

Kingdom Kids Preparatory School

HANDBOOK



Where Learning Is Fun and Fun Is Learning

Rev. Xavier Creekmur, CEO
Della Samuels, Director
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Kingdom Kids Preparatory School is a smoke free environment that prohibits any smoking inside the building.

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Updates are subject to take place and parents will receive notification of changes.

Kingdom Kids Preparatory School

“Where Learning is Fun and Fun Is Learning”

Kingdom Kids Preparatory School was established in 2004 on the foundation of delivering a truly Christ-centered approach to educating and developing our students. As a ministry of Beulah Grove Baptist Church, we are committed to offering quality private Christian education where academic excellence is encouraged in an all-encompassing Christian environment.

Vision: From the Cradle to the Grave

Mission: To provide a safe, spiritual, academic, culturally sensitive environment that is conducive for developing a well-rounded learner.

Philosophy: The KKPS encourages the development of the whole child through physical, social cognitive, spiritual, and emotional growth of the whole learner.

At KKPS, children are our priority. We look at every moment with every child as a “teachable moment.” The faculty and staff believe in providing an excellent academic program in a nurturing and loving atmosphere.

Connecting Phases:

Who makes up the KKPS?

KKPS consists of academic and enrichment components addressing the educational, social, and spiritual needs of the learner.

Kingdom Kids Preparatory School (KKPS)

- Della Samuels, Director - (dsamuels@beulahgrove.org)
Kingdom Kids Preparatory School
- 6 weeks to 3 years old (Pre-K)

Kingdom Kids Alpha & Omega (After School)

- K-5
- Fills in when Richmond County School System is out

Georgia Pre-K Program

- 4 Year Old (Limited Space)

NOTE:

Kingdom Kids Preparatory School must follow and adhere to all State guidelines provided to us by GA DECAL Bright from the Start.

Parent Letter

To Our Parents and Guardians,

Welcome to Kingdom Kids Preparatory School. We are happy to have you and your child as part of our family.

Our children are our future, and it is an awesome responsibility that we as administration, parents, and teachers must prepare our children for the future. We invite you to become active partners in your child's education by making appointments to visit the classroom, volunteering your time, resources, and making suggestions for improvements.

You, no doubt, have many questions about such things as daily schedule, school calendar, medical forms and so forth. A HANDBOOK has been prepared to help answer such questions. Please take time to read the HANDBOOK carefully and refer to it as needed throughout the time your child is enrolled here.

- A handbook cannot address all the questions that a parent might have, so feel free to contact us if you need any further information.
- We admit children without regard to race, sex, religion or national origin.
- We are pleased that you have chosen Kingdom Kids, where our students are our priority. Our doors are always open.

KKPS Leadership Team

Kingdom Kids Preparatory School

Goals

1. Always put the interest of the child first.
2. Foster Christian principles in everyday activities.
3. Facilitate effective Communication among staff, parents, and
4. Offer contemporary, developmental curriculum.
5. Encourage and foster creativity in the children and in the staff.
6. Continue to develop an in-school environment appropriate to the needs of children and staff.
7. Promote parent involvement in the center by appointment only.
8. Involve all staff in continuing education activities.
9. Foster a team environment among staff members.
10. Continue to develop and foster enrichment activities.

Student/Teacher Ratios

Class	Teacher-Student Ratio
Infant I	6
Infant II	6
Toddlers-1 years old	8
Toddlers-2A	10
Toddlers-2B	10
Toddlers-3	15
Toddlers-4	18

Policies and Procedures

To facilitate parent/ center understanding, this list of Policies and Procedures has been prepared. It is our hope that you will carefully read and consider each of these very important items. If you should have any questions or problems concerning either of them, please do not hesitate to discuss this with the Director.

Admission

Kingdom Kids Preparatory School admits students of any religion, race, color, or national origin.

A health certificate from a doctor is required for every child the day of registration. The certificate must include a record of the immunizations required by state law and bear the signature of a medical doctor. All health forms must be handed in to the Director's office by the first day.

