

THE
KING'S 
ACADEMY
Preschool

Parent Policy Handbook

2016 - 2017

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THE KING'S ACADEMY



Preschool

Dear Parents,

It is an honor to welcome your family to The King's Academy! We are very excited about the upcoming preschool year and the opportunity to serve you during these formative years of your child's growth and development. Thank you for choosing our preschool and entrusting us with the care of your precious little ones. This is indeed a privilege we do not take lightly! It is the desire of our hearts to provide the very best in early Christian education. The King's Academy Preschool wants your child to have a positive first time school experience. We are confident that our preschool will provide a loving, happy Christian environment where children can learn, grow, make friends, and have fun.

We strongly believe in the importance of the family and home. Our desire is to partner with you in the care and education of your child. The key to the success of that partnership is good communication. The King's Academy Preschool Parent Policy Handbook is available to view on our web site at www.TKAP.net. The purpose of our handbook is to bring clarity to issues that occur throughout the year. However, like any handbook, it is unable to cover all of the possible questions that could develop. Please feel free to contact me if you need assistance beyond what this handbook provides. Policies change from time to time, and these changes may alter the information contained in this document. You will be notified, in writing, of any significant changes that may occur.

Again, thank you for enrolling your child in our preschool. You and your child are important to us, and we look forward to serving you.

In His service,

Vickie Farmer
Preschool Coordinator

INTRODUCTION

Mission Statement

The King's Academy Preschool was established to serve the needs of our families by providing a loving, nurturing, Christ-centered environment of discovery and learning for preschoolers. In our center, children will be treated as precious creations of God, each with unique talents, interests, and needs. The King's Academy Preschool supports parents as the primary educators of their children. Our wish is to form a partnership with parents to provide a strong spiritual foundation as we endeavor to "train up a child in the way he should go" (Proverbs 22:6).

Philosophy

The King's Academy Preschool (TKAP) is an extension of The King's Academy (TKA) school program and, therefore, adheres to the same beliefs, mission, and philosophy as the school. The Foundations of TKA are available in their entirety on our website (www.TKA.net). Our objective is to serve entire school families by providing younger children with the same level of educational excellence afforded our existing student body.

Accreditation

The King's Academy is accredited by the Southern Association of Colleges and Schools (SACS), the Association of Christian Schools International (ACSI), and the Florida Association of Christian Colleges and Schools (FACCS). The King's Academy is a member of Christian Schools of Palm Beach County.

TKAP is regularly inspected by the Florida Department of Health as well as county and state fire and safety inspectors. TKAP abides by all rules and regulations relating to the health, safety, and well-being of the children in our care.

All TKAP employees meet or exceed the approved standards for education and experience set forth by the State of Florida and Palm Beach County. All faculty members are required to be CPR/ First Aid certified and to pursue professional growth by means of continued course work, in-service training, and seminars.

Preschool Admission

Non-Discrimination Statement:

The King's Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in

administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

Children are conditionally accepted to The King’s Academy Preschool subject to a trial period (normally during the first month of attendance) to establish their capacity to benefit from the particular program. The preschool administration reserves the right to make adjustments and recommendations that would best serve the interests of all the children. Parents must abide and agree with the rules and regulations of The King’s Academy Preschool.

Children must be 12 months old and walking before entry into our Toddler program, available at First Baptist Church of Royal Palm Beach only. Children must be 2 years old before entry into preschool at our other locations.

Children who are 4 years old by September 1st are eligible for entry into either the PS4 program at TKAP Palm Beach Gardens, TKAP Greenacres, TKAP Loxahatchee or Pre-K on main campus.

TKAP Fees

Registration Fee:	Supply Fee:	Book Fee (PS 4 only):
\$200.00 per family	\$100.00 per student	\$125.00 per student

Tuition Fees:

The King’s Academy Preschool tuition is billed on a per month basis over a 12 month period. This amount is based on a start date of September 1st. These amounts are not discounted and are non-refundable.

School Hours are from 7:00 a.m. to 6:00 p.m.

A late fee is incurred at **\$3.00 per minute after 12:30 p.m. for half day students and 6:00 p.m. for full day students** and is payable upon pick up of the child.

Payments are due the 1st of each month. A late charge of \$25.00 is automatically added to accounts when payments are received after the 5th of each month. If the bill remains unpaid by the 10th of the month, your child will not be permitted to attend until tuition is paid in full. A \$25.00 fee will be charged to your account for any returned checks. After two returned checks, all monies paid to the school must be in cash, certified check or money order.

