



OPERATIONAL POLICIES

Dear Parents:

Welcome to Kingdom Kids Child Development Center! Our Program exists for you and your child. We strive to provide the loving care and guidance that every child needs as he/she grows and develops. This program is an outreach ministry of Family Harvest Church to provide a learning environment to help the children of our community grow as Jesus did: *"And Jesus increased in wisdom and stature, and in favor with God and man" (Luke 2:52).*

Vision Statement

We commit to the following goals:

1. Provide a nurturing, developmentally appropriate environment that encourages each child to mature mentally, physically, spiritually, socially, and emotionally.
2. Provide a witness of the love of God as a ministry to children and their families.

In order to achieve these goals, we commit to provide:

- A quality program built on developmentally appropriate practices
- Curriculum that is biblically based and includes Bible stories and thoughts appropriate to each child's level of understanding
- Staff who profess Jesus as Lord and exhibits Christian traits in caring for children and in interaction with families and co-workers
- Positive guidance for children that encourages problem solving and managing negative emotions
- Respect and understanding of others without regard to race, gender, nationality, religion, or background
- Planned small and large-group activities that permit each child to progress and enjoy success

Transformation Church will be involved by:

- Having ministerial representation at family events such as Open House and seasonal parties
- Inviting enrolled families to participate in other church programs/events
- Including the director in church staff meetings and overall program and calendar planning
- Including information about Kingdom Kids in church bulletins and advertising
- Responding to ministerial and Pastoral Care of all Kingdom Kids families and staff

This Operational Policies Handbook has been prepared so you may know the policies and better understand the program as we work together to help each child become successful in all he or she does.

Kingdom Kids Child Development Center is a state licensed facility dedicated to providing quality care and a variety of learning experiences for young children.

Dates & Hours of Operation

Kingdom Kids is a year-round program operating Monday-Friday.

- Hours of Service: **7:30 a.m. - 5:30 p.m.**
- Age of Children: **6 weeks thru Preschool**

Enrollment Procedures

An Enrollment Packet must be completed by a parent or guardian and reviewed by the Director before we can assume responsibility for the care of any children. This is to ensure every child receives the best possible care.

Enrollment includes a parent agreement, which must have the following included:

- Telephone numbers where responsible parties can be reached while the child is in our care
- Emergency numbers of other responsible persons, and names and telephone numbers of persons to whom a child may be released
- Permission for transportation to and from field trips (if applicable) and participation in water activities
- Permission to obtain emergency medical care for and to transport the child for emergency medical treatment in the event of a medical emergency
- An updated copy of shot records (or affidavit)
- Payment agreement
- Required signature page by parent or guardian

A copy of these operational policies will be given to all parents at the time of enrollment.

Documentation of receipt of these (parent signature page) will be kept with the child's records.

All parents and guardians will be responsible for notifying the Director of any changes in telephone numbers or emergency contact information for their child’s records.

Parents will receive notification of any changes to this Operational Policy Handbook.

Once all forms are completed:

- Infants to 2 year olds will be placed in age-appropriate classrooms
- 3 to 5 year olds will be placed in classrooms based on birthdates before September 1st of each calendar, and will remain in that class for a full year. This is to ensure continuity of your child’s ongoing education.
- Kingdom Kids reserves the right to make adjustments according to standards and needs of the facility. Parents will be consulted before any changes to class are made.

Parent procedure in childcare operation and activities:

Kingdom Kids Child Development Center will maintain an open door policy with all parents and guardians. Parents are welcome to visit the center and to observe their child anytime during our hours of operation. Parents are also encouraged to participate in the operation and activities of our facility.

Review of minimum standards and inspection reports:

A copy of the minimum standards and most recent inspection report will be kept in the Director’s office. To review these documents, parents or guardians can simply make a request to see them—an appointment is not necessary. However, these documents may not leave the center. Instead, we will provide a quiet place for parents to review them at their leisure.

