well-being of everyone involved in the program.

**Our start time is 9:00. Drop off** will occur outside the preschool doors at the sign-in table **beginning at 8:55 am**. (NOTE: During the first week of school and new students during the year can be walked in by a parent for the first week of attendance). Please park in a parking spot and walk up to the table; do not pull under the awning. Staff will escort kids to class.

**School ends** at 2:00. **Pick up** will begin at 1:55 in a car-line style under the awning. You will be issued a sign with your child’s name on it to put in your window. **IF SOMEONE OTHER THAN THE PERSON ON THE SIGN IN SHEET IS PICKING UP YOUR CHILD, WE NEED TO BE NOTIFIED AHEAD OF TIME. IF THE PERSON THAT COMES IS NOT LISTED ON YOUR PICK-UP LIST OR WE HAVE NOT BEEN NOTIFIED, WE WILL NOT RELEASE YOUR CHILD UNTIL WE HAVE TALKED TO YOU.** Teachers will sign your kids out as you pick them up. If you need additional window signs, please let your child’s teacher know.

Our first day of school will be Tuesday, August 9, 2022.

**Please have your child here ON TIME each morning**. **When they are late, they miss play time and snack time, and it’s a disruption to the teacher.** Each day the doors will open at 8:55. All doors will be locked shortly after 9:00 each morning and unlocked again at 1:55 when pick-up begins. **If for some reason (dr. appointment, etc.)**, you need in between these times, you will need to **text the director** (Amy) at 615-869-8990 so someone can meet you at the door**. We are rarely in the office during the school day, so if you call the school’s number or send an email, no one will likely get the message until school is over.**

King’s Kids offers extended care for your children, if needed. Parents may drop their child off one (1) hour early or pick their child up one (1) hour late. Or, you may drop your child off at 8:30 and pick them up at 2:30. **There is a $5 charge for each day you use this service, due at time of service.** If you need to use the early morning extended program, bring your child to school no later than 8:30am. Otherwise, you will have to wait until the doors open at 8:55. If you need the after school extended program, please notify your teacher or the director **BEFORE NOON** on the day you need it, unless your child stays after every day anyway. **Please note: you may not use the morning and afternoon extended program on the same day (unless you are dropping off at 8:30 and picking up at 2:30).**  For our type of program, Tennessee state law prohibits your child to be here longer than six (6) hours per day. ***Any child still here at 2:10 will automatically be placed into aftercare and you will need to pay the $5 charge when you come to get them.*** Please also remember that we are located in a school zone that gets very busy around 3:00. If you are late picking up your child from after-care, you will be charged additionally. The teacher staying may also have children to pick up from another school. **When you get here either time (before or after care), please ring the bell so we know you are here.**

**Our holidays, breaks (most of them… check our Calendar of Events and School Closings for specifics), and snow days will coincide with the** **Rutherford County Schools.** We will also follow the decision of the Rutherford County Schools regarding late arrival or early dismissal due to weather. *If county schools open one (1) hour late, we will start school at the regular time. If the county schools open two (2) hours late, we will start school at 10:00. If schools should close early, we will dismiss 1-hour earlier than the earliest adjusted bell time.* We will do our best to get the word out immediately through texts, email, and our Facebook page in the event of school closing early. We do not necessarily close for RCS in-service days or half days that are on their calendar.

If you are on social media, LIKING our page, **King’s Kids Murfreesboro**, will give you one more place to see information about registration, school closings, weather-related closings, school activities, etc.

Immunizations must be up to date and in accordance with state guidelines upon admittance. **All NEW students need to submit an immunization record from your doctor during the first week of school. Returning students can use last year’s that’s on file IF nothing has changed.** Records must be up to date and complete for each new school year. This is for the protection of all the children. It is your responsibility to provide the most up to date information to the office.

**\*\*\*\*\* Children showing *ANY* signs of illness** should not be brought to school. If your child has been sick, he/she **must be fever/vomit/diarrhea/cough free, *without medication*, for a 48-hour period prior to returning to school**. This is to maintain a healthy environment for all. We also reserve the right to do temp checks upon arrival and throughout the day of all children and staff. Any student or staff member who registers a temperature of at least 100.4 will be sent home. We will also be handwashing several times a day. Should your child have any of the following symptoms do NOT bring him/her to school: fever, earaches, vomiting, diarrhea, runny nose or eyes, persistent cough, and body aches. We will call you to come and pick up your child if they have been sent to school with these symptoms; “it’s just allergies” or “it’s the change in weather” is not acceptable. **If you have to give your child Tylenol, cough medicine, etc., to get through the day at school, please keep them at home until they are better.**

We will play outside as weather permits. Please be sure your child has a jacket, hat, and gloves on the cooler days, and is always dressed appropriately to play outside.

