

HIGHLAND BAPTIST CHURCH
KIDS' KINGDOM
MOTHER'S DAY OUT PROGRAM



*“Let the little children
come to me,
and do not hinder them,
for the kingdom of
heaven
belongs to such as these.”
Matthew 10:14*

PARENT HANDBOOK

PROGRAM SPECIFICS

SCHOOL YEAR PROGRAM

Days: Tuesday and/or Thursday

Time: 9:00 a.m. - 2:30 p.m.

Fall Supply Fee: \$40 (both days), \$30 (one day) per child. A non-refundable fee that is due at Registration. Payment of Fall Supply Fee reserves your child's place in our Program.

Spring Supply Fee: \$40 (both days), \$30 (one day) per child. A non-refundable fee that is due in December.

Tuition: \$130 per month, per child for *both* days
\$65 per month, per child for *one* day

Families new to Kids' Kingdom are required to pay September's Tuition PLUS the Fall Supply Fee at the time of registration.

In the event of withdrawal from the program, this tuition payment is ONLY refunded if your child's spot can be filled before the start of the program in September.

Kids' Kingdom uses a monthly tuition system. Paying the same tuition each month allows parents to budget that amount of money ahead of time. The monthly tuition is determined by adding the cost of each day that Kids' Kingdom is in session and dividing that total amount into 8 monthly payments. There is not a tuition payment due in December, only the Spring Supply Fee is due. **Therefore, tuition will not be adjusted for holidays or spring break.**

OTHER FEES

Drop-in Fee: \$15 per child, per day upon availability.

Late Tuition Fee: \$15 if not paid by the 15th of ea. month

Late Pick-up Fee: \$5 plus \$1 per additional minute

TUITION IS DUE THE FIRST WEEK OF EACH MONTH.

PLEASE PLACE PAYMENT IN THE TUITION BOX
AT THE FRONT DESK

MAKE ALL CHECKS PAYABLE TO
HIGHLAND BAPTIST CHURCH
(Write Kids' Kingdom in the Memo Line)

DAILY PROCEDURES

ARRIVAL

Kids' Kingdom begins at 9:00 a.m. Please do not drop off your child before 9:00 a.m. as the teachers will be preparing for the day. If you happen to see a few children in the rooms, they are the teacher's children. If you arrive before 9:00 a.m. the doors to the building will be locked and you will need to wait in your vehicle until 9:00.

Please have your child in their classroom no later than 9:30 a.m. Any time after that is a disruption to the routine of the class. If you know that you will be later than 9:30 or absent for the day, please call or text the director, Ann Moody at 709-2442 before 9:30 a.m.

EMERGENCY EVACUATION

Our church has an evacuation plan posted in each classroom. The plan is designed to evacuate each classroom along pre-determined routes to the outside of the building where they will meet in one of two parking lots.

In the event of a tornado, all classes will make their way down the nearest stairwell to the basement of the Education Building.

If you have a suggestion, concern or any further questions regarding Kids' Kingdom, please contact the Program Director, Ann Moody, by calling 709-2442 or emailing annmoody12@yahoo.com.

She will be happy to amend any situation or answer any questions that were not answered in this Parent Handbook.

Ann Moody, Kids' Kingdom Director
annmoody12@yahoo.com

Ann Shirley, Director of Preschool Ministry
ann-shirley@highlandbc.org

3014 Maple Ave
Waco, TX 76707
254-709-2442
hbcwaco.org

MEDICATIONS

The teachers of Kids' Kingdom will administer medication to a child only on written order from the parent. Prescription medicine is to be in the original container and labeled with the child's name, date, directions and physician's name. Non-prescription medicine is to be labeled with the child's name, expiration date and must be in the original container. If a parent brings recalled or expired medicine to Kids' Kingdom with the intent of it being administered, the Director will call that parent to discuss the potential harm in doing so.

If you have given your child any medication before coming to Kids' Kingdom, please let your child's teacher know. Medicine often affects the way a child behaves in class.