Preschool Hours of Operation

TKAP will be open between the hours of 7:00 a.m. and 6:00 p.m. five (5) days a week, twelve (12) months of the year with the following exceptions which are included in the tuition. Two, three, and five day programs are offered on a limited enrollment basis as is a half day program which operates from 7:00 a.m. until 12:30 p.m. **Four year-old students must arrive by 8:30 a.m. One year-old to 3 year-old students must arrive by 9:00 a.m.**

A late fee of \$3.00 per minute is incurred immediately after contracted pick-up time. Continued violations could lead to expulsion from the preschool.

Preschool Closings

Independence Day Holiday	Martin Luther King, Jr. Holiday
Labor Day Holiday	Fall Break
Presidents' Day Holiday	Spring Break
Thanksgiving Holidays	Easter Holidays
Christmas & New Year's Holidays	Memorial Day Holiday
In-Service Preschool Preparation Days	Professional Development Days

(Please consult The King's Academy Preschool 2016-2017 Calendar.)

If the holiday falls on a Thursday, the preschool will be closed Friday as well. If the holiday falls on a Saturday, the preschool will be closed the previous Friday. If the holiday falls on a Sunday, the preschool will be closed the following Monday.

Palm Beach County regulations require parents to sign their child in and out each day using first and last names and recording the time.

Preschool Discipline Policy

Discipline is a vital component to the learning process of a child. Gentle discipline is neither permissive nor punitive, rather a means of teaching, guiding, and training. When boundaries and expectations are clearly defined, children feel secure. By setting rules and clearly communicating expectations, misbehaviors can be avoided and children can develop self-discipline and self-control. At TKAP, children will receive gentle, loving, and Biblically modeled discipline. Discipline will be administered with an appropriate mixture of kindness and firmness in a manner that respects their feelings and their developmental, emotional, and daily needs. Children will be reminded of the rules, redirected, separated from the problem situation, or sometimes given a brief time-out in a time out chair.

Time-out is the removal of a child, for a short period of time, from a situation in which the child is misbehaving and has not responded to other discipline techniques. The space is usually a chair and is located away from the classroom activity but within the teacher's sight. During the time-out the child has a chance to think about the misbehavior which led to their removal from the group. After a brief interval, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children.

A detailed copy of TKAP's Discipline Policy will be provided to you for your review and signature.

Preschool Educational Goals

At TKAP, our goal is to create a Christ-centered atmosphere of love, respect, trust and safety where children will strive to achieve their maximum potential under God. We endeavor to minister to the "total" child. This instruction encompasses the spiritual, mental, intellectual, physical, social, and emotional areas of child development. These areas are inseparable; therefore, the truth of God's word will be incorporated throughout the entire curriculum.

Curriculum

TKAP curriculum is based on the belief that children learn through play. Play is their work. It is through play, art, music, and our hands-on approach that language arts, math, and science are introduced. Our developmentally appropriate curriculum is customized to meet each child's individual needs: socially, emotionally, physically, cognitively, and spiritually. TKAP daily practices provide consistency while incorporating emergent curriculum which stimulates each child's unique interests, curiosity, and sense of discovery.

We use A Beka curriculum as well as:

- Monthly themes
- Discovery learning centers
- Bible stories, pledges, songs and devotions
- Art, science, home, building, pretend play, writing and music centers
- Simple math and phonics skills
- Large and fine motor skills and manipulative development
- Interactive play and movement
- Behavior and manners teaching
- Godly character traits and values
- Simple scripture memory
- Letters, shapes, colors, numbers and opposites
- Weekly chapel with music and movement
- Weekly lesson plans

Supervised playground time is provided both in the morning and in the afternoon, weather permitting. Outdoor play promotes healthy growth and development and creative social interaction.

Preschool chapels are held weekly. Specials vary by location.

Individualized age appropriate curriculum outlines are available from the preschool office upon request. Newsletters will be sent home monthly.

Health Policy

Children with obvious signs of illness should not be brought to preschool. In general, a child who is not able to fully participate in all daily activities is not well enough to attend preschool. A child who is not in good health (by decision of TKAP staff) must return home. If a child becomes ill during the preschool day, a parent will be called immediately and the child will be isolated from the other children. It is the responsibility of the parent to come **immediately** or secure alternate childcare. Children who have shown signs of illness **within the previous 24 hour period** will not be admitted back into the preschool.

For the protection of all children and preschool staff, no child will be permitted to attend preschool if any of the following symptoms are exhibited:

- Vomiting or diarrhea (within a 24 hour period)
- Fever (temperature of 100 degrees Fahrenheit or higher within a 24 hour period without fever reducers)
- Acute cold
- Yellow or green discharge from the nose (without medical consultation)
- Rash or Impetigo
- Deep hacking or uncontrollable cough
- Head lice (nits or bugs)
- Chicken Pox or any other contagious diseases
- Uncovered open sores

Parents are required to notify the preschool whenever a child or family member has been exposed to a communicable/infectious disease so that all TKAP families can be alerted.