Weekly Fees

The rates are as follows:

Full-Time (5 Days)		Part-Time		2 Days	3 Days
0-11 months	\$137/week	0-11 months	\$28/day	\$56/week	\$84/week
12-23 months	\$127/week	12-23 months	\$26/day	\$52/week	\$78/week
2 years	\$127/week	2 years	\$26/day	\$52/week	\$78/week
3 years	\$117/week	3 years	\$24/day	\$48/week	\$72/week
4-5 years	\$107/week	4-5 years	\$22/day	\$44/week	\$66/week

An annual registration fee of **\$50.00** must be paid upon enrollment [**only ONE per family**] and will be renewed each August.

- Our program is divided into a Summer Program (June-August) and a School Program (September-May)
- Registration for year-round children will be divided as follows: \$25 for Summer and \$25 for

School (registration times to be announced)

- Children participating in the School Program only will pay the regular \$50 per family (registration times to be announced)

Kingdom Kids offers an **ACH (bank debit) Program** for tuition billing. We highly recommend this option.

- ACH participants can choose between weekly & bi-weekly options
- ACH participants will not be responsible for an upfront deposit
- Those who choose to opt-out of ACH must pay 2 weeks in advance as a one-time charge or in four equal payments upon enrollment

Late Payment Charges

In order to keep families from falling behind on tuition payments, the following will apply:

- Tuition will be billed weekly on Monday mornings and payments are due by end of day
- A **\$25.00** late fee will be charged to your child's account on the following Tuesday
- Kingdom Kids reserves the right to dismiss any child if the account is one week past due and currently is not paid in full.
- A \$25.00 service charge will be collected on all returned checks. If more than two checks are returned for insufficient funds, we will require cash-only payments.
- All payments are non-refundable. If an overpayment is made, it will be applied to your child's tuition for the next week.

Drop-In Program

Kingdom Kids will allow drop-ins as available.

- Parents must call in advance to ensure availability
- Tuition for drop-ins will be \$30.00/day (regardless of age)
- Payment is due in full at the time of drop-off
- Every child must have completed paperwork on file with Kingdom Kids prior to drop-off

Procedures for Release of Children

- Children must be brought into the facility by an adult
- All Parents will be given a 4-digit pin number upon enrollment. Parents or Guardians will be required to sign-in and sign-out when dropping off or picking up children. Our system will make note of persons bringing or picking up each child.
- After signing in, parents must walk each child to their classroom and must be acknowledged by the teacher before leaving the facility.

- Children will only be released to the persons listed on their admissions form. Names not listed on a child's admission form must be given to the Director prior to the child being picked up.
- Kingdom Kids will never share the child's 4 digit pin with others. Each parent will personally be responsible for giving their pin number to any person authorized to pick up or drop off their child. An ID will also be required for all non-parents before children will be released.
- Parents and guardians will need to inform all persons on their pick-up list of the responsibility to dress and conduct themselves in a manner acceptable around children. No smoking, drinking, or foul language will be tolerated. If a person on your list acts inappropriately, they will be asked to leave and not return. You will be notified and responsible for replacing them on your child's list.

Vacation Notice

Each family will be given two weeks of vacation per year in which your child's spot will be held. Tuition during vacation allowance will be **50%** of the child's regular weekly payment.

Procedure for taking vacation:

- Reduced charges for vacation will only apply to a full week of vacation used (no partial weeks or individual days)
- A Vacation Form must be completed and returned to our office at least one week in advance. If your child is absent for any other reason than a *notified* vacation, payment will be expected in full
- To utilize this benefit, your child's tuition account must be current (not behind)

Holidays & Closings

Kingdom Kids Child Development Center will be closed on the following days:

New Year's Day Memorial Day Labor Day Thanksgiving Day & Day After
*Good Friday 4th of July Christmas**

***PLEASE NOTE:** Kingdom Kids will close every year for *Christmas* December 24th - 28th regardless of the days these dates may fall on.

