

KINGSWAY PRESCHOOL POLICIES AND GUIDELINES

PHILOSOPHY

It is our goal at Kingsway Christian Preschool to partner with families to help shepherd the hearts of children, ages 3 - 5, in a high quality program for learning and nurturing in a Christ-centered environment. Our program is designed to create positive, developmentally appropriate experiences while nurturing healthy relationships by employing a loving, well-qualified staff and maintaining an inviting, well-equipped facility that fosters productive and meaningful parent involvement.

ACCIDENT PROCEDURES

All Preschool students are required to be potty trained before attending school, however, if an accident occurs, the preschool staff and school nurse will help the student change into clean clothes. If the accident warrants clothing beyond what we provide, the parents will be called to come and help the student. If the child has multiple accidents, they will not be considered potty trained and may be asked to sit out a semester before returning.

If the accident involves physical harm, the child will be taken to the school nurse, and if necessary, the parents will be contacted. You will always receive an email when your child has visited the nurse.

ALLERGIES

Please indicate if your child has allergies. All medicine and equipment (i.e. Epi pens) should be turned into the school nurse on or before the first day of school.

ASSESSMENT OF STUDENTS

Our teachers continually assess each student in our program to monitor their strengths, learning style, needs and interests. Teachers compile portfolios on each child and conduct developmental checklists to review your child's progress. Parents have the opportunity to contribute and give input on their child's assessment. Formal conferences occur twice per year but parents may request a conference at any time. The Brigance Assessment tool is administered twice a year as a baseline for growth. The results for that assessment are shared in the conference in October. All student assessments are confidential and are only

shared with the parents, pertinent staff, and support personnel in relation to the student.

ATTENDANCE

Regular attendance at school is important. If a child is ill, please fill out the attendance form online. Please do not send sick children to school. Children should be kept home for 72 hours after a fever or vomiting OR as the adjusted Covid protocol requires. When a student returns to school after illness, they will need to be cleared by the school nurse before entering the classroom.

BEHAVIOR

Preschool is a time to learn about how to behave in various situations with others. The key words for this time of life are “Grace” and “Redirection”! All children are expected to behave in a manner that is acceptable to our classroom standards. If a child behaves in an unacceptable manner, the child is encouraged, redirected or removed from the activity for a brief period. Physically or verbally hurting other children and/or faculty members is unacceptable. In the event that a child continues to be disruptive or harm others, the school reserves the right to dismiss that child from the program.

BIRTHDAYS

Please let the teacher know if you plan to send in snacks for your child’s birthday. While we prefer healthy snacks most of the time, you may bring cookies, donuts, or your child’s favorite snack when it is your child’s birthday. **NO CUPCAKES PLEASE!** They are too messy and end up on the floor or staining clothes. Unless you are inviting your child’s entire group, please plan to mail invitations. The school directory is on Renweb via the school website.

CLOSINGS AND DELAYS

If there is a cancellation due to weather, you will receive an automated text message from the school administrator. You can also check the local television and radio stations for cancellations. If there is a delay, half day students will not attend and the full day class will run 10:00 a.m.- 3:00 p.m.

CLOTHING

Every family should have received a dress code guide with their acceptance letter. School uniforms are required and include polos (any color), jeans, uniform style-

shorts and pants, cargo shorts and pants for boys, uniform style jumpers, plain sweaters and vests, polo dresses for girls, button-up uniform style shirts, socks or tights, closed toe shoes, and licensed Kingsway apparel. Please see the dress code guide for further information.

COMMUNICATION

We maintain a strong belief in the value of good and open communication. You will receive a monthly newsletter/calendar containing important dates and information pertaining to our programs. You will also receive a weekly email with specific information with regards to what is happening in the classroom. You will be invited to join SeeSaw to get updates and pictures of your child each day.

CONFERENCES

Conferences with your child's teacher are held twice during the school year. Dates will be included in the monthly calendar in October and January. At your conference, you will be shown some of your child's work and have a discussion about your child's progress. Between conferences, please feel free to contact the teacher whenever you have a special concern. We are always available to you and we want you and your child to have the best possible school experience.

CURRICULUM

The curriculum plan of the preschool department is written and designed to enable our team to implement and fulfill Indiana State standards for early childhood and kindergarten readiness. Units or themes are used as planning tools for the team and help enhance real-life experiences for the children. We believe that early learners learn best through play, hands on developmentally appropriate activities, and both guided and self exploration. We utilize centers, small and large group exploration, and individual and group play to see the following covered:

- Social/Emotional Skills
- Literacy and Language Development
- Listening Skills
- Visual Discrimination Skills
- Gross Motor Skills
- Manipulative and Fine Motor Skills
- Social Studies and Community
- Art

- Music
- Math
- STEM (Science, Technology, Engineering, and Math)
- Bible

DROP-OFF AND PICK-UP PROCEDURES

Students should be dropped off in the classroom between 7:45- 8:00 a.m. You will be greeted at the door, and you can give hugs and kisses good-bye. Pick up takes place from 11:20-11:30 a.m. for the morning class and 2:50-3:00 p.m. for the full day class at the handi-cap entrance on the Dan Jones side of the building. You will pull in off of Dan Jones and drive around the lot against the curb until you are at the overhang (handicap entrance). The teachers will walk your child to the car and help them get in on the passenger side. Please stay in your vehicle during this process to stay safe and keep traffic flowing.

Each family will receive a set of four car tags at orientation/assessment to display in the front window as you pick up your child. If you have arranged for someone else to pick up your child, please let the director know.

EXTENDED CARE

Kingsway offers supervision beginning at 6:45 a.m. in the morning in the cafeteria if you need a place for your child to go in the morning before school. The cost is \$5.00 per hour. *After the first hour*, the price is pro-rated every 30 minutes. After school care is provided until 6:00 p.m. at the same rate.

FIELD TRIPS

We take two fields trips each year and the cost for our students is included in their tuition. Information regarding the specifics of field trips are communicated in the monthly newsletter. **There will be no field trips first semester due to Covid restrictions.**

PARENT INVOLVEMENT

We love our parents! Beginning in September, families are invited to volunteer for recess duty, help in the classroom, and chaperone field trips and parties. As other specific needs arise, parents are always advised. The director will send out sign-up sheets toward the end of August. **Per Covid guidelines, volunteers will be limited first semester.**

SNACKS

Half day students will be responsible for providing one healthy snack each day and full time students should bring two. Fruits, vegetables, crackers, cheese, yogurt, and pretzels are examples of healthy snacks. No fruit snacks, cookies, or candy please.

Every student needs to supply their own labeled non-disposable water bottle each day (water only).

SUPPLIES

*****Full day students will need a small blanket and cuddly friend for rest time. Those items will be sent home every Friday to be washed in a draw string bag that we provide.**

Please bring the following the first day of school in a labeled supply box:

- 2 glue sticks
- 1 box 24 Crayola crayons
- 1 pair Fiskars blunt child sized scissors
- 1 box Crayola Classic Markers
- 1 box Crayola Colored Pencils already sharpened

The first day for PK4 is August 3rd and the first day for PK3 is August 4th!

**Our principles for preschool are founded on what God thinks about children and He is amazingly clear that He is unconditionally and wholeheartedly in love with them! He created them in His image and has a plan for each of their lives!
(Psalm 139)**

We believe we are most effective when we:

- 1.** Align ourselves with God's developmental design by recognizing that young children think, grow and learn in unique ways and plan for age-appropriate strategies and experiences that reach their hearts and minds.
- 2.** Communicate and collaborate effectively with families as we partner together to shepherd the hearts and minds of students. Parents are children's first and best teachers- they are invaluable!
- 3.** Model God's unconditional love and grace while upholding biblical Christian values. If we need grace on a daily basis, why wouldn't our kids need it too?
- 4.** Implement developmentally and age-appropriate researched practices based on how young children learn and grow. Children are not little adults. They have unique ways to learn and grow as they discover who God is creating them to be!
- 5.** Teach to the whole child: spiritual, social, emotional, physical, and cognitive. We are holistic beings created in the image of God and we learn best and are healthiest when our growth is encouraged and fostered in multiple ways and in multiple areas.
- 6.** Provide activities that include both teacher-guided instruction and child-initiated exploration. This includes large group, small group, centers, quiet time, recess, and opportunities for individual and collaborative experiences.
- 7.** Allow for play as a vital part of the young child's learning experience as they experience God's world, express themselves, learn to make friends, regulate behaviors, and foster imagination.

I have read this handbook and agree to adhere to these guidelines.

Parent Signature _____

Printed name _____

Name of Student _____

