



2016-2017 Handbook

Divisions of Kingdom Kids

For the purpose of this handbook and all written communication to parents, the following terms are defined as:

Infants Class—children under the age of 12 months as of September 1

1's Class—Children that are 1 as of September 1

2's Class—Children that are 2 as of September 1

3's Class—Children that are 3 as of September 1

Preschool (4's and 5's) - Children that are 4 or older as of September 1

Hours of Operation

Regular program hours are 9am—3pm on Mondays and Wednesdays.

Extended hours begin at 7:30am and end at 5pm.

Additional charges apply for each extended session.

Kingdom Kids follows the MPISD school calendar. We will honor all school holidays.

Check-in / Check-out and Traffic Flow

Please park and walk your child to the Preschool lobby
to check them in.

Please park and come inside to pick-up your child.

If you are picking your child up early, please let us know.

Arrival Times

We will start receiving children at 7:30am for Early Extended Care and at 8:55am for Regular Session.

Please understand Kingdom Kids is a preschool program.

Each class has a schedule and curriculum. All classes begin at 9am.

Registration Fees

A non-refundable registration fee of \$30 per child will be required
before any child's registration is complete.

A child's place at Kingdom Kids cannot be reserved without payment of the registration fee.

Registration fees are due per semester.

Another registration fee of \$30 will be due in January, 2017.



Payment and Fees

All payments are due by the 1st of the month and are considered late after the 15th.

Director may extend the due date for special circumstances.

Any account with a balance after the 15th will be charged an additional late fee of \$25 per child.

Your child will not be allowed to attend if tuition arrangements have not been made.

Tuition is based on a monthly fee. The monthly fee will be charged regardless of the number of school days in the month. The exceptions are the month of August and June.

Extended Fees

As a courtesy to our parents, we offer extended sessions each day.

An additional fee of \$5 per child will be assessed for each session used.

Unlike regular tuition, extended fees are charged only when used.

Basic childcare will be provided during these sessions. No curriculum will be taught during these sessions.

Snacks will not be served during morning extended sessions. Children may bring their own breakfast items from home.

A snack will be served during afternoon extended session.

Morning extended care is 7:30am to 8:55am. Any child arriving before 8:55am will be charged the \$5 fee.

Afternoon extended care is 3:10pm—5pm.

Any child remaining after 3:10pm will be charged the \$5 fee.

Parents failing to pick up their children by 5pm will be given one verbal warning.

A written warning be issued on the second offense.

On the third and each subsequent offense, a fee of \$1 per minute per child will be charged to the family account.

Employees of Kingdom Kids

All employees of Kingdom Kids are employees of Trinity Baptist Church.

Criminal background checks have been conducted on each employee. All employees are first aid and CPR certified and have been trained in education and discipline.

Lunches and Snacks

Each child needs to bring a balanced lunch each day of Kingdom Kids.

A refrigerator is available in the Preschool Kitchen if needed.

For safety, no glass containers will be permitted for preschool children.

Frozen dinners or meals requiring any heating times will not be permitted.

Please pack a sippy cup or thermos each day for your child.

Please label all bottles, lunch boxes, and lunch containers with your child's name.

Child Release

Children will only be released to those listed under the “may be picked-up by” section of the registration forms or any two (2) persons who the parent permits by phone conversation with or in person with the director.

Any person who is not familiar to the Kingdom Kids staff will be required to produce a photo ID before Kingdom Kids staff will release the child. A copy of the ID will be made.

Kingdom Kids Contact Information

Any parents wishing to relay information to the director or staff are asked to call the Trinity Baptist Church main phone number at 903-572-1959. The church receptionist will either take a message or transfer to the Preschool wing. The director may be unable to check voicemail messages until early afternoon. If parents have emergencies, they may call the director's cell phone.

Illness and Medication Policies

For the safety and courtesy of other children and staff, no child shall be allowed to attend Kingdom Kids if they have had any of the following conditions within the past 24 hours: fever, vomiting, diarrhea, contagious rashes or other communicable diseases. A child requiring antibiotics prescribed by a doctor should have taken the medicine for a full 24 hours before returning to Kingdom Kids.

Any child showing signs of these conditions while under the care of Kingdom Kids will be required to leave immediately. Parents will be notified by phone and will be expected to make arrangements to have their child picked-up.