All tuition payments are averaged over the year to include these holiday breaks. No deductions will be made to your account for these days.

In addition, Kingdom Kids Child Development Center reserves the right to dismiss early or close due to bad weather conditions, staff training or special events. Ample notice will be given.

Concerning bad weather:

- Though this rarely occurs, we feel it may be imperative at times for the safety of you, your child, and our staff.
- All bad weather closings will be in conjunction with the Seminole ISD. We trust their officials

to make this judgment call and will do the same.

- Please listen to local channels for SISD closings. Kingdom Kids will ***not*** be open when Seminole schools are closed for bad weather.
- If Kingdom Kids is forced to close early or delay opening due to bad weather, your child's tuition will not be pro-rated or changed.

Teaching Procedures

Daily Schedule: Employees are required to follow a daily schedule, which includes active and quiet times. All activities on the daily schedule will be completed unless otherwise notified by the Director.

Environment: Each employee is responsible for disinfecting toys, cribs or cots, and other equipment in order to keep a clean learning environment at all times. Rooms and storage areas will be kept safe, neat, clean, and attractive. Each room will also be left clean and in order each time it is used.

Supervision: Children will never be left unattended. A teacher will present at all times with the children—including nap time.

What Children Will Be Learning

General forms of etiquette:

- Yes sir, no sir, please and thank you

Educational and developmental activities:

- Creative Play (blocks, puzzles, puppet centers, manipulative, and outside activities)
- Arts and crafts (unstructured and structured fostering creativity and familiarity with crayons, paper, glue, and scissors)
- Gross motor play (climbing, running, eye and muscle coordination, ball skills and balance)

Music:

- Songs, use of instruments, and rhymes

Reading Readiness:

- Phonics, visual coordination, eye and hand coordination, classifying, categorizing, and auditory abilities

Math Readiness:

- Measuring, learning through finger play and songs, calendar knowledge, recognizing time, and distinguishing shapes

Kingdom Kids uses a strong biblical foundation in all of our teaching procedures. We recognize there will be children enrolled in our program with different or no church background, therefore, it

is our policy to never teach church doctrine. However, fundamental Christian principles, Bible stories, scripture and thoughts will be included in each teaching unit. For example, "God is love," "Love your neighbor," and "Honor you mother and father."

Recreation

Water Activities

During the summer months of June, July and August, the children may be participating in water activities, which may include sprinkler play, splashing and wading pools and water play tables under the supervision of our staff. Advance notice will be given to parents prior to these play days.

Field Trips

Appropriate field trips, which would help give visual aid to our teaching units, may be taken from time to time in our older classrooms. Kingdom Kids will provide transportation to and from such trips. Advance notice will be given to parents prior to these trips.

- It is our policy that no member of our staff will ever be allowed to take a child from the facility without written permission from the parent or guardian

Outdoor Play Time

Each class will have scheduled outdoor play times twice a day, weather permitting. If it is raining or if the temperature is below 55 degrees, each class will be taken to our indoor playroom instead for active time. If the temperature is above 90 degrees, classes will limit all outdoor time.

- Teachers will be stationed at strategic locations throughout the playground. Any unsafe equipment will be reported to the Director immediately.

Videos

Because our playroom is utilized during early morning and late afternoon drop-offs and pick-ups, our program chooses to show kid-friendly videos at those times for the children. And on occasion, when appropriate, we may also show a video that parallels with a special teaching or fun activity.

It is our goal to first choose G-rated movies for our preschoolers. However, due to the excessive requirements the industry has placed on category definitions, we have found that some acceptable movies have been rated PG. Therefore please note that all movies, regardless of rating, will be carefully reviewed and deemed appropriate for our age groups before showing.

Daily Needs

Clothing

Washable play clothes are recommended for activities. Dress your child for action, with clothing that is durable, comfortable and easily washed. Parents will need to provide an extra set of clothes labeled with the child's name for emergency purposes. These items may be left at the center in the child's cubby.

