

# Kansas City Christian Preschool



## Parent/Student Handbook

# **Kansas City Christian Preschool**

The preschool program at Kansas City Christian provides a safe and effective learning environment for students ages 3-5. Our program is designed to prepare students for their Kindergarten year, focusing on early phonemic awareness, number sense, and overall classroom readiness. We also emphasize social and emotional development through facilitated play and center learning. Preschool students will organically be incorporated into the overall school community through participation in activities such as chapels and a Christmas concert.

## **Line of Authority in case of emergency:**

1<sup>st</sup> Contact Person--Program Director: Susan Watterson

2<sup>nd</sup> Contact Person-- Administrator: Amy McGruder

3<sup>rd</sup> Contact Person--Lead Teachers: Suzanne Johnson & Stacey Russell

4<sup>th</sup> Contact Person—Assistant Teacher: Holly Gibson & Suzi Steele

Substitutes: TBD

We have an excellent staff who are well trained and educated to provide the best care possible to all our children. We maintain a 1:12 ratio in all classrooms. Each staff member is required to receive at least 16 hours of in-service training in early childhood each school year. They are also trained in Child Abuse and Head Trauma, Signs and Symptoms of illness, Child Development, and Pediatric First Aid and CPR. Our preschool teachers are degreed in early childhood education or a related field of education. KCC Lil' Panther's program does not discriminate on the basis of race, religion, national origin, ancestry, physical handicap or sex.

If you have questions about our preschool program please contact the Administrator, Amy McGruder, at 913-648-5227 Ext: 127 or [amegruder@mykccs.org](mailto:amegruder@mykccs.org)

## **Tentative Calendar**

First Day of School	August 23 <sup>rd</sup>
No school/In-service	September 24 <sup>th</sup>
AM Kindergarten Only	October 15 <sup>th</sup>
No school/P/T Conferences	October 27 <sup>th</sup> – October 29 <sup>th</sup>
Thanksgiving Break/No School	November 22-27 <sup>th</sup>
AM Kindergarten Only	December 17 <sup>th</sup>
Christmas Break/ No School	December 20 <sup>th</sup> - January 4 <sup>th</sup>
Preschool Resumes	January 5 <sup>th</sup>
No school/ MLK day	January 17 <sup>th</sup>
No School/ In-service	January 31 <sup>st</sup>
No school/ P/T Conferences	February 18 <sup>th</sup>
No school/ President's Day	February 21 <sup>st</sup>
AM Kindergarten Only	March 4 <sup>th</sup>
No school/ Spring Break	March 14 <sup>th</sup> -22 <sup>nd</sup>
No school/ Good Friday	April 15 <sup>th</sup>
No School/ In-service	April 18 <sup>th</sup>
Last day of school	May 20 <sup>th</sup>

# Tuition and Finances

There is an annual \$75 NON-REFUNDABLE registration fee due with the completed application.

## **2021-2022 Tuition**

Parents can pick morning, afternoon, or all day sessions. They can mix and match to fit their family's schedule. This is first come, first serve so reserve your spot now!

<b>Days</b>	<b>Times</b>	<b>Weekly Cost</b>
<b>1 morning session</b>	8:10-11:10 a.m.	\$23
<b>1 afternoon session</b>	12:30-3:30 p.m.	\$23
<b>All day session</b>	8:10- 3:30 p.m.	\$46
<b>2 mornings</b>	8:10-11:10 a.m.	\$46
<b>2 afternoons</b>	12:30-3:30 p.m.	\$46
<b>2 all day sessions</b>	8:10- 3:30 p.m.	\$92
<b>3 mornings</b>	8:10-11:10 a.m.	\$69
<b>3 afternoons</b>	12:30-3:30 p.m.	\$69
<b>3 all day sessions</b>	8:10- 3:30 p.m.	\$138
<b>4 mornings</b>	8:10-11:10 a.m.	\$92
<b>4 afternoons</b>	12:30-3:30 p.m.	\$92
<b>4 all day sessions</b>	8:10- 3:30 p.m.	\$184
<b>5 mornings</b>	8:10-11:10 a.m.	\$115
<b>5 afternoons</b>	12:30-3:30 p.m.	\$115
<b>5 all day sessions</b>	8:10- 3:30 p.m.	\$230