Times of Operation

The center is open from 6:00 a.m. to 6:00 p.m. Monday through Friday, January through December.

All children are required to be in the Center **before 9:00am**. Exceptions to the 9:00am rule is doctor's appointment (excuse required). Please notify the director of doctors' appointments 24 hours prior to appointment.

Parents arriving after 6 PM will be subject to Late Fees.

Per Bright from the Start-GA. State- Children cannot be left in daycare more than 9 Hours daily.

Transportation

Kingdom Kids Preparatory School will not offer transportation to and from the school; however, we periodically schedule field trips during the year. When we can, we take trips to parks, museums, and special events. These off-site activities require a signed permission form. No trips will be taken without prior written permission. Parents will have to pay for any field trip costs.

Holiday Closings

Our services are offered year-round, but we are closed on the **12 main** holidays: New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day, Juneteenth, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day

Tuition and Fees

An enrollment fee of \$65 must be paid at the time of enrollment, along with registration, lunch, medication (if any), and payment commitment forms. Official enrollment is not completed until all necessary paperwork and fees are submitted. Each year an annual registration fee of \$65 must be paid.

A full week at Kingdom Kids Preparatory School is considered three days per week. If the school is closed two days in a week due to a holiday or emergency, full payment is expected for the week.

Drop-Ins - *Kingdom Kids Preparatory School does not take drop-ins.*

Tuition Cost/Childcare Rates

Class	Fees
Infants (6 wks-12 months)	\$180 per week
1 Years Old (Toddlers (12-24 months)	\$160 per week
2 Years Old	\$140 per week
3 Years Old	\$120 per week
4 Years old	\$ 100 per week
Before & After Care	\$85 per week
Enrollment/Registration Fee	\$75 per week

Payment Options

Your payment commitment is based on one of the following payment methods and must be established at the time of registration: Weekly, Bi-Weekly, or Monthly. KKDC is a Georgia CAPS (Children and Parent Services) approved site. The payment plan selected by the parent can be changed at the beginning of each new year.

When a payment commitment is established and on file, your payments are due at the time selected (Please see form below). If a payment is made after the due date of tuition a \$ 25.00 late fee will be added to the account for payment by parents. If payment is not made before the next payment is due, your child will be withdrawn from the Kingdom Kids Preparatory School.

Parent Payment Form

Dear Kingdom Kids Parent,

A new year has come, and we are preparing administratively to meet the needs of our students and parents. To communicate more effectively we need the following information to place in your child's file:

Parent Name: _____

Parent's Email: _____

Payment Form: Weekly Bi-Weekly Monthly*

Note for monthly paying parents: When there is a 5th week in the month...you will need to include another week of payment.

Child's Name	Child's Class	Child's Fees Per Week

Signing below acknowledges that you as the parent/guardian agree to the payment form you have selected for the year.

Parent's Signature

Date Signed

Return Checks

We no longer except checks

Payment Methods

All **cash & money order** payments should only be given to the director (Della Samuels) or Jasmine (Bre) McIntosh and a receipt will be produced at time of payment

- **CASH**
- **MONEY ORDER** – Include child’s first and last name in memo area
- **Apple Pay, Credit/Debit card, bank draft setup through *View & Pay* link when invoice is sent**– There is a charge to use these methods

Absenteeism/Withdrawal

The Center operates as a non-profit organization and relies on tuition payments almost exclusively for funding. Therefore, tuition is required regardless of absenteeism for any length of time. The Director of Kingdom Kids Preparatory School should be notified if a child is out due to illness or death of a family member to retain the child’s slot.

Withdrawal from Kingdom Kids Preparatory School requires at least two weeks advance notification. There is no refund of registration or any other fees.