Toys

Kingdom Kids will provide age-appropriate toys and equipment for the enjoyment of the children in our program. All other personal toys must remain at home.

Nap Time

Each class will have a quiet time. Children are not required to sleep, but will be required to rest. Parents must bring a nap mat for rest time. All items need to be labeled with the child's name. Nap times will be from 12:30-2:30 each day.

Diapering/Toilet Training

Diapers and wipes must be provided by the parents. A changing schedule will be sent home daily. Children learn to use the toilet when he or she exhibits physical and intellectual readiness, therefore parents and teachers will work together in this significant stage of development.

***PLEASE NOTE:** Children be potty-trained before promoting to the 3-year old classroom.

Meals & Food Services Practices

We believe parents know their children best and therefore can provide meals that will be eaten and not wasted. Please do not send breakfast with your child. Kingdom Kids provides a breakfast snack at 9:00am.

All parents must bring lunch for their child that does not require refrigeration or heating. Each child will eat their own food and will not be allowed to share food items unless enough is brought for the entire class.

- Water is available at anytime during the day
- Kingdom Kids will not provide formula or milk for infants who are still being bottle-fed
- Snack menus will be posted throughout the center and also available monthly for parents to review

Procedure for Parental Notifications

Since interaction with parents provides a foundation for quality relationships, Kingdom Kids will do the following:

1. Teachers will listen actively to what parents have to say.
2. Teachers will be kind and professional in maintaining program policies.
3. All teachers will be positive in relating a child's experiences with the parents.
4. Nursery and Pre-Toddler teachers shall inform parents of their child's progress through daily written activity reports.
5. When necessary, only the Director will discuss problems with a parent (and without the child

being present).

Discipline & Guidance Practices

Proverbs 22:15 says, "*A youngster's heart is filled with foolishness, but discipline will drive it away.*" Therefore, when necessary, discipline will be administered as follows:

1. Separate the child
2. Explain what was wrong
3. Incorporate time-out (based on their age)
4. Treat every child fairly, keeping in mind his or her emotional and physical development

Parents will be required to sign a detailed discipline sheet explaining our policy.

Health Policy

Children who have contagious symptoms or exhibit signs of illness (such as fever, diarrhea, vomiting, and/or a suspicious-looking rash) must stay at home until better. If a child becomes ill during the day, he or she will be separated from the group and the parent or guardian will be called to pick up him or her immediately.

In the event of exposure to a contagious disease within the group or program (such as pink eye), a written notice will be posted.

Illness & Injury

Kingdom Kids cannot admit an ill child for care if one or more of the following exists:

- 1) The illness prevents the child from participating comfortably in activities including outdoor play
- 2) The illness results in a greater need for care than the caregivers can provide without compromising the health, safety, and supervision of the other children in our care
- 3) A forehead temperature of 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- 4) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes or other signs that the child may be severely ill;
- 5) Uncontrolled diarrhea (more than 2 loose bowel movements back to back) and/or two or more vomiting episodes
- 6) A health care professional has diagnosed a child with a communicable disease, and the child does not have medical documentation to indicate he or she is no longer contagious

If a child becomes ill while in our care, the following procedure will be applied:

- 1) Parents will be contacted immediately
- 2) Care will be given to the child apart from other children
- 3) Appropriate care, attention and supervision will be given until child is picked up
- 4) Extra attention to hand washing and sanitation by employees will be taken if a child has diarrhea or vomiting

If critical illness or injury requires immediate attention of a physician, Kingdom Kids will:

- 1) Call 911 immediately
- 2) Contact emergency medical services or take the child to the nearest emergency room
- 3) Give the child first-aid treatment or CPR when needed
- 4) Contact the physician identified in the child's records
- 5) Contact the parents or guardians and ensure supervision of all other children in the group

Procedure for Dispensing Medications

Kingdom Kids can administer prescription medication and over-the-counter medications in original containers with proper forms only. Parents or guardians must give all medications to the Director or Assistant Director (not the teacher).

