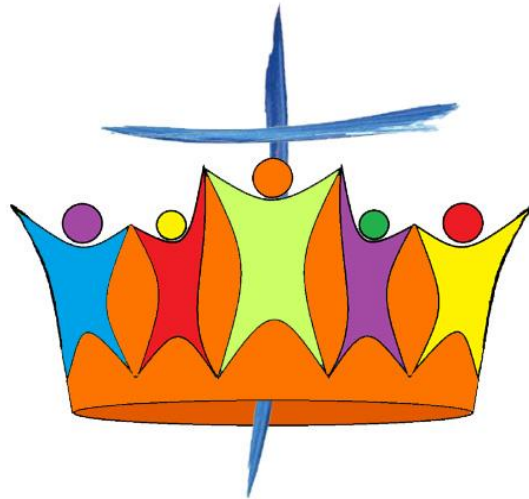


KING OF KINGS LUTHERAN
PRESCHOOL
AND KIDS' DAY OUT
HANDBOOK 2020-2021



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Oh Lord, how majestic is your name in all the earth! Psalm 8:1

Dear King of Kings Parents,

Welcome to the 2020-2021 school year here at King of Kings! At King of Kings Lutheran Church AND Preschool we want to “Share the Heart of the King” in all that we do, especially as we nurture your children!

Our early childhood education program is a Christian outreach to families with young children. We want to support, encourage, and provide opportunities that continue the educational and developmental processes already present in your home. King of Kings Preschool provides a caring environment where young children can explore and learn about Jesus, themselves, others, and the world around them in an atmosphere of Christian love, acceptance, and security. If your family is searching for a church home, we would love to have you visit King of Kings for Sunday worship services at 8:00 a.m., 9:30, and 11:00 a.m. Bible classes and Sunday School classes are at 9:30, and our nursery is available all morning.

Your involvement at school is always appreciated throughout the year. Please keep our students and teachers in your prayers throughout this school year, that all would be blessed as they participate in our preschool. We look forward to spending this school year with your child and thank you for this privilege. May God bless and keep you always in His loving care!

Yours in Christ's Service,

Barbara 'Babs' Hunt
Early Childhood Director

Opening Plans for 2020/2021 School Year

King of Kings Preschool and Kids Day Out will continue to put the health and safety of our children, families, and staff as one of our top focuses as we prepare to open for our upcoming school year. It is our goal to provide a sense of family, love, community, and safety to all children, families, and staff in our school. We hope families will use this guide to gather more information on procedures, safety, health policies, and structure changes for the 2020/2021 school year.

We are continuing to stay apprised of the latest information regarding the COVID-19 virus through the St Louis County Health Department, Center for Disease Control (CDC), and local medical professionals. We are working with consultants, pediatricians, and nurses in the area to help make plans for school re-opening and guidance as new protocols are recommended. As new information is provided, the guidelines and procedures may change. Current guidelines and suggestions are that parents and nonessential visitors will not be allowed in the building next year unless the CDC and local health agencies change current restrictions. Any changes will be sent to families by email and by paper communication when children are at school. **The Church Council and Preschool Committee is aware of the current concerns and has agreed to cap each classroom at 10 children per classroom.** This document is to help show the ways we can still communicate with you and have a fun and exciting school year for your child.

As we prepare for another exciting year, you and your child will have two opportunities to meet your teachers and get to know them better before the school year starts. We look forward to partnering with you this year as we connect and support each other in the following ways.

Supporting the Emotional and Social Well-Being of Your Child

As we welcome children back to school, we know that children may have been with their families for a long period of time with little interaction with other children and not a lot of time away from immediate family members. Children will have a much higher social emotional need for our staff to support next year. Our first priority will be establishing a connection between child and teachers. Teachers will focus on social connections and creating a new routine for the children. We know that the lack of social connections has created a new normal for children. As we return to a school setting, children may show some fear in leaving parents, a desire to be at home, and some new behaviors. Please know that we will work with each child and support them in the best manner for each child. It will take time to re-establish a drop off routine and a desire to come to school. As each child will have a different period of adjustment, we encourage you to continue bringing the child to school and reassuring their feelings, but also letting them know the staff is here to help them and give them support.