Student Vacation

Parents are allowed one full week per enrollment year of vacation without losing the child's slot or making a tuition payment for the specific week. Parent/Guardian should notify the Director of Kingdom Kids Preparatory School when the child will not attend for the week of vacation. To receive the free week, leave must be submitted in writing two weeks prior to the leave time.

Arrival / Departure

The center will open **6:00 a.m.** On arrival for your child's safety, accompany him or her to the responsible caregiver each day. During departure, parents/guardians are responsible for the child from the time they have indicated their presence to the supervising adult. From that point, the parents/guardian must be always with the child and accompany them during departure. Children are not allowed to leave the Center except in the presence of an adult. **All children must be signed in/out. Sign in/out sheets will be located at the entrance of the building. No one is allowed to pass the front entrance, except the child and the teacher. Parents and any other guests are not allowed in the classrooms unless authorized by the director.**

No child will be released to anyone other than the parent/guardian without proper authorization from the parent. Parents should notify the Center in person and by written communication if anyone other than himself or herself is to pick up the child. Upon arrival at the Center, this person will be required to provide identification to verify their identity.

Parents are expected to provide the Center with copies of custody orders, restraining orders, etc.

The center will close at **6:00 p.m.** Pick-up **ON-TIME** is expected. Late fees are incurred starting at 1 minute after the hour of 6:00 pm. The fee is **\$10.00 per minute** and will be paid at the time of pick-up. At ten (10) minutes after the hour of pick-up, parents or emergency numbers will be contacted. If the Center has not spoken with anyone the Department of Family and Children Services will be contacted after (20) minutes.

Meals

The center provides breakfast, lunch, and a snack. Children who arrive by 8:00 a.m. will be offered breakfast; after 8:30 am, parents are responsible for feeding their children before their arrival. Lunch is served from 11:00 a.m. - 12:00 p.m., depending upon class grouping. An early afternoon snack is provided soon after rest time.

Our meals meet approximately the minimum daily requirements of your child's nutritional needs. If your child requires a special diet or has a food or milk allergy, you must provide a statement from your physician. Menus are posted in your child's classroom.

The Center is a participant in the Childcare Food Program, a federal program of the Food and Nutrition Service of the United States Department of Agriculture. It is operated in accordance with the USDA policy, which does not permit discrimination because of race, color, national origin, sex, religion, or handicap.

Clothing

Children should wear comfortable clothing and comfortable shoes to school. Closed toe shoes should be worn for safety. We are a creative, active place, so please keep in mind that the children will be involved in a variety of activities that will get messy. Please label all clothing and outerwear with your child's name. Please be sure to dress your child appropriately for the weather, including hats and gloves or mittens in the winter. The children go outside daily unless there is severe weather. Please be mindful of your child's ability to dress and undress him/herself for toileting in your selection of clothing for school. We foster independence, and your child will appreciate your efforts to keep frustration to a minimum.

Children are not allowed to wear hair beads, earrings, or any other jewelry. This is a danger to the children and could be swallowed accidentally.

Positive Discipline

We take a positive approach to discipline based on the Christian principle.

Teachers facilitate the development of responsibility, self-regulation, and self-control in children. For example, teachers set clear, consistent, fair limits for classroom behavior and, in the case of older children, help them set their own limits. Teachers use children's mistakes as learning opportunities by describing the situation and encouraging children's evaluation of the problem without imposing a solution. Teachers anticipate and eliminate potential problems by redirecting children to a more acceptable behavior or activity.

Teachers listen and acknowledge children's feelings and frustrations and respond with respect. Teachers guide children to resolve conflicts and model skills that help children to solve their own problems. Teachers encourage appropriate behavior reminding children of the rules and their rationale as needed. Teachers do not use corporal punishment, humiliating or frightening discipline techniques. Food or beverage is never withheld as a discipline device.

The KKPS Leadership reserves the right to ask a child to leave the Center if the undesirable behavior continues with no signs of improvement within 30 days of the initial parent/teacher conference.

Health and Safety

Children who are ill should remain in the comfort of their own home. If, during the school day, the teacher feels your child has become too ill to remain at school, you will be called to pick up the child.