INCLEMENT WEATHER POLICY

Kids' Kingdom follows WISD's decision on whether or not to close our program due to inclement weather. If Waco closes its schools, Kids' Kingdom will close. If Waco schools open on a delay of any kind, Kids' Kingdom will close for the day. Please check the local television stations and note that each station reports school closings differently, so be sure to check all three stations as well as their websites for the information. If you ever have any questions regarding a closing, please call the Director at 709-2442 before coming to Kids' Kingdom. We will also try to post our closing on Highland's website at hbcwaco.org.

PICK-UP

Kids' Kingdom ends promptly at 2:30 p.m. If you have more than one child or need to talk to the program director, please arrive early enough to take care of business and still pick up your children by 2:30. For children who are not picked up by 2:35 p.m., there will be a charge of \$5.00 plus \$1.00 per additional minute.

SIGNING IN & OUT

When dropping off your child at Kids' Kingdom, please sign them in at their classroom and leave a telephone number where you can be reached that day. In addition, please indicate on the sign-in sheet if someone other than yourself will be picking your child up and if you have any special requests for your child for the day (i.e.: medicine). You must also sign them out when leaving Kids' Kingdom.

DRESS CODE

Our curriculum supports a hands-on learning approach for children. Please send your child in comfortable "play clothes" where he/she feels free to participate in all activities without ruining their clothes. Children should also bring an extra change of clothes with them and a jacket in cooler weather.

LABELING PERSONAL BELONGINGS

Please label all articles belonging to your child such as their lunch box, extra clothes, jacket, back pack/diaper bag, nap items, diapers and any baby items. We try to be careful to send home what your child brings with them to Kids' Kingdom and labeling everything will help us in this process.

MEALS

Please feed your child breakfast prior to arrival to Kids' Kingdom. We do not serve breakfast, but we do serve a mid-morning snack. Each child should bring his/her own lunch at the temperature you wish it to be served. Prepare a simple, healthy lunch with foods your child can eat easily. All children will be encouraged, but never forced to eat. Please make sure to bring utensils, napkins and sippy cups if needed. We are not equipped to furnish these supplies for every child.

RELEASING YOUR CHILD

For your child's safety, we will only release him/her to parents or individuals listed on the enrollment form. We are aware that circumstances beyond your control can occur and you may need someone that is not on the enrollment form to pick up your child. If that happens, please call the Director and give that person's name and description. That person will then need to show their ID to the Director upon arrival.

REST TIME

Each class (with the exception of the infant class) will have a rest time after lunch. The 4 year-old class does not have to take a nap, but they are expected to rest on a mat for at least 30 minutes. We usually show a 30 minute educational video during this transition time.

We supply vinyl mats, however, please bring a blanket/and or pillow for your child to use during rest time. They may also bring a favorite doll or cuddly item if it will help them rest. Please be sure to label these items.

If your child is not completely potty trained, please send a disposable diaper or pull-up for nap time and a change of clothing.

STAYING SAFE & HEALTHY

HEALTH

If your child is sick, please keep him/her at home. During the day, if your child is not feeling well or is running a temperature, we will call you and expect you to pick him/her up as soon as possible. We do go outside most every day, so if your child is not well enough to go outside, it's probably best for him/her to stay at home.

Children, who within the previous 24-hour period show signs of illness, such as temperature of 100.4 or above, acute cold, heavy nasal discharge, constant cough, or diarrhea, must be kept at home until these symptoms clear up. Children must be clear of these symptoms for a full 24 hours before returning to Kids' Kingdom. For your own child's protection, as well as the safety of all other children, please adhere strictly to this policy.

ACCIDENTS/INJURIES

Because of the nature of children, minor bumps and bruises may occur while they are at Kids' Kingdom. When this happens, teachers will apply some tender loving care along with any appropriate medical care. You will be informed with a note sent home with your child's belongings.

If a more serious injury occurs, we will call the parents immediately. If a parent cannot be reached, the Director will contact the child's physician and act according to his/her instructions. In an emergency, the Director will call 911 and the child will be taken immediately to the hospital indicated on the enrollment form.

PARENT COMMUNICATION

Teachers will send home information regarding the unit of study and any special events, as well as daily notes highlighting your child's day. Please check your child's papers daily to be aware of upcoming events and to reinforce what your child is learning in the classroom. From time to time we will have special days, such as pajama day, when we may show a G-rated movie. There will also be crafts/activities related to holidays that may be secular in nature (i.e. pumpkins, Santa, Easter eggs, etc.) Our desire is to keep God's word first, while enjoying many of the traditions of the holidays.