Please dress your kids in comfortable clothing that you do not mind if they get dirty. We paint, play outside, etc., and this often gets messy. Preschool is not the place to wear dressy, expensive clothing. Also, please send your kids in CLOSED TOE SHOES as our playground cover is pea gravel.

King's Kids will **not** be responsible for administering any medication. If your child needs to take medicine during the school hours of 9:00 a.m. - 2:00 p.m., please keep your child at home until the medication is no longer being administered. (If your child has a severe food allergy that might require emergency attention such as an epi pen, please notify the director. She will work with you concerning this matter.)

Lunch must be sent from home. It should consist of finger foods and a drink and not need to be refrigerated or heated up. Please do not send any RED drinks or any CARBONATED OR CANNED DRINKS, or glass containers for food. We provide a morning snack with a drink for all of the kids.

**All children need a complete** **change of weather appropriate clothing.** Place the clothing in a gallon size zip-lock bag in your child’s backpack. Put your child’s name on the outside of the zip-lock bag. **Please make sure** **your child has the appropriate season’s change of clothing.** A complete change includes shirt, pants, underwear, and socks. Accidents happen at preschool and it is very important that your child have a change of clothes. Not all accidents are potty related. If your child does not have a change of clothing in the backpack, you will be called to bring some up to school if there is an accident.

If your child is in diapers or pull-ups, **write their name on each diaper/pull-up**. Send 3-4 extra diapers or pull-ups per day.

**\*\*\*\*\*** If your child is entering the **3-turning-4 year old class**, he or she **MUST BE OUT OF DIAPERS**, and at the very **LEAST**, be in a pull-up with very minimal accidents. **We do not have a changing area in that classroom**. If in a pull-up, they must be transitioned to underwear by Fall Break, or they may be moved to the class below, provided there are openings. If there aren’t, your child will need to stay at home until they are out of pull-ups.

**\*\*\*\*\***If your child is entering the **PRE-K class**, he or she **MUST be FULLY potty trained (able to manipulate clothes themselves, wipe themselves, etc), NO EXCEPTIONS**.

**Birthday refreshments** for your child are welcome. Only store-bought treats may be sent.  **No dark colored icing is allowed... it stains the tables, floors, clothes, etc.** Cookies or 2-bite cupcakes or donut holes are best.

A **non-refundable registration fee** of $35.00 (per family) and a **non-refundable** $35.00 **supply fee** (per child) will be due at registration. Both fees must be paid at the time you turn in your intent to return form or enrollment form. **The registration fee guarantees your child's placement in the fall.** **Your spot will not be held without it.**  If your child withdraws from the school and you wish for him/her to return during the same school year, you will be required to pay another $35 registration fee. In January, a **second supply fee** of $35.00 is due along with the regular monthly tuition. The supply fee twice a year will provide enough funds for the school to supply all the things your child might need/use throughout the school year (art supplies, copy paper, snacks, special events, etc). There may be class parties throughout the year when you may be asked to bring food or other special items.

**\*\*\*The items parents are responsible for** are a thin rest mat (all classes except pre-K), daily finger food lunch, and a backpack that the daily folder will fit into along with a change of clothes.

**\*\*\*Tuition\*\*\*** We are a non-profit ministry, but tuition is what pays our teachers and staff. Tuition for the year is $1600, divided into 10 equal installments and is not a per day or per month charge. You can pay all at once, per semester, a few months at a time, or monthly. **Installment payments hold your spot in the program.** ***Tuition is due regardless of attendance***. The number of days of school in any given month is irrelevant. We do not make adjustments due to illness, vacations, staying at home for a given period, school closings, snow days, or holidays. We offer a **multiple child discount** for families with more than one child enrolled in our program. We offer a 15% discount on the second child's tuition, and a 20% discount on the third child's tuition.

Tuition is due the **first school day of each month**. You may place your check in an envelope and put it inside of your child's folder. **Please put your child’s first and last name in the memo section of your check.** Checks should be made to King’s Kids. If paying with cash, please bring the correct amount, as we do not keep petty cash. You will be issued a receipt for your cash payment. **If tuition is not paid by the 10th of the month, there will be a $25.00 late fee added; *absence does not excuse late payment* UNLESS you have already discussed it with the director and worked something out.** There will also be a $30.00 fee for all returned checks. If you should have a returned check, you will be expected to pay cash to replace the check. You will also be required to pay tuition in cash for the remainder of the school year. Deposits are given to the church secretary and taken to the bank once a week. **Please allow 14 days to pass before you inquire as to whether your check has cleared or not.**

If you are experiencing financial difficulties, **please** come and talk to us. We will be glad to work with you on the tuition payments. **Non-payment could lead to termination of care**. Not communicating with us could cause unnecessary problems for both parties.

**If for any reason you need to withdraw your child from our program**, you must contact the Director and give a two week notice. You will be responsible for paying the full month’s tuition. Refer to the above paragraphs regarding tuition payment.

If at any time you have a question or concern, please feel free to email the Director.

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