Your child should be treated for symptoms (i.e., fever, vomiting, diarrhea, etc.) and should remain at home for 24 hours before returning to school. A physician should diagnose a suspicious rash or eye irritation before bringing your child to the Center. Your cooperation with this policy will help reduce contagious illnesses within the Center.

An emergency form is kept for each child that includes the following information: medical concerns, emergency phone numbers, and permission for your child to be treated in case of emergency. Please be sure to update this information, as necessary. If your child requires medication during the school day, protocol under Medication must be followed. Staff are not allowed to give medication to children in the room. All medication must be given to an Administrator.

Emergency plans for (severe weather, fire, and physical plant problems) have been developed and are posted for your viewing.

Safety will be given first consideration in all circumstances. Staff are present in the classroom and/or playground for arrivals and departures of all children. No child will be allowed to leave the building unless accompanied by an approved adult. Parents are responsible for their child until they have placed them into the supervision of a caregiver and when they have removed him/her from the caregiver.

A supply of first aid items is kept in the Center. Staff members are trained annually in first aid, CPR, and medication administration. Parents are encouraged to report any unsafe practices observed to assist in providing for the safety and security of each child. You will receive written notification (injury report) and a phone call when any accidents/injury occurs with your child during the day. In the result of a serious medical emergency, Children's Hospital of Augusta is our provider of emergency services.

Medication

No prescription medication including, but not limited to, aspirin, cough medicine or nose drops may be given to a child except under the following conditions:

1. A signed, dated, written authorization of the parent is on file.
2. Prescription medication must be in the original container and labeled with the child's name on medication, dosage, date and physician's name.

****Medications are not allowed to be kept in a child's bookbag. ****

Curriculum

Our Christian curriculum is based mainly on phonetics and Christian concepts. It focuses on basic learning skills and bible verses. The curriculum allows us to place emphasis on creativity using Christian fundamentals, such as sharing and helping others. The goal is to prepare our children for grade school, and to instill in them the basic values of a Christian education. We expect that each child will work at the level they are capable of. We also expect parent participation because we feel that the child's relationship with their parents is key to how well the child will succeed. One of our most important goals is to enable you to excel.

Parental Visits and Conferences

Visits

Parents must make an appointment to visit the building and/or the classroom. As a safety precaution, an unscheduled visitor will be asked to leave the building, unless otherwise directed by a member of Kingdom Kids Preparatory School Leadership team.

Conferences

Parent/Teacher conferences are held for parents of 3- and 4-year-olds. Formal conferences are not scheduled for the younger children. Please feel free to contact your child's teacher at any time during the year if you would like to schedule a conference other than those scheduled by the teachers. It is helpful for us to know of any changes your child might be experiencing (i.e., birth or death in the family, extended parental absence - TDY, divorce, pet additions). The more information we have, the better partners we can be in guiding your child. The Director is also available for conferences. Please feel free to contact her at any time to set up a meeting.

General

Children are encouraged to bring and share items that are appropriate to a unit of study or are just special to them. Show-and-tell is an important part of the 3 and 4-year-old classes. We ask that you use common sense in what you permit your child to bring. For example, we do not allow toy weapons, and we discourage the use of secular videos in the classroom. A particularly fragile item or one so dear that sharing is impossible should stay at home as well.

Parent Involvement

Several avenues are available to foster good communication between parents and the staff and to promote parent involvement. We encourage and appreciate your ideas for special activities and invite you to share your special skills and talents with the center.

Program Level

We will send out newsletters every month to keep you abreast of program-wide activities as well as current education and parenting information.

Classroom Level

Each class will distribute a monthly newsletter and calendar. Newsletters will contain important information about what has been and what will be going on in your child's class. Important reminders and requests are often in the newsletters, so be sure to read them. Calendars will allow you to see daily classroom activities and upcoming dates of closures.