Kingdom Kids employees will be allowed to administer medicine, prescription or over the counter medicines, only if parents complete a medication form with the director. Medications must be in the original container and properly labeled. Employees will record the time and amount of each dosage given.

Discipline

Kingdom Kids employees practice using discipline that encourages self control.

Our discipline strategies include positive encouragement, redirection, verbal warnings, and “time-out” (one minute per age). Parents will be contacted should a child need additional discipline.

Any child who bites will be put into time out and parent will be notified. The 2nd offense of biting will result in a one day suspension. The 3rd offense will result in a week suspension.

Parent Communication

Communication between Kingdom Kids staff and parents is very important. Our goal is to provide your child with a positive, exciting, hands-on educational experience.

Field trips, special school days, programs, and parties require good communication practices. Infant and toddler parents are asked to check their child's diaper bag daily for notes. Preschool parents are requested to check their child's backpack for important school notices on a daily basis.

All preschool children are asked to bring a backpack or bag to transport their sleep blankets and take-home papers.

A monthly calendar and tuition notices will be sent home each month. These notices will contain all the needed information for each month. Reminder notices will be sent home throughout the month.

Please do not bring treats or gifts for the class without first getting permission from the teacher.

Naps

The majority of young children need an afternoon naptime in order for their bodies to rest and recharge.

All Kingdom Kids classes have a scheduled naptime. Children are never forced to sleep, but required to lie down and rest. Parents who do not wish their children to nap or have sleep concerns should speak to the director to work out a solution.

Parents will need to provide each child with a sleep/rest mat. Rest mats will be stored at Trinity.

Children are encouraged to bring a pillow and/or blanket from home.

Pillows and blankets cannot be stored at Kingdom Kids through the weekend.

They must be small enough to store in your child's backpack.

Field Trips

Kingdom Kids preschool classes may take field trips to enhance your child's learning experiences.

Parents will be notified of any field trips in the monthly newsletter.

Parents are required to sign and return a permission form for each field trip.

Parents are welcome to drive their own transportation to and from all field trips. However,

Parents may not transport other children without written permission from the other parent.

Parents attending field trips may be asked to assist with other children and are expected to follow all rules.

Parents are also required to pay all their own expenses. Due to space limitations, parents are not allowed to ride on TBC vehicles.

Bad Weather Release

Kingdom Kids will follow all MPISD decisions concerning bad weather dismissal.

On early release and delayed start weather days, Kingdom Kids will follow what MPISD does.

If you aren't sure what to do, check the Kingdom Kids page on facebook or call the director before getting on the road in bad weather.

Birthdays

We love birthdays at Kingdom Kids!

Parents are welcome to bring cake, cookies, or other treats to celebrate their child's birthday.

Parents are requested to communicate with their child's teacher as to the best time for this celebration and to be made aware of any allergies. Teachers will be happy to send birthday invitations home with other students provided all children within the class receive one.

Contact

If you have any questions or concerns, please contact:

Ashley Fisher

Kingdom Kids Director at Trinity

Email: akaf22@yahoo.com

Office: 903-572-1959

Additional Information

We cannot accept children before 7:30 am.
Children MUST be picked up on time or a late fee
will be charged to your account.

Each child will need to bring diapers or underwear, a change of clothes, bottles
(no glass) and / or plastic cups with lids, lunch
(no preparation by teachers, except for baby food in baby class) and a sleeping mat and
blanket.

PLEASE LABEL EVERYTHING.

Children may not come to Kingdom Kids if they have fever, diarrhea or a runny nose
that is NOT CLEAR. They must be fever free for 24 hours

WITHOUT MEDICINE.

We are a peanut-free zone. Please do not send peanut butter or any peanut products.
Please send finger foods for children in the one and two year old
classes. Drinks must be in a plastic cup with a lid (we encourage the children to eat all
of the food at lunchtime). Please feed your child breakfast before he/she enters the
classroom.