FIELD TRIPS

From time to time, Kids' Kingdom may have special visitors to the church such as police and fire departments. Children, starting at the age of three, may on occasion take field trips away from the church. You will receive prior notice of any event of this nature and we welcome your participation. Field trips away from church require a signed permission slip for your child to participate. Your child's teacher will have these at the door for you to sign on the day of the field trip. Children will be transported by a church bus driven by the Highland Baptist Church staff member.

CELEBRATING BIRTHDAYS

Kids' Kingdom will celebrate each child's birthday if the parent wishes. Parents are encouraged to bring a nutritious treat to be shared with each classmate. Please discuss this ahead of time with your child's teacher for the appropriate day and time.

TEACHER TRAINING

All Kids' Kingdom staff is trained in CPR and First Aid before the school year begins. In addition, the teachers are required to attend the annual Church Weekday Education Conference in the summer and monthly staff/training meetings at Highland.

INFANT ROOM

Upon drop-off of your infant, you will be asked to fill out a form listing what your baby's needs are for the day. The teachers will work from your schedule. Please list any over-the-counter medications that we are allowed to give your baby during the day for different situations. Examples include Tylenol or teething tablets for teething, diaper cream for rash, etc.

Please LABEL EVERYTHING! Most baby items look similar, so you must label pacifiers, bottles, diaper bags, food items, etc. We must insist that this requirement be followed in order to avoid giving your baby the wrong food or bottle.

We do not have access to refrigerate items, so please bring formula separate from the bottle and your child's food at the temperature you wish it to be served. We do have a bottle warmer in the classroom. If using milk, please bring it in a cooler bag with enough ice packs to last the day.

CURRICULUM

Kids' Kingdom uses the WEE Learn Curriculum in each room. It is a Christian based curriculum that incorporates Bible stories and themes into each unit including Bible phrases that are written for preschoolers to understand. Bible truths are also incorporated into group time, transitions, and learning centers to aid in the teaching of children. If you would like more information about this curriculum, visit www.lifeway.com or ask the Program Director to see the curriculum first hand. (see add't note in **PARENT COMMUNICATION** section regarding curriculum).

GENERAL POLICIES

ENROLLMENT POLICY

Registration for the upcoming School Program begins in late March. Enrollment priority is broken down into three tiers: 1.) Highland Baptist Church members & current Kids' Kingdom families that are Highland members. 2.) Current Kids' Kingdom families that attend church elsewhere. 3.) General Public.

When a class is full, children are placed on a waiting list and called when space becomes available in order. Exceptions are made when a sibling of a child currently enrolled in our program wishes to attend or when a child currently enrolled in our program wishes to add a day. They get top priority.

WITHDRAWING FROM KIDS' KINGDOM

We understand that changes in your family can occur at anytime. If those changes cause you to withdraw from our program, we ask that you give the Director as much notice as possible so she will be able to fill your child's spot.

DROPPING IN OR SUBSTITUTING DAYS

Children that are enrolled one day a week may drop-in on the second day only if there is room in the child's class. Children that are not enrolled in our program may drop in only at the Director's discretion. Payment for the drop-in day is expected upon arrival and is a fee of \$15 per child. In the event of illness, children may not substitute one day for another. However, you may pay the drop-in fee for another day if space is available.

SOCIAL PROBLEMS

If your child has problems with biting, hitting, throwing or any other behavior which poses a risk of harm to the other children, we will work with you to help your child express him/herself appropriately in a group setting. If the situation is not resolved in a reasonable period of time, we reserve the right to ask that you remove your child from Kids' Kingdom until he or she has outgrown this stage, or permanently if the case warrants.

DISCIPLINE

We do not use corporal punishment as a way of discipline at Kids' Kingdom. Instead, we will use positive redirection, time-out and the rewarding of positive behavior. If you have some key things you do or say at home that help your child use correct behavior, please inform your child's teacher. Our emphasis is to teach all children to treat one another with kindness and acceptance, as God wants us to.