We are ready to help transition all children back to school and connect with you in the following ways:

August 26 - Parent Night/Orientation via Zoom Meeting at 6:30 pm: Teachers will send out a Zoom meeting invitation so they can hold a meeting with the parents of their class, giving more details on the upcoming school year. We will record this meeting

so any parent who is not able to attend can have access to the same information and get a chance to “meet” other families. We will also send a welcome video from our Early Childhood Director to all families sharing the latest in safe opening procedures for the upcoming school year.

August 27 & 28 - Meet the Teacher: Times will be announced by your teacher for you to be able to make an appointment for a private meeting for you and your child in the classroom so your child can meet their teacher and see their classroom. At this time, you and the teacher will share information to help your child have an exciting year. These appointments will be approximately 15 – 20 minutes long to allow proper cleaning of surfaces before the next appointment.

September 3rd & 4th – Popsicles on the Playground: Your teacher will plan for a private 45-minute class open house event where your child can meet their teacher on the playground for popsicles. This is a second chance for them to get to know their teacher better before the first day of school.

Teacher Support

Teachers will be creating videos to help introduce themselves and show classroom plans and procedures for the year. Teachers will also have a ZOOM meeting with parents to talk about the classroom and answer any questions prior to starting school in early September. We will also be utilizing the Seesaw app to help increase communication with you. Your teacher will share a class code with you so we can have increased classroom communications with you through newsletters, photos and school year announcements. Your classroom teacher is your number one supporter for your child and having good school and home communication is vital to a successful school year. Allowing your child to view the videos several times can help make the transition smoother.

We are asking each family to send in a family photo on the child’s first day of school. The teachers will be putting them up in the classroom to help establish a sense of family within the classroom. These photos are a great way to talk about your child’s day once at home or before coming back to school. Please let us know if you have any suggestions on how we can help make the transition back to school as smooth as we can for your child.

Administrative Support

The Early Childhood Director and King of Kings staff members are here to support children and families. Families who may have individual concerns or issues should schedule a time to meet so we can support your needs. It is our goal to best support you and your family and help make a smooth transition back to the school environment.

Communication with Families

Regular communication with families is very important. The Seesaw app will help us stay in communication as we navigate this year. Your child’s teacher will be communicating with you daily through short videos and photos of projects so you can

talk to your child about them when they get home. We understand that you may have concerns about how your child is doing throughout the day. If your child is struggling, we will let you know. We will work together to create a plan for your child to help them transition back to a school environment.

What Can I Expect When My Child Returns or Starts a New School?

It is important to know that every child's start or return experience will be different. Some children may race through the front door as though nothing has changed. Some may cling a little tighter. There may be tears. Some children may be afraid of the thermometer or face masks that some staff members will be wearing. Some children may be fine one day and not at all fine the next. All these fears and reactions are valid, and we will partner with you and your child through all of it.

Since we cannot know how a child will react, there are a few things that families and teachers can do to be prepared to support children through this transition process. The first is to allow your child to express their feelings, whatever they are. We can listen openly to children and be there to help them process their experience. Next, parents and teachers need to communicate and partner together. This is an important time for open communication so that everyone involved with the child knows what feelings they are expressing and how they are expressing them both at home and at school. We will work together to be able to provide a consistent, supportive message to children. Also, we adults are who the children are looking to for perspective. They read our emotions and often will mirror them. Be aware of your own emotions as it will help you to understand your child's emotions. Finally, try to create a consistent routine as you and your child restart coming to school. Consistent routines for morning, drop off, goodbyes, etc. help children feel safe. If your child is crying, we will ask for you to give hugs and kisses and let our staff take over from there. We will get them into a classroom with their teachers, toys to play with, and open arms for additional hugs. It is important to not tell your child that they can return home if they are sad or miss their parents too much, or that the office will call and they can go home. We encourage statements like:

- You will have a great day playing at school and I will be back before lunch, after rest time or when I finish my work.
- Your teacher will send me pictures of you playing and I can't wait to see them.
- If you need a hug, Ms. (Teacher's name) can give you a big hug, just like me.
- Mommy / Daddy will be back in a little while, you can look at the picture we gave your teacher and blow me kisses.

Consistent routines for morning drop off, goodbyes etc., help children feel safe.

What will be different when the school opens compared to past years?

While the need to provide a quality and safe place for children will never change, the way that the program operates during certain times of the day will need to change. The interactions with parents and classroom teachers will be through Seesaw, phone calls,

and emails. The interactions between staff and children in all the classrooms will look very similar as the classroom will be their classroom family.