As a self-supporting organization, donations are important. Your child's teacher will provide you with a list of supplies your child will need to bring for his/her class, such as wipes, paper towels, etc.

CHANGES/UPDATE OF INFORMATION

We understand that changes occur frequently and as we are responsible for the care of your child for a large part of the day, we ask that you make us aware of these changes as soon as possible. Please call and make us aware of changes in address, phone numbers, emergency phone numbers, or marital status. Carefully consider people listed as emergency contacts. These people should be notified that they could be contacted and be able/willing to make decisions about your child's temporary care and/or emergency treatment.



Development Center Holidays

New Year's Day
MLK Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving
Christmas Break
New Year's Eve



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Rev. Xavier Creekmur, CEO

Della Samuels, Director

The services available here are without discrimination based on political affiliation, religion, race, color, sex, mental or physical handicap, or national origin.

A copy of the Center's License, State Rules, Evaluation Report, Communicable Diseases Chart, Statement of Parental Access, Current Weekly Menu, and Emergency Plans are posted in the foyer.

It is our sincere hope that you and your child will enjoy the time spent at Kingdom Kids Preparatory School. While every child is different and will excel in different areas, we feel that they are extraordinary. We will strive to reach each child's highest potential. Our goal is to help you start the process of building your child's future.

If we can be of any assistance, please contact the Director at (706)724-1086 ext.130.

I understand the policies and procedures described on the preceding pages as explained to me by a staff member of Kingdom Kids Preparatory School and agree to adhere to the mentioned policies and procedures applicable to this contract.

Signature of Parent/Legal Guardian

Child's Name

Signature of Director/ Assistant Director

Date



Parental Agreement with Childcare Facility

The Kingdom Kids Preparatory School agrees to provide childcare for

Childs Name _____

My Child will participate in the following meal plan (Circle applicable meals & snacks):

Breakfast	Morning Snack	Lunch	Afternoon Snack
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I understand it is my responsibility to inform Kingdom Kids Development Center of my decision to no longer bring my child to the facility.

I understand that I am responsible for making tuition payments on time, no matter which payment plan I select.

I understand that my child will not be allowed to enter or leave the facility without being escorted by the parent(s), person(s) authorized by parent, or facility personnel.

I understand and acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., phone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans, and immunization records, etc.

I understand that before any medication is dispensed to my child, it must be a prescription provided by doctor which includes Childs name, name of medication, prescription number, Dosages (if any) and time to be given. Medicine must be in the original container with the child's name marked on it.

I acknowledge that Kingdom Kids Preparatory School agrees to keep me informed of any incidents, illnesses, injuries, adverse reactions to medications, etc., which include my child

I acknowledge that Kingdom Kids Preparatory School agrees to obtain written authorization from me before my child participates in any water related activities occurring in water that is more than (2) feet deep.

Photo/Video/Web Release Form:

I acknowledge that Kingdom Kids Preparatory School requests your permission to photograph and/or interview your child/children for the sole purpose of promoting Kingdom Kids. From time to time the newspaper reporters may want to interview, video and/or photograph your child/children. As part of the advertisement, pictures will be placed on the Kingdom Kids website. Please note that these stories may also appear on the internet.

If permission is given, you will be granting the unlimited right of the Kingdom Kids Preparatory and the news media, if applicable, to utilize and produce photographs, likenesses, or the voice of your child/children in any legal manner. **NOTE: If your child/ren cannot be photographed or recorded they will not be allowed to participate in any programs (i.e. Christmas, Black History, ETC.)**

YES, permission is granted to photograph, video, and or interview my child.

NO, permission is NOT granted to photograph, video, or interview my child.

I authorize Kingdom Kids Preparatory School to obtain emergency care for my child when I'm not available.

I have received a copy of this agreement and agree to abide by the policies and procedure for Kingdom Kids Preparatory School.

Signed _____

Parent/Guardian

Date

Signed _____

Director/Administrator/Authorized Person

Date