TKAP staff will document every injury to children. Parents will be notified of accidents or incidents immediately or on the same day. The TKAP Accident/Incident Report completed by staff must be signed by a parent and returned within 48 hours.

In the event of a serious injury or other medical emergency, parents will be notified immediately. The child will be transported to the nearest hospital by emergency services, if necessary.

Medication

It is the responsibility of the parent to inform TKAP staff whenever a child has been given any prescription or non-prescription medications before coming to preschool. The child can then be observed for any adverse reactions to the medication, including changes in behavior.

TKAP staff is allowed to administer prescription medications only if the following requirements are met:

- A TKAP medication release form must be signed by the parent, stating the name of the child, the name of the prescription medication and the dosage and times the medication is to be given.
- Prescription medications must be brought to the preschool in the original prescription container with the child's name, date, pediatrician's name, instructions and pharmacy phone number.
- TKAP staff will not administer the first dose of any medication.
- Nebulizer treatments must be administered by the parent when possible. TKAP staff will administer treatments only if the treatment is absolutely necessary and a parent is unable to come.

ADDITIONAL GENERAL INFORMATION

Attendance

Each day in preschool is a unique learning experience that cannot be recaptured. Attendance is compulsory unless unavoidable. Excessive absences may result in your child not being able to adjust to their teacher, peers, or to the classroom routine. It may also result in poor academic achievement. If there are excessive absences, a parent-teacher-director conference will be called. Students must arrive by 9:00 a.m.

Birthdays

Birthdays are a special occasion for young children and worthy of celebration. Parents are encouraged to send in fruit, doughnuts or cookies for their child to share with their classmates during snack time. No cakes or cupcakes are allowed. Please notify the teacher in advance if you would like to send in special treats. Goodie bags or any other party favors are not permitted. Party invitations will only be distributed if every child, or every child of the same gender, in the class is included.

Class Parties

All parties at TKAP will be Christ oriented. Class parties will be held for major holidays such as Thanksgiving, Christmas, Valentine's Day, and Easter. TKAP does not celebrate Halloween.

Instead, we will celebrate the Lord of the harvest with a Pumpkin Party. Parents will be asked to help with party supplies and refreshments whenever possible.

Clothing

Children should wear washable play clothes that they can easily manipulate with little or no assistance. Appropriate footwear is required. Shoes must be rubber soled. Socks must be worn at all times. For safety reasons, necklaces, bracelets, watches, belts, sandals, open-toed shoes, and boots are not permitted. Children should be dressed in comfortable loose fitting, elastic waist bottoms, especially during the potty training process. Buttons, clasps and snaps should be avoided.

All children are required to have one complete change of clothing in case of accidents. During toilet training, two sets of clothing are required. Label all items and place in a zip lock plastic bag with the name of the child clearly written on the outside. Parents must supply disposable diapers to be used at naptime, if necessary.

Pull-Ups (with Velcro sides) are only allowed at the request of the teacher.

Daily Schedule

The following is a general daily schedule. Each class has an individually detailed schedule to allow for more efficient use of the playground and classroom. All schedules are subject to change.

- 7:00 a.m. Welcome! Open Centers with teacher involvement
- 8:30 a.m. Class Learning Activities (playground, snack, weekly chapel included)
- 12:30 a.m. Morning dismissal
- 11:35 a.m. Lunch and Playtime (indoor, outdoor)
- 12:30 a.m. Nap
- 2:30 p.m. Open Learning Activities (snack, playground included)
- 5:00 p.m. Open Centers with teacher involvement
- 6:00 p.m. Preschool closed

Drop Off and Pick Up Regulations

Arrival time is flexible according to the need of the family. Children can be accepted at 7:00 a.m. each day. PS4 students should arrive no later than 8:30 a.m. and all others should arrive no later than 9:00 a.m. to receive the full advantage of the academics and activities planned for the day. For the safety of the children, please remain outside the classroom when dropping off or picking up. The teacher will greet you at the door.

Parents/guardians must make certain that the director has a complete list with the names and telephone numbers of those designated to pick up your child. Only authorized persons over 16 years old will be permitted to pick up children from the program. Until the staff can identify persons permitted to pick up children from the preschool, proper identification will be required of all individuals.