- Smaller group sizes and static groups (children stay with same teachers)
- Drop off and pick up will be done outside the main church doors; parents will not be walking children into the classrooms
- Social and physical distancing strategies during chapel times
- Daily health checks, including temperature checks
- Defined space for ill children and staff members
- Staggered classroom schedule for outside on the playground area and/or playground zones
- Handwashing/sanitizing by all children prior to entering the classroom
- Increased cleaning schedules for shared spaces, toys, individual classrooms, and building
- Fewer toys in the classrooms at one time; toys will be cleaned regularly and rotated
- All lunch items opened at one time

Healthy Hand Hygiene

All children and staff will engage in hand hygiene at the following times (not an exhaustive list)

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluids
- Before and after playing outside
- Hand sanitizer may be used if a child is picking their nose or putting fingers inside their mouth.

Hand washing with soap and water for at least 20 seconds is preferred; however, hand sanitizer may be used when access to traveling down the halls to main bathrooms isn't possible or unavailable.

Sick Policy

Parents need to perform a home screening of all children before they leave for school. If your child or a staff member is showing any symptoms of COVID-19, has a temperature of 100 or above or any member of your family has tested positive for COVID-19, please stay home from school. If your child passes the home screening you may proceed to school where we will take your child's temperature before they enter school with a contactless thermometer. Children and staff who have a fever of 100 or above during drop off time will not be permitted to stay at school. Children should not be given medication to reduce a temperature to insure they pass the morning temperature screening.

If a child becomes sick at school, they will be taken to the Early Childhood Director's office and their parent will be notified and they should be picked up within 20 minutes of notification. Parents will be called for a fever 100 or above, vomiting, uncontrollable cough, or fever and fatigue/lethargic behavior. We ask that you keep your child home if they are displaying these symptoms prior to coming to school and notify the director of their absence.

Children with a fever of 100 or above will be sent home and will not be able to return for **72 hours** after the fever is gone without the use of medications. If the child is seen by a doctor, please return to school with the doctor's note giving clearance or a negative COVID-19 test.

Children who are sick with the typical reasons children get sick (vomiting, rash, diarrhea, pink eye, head lice, strep throat etc.) should follow regular health guidelines with the exception of fever. Fever will have children out of school for 72 hours, without the use of fever-reducing medications before returning. Severe allergy symptoms may need to be evaluated by a doctor's note or a COVID-19 test to rule out possible exposure to COVID-19.

Current information and guidelines regarding COVID-19 are available on the CDC website.

Travel

Children traveling to hot spots within the United States or out of the country, take a cruise, or attending a large festival type event, could be asked for a COVID test to return to school or may not be permitted to return to school for 14 days after travel. Please check with the administration prior to traveling and upon returning. Parents who travel and may have been exposed to a confirmed case may be asked to keep children home to limit possible exposure to those at the school. The school may request a doctor's note prior to a child returning.

IF COVID-19 is confirmed in a child, a direct family member living with the child, or a staff member, we will:

- Consult local and county health officials
- Notify all individuals who have come in contact with or in close proximity to the confirmed individual
- Close off areas used by the person who is sick
- Close the classroom, and children in that classroom will be away from school for 1 school day to allow the classroom to be cleaned and disinfected or follow current CDC guidelines for schools.
- Clean and disinfect all areas used by the person who is sick: office, bathrooms, and common areas.
- A person or family member with COVID-19 must be isolated for a minimum of 7 days after the onset of symptoms and 72 hours after their fever resolves without medication prior to returning to school or work. The individual will also need a doctor's note giving clearance to return.

We will continue to monitor the previously mentioned sources and share additional information as we get closer to the start of our school year. It is our prayers this document helps you see the plan we have for next school year and the respect we have in serving your family for the next school year.

Please feel free to contact me at any time during the school year if I can help answer a question or support your family in any way.

Barbara 'Babs' Hunt
Director of Early Childhood for King of Kings Lutheran Church and Preschool

MISSION STATEMENT

King of Kings Lutheran Preschool and Kids' Day Out's mission is to "Share the Heart of the King" which means to love, care and show concern for God's little ones, and to assist parents in providing Christian training, early care and education at home.

GENERAL INFORMATION

King of Kings Lutheran Preschool and Kids' Day Out is a non-profit Preschool and Kids' Day Out Program sponsored by King of Kings Lutheran Church of Chesterfield, serving children ages 2 through 5 years. We have been providing quality early childhood education opportunities to the Chesterfield community since 1980.

