

TO OUR PARENTS:

We at Life Church and Kinder Garden preschool and daycare commend you for choosing a Christian environment for the earliest stages of your child's formal education. We are aware that your choice brings about certain sacrifices on your part, and we pledge ourselves to making the academic and spiritual benefits received worth each of those sacrifices. It is the desire of the teachers and the administration of the school to work together with you, the parents, as a team in building the lives of the children committed to our trust.

The objectives of the Kinder Garden preschool and daycare are to train the student in a personal knowledge of God, to establish within him/her Biblical values and principles for living, and to provide him/her with excellence in academics. This will be accomplished in an atmosphere of love. In other words, we will be growing kids God's way!

Contained within this manual you will find helpful information about the policies and general operating procedures of Kinder Garden. Adherence to these policies and procedures creates a smooth running and fair program. Please read it carefully and keep it for reference throughout the year. Should you have questions regarding any area of the school, please contact the church office. We desire to be available to discuss any concerns you may have regarding your child.

Thank you for entrusting us with your child this year. Our hope is that it will be a rewarding experience for us all.

In His Service,

The Staff and Teachers of
Kinder Garden Preschool

KINDER GARDEN STUDENT MANUAL
2016/2017

REGULAR SCHOOL HOURS

K2, K3, K4 8:30 AM – 12:00 PM

DAYCARE HOURS

7:00 A.M. – 5:30 P.M.

CHURCH OFFICE HOURS

8:30 AM – 4:00 P.M.

PHONE: 256-413-0510

www.facebook.com/KinderGardenKids

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KINDER GARDEN MISSION STATEMENT

Our mission is to provide children with a spiritual and academic foundation by creating an environment that is kid focused, values driven, family centered, creatively wired, and Biblically based.

LIFE CHURCH MISSION STATEMENT

Life Church is people committed to reaching the families of Rainbow City and the surrounding areas, helping them discover life as it is meant to be, by connecting them to God through contemporary worship, building lasting relationships through Life Groups, and empowering people for service.

MINISTRY

Kinder Garden is a ministry of Life Church, and as such is not regulated by the Department of Human Resources, but it is not the only ministry we offer to the community. We offer ministries to preschoolers, children/pre-teens, junior high, senior high, and college students. In addition, Life Church includes programs for adults of all ages. Our Sunday morning worship is at 10:00 A.M. Wednesday night classes are available for the children, E.D.G.E. for the teens, while adults enjoy service in the main sanctuary. Life Classes, ministering to every age group, are on Sunday mornings at 9:00. We would love for you and your family to join us as we worship and grow in Christ.

PHILOSOPHY OF CHRISTIAN EDUCATION

The Kinder Garden Preschool recognizes that the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). The place of the Christian school is to be an extension of the Christian family and should assist and complement the parents in that responsibility. Therefore, the purpose of Kinder Garden is to provide a learning environment where children have a strong Christian foundation.

The Bible is the foundation for the education of our children. From the Scriptures we understand that God desires certain principles, beliefs, and values to be developed in our children. These include:

1. The view that all knowledge is to be interpreted from a Biblical perspective. All academic subjects are to be taught with an understanding of the absolute standards of truth established by God.
2. Respect for authority (Romans 13:1; Hebrews 13:17).
3. The meaning of true success and how it is achieved (Joshua 1:8; Proverbs 22:6). The key is for each person to discover God's will for himself and do it through developing those traits that are desirable and correcting those that are not.
4. The acceptance of Jesus Christ as Lord and Savior (John 3:3).
5. Respect for the rights of others (Luke 6:31). Following the Golden Rule improves relationships.
6. Personal integrity (Psalms 1:1,2; Ephesians 4:29). Honesty and truth are to be upheld at all times.
7. Productivity and the desire to do one's best (Ecclesiastes 9:10; 2 Timothy 2:15). A healthy work ethic is essential to success.
8. Personal conviction (James 4:17).
9. Holding to the traditional family structure (Genesis 2:24).
10. Patriotism (Romans 13:6-8). Love and respect for the United States of America and for those who have sacrificed to obtain and preserve our freedom is the duty of each one who lives in this nation.

It is our goal to teach and support these principles in the education process.