LUNCH SUGGESTIONS

Cut up sandwiches
Cut up lunch meat
Meat sticks
Cheese slices or cubes
Chips, pretzels, or crackers
Cookies, cereal bars, snack cakes
Cut up fruit
Soft veggies

PLEASE LEAVE THE FOLLOWING ITEMS

AT HOME

Popcorn
Raisins
Raw veggies
Whole wieners
Whole grapes
(Anything that would be a choking
hazard for your child)

Kingdom Kids Preschool Program

TUITION SCHEDULE

All fees listed are based on a monthly fee. Fees do not change based on the number of school days in the month. The exceptions are the month of August and June. Fees are for the regular program hours. Extended care sessions are additional costs.

Two days a week (Mondays and Wednesdays)

1 child—under the age of 1 year	\$185
1 child—1 year or older	\$160
2 children—both 1 year or older	\$285
2 children—1 infant and 1 older	\$310
3 children—all over 1 year	\$410

*** Fees based on ages as of September 1

One day a week (Mondays or Wednesdays)

1 child—under the age of 1 year	\$100
1 child—1 year or older	\$90
2 children—both 1 year or older	\$160
2 children—1 infant and 1 older	\$180
3 children—all over 1 year	\$230

*** Fees based on ages as of September 1

Extended Sessions Fees

(Enrollment in session gives child unlimited use)

Enrollment in Both Early and Late Care	\$35 per month
Enrollment in Early Care only	\$20 per month
Enrollment in Late Care only	\$20 per month
Single use Extended Care - Early or Late (Child not enrolled)	\$5 per use

Drop-In fees are \$25 per day for enrolled children plus extended care fees and MUST have pre-approval by director.

Registration fees are \$30 per child per semester (2nd fee due January). All fees are due in full by the 1st of each month.

MPISD CALENDAR

2016-2017

July 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- New Teacher Inservice
- Staff Development/Workday
- Semester Begins/Ends
- Holiday
- 5 - 12 Gr. Grading Period Ends
- K - 4 Gr. Grading Periods Ends
- Student Early Release/Staff Dev
- Testing Dates

- August 2016**
- 4,5 New Teacher Inservice
 - 8-19 Staff Development/Workday
 - 22 First Semester Begins

- September 2016**
- 5 Labor Day Holiday
 - 29 5th-12th Grading Period Ends (28 days)
 - 30 Staff Development

- October 2016**
- 14 K-4th Grading Period Ends (38 days)
 - 17-20 TAKS (Exit Retest)

- November 2016**
- 4 5th - 12th Grading Period Ends (25 days)
 - 21-25 Thanksgiving Holidays

- December 2016**
- 5-9 STAAR EOC Retest
 - 16 Student Early Release
 - 16 5th-12th Grading Period Ends (25 days)
 - 16 K-4th Grading Period Ends (40 days)
 - 19-30 Christmas Holidays

- January 2017**
- 2 Staff Development
 - 3 Second Semester Begins
 - 16 Dr. King Holiday

- February 2017**
- 10 5th-12th Grading Period Ends (28 days)
 - 20 Staff Development

- March 2017**
- 6-9 TAKS (Exit Level)
 - 10 K-4th Grading Period Ends (47 days)
 - 13-17 Spring Break
 - 28-31 STAAR (4, 5, 7, 8, Eng I, II)

- April 2017**
- 7 5th-12th Grading Period Ends (34 days)
 - 14 Good Friday Holiday
 - 17 Staff Dev/Possible Bad Weather Day

- May 2017**
- 1-5 STAAR (9-12)
 - 8-12 STAAR (3-8)
 - 25 Student Early Release
 - 25 5th-12th Grading Period Ends (32 days)
 - 25 K-4th Grading Period Ends (47 days)
 - 25 Elementary Report Cards
 - 26 Staff Dev/Possible Bad Weather Day
 - 26 Graduation
 - 29 Memorial Day Holiday
 - 30 Bad Weather/Staff Day
 - 31 Bad Weather/Staff Day

- June 2017**
- 1 Secondary Report Cards
 - 5 Summer School Begins
 - 19-22 STAAR Retest (5,8, EOC)

January 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8

The July 4th holiday will be taken on July 4th

	Days	Minutes
1st Semester	78	34,510
2nd Semester	94	41,630
Total	172	76,140
Staff Dev/Work Days	15	
Total Days	187	

* Bad Weather Days: April 17 & May 26 for students
 Bad Weather Days: May 30 & 31 for employees