



### *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 13 months as of September 1*

*Walkers & Toddlers-children that are 13-35 months as of September 1*

*Preschool-classes containing children between the ages of 3yrs to 5yrs who have not attended kindergarten*

*School age-any child who has completed K-4<sup>th</sup> grade*

### *Hours of Operation*

*Regular program hours are 9am-3pm on Mondays and Wednesdays*

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

*Additional charges apply for each extended session.*

### *Registration Fees*

*Registration fees will be included in the first tuition payment of \$75 per child which will be due at registration.*

### *Payment and Fees*

*Attached is a payment schedule for the 2017 summer session. Parents who pay for the summer in advance will receive a discounted price for the summer. In order to receive discount parents must pay IN FULL no later than 5:00pm June 12<sup>th</sup>.*



*Parents wishing to make a payment in June and July may do so. Please look at tuition schedule for the due dates for these payments. All accounts must be paid in full to the director by July 12<sup>th</sup>. Payments can also be made to Trinity front office Monday-Thursday 8am-5pm. We accept cash, check and all major credit cards. If paying by a credit card please make the payment online at [trinitytx.org](http://trinitytx.org) under the GIVE tab.*

*Extended fees are additional cost. These fees will be charged at the end of the summer.*

### *Extended Fees*

*As a courtesy to our parents, we offer extended sessions each day. An additional fee of \$2 per child will be assessed for each session used. Unlike regular tuition, extended fees are charged only when used. Basic childcare will be provided and 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 each afternoon extended session.*

*Morning extended hours are 7:30am-8:50am, any child arriving before 8:50am will be charged the \$2 fee. Afternoon extended hours are 3:10pm-5pm, any child remaining after 3:10pm will be charged the \$2 fee.*

*Parents failing to pick up their children by 5pm will be given one verbal warning. A written warning will be issued on the second offense. On the third offense, a fee a \$1 per minute per child will be charged to the family account. Fourth offense will result in a one-month suspension from extended care for your family.*

### ***Employees of Kingdom Kids***

*All employees of KK are employees of Trinity Baptist Church. Criminal background checks have been conducted on each employee.*

### ***Lunches and Snacks***

*Each child needs to bring a balanced lunch each day to 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 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 persons who the parent permits by phone conversation with or in person with the director. Any person who is not familiar to the KK staff will be required to produce a photo ID before KK 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 maybe 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 KK if they have had any of the following conditions within the past 24 hrs.: 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 hrs. before returning to KK.*

*Any child showing signs of these conditions while under the care of KK 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 warning, 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 2<sup>nd</sup> offense of biting will result in a one day suspension. The 3<sup>rd</sup> 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, fun, hands-on educational experience. Field trips, special school days, programs, and parties require good communication practices. Parents are asked to check their child's diaper bag or 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 KK through the weekend, they must be small enough to store in your child's backpack. School age children do not have a naptime.*

### ***Field Trips***

*Our school age kids may take fields trip to enhance your child's learning experiences. Parents will be notified of all field trips at the start of the summer. Parents are required to sign and return a permission form for field trips. 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.*

### ***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](mailto:akaf22@yahoo.com)*

*Office: 903-572-1959*