## **Enrollment**

Enrollment is open year-round and is on a first come, first served basis. Children will be accepted regardless of race, creed, religion, sex, color, physical handicap, or national origin. Please view our website <https://kcchristianschool.org/preschool-admission/> for information regarding enrollment. Families may choose two payment options: one annual payment or monthly installments through your FACTS account.

## **Financial Policy**

- Registration fees are due at the time of enrollment and are non-refundable.
- Monthly tuition, if not paid in full, is due the first week of the month through automatic withdraws from your FACTS account.

## **Dismissal Policy**

We will make every effort to meet the needs of all children and will work with parents to meet the individual needs of each child. However, families may be asked to withdraw from the preschool at any time due to the following reasons:

- A family falls behind on payments and make no effort to arrange a payment plan with the director.
- Inability of the child or parent to adjust to our program.
- A child endangers the safety of other children or staff members.
- Inappropriate or unacceptable behavior towards staff or children.
- Any other reason the Director or Assistant Director decides warrants a dismissal.

## **Personal Records**

- Kansas Department of Health and Environment requires that the following forms be kept on file and current:
  - Health form that includes current immunization
  - Authorization for Emergency Medical Care
- Forms must be completed and turned in on or before the first day of school. Children will be excluded from the school until completed forms are on file.
- All information regarding a child and his/her family shall be handled in a confidential manner.

## **Withdraw Policy**

- Parents must give the Director 30 days' written notice when a child is reducing the number of days in attendance or when withdrawing.
- Parents are responsible for payment during that time period.
- If the Director requests the withdraw of a child, all applicable fees for that month will continue.

## **COVID Policy**

- If your child is quarantined due to COVID you are still responsible for the cost of tuition that month.
- There will be no refunds given due to COVID quarantines or COVID related absences
- If you need to withdraw due to COVID you will need to provide the Director, Susan Watterson, with 30 days' written notice (as per our withdraw policy)

# **Preschool Logistics**

## **Arrival & Dismissal**

### **Morning Sessions**

Arrival: Parents will need to park and walk their preschool child into the building using the preschool entrance and check in with the teacher. Morning session begins at 8:10 am.

Dismissal: Parents will need to park and walk into the building using the preschool entrance/exit to pick up their child. Parents will check the student out with the teacher. Dismissal for the morning session is 11:10 am.

After Care: Parents who are picking up both Kindergarten half day and a preschool student may opt to pick the student up at 11:50 with Kindergarten. Preschool students staying past the 11:10 dismissal time will join the all-day students but will not eat lunch.

### **Afternoon Sessions**

Arrival: Students enrolled in our afternoon sessions may be dropped off between 12:25-12:30 pm. Parents will park in an available parking spot and walk their child into the classroom using the preschool entrance.

Dismissal: Parents will need to park and walk into the building using the preschool entrance/exit to pick up their child. Parents will check the student out with the teacher. Dismissal for the afternoon session is 3:30 pm. Parents who are picking up an older sibling should plan to enter the dismissal line around 3:25 pm. Please pick up the older siblings first, then park and walk to the entrance/exit to pick up your preschool sibling. Parents MUST pick up their preschool child, siblings are NOT allowed to pick up the preschool sibling.

### **All Day Sessions**

Arrival: Parents will need to park and walk their preschool child into the building using the preschool entrance and check in with the teacher. Morning session begins at 8:10 a.m.