PHILOSOPHY

At King of Kings Lutheran Preschool, we embrace the God-given uniqueness of each child, and offer opportunities for growth by providing children a positive, creative, stimulating, and loving Christian environment in which to develop and learn. Our staff employs developmentally appropriate practices, in which we meet children where they are, enabling them to reach goals that are both challenging and achievable. We provide periods of time when children may select activities to pursue from among rich choices teachers have prepared in various centers in the room, as well as engaging children in teacher-guided, interactive small-group and large-group experiences. Our teachers use a variety of approaches and strategies to support children's interests and abilities in each learning domain, and as children of God, our students will be treated with the love, care and respect that our Lord desires.

PURPOSE AND VALUES

The value of early childhood training is indicated in the Bible: "Train up a child in the way he should go and when he is old, he will not depart from it." (Proverbs 22:6). Likewise, in the words of Ephesians 6:4, "Bring them (your children) up in the training and instruction of the Lord." A Christian home gives a child his/her first Christian nurture, training and instruction. At King of Kings we share in this responsibility with you by providing a loving, warm, secure environment where children learn about the love of God through Bible stories, praise songs and prayers. We also strengthen and support parents in their Christian training efforts.

King of Kings Lutheran Preschool accomplishes this by:

- *nurturing our young Christians
- *assisting in the gradual adjustment from home to school life
- *helping each child navigate social situations at his/her level of maturity
- *developing creative academic abilities by providing experiences and materials that give many opportunities for exploring, thinking and reasoning
- *developing skills necessary for each child to be successful in our ever-changing world
- *broadening each child's interests and opening many "doors of learning" for him/her
- *preparing each child with skills for future school success

NON-DISCRIMINATORY POLICY

King of Kings Lutheran Preschool and Kids' Day Out serves the whole community and admits students of any race, color, national and ethnic background to all the rights, privileges, programs, and activities generally accorded or made available to our students.

ADMISSION POLICY

Kids' Day Out Program

Enrollment is open to children who are 2 to 3 years of age. Kids' Day Out children do not need to be toilet trained as the staff will work with the parents in this process. Children may enroll in this program as they turn 2 years old when space is available.

Preschool-3's and 4's Class

Enrollment is open to children who are 3 years old on or before August 1 of the current school year. All children must be toilet trained. When your child is accepted, we assume that he/she is toilet trained.

Preschool 4's and 5's Class

Enrollment is open to children who are 4 years old and toilet trained on or before August 1 of the current school year. Please note that according to Missouri State Public School Guidelines, a child will not be admitted to kindergarten in the public-school system if the child is not five years old on or before August 1.

ENROLLMENT

We will hold registration for the next school year starting in January and open enrollment to the community starting in February of each school year. The annual, nonrefundable Registration Fee of \$75.00 along with the May tuition payment for the new school year is due with your child's application for enrollment (or re-enrollment) form. Once the registration fee and May tuition payment is received, your child has a space reserved in the class in which you registered him/her.

TUITION

Tuition is based on the cost of educating each child for the entire school year. For your convenience, the yearly tuition rate is divided into 9 equal monthly payments covering September through May. The May tuition payment is due at registration time before the start of the new school year. The remaining 8 monthly payment are due the FIRST day of the month beginning in September and is not late until the TENTH of the month.

You may place tuition payments in one of the three black mailboxes labeled "Tuition," or deliver the payment to the preschool office. The mailboxes are located across from the KDO classroom, on the main level by Room 25 – 4's-5's Classroom, and in the Annex 3's-4's East Classroom.

Tuition payments can be made monthly by cash, check or credit card. A program fee will be added to credit card payments to offset the processing and support costs. Credit card payments must be made in person at the church office. Checks are to be made payable to "King of Kings Lutheran Preschool" and should include your child's name in the memo section of the check. Check payments can be dropped off in the tuition mailboxes by the classrooms, mailed to the church, or sent through your online banking service (again, remember to put the child's name in the Memo and allow ample processing time for the check to be received in the mail before the tenth of the month).

TUITION LATE PAYMENT FEE

A late fee of \$25.00 (per month) will be applied to the tuition account if payment is not received by the office on or before the tenth of each month. The office hours are 8:00 a.m. to 4:00 p.m.

