

KING'S KIDS & SON-SHINE KIDS ~ PRESCHOOL HANDBOOK

MISSION STATEMENT:

Our mission is to provide a well-rounded, quality, CHRISTIAN education for all children regardless of race or religious affiliation.

PHILOSOPHY:

We believe that the preschool's primary responsibility to the child, his home, and society, is to form a whole Christian person prepared for life in today's world. Through both the faculty and curriculum, the King's Kids and Son-Shine Preschool program promises to:

- Emphasize GOD'S love for each one of us and how to make HIM a part of daily life
- Promote a positive self-image
- Create an atmosphere of concern, mutual respect and encouragement
- Cultivate an awareness of the needs of all God's creation.

We want to plant a positive attitude toward each child's future educational adventure. Emphasis will be placed on each child's special and unique qualities. Our goal is to build a strong spiritual, social, creative, emotional, intellectual, and physical foundation for each child. We know that children learn best through reading, hands-on play, and music. This is the primary structure of our teaching style.

We acknowledge that PARENTS are the primary educators of their children, and accept the responsibility of sharing in the privilege of this education.

DAILY ROUTINE:

Class begins at 8:30am and concludes at 11:30am and 1:30pm, respectively.

King's Kids Agenda consists of:

- Opening and Closing activities
- Jesus Time / Bible Time
- Learning Centers
- Small and Large group activities
- Circle Time / Story Time
- Gross and Fine Motor Skill activities
- Music
- Art
- Social Studies / Social Skills
- Language Readiness
- Physical Education / Exercise
- Snack / Hot Lunch
- Recess
- Choice time/free play

Son-Shine Kids Agenda consists of:

- Opening and Closing activities
- Jesus Time / Bible Time
- Small and Large group activities
- Arts & Crafts
- Singing / Sign Language
- Circle Time / Story Time
- Gross and Fine Motor Skill activities
- Social Skills
- Physical Education / Exercise
- Recess
- Choice time/free play

TUITION:

The cost of the King's Kids program is \$150 per month. This does include a hot lunch each day in the school cafeteria. The cost of the Son-Shine Kids program is \$60 per month. Tuition is due on the 1st of each month. Each parent will receive a payment coupon book.

Please mail payment to:

Sacred Heart Grade School
King's Kids / Son-Shine Kids Preschool Tuition
407 S. Henrietta
Effingham, IL 62401

(There will be a \$10 late fee assessed for payments postmarked after the 5th of each month).

ATTENDANCE/DROP OFF AND PICK UP:

Please have your child to school at 8:30 a.m. One of the teachers will be out by the front entrance for parent drop-off from 8:30a.m.- 8:40a.m. If you arrive after this time frame, please escort your child into the classroom. This prevents any child from getting lost or hurt while wandering into the classroom alone.

Parent-pick up will begin promptly at 11:30 am and 1:30pm, respectively. Please have your child's "Bus Name Tag" in your front windshield. (These will be handed out the first day of class.) These are especially helpful during the first few weeks of school until the staff becomes familiar with everyone's faces/vehicles. If you will be having someone else pick up your child, please let us know with a hand written note. You may also want to give them your child's "Bus Name Tag" as an extra security measure. This person will be asked to sign your child out as well as show identification. Please be sure to note on your child's release form if there is any individual whom you DO NOT give permission to pick up your child. We will only release your child to those individuals your have listed.

When a student is going to be absent, we ask that you please call the school office between 8:30 - 9:00am

ILLNESS:

Each child will be screened upon arrival to note obvious signs of illness. PLEASE keep your child at home if he/she has any of the following symptoms:

- Temperature of 100 or above
- Undiagnosed skin or scalp disease or rash
- Undiagnosed open draining sores
- Cold symptoms: excessive runny nose, red and watery eyes
- Nausea and vomiting
- Sore throat, tight dry cough, excessive sneezing
- Abdominal pain
- Diarrhea
- Conjunctivitis ("Pink eye")

If your child becomes ill at school, he or she will be separated from the group, and you will be contacted. Before returning to school, the child should be free of all symptoms for a minimum of 24 hours. To help prevent the spread of germs and infections, we will emphasize hand washing, as well as the use of "germ-buster" hand sanitizer.