We are here to help with the continuity of care for your child(ren). All routine (once or twice daily) medications need to be given *before* the child comes to school and/or *after* pickup. This will prevent any disruptions in your child's treatment. Only prescription medications that are prescribed 3x a day or more will be given to your child by a member of our staff.

Procedure:

- A Medication Form must be completed, signed by the parent, and accompany the medication with the child's name on it.
- All medicines will be stored in a designated, safe place out of reach of children. Parents may pick up the child's medication at the end of each day.
- Kingdom Kids will not be able to accept phone calls or phone instructions when medication is to be given to a child

Prescriptions:

- All prescriptions must have a current date and can only be give as prescribed by a physician

Immunizations

A copy of each child's immunization record must be kept on file. After review of the record, if the child is not up-to-date or current, parents will be responsible for bringing immunizations current. All Immunizations should be completed by the first date of attendance. A copy of the minimum state vaccine requirements for Texas Child Care Facilities is included.

The Law requires each child be fully vaccinated against the specified diseases. Children may be enrolled provisionally if they have an immunization record indicating the student has received at least one dose of each specified age-appropriate vaccine required by this rule.

To remain enrolled, children must complete the required subsequent doses in each vaccine series or schedule as soon as medically feasible and provide acceptable evidence of vaccination. The director will review the immunization status of a provisionally enrolled child every 30 days to ensure continued compliance in completing the required doses of vaccination. If at the end of the 30-day period, a child has not received a subsequent dose of vaccine, the child not in compliance will be excluded from attending childcare until the required dose is administered.

Since many types of immunization records are used, any documentation will be acceptable provided a physician or public health personnel has validated it. The month, day, and year vaccination was received must be recorded on all immunization records.

Exemptions

The law allows:

- Physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child
- Parents/guardians to choose an exemption from immunization requirements for reason of conscience, including a religious belief. (The law does not allow parents/guardians to elect an exemption simply because of inconvenience, such as record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem.)

Children needing medical exemptions, a written statement by the physician must be given.

Instructions for the *Exempt Affidavit* by parents/guardians choosing exemption for reasons of conscience, including religious belief, can be given upon request.

Tuberculin Testing Requirements

Children are not required to have a TB test unless their physician indicates it is necessary, or if there is an outbreak of TB within the community. Should the screening become necessary, parents will be notified in writing.

Hearing & Vision

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages.

Per state requirements, Kingdom Kids must obtain a hearing and vision screening report on all children ages 3 and older. This is an annual check-up and will be part of each child's registration. Paperwork will be given to parents for an appropriate doctor to complete.

Safety

Kingdom Kids will exercise reasonable care and judgment necessary for the welfare and safety of

every child. In the event of an emergency, our policy shall be:

ACCIDENT

- Teachers are required to notify the Director or Assistant Director immediately. Parents and/or guardians will also be notified.
- An Incident Report Form documenting the accident will be completed and copies of the report will be placed in the child's file.

FIRE AND NATURAL DISASTERS

- Fire Evacuation Drills will be conducted once a month
- Storm Evacuation or natural disaster drills will be conducted quarterly
- Employees will make sure all children in their care are accounted for and evacuate the building according to the evacuation plan as posted in each room

Emergency Preparedness Plan

It is our duty as a childcare center to protect and provide appropriate care in the event of a fire or bad weather. Therefore, if evacuation to a sheltered area is necessary, a sign will be placed outside our facility alerting parents where the children will be located and parents will be notified by phone (from numbers on file).