RETURNED CHECK FEE

There will be a \$25.00 fee for all returned checks.

LATE PICKUP CHARGE

Children are to be picked up from school promptly at 1:00 p.m. After 1:10 p.m., a \$5.00 late charge will be assessed.

EXTENDED VACATION ABSENCES

Going on vacation with your child is a wonderful opportunity for learning. When your family is away for an extended period, tuition is charged and must be PAID IN FULL for each month.

WITHDRAWAL

Each child is enrolled for the entire school year or the balance of the school year. Therefore, we need to have written or verbal notice of your intent to withdraw your child from our program at least two weeks in advance.

CLASS TIME HOURS

King of Kings Lutheran Preschool and Kids' Day Out is offered from 9:30 a.m. until 1:00 p.m. You may bring your child to school at 9:25 a.m. Please make every effort to be on time, as we begin our morning routines promptly. Extended Care is available: 8:15-9:30 a.m.; 1-3 p.m.

ENTERING/LEAVING THE BUILDING

Due to CDC guidelines and COVID-19 concerns parents will not be allowed in the building without an appointment and must pass basic screening procedures including a temperature check showing they do not currently have temperature over 100. Please ring the doorbell and let us know your needs and someone will come to door to assist you. A staff member will be at the main preschool entrance 5 minutes before and 5 minutes after each class is set to start to help children safely enter the school building.

SCHOOL YEAR CALENDAR

A school year calendar will be given to each family at the beginning of the school year. Please keep this calendar in a convenient place where you can refer to it throughout the school year. Included on this calendar are holidays, winter and

spring breaks, and special events. All events will be reviewed by current CDC guidelines to see if advisable to hold during this next year.

WEATHER RELATED CLOSINGS

In case of severe weather, all King of Kings Lutheran Preschool and Kids' Day Out classes, including Extended Care, will be canceled if PARKWAY SCHOOL DISTRICT is closed. If Parkway School District is on a WEATHER RELATED "DELAYED START" schedule, King of Kings Preschool and KDO will start at 10:30 A.M. Early Care would not be in session, but After Care would be on the normal schedule. School weather schedules are on most local media.

Parents are always welcome to pick up children at any time if there is concern about worsening weather conditions during the school day.

EMERGENCY PROCEDURES

Each year the emergency procedures for King of Kings Lutheran Preschool and Kids Day Out are reviewed and updated the Preschool Committee and teachers. An emergency plan is posted in each classroom. If teachers and students leave the building for an emergency, emergency contact information will accompany each class. If for campus security reasons we feel we need to leave and go to an off campus site for safety, our site is next door at the Monarch Fire Department.

Tornado/Earthquake drills are held alternating months to insure the children are aware of safe practice during school hours.

Fire Drills are held every two months and recorded for state records and a copy of classroom evacuation routes are posted in each classroom with two possible routes to exit the building.

CHILD SAFETY

School Entry

All children must pass home screening questions before coming to school and be able to answer no to the following questions:

- Does your child show any of the following COVID-19 symptoms; persistent cough, shortness of breath, sore throat, fatigue, muscle aches, headache, new loss of taste or smell, runny, nose, nausea or vomiting, diarrhea or have temperature of 100 or over?
- Has your child or any member of your family been tested and found positive for COVID-19 during the last 14 days?
- Have you traveled to an area listed as a COVID-19 hot spot during the last 14 days?

Upon arrival at school, a staff member will come to your car and ask for a window to be rolled down so a non-contact temperature can be taken of your child. If temperature is below 100, your child will be led into school and a staff member will help them use sanitizer before they help them to their classroom.

Dismissal

Dismissal involves a "drive-up" procedure in which a member of the staff will personally escort your child to your car. Please stay in your car. A map of the parking lot will be given to your class so you can join the carline group assigned to your class.

No child will be released to a person who is not authorized by the parent to pick up the child under any circumstances. If for some reason a parent would like someone else to pick up the child, the parent must send a note stating the adult's name and the date(s) this will occur. Carpools should be noted on your child's registration form.