DRESS:

Remember that during preschool we will be doing a lot of hands-on activities and experiments – which means we will be making LOTS of MESSSES. This is how children learn. They love to MESS - so, they will LOVE TO LEARN - the whole purpose behind preschool. Please keep this in mind when dressing them for school, as we don't want any good clothes to get ruined at school. We also ask that back-less sandals and platform tennis shoes SHOULD NOT be worn as they make it difficult for the child during recess, exercise and physical education time.

FIRE AND TORNADO DRILLS:

Procedures for fire and tornado drills are communicated to students at the beginning of the school year. Drills are held periodically throughout the year to keep the students in practice for what to do in case of an alarm. Please talk about these drills with your child to help calm any fears. Explain to them why they are so important.

SUPER-STAR STUDENT OF THE DAY:

We will celebrate each child's birthday as close to his/her actual date as possible. (Children with a summer birthday have been scheduled periodically throughout the year.) On their "BIG DAY" please let your child bring in a favorite toy, book, game, etc., as well as pictures of themselves and their family members. If applicable, parents are invited to join us for lunch on this most special day. If your child would like to bring in treats to share after lunch, this would be fine, please let one of the teachers know.

COMMUNICATION:

This is the key to a positive, successful preschool year. We encourage good communication between home and school, by way of notes, phone calls, visits, and parent teacher conferences. When trying to contact a teacher, please keep in mind that she is usually not available from 8:30am- 1:30pm during the school day. Please feel free to contact the teachers of an evening at their home.

KING'S KIDS AND SON-SHINE KIDS FYI WEEKLY NEWS SHEETS:

King's Kids 411 is an email newsletter that is delivered to your inbox each week. King's Kids 411 summarizes all the happenings of the week. This is an excellent way for you to stay in tune with what your child has learned each week. There will also be reminders of upcoming events and schedule changes that may occur. Please be sure to look for this IMPORTANT note each week!

LOST AND FOUND:

There will be a lost and found tub located in the classroom. If your child is missing something, have him/her check this tub. It will routinely be cleaned out, and any non-claimed articles will be discarded.

ENROLLMENT:

A completed pre-registration form and a \$85 non-refundable registration fee confirms your child's spot in the class. The first week of August an information letter will be sent out with dates and times of Open House, "Meet and Greet" Night, and first days of school. All necessary forms in parent packs will need to be turned in ON or BEFORE the first day of class.

INSURANCE:

If you are interested in school insurance, please notify one of the teachers and the appropriate forms will be given to you. If not, you will be asked to supply the name of the Health Insurance Carrier you have and policy number.

WITHDRAWAL:

For any reason you wish to withdraw your child from The King's Kids Pre-School program, we ask that you give us two - weeks written notice and fulfill all financial responsibilities up to this date. We also reserve the right to dismiss any student from the program due to the child's inability to participate cooperatively in the program.

MEDICATION:

The staff of The King's Kids and Son-Shine Preschool will NOT administer any prescription or non-prescription drugs for any reason. Please notify the staff if the child is ill with a communicable disease.

CONFIDENTIALITY:

All information received by The King's Kids and Son-Shine Preschool program pertaining to an individual child shall be confidential and shall not be disclosed to persons other than the staff, unless the parents of the child have granted written permission, or in an extreme case of emergency, or evidence of child abuse or neglect.

SNACK SCHEDULE:

Snack time will be during "cooking" centers. On the volunteer sheet, one of the options was to send in ingredients/foods that will be needed during these centers. A note will be sent home specifying what we need and when we need it. Thanks for your generosity and help with this! Children LOVE to cook and create!

May God bless us all and keep us safe throughout this school year!

Jesus said, "Let the little children come to me, and do not hinder them, for the Kingdom of Heaven belongs to such as these." Matthew 19:14