Dismissal: Parents will need to park and walk into the building using the preschool entrance/exit to pick up their child. Parents will check the student out with the teacher. Dismissal for the all-day session is 3:30 pm. Parents who are picking up an older sibling should plan to enter the dismissal line around 3:25 pm. Please pick up the older siblings first, then park and walk to the entrance/exit to pick up your preschool child. Parents MUST pick up their preschool child, siblings are NOT allowed to pick up the preschool sibling.

### **Late Pick-up**

Pick up that occurs after 3:45 p.m. will be charged \$1 per minute with no cap. If a child has not been picked up and the program is closing, the director or another staff member will make all attempts possible to contact the parents and all persons on the authorized pick up list. If no person can be reached and no one has shown up within 30 minutes, or a reasonable amount of time, your child will be kept safe while the person in charge calls DCF and/or the police to come pick up the child. You will be notified by a staff member, someone from DCF, or a police officer that your child is no longer in the custody of KCC. Please pick your child up on time.

## **Authorized Pick-up**

- Under the laws of the state of Kansas, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the other parent on the authorized list, must file an official court document. Absent that document, the program may release the child to either parent, provided that parent adequately documents his/her paternity/maternity of the child.
- If someone other than the child's parent/guardian is picking up, the school must have written authorization including the date, their person's first and last names, phone number, and address. Photo identification (driver's license) will be checked before a child is released to anyone the teacher is not able to identify. You should have a list of these authorized persons on RenWeb.
- Persons on the authorized list must be at least 16 years of age and able to supply documentation of their identity. Children will not be released to siblings unless they meet this requirement.

## **Cancellation of School**

We will follow the decision of the Shawnee Mission School District regarding when school is to be cancelled for snow or inclement weather. We do not close for cold weather days but may follow our late arrival policy. Details for any closing will be sent via our text messaging system, Facebook, twitter, KCC App, and our website. There is no reduction in tuition for any closures.

## **Discipline Policy and Biting**

An essential component of the student's total education is related to behavior. Since character training is a goal, conduct and behavior of all students is important. The desire of the preschool director and teacher is to make sure that a student's experience at our school is one where learning takes place and the students are protected. Our goal is to discipline students to reach restoration with their peers and teacher. We are training the students to love God with their whole heart, soul, and mind and love their neighbor as themselves. When/If a behavior problem becomes evident we will focus on redemption rather than a punitive system.

- Logical and clear limits will be set for students so all students know and understand the expectations
- Positive reinforcement will be used so students understand what they may do, rather than focusing on the negatives
- Harmful and destructive behavior will not be tolerated and parents may be asked to pick their child up and take them home. If serious enough, removal from the preschool may be warranted.
- Punishment or harm will never be used as a form of discipline
- Redirection will be the first form of discipline used and if needed, logical consequences will be used as a guide

## **Biting**

We recognize biting is not a normal occurrence and may be caused by a variety of factors. The safety of our students is our primary concern so if biting does occur, we will take the following steps to ensure the safety of the other students.

- Say to the child, “no, we do not bite” in a firm but kind voice.
- The bitten child will be comforted and the biter will be redirected to another activity.
- The bite will be assessed, cleaned with soap and water and bandaged if necessary.
- If the bitten child calms and returns to playing, then both parents will be notified at the end of the day. The identity of each child will remain anonymous.
- If the bitten child’s skin is broken, we will notify the parents immediately.
- A Behavior report will be filled out for the biter and an Accident report will be filled out for the bitten child.

If biting incidents continue to occur:

- If biting continues a meeting will be called with the Lead teacher and the parents of the biter. The purpose of the meeting is to discuss possible reasons for the biting and to strategize possible solutions.
- If the biting persists the child may be asked to stay at home for a period of time to work on the problem. If upon returning, the biting continues, the child may be asked to leave for a longer period or to not return for the remainder of the school year.

### **Field Trips/Specials**

- On-site field trips will be planned for preschool classes in order to enhance the curriculum (including nature walks...etc). You will be informed of all details regarding each field trip before it takes place.