Emergency Response Procedures

In the event of a preschool emergency or unexpected preschool closing, TKAP utilizes all available means of communication to keep parents informed. One of the primary means of communicating information to parents quickly is through the AlertNow Message System. This calling system sends a recorded message to all parents' home phones and cell phones within 10 minutes of a call launch. In addition, TKAP utilizes local media as well as its website (www.TKA.net) and TKA-ENews emails when appropriate.

TKAP normally follows the same decision made by the Palm Beach County School Board and Palm Beach County offices. If radio and television broadcasts announce that Palm Beach County Schools are closing due to severe weather, then this announcement also applies to TKAP. Parents should contact the preschool first and then make immediate arrangements for pick-up. TKAP reserves the right to make its own scheduling decisions within reasonable safety boundaries and local authority approval. When this occurs, TKAP staff will call parents with the date and time of TKAP reopening.

In cases of emergency, the preschool Director may need to make judgment calls under pressure. In case communications are disrupted during an emergency, all staff members are trained and prepared to exercise their own judgment and initiative to protect the preschool students and themselves.

The Palm Beach County Health Department requires that monthly emergency evacuation drills be conducted, recorded, and maintained at each preschool location. Other emergency drills will also be held periodically. Fire drill and emergency evacuation routes are posted conspicuously throughout the facility. All rooms are to evacuate to a designated meeting area where attendance will be taken before an all clear is issued by the director. Great care and consideration is given to the process of preparing the children for all possible emergencies without upset or undue fear. TKAP staff members are trained in emergency procedures upon hiring. This training is repeated annually.

Family Involvement

In keeping with our desire to form a partnership with parents, TKAP encourages open communication and participation. Monthly newsletters keep parents informed of all preschool happenings and opportunities to get involved.

TKAP welcomes visitors; however, we ask that all visits be prearranged with the director. Family members who wish to volunteer on a regular basis must be fingerprinted and screened through the FDLE and the Palm Beach County Sheriff's Department to ensure the safety of our children. Volunteer packets are available from the preschool office upon request.

Nap Procedures

Naps are a mandatory part of the preschool day based on the rules and regulations governing

Palm Beach County. All children in our full day program rest during the afternoon for a period of time appropriate for their age. All children are required to be quiet and still during this time so those who need to sleep may do so. Each child in the full day program will be assigned a mat and a blanket for their use only. Mats and blankets will be cleaned and disinfected once a week.

Toddlers are allowed pacifiers and special blankets during rest time only.

Nutrition

Parents are responsible for providing written notification to the TKAP director of any food allergies or other dietary restrictions their child may have. Special instructions regarding eating habits must be noted on the Parent/Guardian Observation Form and the Alternate Nutrition Plan Agreement.

A diet rich in nutrients is essential to the healthy development of every child. Therefore, TKAP asks that all children be fed a nourishing breakfast before drop off. TKAP will provide a healthy mid-morning snack every day for children in the 2, 3 and 4- year old classrooms. One year-old students must bring all food from home. Lunch will be eaten at approximately 11:35 a.m. each day. Children attending preschool for the full day must bring a lunch box packed with a nutritious lunch including fresh fruit and a healthy snack to be eaten after nap. No candy is allowed.

Toilet Training

Toilet training is an important milestone for toddlers and young preschoolers. However, as with any learning experience, this process should be as developmentally individual as each child. There is no right age that a child should be completely toilet trained. Therefore, TKAP does not require children to be toilet trained prior to enrollment. When your child shows signs of being physically, cognitively, and emotionally ready to begin the toilet training process; we ask that you begin the training at home, preferably over a week-end or holiday. We can then discuss a plan to coordinate similar efforts and methods while your child is in our care. Team work and daily communication will provide the consistency necessary for effective results. Detailed toilet training procedures and policies are available from the preschool office upon request. *Children must be completely toilet trained prior to enrollment in the 3 year old classroom.

Any child who is 3 years of age by September 1st must be placed in the 3 year old classroom, unless the child has been previously granted a developmental and/or medical exemption by the preschool staff. The preschool staff will work together as partners with the parents in assisting each child achieve the skills that are necessary for independent toileting and hygiene. However, if a child has two accidents in one day, the family will be notified to come and pick up the child for the remainder of that day. If the child continues to have frequent accidents on a daily basis, the preschool staff may consider asking the family to terminate the child from preschool enrollment until complete toilet training is achieved.

Written warning will be given to the parents before this action takes place.

Withdrawals

A parent must complete a Withdrawal Form in the TKA Business Office on or before the final day of attendance. There is a \$200.00 withdrawal fee. Attendance for any part of a month (even one day) is considered the same as the entire month and is the financial responsibility of the parent. If a child is out for a month or more, the registration fee must be paid again, unless the absence is due to illness and prior arrangements have been made with the school.