POSITIVE DISCIPLINE

King of Kings Lutheran Preschool and Kids' Day Out offers a positive, loving, Christian environment. A child's primary goal is to belong, to be significant and we see preschool as a laboratory of learning Christ-centered behaviors and attitudes. Our goal is to offer a "kind but firm" atmosphere where all children, teachers and other adults, are valued and respected. As we assist children through mistakes, we use the words of Jesus in Matthew 18:15-16 as our guide. Challenging behaviors are handled as follows:

*Teacher guides child(ren) in: 1) Recognizing the mistake. 2) Reconciling: "I'm sorry" 3) Resolving: "Let's work on a solution together". Parents will be welcomed in conversation with a teacher if challenging behavior becomes a pattern and continues. Working together we can share and brainstorm ideas for helping and encouraging the child.

We know that a misbehaving child is a discouraged child, and that social skills mistakes are wonderful opportunities for children to learn! We strive to keep a positive environment, where children learn how to get along with others and show respect for their teachers and friends. When challenging behaviors occur, we teach Christ's example of repentance, forgiveness and LOVE.

HEALTH

Your child's health is important to us. The state of Missouri requires parents to file a health form, signed by your child's doctor, with us, upon enrollment. This includes: 1) the "well-child" exam and 2) up-to-date immunization records.

During the school year, if your child is ill, please call the director at 314-469-2224 to inform us. Likewise, please report any communicable disease to us immediately. In this case we will post notices and /or send notices home with the children.

Please notify the Early Childhood Director immediately if a member of your family has tested positive for COVID-19.

Medical Concerns

If a child has or develops a special medical condition such as food or insect allergies, asthma, seizures, etc., please notify the office so we can establish procedure for supporting the condition. This information should be shared at the time of registration. A doctor's note is required detailing the condition and action plan needed for your child.

Toilet Training and Bathroom Procedure at King of Kings

Children in the Pre-School 2s classroom may be in diapers and or pull-ups. Once the child is having some success with toilet training at home, the parents should inform the teacher so additional training can begin at school. During toilet training, the teachers will assist as needed while encouraging independence at the same time.

Children in or 3,4 and 5-year-old classrooms need to be toilet trained before the class begins for the school year. We understand an occasional accident may happen at school, but children must be able to tell their teacher when they need to use the bathroom, need minimal assistance removing clothing and have minimal wiping assistance also. Please help practice these skills at home so they can be successful at school too. Thank you for your partnership with this skill.

ILLNESSES

DO NOT BRING YOUR CHILD TO SCHOOL IF HE/SHE HAS HAD:

- Temperature over 100 until they are fever free without medication for **72 hours** (They may return after 24 hours of being fever free without medication if accompanied by a doctor note explaining nature of illness.)
- Shows any of the previously mentioned COVID-19 symptoms unless accompanied by a doctor's note. Please provide the Early Childhood Director a

note from your doctor if your child experiences a cough or runny nose due to allergies so we can keep a copy in their files.

-Diarrhea or vomiting within 24 HOURS.

If your child becomes ill at school or shows concerning symptoms of COVID-19, you will be contacted and we request you arrive at school within 20 minutes, so you access the needs of your child. Your child will be removed from the classroom and be with the Early Childhood Director, or staff member, in a safe room and the staff member will wear a mask and gloves as they keep your child comfortable until your arrival. Please ring the preschool doorbell and your child will be taken outside to you so you can be aware of the symptoms of illness they were showing.

MEDICATION HANDLING, STORAGE AND DISPOSAL

A parent or guardian must hand deliver to the preschool office all medications to be administered. In order for school personnel to be able to administer any medication, a completed Health Care and OTC Medication Consent Form and Permission to Dispense form. All prescription medications must be in the original container and labeled with the name of the patient, name of physician, prescription number, date, name of medication, dosage, and frequency of administration. Over-the-counter medications will require parent authorization and medication must have label with the child's name and dosage.

INJURIES

The teacher, teachers' aide, or director will care for minor injuries. Ice packs, soap and water, and band-aids will be the extent of the first aid given. Parents will be notified of any injuries with an "Ouch Report" that will be completed by the staff person who cared for your injured child. The "Ouch Report" will be in your child's bag the day the injury occurred. Your child's teacher will also talk with you about the incident.

In case of serious accidental injury, we will make an immediate attempt to contact a parent or guardian, as indicated on our emergency form. We will call 911, and until the arrival of the parent, guardian or ambulance, the director is authorized to make the decision for either doctor's office or closest hospital.

INSURANCE

King of Kings Lutheran Preschool provides supplemental accident insurance coverage for your child while he/she is attending school. Any injury must be reported to the director or business manager as soon as possible. A record of any treatment received must be submitted to us before a claim can be filed.

CLOTHING

When dressing your child for school each day, please keep in mind your child's comfort. Clothing that is free of complicated buttons and other types of fasteners is very helpful. With art projects and playground time, clothing that is sturdy and washable is recommended.

We ask that the children do not wear open-toe shoes or sandals. Use care to select shoes that fit your child's feet properly. Shoes should allow freedom and safety for indoor and outside play, as well as provide protection for your child's feet.

If your child is in Kids' Day Out, please keep a change of clothing (1 pair of underwear or several diapers or pull-ups, 1 pair of pants or shorts, 1 shirt and 1 pair of socks) in his/her box. When your child uses something from this set, please be sure to replace it for the next class.

BIRTHDAYS

Birthdays are special occasions. If you wish to celebrate your child's birthday at school, let your child's teacher know at least one week prior to your child's birthday. Tell the teacher which day you will be bringing birthday treats and what you will be bringing. All birthday treats need to be prepackaged and be peanut free for the safety of all children. Your child's teacher will add special touches to make this a special time for your child.

LUNCHES

Peanut/Tree Nut Policy

King of Kings recognized the severity of peanut/tree nut allergies. We cannot guarantee that a student will never experience an allergy related event. However, the school is committed to student safety and therefore we will be a "peanut/tree nut aware" school. Please check all packaging to make sure you do not bring items into school that may contain peanut/ tree nuts. If your child has any other food allergies, please make your child's teacher and the Early Childhood director aware of food allergies at the time of enrollment.

Each child brings his/her own lunch to school. When preparing your child's lunch, we ask that you stress good nutrition. Your child may bring a nutritious drink, or we will provide ice water. Children are not allowed to chew gum or drink soda.

FIELD TRIPS

Parents must give written permission for their preschool child to be taken off campus for a field trip. A permission slip will be sent home prior to each field trip. Please read, sign and return it to your child's teacher BEFORE THE DAY OF THE TRIP so that your child may participate.

Field trips are not possible without parent help. We are very appreciative when parents help drive and supervise children. Parents that drive need a car seat and seat belt for each child they transport. A copy of a valid driver's license and proof of valid insurance coverage must be turned into the Early Childhood Director before a parent can drive for a field trip. If you are unable to accompany your child on a field trip, please make safety arrangements, including proper car seat, with another parent.

All field trips will follow current CDC guidelines on safe community activities.

TOYS AND SHARING

As it is sometimes difficult for a child to share that special toy with others, WE ASK THAT YOUR CHILD LEAVE ALL TOYS AT HOME. From time to time, however, your child's teacher may ask that your child bring certain items to school to share with his/her classmates. These items may relate to the topic they are exploring. Do not allow your child to bring an item that we cannot hold, or touch safely and please label all items with your child's name. Until the CDC guidelines permit all show and tell items must fit in a Ziplock bag and please instruct your child they may show them but not take them out of the bag for safety reasons.

COMMUNICATION

Each teacher will send home a calendar for the month. In addition, you will receive weekly notes from your child's teacher, informing you of the activities of the week. Check your child's bag each day for artwork, projects, or letters. Teachers will also use the Seesaw app to send home newsletters, send class pictures as well as send updates about events happening within the class. Good communication is key to help us serve the needs of your family and your child. Please let your teacher know the best means of communication for your family.

Periodic all-school updates are sent to each family to keep you abreast of school news and upcoming dates. Please check your email regularly for school updates.

CHANGE OF ADDRESS OR PHONE

It is very important that we have your correct address and phone number. Please keep us updated with any work, cell or home phone number changes.

YOUR CHILD' S PROGRESS

Feel free to talk with your child's teacher at any time regarding his/her progress. You may want to schedule an appointment to do this.

Preschoolers' Parent/Teacher conferences are held each February, which include a progress report and work samples. Parents sign up for a time to visit with the teacher.

WE WANT OUR PARENTS TO...

- *Know and understand our program and to feel free to discuss it with us.
- *Observe our busy, happy, creative classrooms and see your child at work and play.
- *Understand the importance of free play and the goals your child is achieving through these scenarios.
- *See that you and your child's teachers are partners this school year in the growth and development of your child.
- *Rejoice in your child's spiritual, social, emotional, physical, creative and cognitive growth through the wide variety of age appropriate developmental experiences here at King of Kings.