### **Potty-Training Policy**

- Children 3-5 years old MUST be reliably potty-trained and able to tend to their own personal hygiene needs in the restroom. This requires that students are wearing cotton underpants, not pull-ups.

### **Recess**

- All students enrolled in the morning, afternoon, or all-day sessions will be given a recess of 30 minutes during each session. Students will self-select areas on the playground they wish to explore. During this time students are exercising their gross motor skills by running, jumping, hopping, climbing, crawling, sliding, balancing, and more.
- Water bottles, that are brought to school daily, will be placed in a container and brought outside so students will have access to water at all times.
- Outside play will adhere to the “Child Care Weather Watch” chart for safety
- Teachers will carry walkie-talkies with them to recess in case there is an emergency. The Front Office Staff, Director, and Administrator will be readily available in case of an emergency.

## Preschool Daily Routine (General)

7:50-8:00	Arrival Routine	Students enter the classroom and choose how they would like to be greeted. Then, they put away their belongings, find their name card to sign-in, and choose an activity.
8:00-8:15	Morning Tubs	Students self-select a tub. The tubs include hands-on activities such as puzzles, play dough, Lego Duplo, Potato Heads, and more. They may work with a friend if they choose.
8:15-8:25	Circle Time	Students will engage in a read-aloud, music and movement using songs and rhymes. Students will also review the calendar and daily schedule.
8:25-9:25	Literacy Centers	Students will self-select areas in the classroom they wish to explore. Literacy centers include art, dramatic play, listening, alphabet, reading, storytelling, and writing. The teacher will work with small groups on specific literacy skills during this time.
9:30-10:00	Recess	Students will self-select areas on the playground that they wish to explore. During this time students are exercising their gross motor skills by running, jumping, hopping, climbing, crawling, sliding, balancing, and more.
10:00-10:15	Snack	Provided by KCC
10:15-10:50	Math	Students will engaged in a read-aloud, followed by independent practice (small groups). During independent practice students will use manipulatives such as cubes, counters, etc. to practice the math skill exemplified in the read-aloud. The teacher may work with small groups on specific math skills during this time.
10:50-11:00	Closing Circle/clean-up for lunch	AM students will have a closing circle and begin gathering their personal belongings to head home. All day students will use the restroom and wash hands to prepare for lunch.
11:00-11:30	Lunch	Provided by parents and eaten in the classroom
11:30-12:30	Nap/Rest Time	Students will sleep on cots provided by KCC with sheets provided by the parents.
12:30-12:45	Clean up from nap/Morning Tubs	Afternoon students will begin arriving at 12:30 so as morning students clean up, afternoon students will be allowed to play with "morning tubs"
12:45-1:00	Circle Time	Students will engage in a read-aloud, music and movement using songs and rhymes. Students will also review the calendar and daily schedule.
1:00-2:00	Literacy Centers/Writing	Students will self-select areas in the classroom they wish to explore. Literacy centers include art, dramatic play, listening, alphabet, reading, storytelling, and writing. The teacher will work with small groups on specific literacy skills during this time. Students from the AM group will focus on writing. In the beginning of the year this may look like scribbling but will gradually progress to pictures and eventually letter like symbols that carry meaning
2:00-2:30	Recess	Students will self-select areas on the playground that they wish to explore. During this time students are exercising their gross motor skills by running, jumping, hopping, climbing, crawling, sliding, balancing, and more.
2:30-2:45	Snack	Provided by KCC
2:45-3:15	Centers/Math	All day students will explore their creativity through center time, focusing on math related centers. PM students will work in a small group with the teachers to practice a math related skill.
3:15-3:30	Closing Circle	Students will gather together to close out the day and will begin gathering their personal belongings for dismissal.



# **Communication**

## **Parent Communication**

Our goal is to have open and constructive feedback with parents. Communication may be in the form of written notes, emails, and/or person to person. Parents should also check their child's backpack daily for any news or notes from the teacher and/or director.

