

Kingdom Kare Learning Center

2017 Parent Handbook



Kingdom Kare Learning Center

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Welcome to the Kingdom Kare Learning Center! This handbook is intended to provide parents with important information about our program. It is hoped that the information in this handbook will be helpful in developing an understanding which will lead to a happy experience for both you and your child(ren). If you have any questions or concerns regarding the content, you are welcome to address them with the Kingdom Kare Learning Center Administration Team.

Program Overview

Mission Statement

The mission of the Kingdom Kare Learning Center is to provide a secure and engaging environment which supports success by empowering young children to develop socially, emotionally, cognitively, and physically.

Philosophy Statement:

The Kingdom Kare, believes individual children develop best in a nurturing classroom through active learning experiences. Teaching teams work to build confidence in all children in order to establish a solid foundation at their own developmental level. We foster supportive relationships with families and community partners to enrich the child's emotional and social development. These beliefs guide our practice and provide the framework for program decisions.

Curriculum

The Kingdom Kare Learning Center provides a quality educational program for a diverse population of children with widely varying levels of development and ability by following the High Scope curriculum. Here at the Kingdom Kare Learning Center, adults and children are partners in learning. Through active participatory learning, young children construct their knowledge of the world - finding out how the world works through their own direct experience with people, objects, materials, events, and ideas.

Parent Teacher Conferences

Conferences are held twice a school year here at the Kingdom Kare Learning Center, once in October and once in May.

Family Support Specialist

The Kingdom Kare Learning Center has a Family Resource and Support Associate, who spends time in classrooms once a week and is available by phone or throughout the week. She is aware of many community resources and works with families in need to connect them to these resources. She also coordinates a Parent Advisory Committee and helps organize family events and classroom visitors.

Calendar

Kingdom will be closed the following days New Year day , Martin Luther King Jr. Day, Good Friday and Easter Monday, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving and the Friday after Thanksgiving. For the Christmas Holiday, Kingdom Kare Learning Center will close on December 22, 2017 and will reopen on January 2, 2018.

*******Kingdom Kare Learning Center follows the Public School Districts Schedule for weather emergencies. In the event the school district is closed, Kingdom Kare Learning Center will be as well.+++**

Enrollment and Withdrawal

- No child will be discriminated against because of race, national origin, sex, or disability.
- A Health Appraisal form must be submitted within 30 days of initial attendance. (Please be sure that this form is signed and dated by your child's physician.) Failure to comply with immunization standards will result in the termination of your child from our program. (Immunization record must be on file for child to begin.)
Licensing requires that ALL sections of all forms be completely filled in.
- Please notify Kingdom Kare Administration in writing if withdrawing your child from our program.

Confidentiality Policy

All information obtained by the Kingdom Kare Learning Center, will remain confidential and not be disclosed to parties other than Kingdom Kare Team members and the Michigan Department of Education without prior written consent of parent(s) or guardian(s).

Schedule of Operation

- The Kingdom Kare classrooms follow the Eastpointe Public Schools school year calendar for holiday closings and professional development days.
- Kingdom Kare's classes are offered Monday-Thursday from 6:30 AM- 6:00 PM.
- Inclement weather or power outages may require that classes be closed. Parents are encouraged to tune in to school closings listed on TV and radio. If the public schools are closed, Kingdom Kare will be as well.

Parent Involvement

Children who are successful in school have strong and positive connections between family, school, and community. Parent involvement in the learning process strengthens learning at home and is linked to positive child outcomes. Parents are always welcome and encouraged to participate at the level they are most comfortable. We encourage parents to be involved by:

- Volunteering in the classroom (reading books, interacting in play, helping at clean-up time)
- Attending parent meetings / workshops
- Attending family education events
- Serving on an advisory committee
- Sharing skills, talents, and interests with the class

Birthday Policy

We know that birthdays are important to every child and that children like to celebrate with their classmates. However, sending in a food treat to the classroom to celebrate can exclude those children who have food allergies, diabetes, celiac disease, or other dietary restrictions. In addition, frequent sugary snacks do not contribute to achieving our goal of healthy bodies and healthy eating habits for all students. We ask that you do not send any snack (or other item) on your child's birthday. On their birthday, each child will receive a small bag filled with little birthday gifts and will be acknowledged by his/her teacher. Thank you for your cooperation.

Discipline Policy

The Kingdom Kare staff supports children as they begin to understand their behavior choices and learn acceptable ways of interacting with others. The discipline approach we use with children promotes and encourages self-control, self-direction, self-esteem, and a spirit of cooperation. Approved disciplinary methods include encouragement and positive reinforcement, leading to appropriate behavior. We discourage methods that are demeaning or inhibit the self-esteem of a child. Children displaying inappropriate or unacceptable behavior may be redirected to another activity or may be excluded from the group for a short period of time to regain control and composure.