To ensure the safety of the children in our care, the following steps have been taken:

- Posted emergency numbers will be by every phone
- All staff will maintain current CPR and First-Aid training
- A First-Aid kit will be located in the kitchen and in every classroom
- Our emergency preparedness plan will be reviewed quarterly or as new staff is hired
- We will conduct fire and evacuation drills each month and severe weather drills every six months
- In the event of high winds or a tornado warning, children and staff will move to the enclosed hallway to take appropriate action (kneel on the floor with heads down and hands/arms covering their heads)
- Emergency evacuation and relocation diagrams, including two exit paths from each room, will be posted in prominent places in each classroom, on the parent information board in the building entrance, and in the lunch room

Kingdom Kids has a built-in fire-extinguisher system throughout the building. In addition, manual fire extinguishers are located: in the kitchen and at all entrances.

- Fire extinguishers, emergency lighting, carbon monoxide detectors and smoke detectors are inspected annually

- Smoke detectors and carbon monoxide detectors are checked monthly and batteries replaced as needed

The director will notify our Licensing Representative as soon as possible (or no later than 2 days of any occurrence) in the event all or part of our program becomes unsafe or unsanitary.

Our Licensing Representative: Chila Houston

Emergency Preparedness Statement

The way we respond in an emergency situation, whether positive or negative, usually depends on how prepared we are beforehand. It is especially important to be ready at all times in a childcare setting since young children may be physically and or developmentally unable to protect themselves.

Providing a safe environment for the children in our care is a priority for Kingdom Kids. In the event of an emergency, young children deserve the protection of a carefully crafted plan. Therefore, we have researched the most effective means to respond immediately when an emergency arises and we will continue to strive to find more accurate and efficient ways of responding to specific emergencies.

Our goal is to attend to the safety and well being of each child and staff member. By working together, we can resolve emergencies quickly and return to our regular activities.

Emergency Telephone numbers

	<i>Emergency</i>	<i>Alternate</i>
Fire.....	911	(432) 758-9871
Ambulance.....	911	(432) 758-9871
Sheriff.....	911	(432) 758-9871
Poison Control.....		1-800-222-1222
Atmos Energy.....		1-866-322-8667
City of Seminole–Water		(432) 758-3621
National Weather Service		1-806-745-4260
Seminole Memorial Hospital		(432) 758-5811

Daycare Withdrawal

Withdrawal:

Two Weeks Notice is required for withdrawal and must be submitted to the Director or in writing placed in the tuition drop-box signed by the parent.

- Please do not relay this information to your child's teacher.
- If a child is withdrawn without a prior two weeks notice, tuition will still be billed in full

Dismissal of Child:

Kingdom Kids reserves the right to dismiss any child if, after entering, he or she is unable to participate in group experiences, has excessive and non-responsive behavior problems, or if fees have not been paid.

Attendance:

It is our recommendation that absences be avoided as much as possible.

- When your child will be absent, please call our office by 9:00 A.M.
- Weekly rates will not be pro-rated when a child is absent

Abuse Policy

By law, Kingdom Kids must report any suspected abuse or criminal activity to the local authorities. Therefore, any person having cause to believe that a child's physical or mental health or welfare has been, or may be, adversely affected by abuse or neglect must report such concerns to the Director. The Director will make the appropriate reports to the necessary authorities in our county.

If necessary, the Director will contact the Child Abuse Hotline and file a report.

If concerned about our facility, parents may contact the local licensing office, and child abuse hotline at the following:

- DFPS Hotline Number: 800-252-5400
- www.dfps.state.tx.us/
- Local licensing office: 432-368-2693

Gang-Free Zone

Any area within 1,000 feet of Kingdom Kids Child Development Center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty according to the Texas Penal code Chapter 71, Organized Crime (sec. 71.028).

This information is provided as part of our parent orientation and in our Operation Policy, Staff Handbook, and will be stated verbally as necessary.

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PRINT THIS FORM FOR YOUR CHILD'S FILE

PARENT SIGNATURE & AGREEMENT

I, _____, the parent of the following child (and/or children):

Do affirm I have read the Operational Policies of Kingdom Kids Child Development Center. By my signature, I agree with all the policies as written.

Signature of Parent or Guardian

Date