## **Social Media**

- Pictures of your students will be shared on your class Facebook page, through email, and will be loaded on our KCC App. The pictures will only be available for viewing by currently enrolled families.
- We do have a KCC website and will update pictures periodically but your child's photo will only be shared if we have written permission on file.
- Please only post pictures of your child on your social media pages.

## **Emergencies**

In the event of an emergency, parents will be notified immediately using the information provided on RenWeb. Parents are responsible to keep this information current by notifying the classroom teacher as well as the Assistant Director of any changes that occur throughout the year.

## **Safety Plans**

- Fire, Tornado, and Intruder procedures are posted in each classroom and practiced with staff and the children. Fire drills are conducted four times per calendar year, Tornado drills are conducted in the fall and spring, and Intruder drills are conducted 2-3 times per calendar year.
- Fire Exits: Students will use the entrance/exit to the classroom as the main exit during a fire. Students will exit the building, walk west towards the soccer field and stand in a designated area on the soccer field. The soccer field is the furthest point from the school building while still on school property.
- Tornado Exits: Students will use the west exit in the classroom and will walk up the stairs, down the elementary hallway, and then down the stairs to the tornado shelter. Preschool students will have a designated space to sit while in the basement.
- Intruder: The Police Department in Prairie Village has asked that we practice and implement a shelter/hide in place for all intruders. There is not a safe place for students to scatter and run so we practice hiding in the classroom. Students in the preschool classroom will hide in one of the closets with their teacher.
- Missing child: Attendance will be taken when students exit for recess and return back in to the classroom, but in the event of a missing child, local authorities and parents will be notified immediately and quick action will take place to locate the missing child. KCC Preschool will operate in the same building as Kansas City Christian School so all available staff will be called upon to find the missing child.
- Severe Weather Protocol: In the event of severe weather, not related to Tornados, KCC Preschool will follow all guidelines as outlined by local meteorologists, and local authorities. Parents would be able to pick their child up early from preschool if they felt the weather was

too dangerous to stay. If the preschool was required to close early due to severe weather, all parents would be contacted and an adult would stay until all students had been safely picked up.

- Utility Failure: if KCC Preschool experienced utility failure and we deemed it necessary to dismiss students early, students would be taken to a safe location on the campus (ie. a separate classroom, or soccer field away from the building) and all parents would be contacted to pick their child up early.
- In the case of an emergency that would require students and staff to be transported away from the school, children may be transported without the use of safety seats. This will only be done as a last resort and in the best interest of the child's safety.
- You will be contacted if one of these plans has had to be put into place and notified of a safe place to pick up your child.

### **Covid-19 Safety Plan → Please see additional attachment for more information**

- KCC Preschool will try to maintain social distancing protocols as laid out by the CDC as best as possible. This would include limiting the number of students on the playground at one time, spreading cots out during nap time, and limiting the number of student participating in a small group.
- KCC Preschool will limit the number of shared items and if unavoidable, all shared items will be sanitized in between student use.
- Parents are not permitted to enter the classroom when they drop-off students but will need to check in with the teacher at the door and allow their child to walk in by themselves.
- Upon entering the classroom, the following will occur for all students:
  - Temperature will be taken of all students entering the classroom. Students with temperatures above 100.4 will not be permitted to enter the classroom.
  - Teachers will ask parents a short screening question. If “yes” to any of the questions, students will not be permitted to enter the classroom.
  - Students will immediately use hand sanitizer or wash their hands with soap and water before being allowed to touch any classroom items.
- If a child or direct staff member has a confirmed case of Covid-19 the entire staff and preschool will be dismissed 2-10 days as recommended by the CDC. The JOCO Health Department will let KCC Preschool know at the time of a confirmed case how long we will need to close. During the closure we will bring in a maintenance team to clean and disinfect all surfaces.
- If the local Health department recommend an extended closure, we will let parents know as soon as possible how long we anticipate the closure to be.
- Staff will be required to wear masks but preschool students are NOT required to wear masks. As a parent if you decide you would like your child to wear a mask that is allowed.