Child Abuse Policy

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under the act, our employees are considered Mandated Reporters and are required, by law, to report any suspicion of abuse or neglect to the appropriate authorities. Under the Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our employees are not required to discuss their suspicions with parents before reporting the matter, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

Attendance Policy

In order for the Kingdom Kare Learning Center to maintain a high quality program, we rely on regular attendance. At the time of a child's enrollment, parents will be orientated on the importance of the child's regular attendance. Parents will be advised of the steps and procedures to take if their child will be absent. Parents are required to call the front desk **before 10:00 AM** and state the reason for the child's absence. It is important that children arrive to class on time every day. Tardiness interrupts the classroom and interferes with the learning environment for all students. Regular attendance and prompt arrivals will help your child make progress in school.

Staff will keep daily attendance and absence records which must include documentation for absences (name of absent child, person contacted, date of contact, reason for absence and expected date of return to the classroom). Staff will make every effort to ensure that children maintain consistent attendance. If absences are the result of illness or they are well documented absences for other reasons no special action is taken. If however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for all children with three (3) or more consecutive unexcused absences or ten (10) or more excused absences in a month. Prolonged absences during the school year disrupt a child's routine and interrupt their progress and learning.

The Family Support and Resource Associate (FSRA) will review the classroom attendance sheet regularly. After the third unexcused absence or tenth excused absence in a month, the FSRA will contact the family by phone or through emergency contact expressing concern. If phone attempts have been unsuccessful a letter will be sent to the family. If after five days of sending a letter there has been no response from the parent, then a second letter will be sent. If after three days of sending a second letter there still have been no response from the parent a third letter will be sent and the child will be moved to the waiting list. If a letter is returned due to a change in address at any point during this process, the letter is then placed in the child's file, a notation is made and the child is placed on the waiting list.

At the time of enrollment your child's schedule is decided, in the event your child goes over the scheduled hours you will be charge \$1.00 per each additional minute.

Daily Schedule

The Kingdom Kare classrooms follows a Daily Routine. Some aspects of the schedule are outlined below.

Large Group Time

At Large Group Time, the whole group of children and adults gather for playing games, making up and singing songs, learning dances, or playing musical instruments. Large Group Time provides an opportunity for each child to participate in a large group, sharing and demonstrating his or her ideas and trying out and imitating the ideas of others. He or she can sometimes be a leader and sometimes a follower. This provides an opportunity for children to learn the social skills of imitation, turn taking, listening to others, and group effort. Adults assist children during Large Group Time by sitting near them, making sure they understand how they can participate, and encouraging them to share their own ideas with a larger group.

Small Group Time

During Small Group Time, each adult meets with 8 children to work on the activities planned by the team, to provide some of the key experiences of cognitive growth. Adults plan Small Group activities around the interests and abilities of the children, allowing for individual ideas and differences. They use this time to observe children, expose them to new materials, and give them a chance to find new ways of using materials they already know.

Planning Time

At Planning Time, adults and children meet together to talk about what each child wants to do and how the child might go about doing it. Children decide for themselves how they will use their work time and the adult encourages the child to say or demonstrate what he or she would like to do. The adult helps them learn how to identify choices for themselves. Children who plan for themselves see that they can make things happen. They begin to view themselves as people who can decide and who can act on their own decisions.

Work Time

Work Time is the heart of the preschool day. The children may use the entire classroom to explore, learn new skills, try out ideas, and put together what they know in ways that make sense to them. Adults move among the children, observing and helping as needed. During Work Time, a child and adult may work together on various skills such as fine/gross motor activities or identifying numbers, colors, and shapes.

Clean-Up Time

During Clean-Up, children put away the toys and materials they have been using. They may also wipe tables, wash paint brushes, jars, or cooking utensils, and sweep or vacuum floors. As they sort, pile, stack, empty, and fit together materials as they clean up, they learn where things go and that similar things go together. This helps them begin to understand the system for finding things they need. The symbols on the shelves stand for real objects, a realization necessary for reading. Sorting things, putting materials back, and cleaning up also helps children see that clean-up is a part of any activity. Adults assist children during Clean-Up by encouraging them to clean up throughout Work Time. Adults warn the children toward the end of Work Time that in a few minutes it will be Clean-Up time, giving a clear and consistent signal that Clean-Up has begun, defining specific individual tasks for children who are having difficulty understanding what constitutes Clean-Up and assisting in Clean-Up activities.

Recall Time

Recall Time gives children the opportunity to remember and represent what they did during Work Time. By looking back at what they have done, children can start to see the relationship between their plans and their activities and can develop more awareness of their own actions and ideas. In the process of recalling, children attach language to their actions. Talking about, recalling, and representing their actions help children evaluate and learn from their experiences. Recalling in a small group helps them get ideas from each other about things they might like to try.