RATE SHEET

PLAN 1

Full time:

6 months to 23 months	\$100.00	Paid weekly
2 years to 10 years	\$75.00	Paid weekly

PLAN 2

PRESCHOOL ONLY

(8:30 A.M. – 12:00 P.M.)

K2, K3, K4	M-W-F	\$125.00	Paid monthly
K-4	M-T-W-T-F (Recommended)	\$160.00	Paid monthly

PLAN 3

Part-time (up to 3 days):

6 months to 23 months	\$75.00	Paid weekly
2 years to 10 years	\$50.00	Paid weekly

A summer program is available for all ages (up to age 10)

Additional fees and pricing information:

- ◆ A **non-refundable** book/supply fee of \$75.00 is required for K-2, K-3 and K-4.
- ◆ No Registration fee!
- ◆ There are additional fees for class parties and field trips.
- ◆ **Weekly tuition is due on Monday of each week. You must pay when you bring your child into school. If we do not receive payment for the week on Monday morning, your child will not be able to stay.** Monthly tuition (preschool) is due on the first scheduled school day of the month.
- ◆ Payments over 5 days late will be assessed an additional \$20.00 charge.
- ◆ If tuition is more than 1 week in arrears, it is up to our discretion to replace your child with someone else on the waiting list.
- ◆ If your check is returned from the bank unpaid, you will have a charge of \$30.00 added to your account.
- ◆ **Preschool and Daycare tuition is due even if the center is closed for observed holidays, bad weather, or if you do not send your child due to sickness, vacation, etc.**
- ◆ Two weeks prior notice, in writing or two weeks tuition is payable upon a child's withdrawal from the program before the end of the school year.
- ◆ LATE PICK-UP FEE will be strictly enforced. You will be charged a dollar a minute after 5:35. It will be due at time of pick-up.

POLICIES

Classroom and Behavior Policies

1. Good behavior is reinforced with a smile, a kind word, a pat, or a hug.
2. Undesirable behavior is discussed and warned. Failure to comply will result in the child being placed in time-out. If time-out does not correct the problem, the child may have to miss playground or toy time. Continued misconduct will require a parent-teacher conference. All disciplinary problems are handled on an individual basis according to the circumstances involved. We will always work with the parents to attempt to correct the situation. Withdrawal is ALWAYS our last choice. We reserve the right to withdraw a child if disciplinary problems or other considerations warrant withdrawal. Dismissal from our program could occur if the child continually disrupts class, endangers another child or himself (biting, scratching, hitting, throwing toys, etc.), destroys equipment or property of others, or is defiant of authority.

Bad Weather Days

We will announce via the media (ABC 33/40 & Facebook) any decisions concerning closings due to bad weather or other reasons. We will **usually** follow the county school systems with regards to closing.

Labels

Parents are asked to label everything their child brings to school: coats, sweaters, supplies, lunch boxes, cups, etc.

Toys

No toys are to be brought to school unless the teacher has given permission for a special reason.

Curriculum

A Beka is used in our preschool classes.

Attendance

In order to receive the full benefit of preschool, it is important that you child attend each day. Punctuality is also important. Being here on time insures that your child is exposed to the entire lesson plan and minimizes interrupting class time for other students. **If late arrival is necessary**, you must have your child here by 10:00 A.M. Otherwise, they will not be permitted to arrive until after 2:00 P.M. Please call if your child is going to be absent.

POLICIES (continued)

Sickness

Please call and leave a message if your child will be absent due to sickness. You will be called to pick up your child if he/she becomes ill while at school.

The health of all children who attend the program is important to all of us. Your child should be kept home:

- If he/she has or had a fever of 100 degrees or higher during the last 24 hours.
- If he/she experiences vomiting or diarrhea or has had it in the past 24 hours.
- If his/her eyes are red, yellowish, inflamed, crusty, or have discharge.
- If he/she has symptoms of a contagious infection.
- Irritable because of lack of proper rest.
- Rash – unknown cause

Your child must have a doctor's note for re-admittance following chicken pox, head lice, and other highly communicable diseases.

Your child must be fever free for 24 hours before returning to school.