# **Nutrition**

## **Milk Policy**

- At the beginning of the year parents will be required to state their milk preference for their child. Forms must be filled out and returned to the school on or before the first day of school. Milk will be offered as an option at snack time but is required by Kansas State law at lunch for those students staying all day.
- Parents are allowed to “opt out” and will be placed on our “no milk” list.
- We serve 2% milk and are contracted with a milk company so students receive individual cartons of milk (single-serve size).

## **Snacks**

- Morning and afternoon snacks will be provided by KCC Preschool and will include at least two of the following:
  - Milk, milk product or food made with milk
  - Fruit, vegetable, or full-strength fruit or vegetable juice
  - Bread, bread product, or cereal
- Parents are required to send a water bottle for the student to use in the classroom as well as when the students are outdoors.
- Food allergies or special dietary needs must be reported to staff and a list of alternative foods is recommended. The preferences of families with specific diets cannot be accommodated by the school and all food products should be sent from home.
- Birthday treats may be brought to school but should be nut-free. Birthday treats should be prearranged with the teacher and do not replace the snacks in the classroom unless they follow the above guidelines.

## **Lunches**

- Lunches are provided by the parent and should be brought to school in an insulated lunch container with an ice pack as necessary.
- Lunches will need to include a sufficient quantity of one item from each of the following:
  - Protein: (meat, poultry, fish, egg, cheese, cooked, dried peas or beans)
  - Two vegetables, two fruits, or one vegetable and one fruit
  - Grains: bread, bread product or cereal, preferably whole grain
  - Milk will be provided daily by the school with lunch
- An individual water bottle shall be provided by the parent each day.
- Only milk or water are recommended for daily fluid consumption. KCC will provide milk to students during lunch time.
- Sugar-sweetened beverages will not be served to children.
- We discourage high fat, high sugar, and high salt foods.

## **Water Bottles**

- Students are REQUIRED to bring a water bottle with them each day so they have clean water in the classroom and while at recess.
- Parents are required to wash/clean/sanitize water bottles each evening, returning the water bottle the following morning clean and ready to go.

# **Health**

## **Allergies**

- We are a nut aware campus so please refrain from sending any snacks, lunches, or birthday treats that contain nuts or nut products.
- Please keep us updated on any changes to your child's health or diet throughout the year.

## **Medications**

- Staff members will not administer medication at school such as Tylenol or Ibuprofen. Exceptions to this would be a medication necessary for the child's immediate health concern, such as an inhaler, EpiPen, or antibiotic.
- All medications, whether prescription or over the counter, must be accompanied by a signed release form from the parent.
- All medications must be in their original packaging, and prescriptions must have a pharmacy label.

## **Attendance**

- Our day begins at 8:10 and 12:30 so please make every effort to arrive on time.
- Early pick-up can be disruptive to the classroom so we ask that you avoid early pick-up if at all possible.
- Please email the teacher and administrator if you are planning to take your child out of class early.
- Call the school at 913-648-5227 if your child is going to be absent
- We appreciate knowing about any planned or unplanned absences and request that you let the teacher and administrator know as soon as possible.

## **Illness**

- Parents will be contacted immediately should their child become sick while at school. The child shall be placed in a quiet space inside the preschool classroom and placed under the supervision of an appropriate staff member until the parents arrive.
- Parents should notify the preschool teacher immediately if the child is diagnosed with a communicable disease so that parents of exposed children may, in turn, be alerted.
- See the chart below for details on when to come to school and when to stay home.

## **Injury**

- Some bumps and bruises are part of childhood, but our staff will work hard to keep your child safe.
- All of our staff are CPR and First Aid certified
- If your child sustains an injury at our center, the staff will remain with the child while we contact you. We will keep the child calm and will call 911 if necessary. We will also fill out an "Accident Report" and will file that for insurance purposes.

**A child should not be sent to preschool if he/she has any of the following symptoms:**

## I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, Itching, and/or "crusty" drainage from eye.	Hospital stay and/or ER Visit

## I AM READY TO GO BACK TO SCHOOL WHEN I AM....

Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash itching, or or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Evaluated by my doctor and have note to return to school	Released by my medical provider to return to school.
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## Other Details

### Birthday

- We understand birthdays are a special time, and something to be celebrated. We ask that you coordinate birthday treats with the teacher PRIOR to the celebrated day.
- Birthday treats may be brought to school but cannot replace the snack for the day unless it meets the snack requirements.
- If your child's birthday falls on a day when the preschool is not in session, please coordinate with the teacher to celebrate your child's half birthday.

### Clothing

- Children should be dressed in comfortable clothing that is easy for them to navigate. We will be using a variety of resources in the classroom and while we will do our best to make sure clothing is not stained, KCC Preschool is not responsible for damaged clothing or clothing left with marks.
- Children will play outdoors, weather permitting, so please be sure to dress students appropriately for the weather. If students are not dressed appropriately, they will not be permitted to play outdoors.
- All belongings should be marked with the child's name.
- Appropriate shoes should also be worn. **Closed toe and heel shoes with straps or laces to help keep them on your child's feet are required.** No sandals, flip-flops, or dress shoes are permitted.
- An extra change of clothes should be in your child's bag/backpack at all times.
  - If no extra change of clothes are provided we will provide an extra set of clothes for the child to change in to. If your child is sent home with a KCC Preschool set of clothing, please wash, dry and return them to the teacher within 1 week of using them.

### Napping Policy:

- Students who stay longer than 4 hours are required to have a quiet/rest time
- A cot will be provided for students, however parents will be required to supply a CLEAN sheet and blanket. Sheets and blankets will be sent home at the end of the week and will be required to be returned CLEAN the following Monday. Sheets and blankets should be returned to school in a large Ziploc bag each Monday.
- Students are not required to fall asleep but they will be required to stay on their cot and sit, lay down, nap, play quietly with toys/stuffed animals, or games.

### Pet Policy

- Due to student allergies we ask that you do not bring pets to school.

### Weather Policy

- Children will be provided with an opportunity for outdoor play daily, weather permitting.
- The Child Care Weather Watch chart will be used in helping to determine inappropriate times to be outdoors. Generally if the temperature or heat index is 100 degrees or above or

temperature and/or wind chill is below 32 degrees students will not be allowed to play outdoors.

- An indoor play room is available when unable to go outside.
- Children will participate in structured and unstructured play time during their preschool session. All children are encouraged to participate.

### **Supplies Check-list**

- 1-2 extra changes of clothing in child's backpack
- Refillable water bottle
- 1 clean sheet and blanket in a large Ziploc bag if staying for afternoon
- 1 toothbrush and 1 bottle of toothpaste stored in a Ziploc bag if staying for afternoon
- Daily lunch if staying for afternoon

### **Required Forms to be turned in PRIOR to the start of school:**

- Milk Form
- Authorization for Emergency Medical Care (does NOT need to be notarized)
- Child Medical Record Immunization History & Health Assessment
- Short Term Medication Authorization (if applicable)
- Long Term Medication Authorization (if applicable)
- Handbook Policy Agreement (located on page 16 of this document)

## **Parent Handbook and Policy Agreement**

Please read the Parent Handbook and Policy Agreement prior to the first day of preschool. Please sign below and return this form to your child's teacher or the Assistant Director.

I/We have read the Parent Handbook and understand and agree to the content as stated.

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Child's Name

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Signature of Parent/Legal Guardian

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Date

---

Signature of Parent/Legal Guardian

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Date