Rest Time

As a state licensed program, we are required to have quiet/rest time. The children are not forced to sleep but they must lie quietly on their rest cots for the entire rest period. Books, crayons, and other quiet toys will be

provided to those who do not sleep. The program will provide cots and blankets, the blankets will be washed weekly. **Please remember to label all materials sent to the classroom.**

Outside Time

Outside Time is when children can run, jump, skip, climb, slide, race, hide, and dig. Aside from the obvious advantages to their health and well-being, the main rationale for Outside Time is that it enables children to try out Work Time ideas and discoveries outside the classroom. Outside Time is less constricted and intense than work time. Some otherwise quiet children can open up, talking and working with other children more freely than they do inside. As they play, teachers talk with children about what they're doing and help them solve problems.

Outdoor Play Policy

Your child will go outside every day as the weather permits. Please make sure your child is dressed in clothing that is appropriate for the weather conditions. If it has recently rained, your child will need to have a pair of boots to wear outside. If there is snow on the ground and/or the temperature outside is very cold, your child will need a snowsuit, hat, gloves or mittens, and snow boots. Each child must have a complete change of clothes (underwear, socks, shirt, and pants) that will be kept in the classroom. Each piece of clothing must be clearly labeled with your child's first and last name. Kindly remember if your child is too sick to go outside and play he/she is too sick to come to school.

Accident/Emergency Procedure

In case of serious accident or injury:

1. Staff member A stays with child
2. Staff member B goes for help:
 - a. First Aid
 - b. CPR
 - c. Call 911 (if needed)
 - d. Contact parent or other person listed on Information Form
 - e. Contact program supervisor
 - f. Seek additional help from staff
 - g. Isolate other children from scene
3. Staff member A accompanies child to hospital (if needed).
4. Staff member A fills out accident report and makes 3 copies (1-child's file, 2-supervisor, 3-licensing agent)

Medication Policy

You must fill out a Medication Form and have it signed by the child's physician before any medication can be administered to your child. Forms are available from the main desk.

- Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered to the child.
- In extreme situations, an over-the-counter medication (in original container with age appropriate dosage indicated on the label) may be administered for a short period of time at school. A note signed by the parents must accompany the medication along with clear dosage and administration instructions.
- We do not allow children to store medication in their pockets or backpacks.
- Medication, hand lotion, and lip balm are stored out of reach of children.
- All medication administered by staff will be logged.

Food Policy

We are required to follow all guidance regarding snacks and meals that is contained in the CACFP Implementation Manual. This includes the following:

- Children who have vegetarian and other high frequency dietary needs should be accommodated by the program. Kingdom Kare Learning Center will determine if a need is high frequency if there is a dispute.
- Families of children who have low frequency dietary needs (organic only, Kosher, vegan, etc.) will be allowed to supply snacks and meals for their children. Families should be supplied with a school snack and meal menu and asked to send in food that is similar to what is being offered on the menu whenever possible. If the snack is apples and cheese and the family uses organic food, for example, they should send in organic apples and cheese. Families should sign a statement indicating that they wish to provide food for their child because of family preferences and those preferences should be noted on the statement.
- Families are not allowed to send in food for their children simply because the child does not like the food served or prefers something from home. Shared meals are an important part of the program and whenever possible, all children should learn to enjoy a wide variety of foods in a communal setting.

Illness/Exclusion Policy

Ill Children

Regardless of the precautions taken at home or school, your child may become ill during the course of the school year. If your child becomes ill, you will be called and asked to pick up your child. If you are unavailable, we will call someone on your Emergency Card. If your child has been absent due to a contagious disease (such as strep throat or pink eye) you will be required to present a physician's certificate in order for the child to return to school.

Exclusion

Your child will be excluded from attending school if he or she has any of the following symptoms:

- Fever (temperature of 100 or more) ○ Child must be free of fever for 24 hours (without fever reducing medication) in order to return.
- Diarrhea or vomiting ○ Child must be symptom free for 24 hours in order to return.
- Discharge or redness of the eyes
- Discharge from the ear
- Green or yellow discharge from the nose
- Persistent or productive cough
- Sore throat
- Skin rash

Allergies

Please alert your child's teacher of any allergies your child has. You must include allergies on your child's Information Form and Health Appraisal.

Licensing Notebook

The program maintains a "Licensing Notebook" that contains all Inspection Reports, and all Corrective Action Reports. This Notebook is kept in the Office of Kingdom Kare and is available to parents or guardians to review during regular business hours.

Health Care Resources

Children's Hospital of Michigan (313) 745-5437

National Capital Poison Center

1-800-222-1222

General Health & Wellness

American Academy of Pediatrics

Healthy Children

Bright Futures

Nutrition

My Plate (USDA)

American Dietetic Association