Breakfast

If breakfast is to be eaten at school, you must have your child here **prior to 8:00 AM.**

Clothing

Dress your child in casual clothing that is weather appropriate. For bathroom use, dress them in clothing that is easily pulled down. Zippers, snaps, and overalls are especially difficult for young children to manipulate when going to the potty. Please keep this in mind when dressing your child. Please provide an extra set of clothing for your child in the event of an accident.

Good-byes

Good-byes are hard on both the child and parent. If you wish to stay a few minutes until your child adjusts, please do so. However, prolonged stays can prove counterproductive, so use good judgement. Always tell your child good-bye and affirm your love for him/her.

Holidays

Holidays are the same as the school system for preschool. Check page 12 for a listing of daycare closings.

POLICIES (continued)

Conferences

Preschool conferences will be scheduled at your request. Please call the director to set up a meeting.

Lunch

Lunches must be brought from home. No food preparation is done at school. Please include a non-carbonated drink. We will warm food in the microwave provided it is in a microwavable container. Containers will be returned unwashed.

Medication

No medication, including Tylenol, can be given at Kinder Garden without written consent from the parents and/or doctor. All medicine must be in its original container.

Rest Time

Our preschool only schedule does not allow for a nap time. Please see that your child receives proper rest. All daycare students must bring a rest mat and blanket with his/her name on it. Nap mats will be sent home every 2 weeks to be washed.

Pick Up

Only the person or persons you designate on your application will be permitted to pick up your child. A photo I.D. will be required. A court order must be on file in our office if a child is not allowed to leave with his/her parent.

Potty Training

Children in the K-3 and K-4 classes must be potty trained in order to attend classes. These classes have a very full schedule and it is difficult for a teacher to take time away from the class to attend to a child who is not potty trained.

Snacks

Morning snacks are served around 9:30. Preschool (K-3 & K-4) snacks are provided by the parents. The teachers will advise you of the rotation. If your child stays for daycare, he/she will also need an afternoon snack.

PARENTAL INVOLVEMENT

ORIENTATION

In August there will be an open house and orientation. The purpose of this meeting is to acquaint you with our program. It will provide you with the chance to meet with teachers, administrators, and other parents, and provide a basis for a smooth transition into the school year. We will also have registration in April.

NEWSLETTER

A monthly newsletter/calendar will be sent home at the beginning of each month. In addition, correspondence will be sent informing you of events or activities as needed.

FIELD TRIPS and CLASS PARTIES

Field trips enhance the education process providing fun and stimulation for your child. Your participation in these activities is encouraged. This is also true of class parties. We do ask that arrangements be made for younger siblings unless a special invitation is issued by the teacher.

BITING

Biting is a problem that sometimes arises when toddlers are frustrated and/or cannot express themselves. The problem will be addressed with understanding and discipline in the following ways:

- The child will be told in a firm voice, "No."
- Time-out will be used for 1st and 2nd offense.
- Parents of the biter and of the child bitten will be notified in writing of the incident.
- The third offense will result in a one week suspension from school/daycare.
- Parents are encouraged to consult with their pediatrician or child psychologist for recommendations on behavioral modification.
- If biting persists, it will be necessary to remove the child from school.

PHOTO RELEASE AGREEMENT

We may use photos and/or videos of class time, play time, parties, field trips, etc. for advertising purposes. If you do not want us to use your child's image, please notify us in writing AND attach to your child's application.

SCHOOL RECORDS

- ◆ APPLICATION
- ◆ BLUE IMMUNIZATION FORM
- ◆ FORM OF AFFIDAVIT – STATE OF ALABAMA – MUST BE NOTARIZED
- ◆ POLICY MANUAL SIGNATURE SHEET

Note: All records must be in prior to your child's first day of attendance. Your child will not be permitted to stay if all records are not on file.

Daycare Holiday Closings

Labor Day
Day before Thanksgiving
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
Day after Christmas
New Year's Eve
New Year's Day
Good Friday
Memorial Day
Independence Day

Preschool Holiday Closings

Same as Etowah County school system.

KINDER GARDEN MANUAL SIGNATURE SHEET

I HAVE READ AND UNDERSTAND THE INFORMATION IN THE LIFE CHURCH KINDER GARDEN 2016/2017 MANUAL AND AGREE TO FOLLOW THE POLICIES.

PARENT'S/GUARDIAN'S SIGNATURE:

DATE:
