

# Program Orientation

## **Purpose:**

King's Kids Preschool exists to provide a safe, secure, and loving environment while building a Godly foundation through social, physical, mental, emotional, academic, and spiritual experiences. We want the children to grow and learn just like Jesus did "in wisdom, in stature, and in favor with God and man." (Luke 2:52) We believe "Children are your blessing and reward from the Lord." (Ps 127:3) First Baptist Church Owasso Preschool ministry seeks to partner with parents to lay Biblical foundations to help lead our children to become fully devoted followers of Christ.

## **Core Values:**

Treat others the way you want to be treated. (Social development)  
Cheer every success, no matter how small. (Physical development)  
Teach God's principles for solving problems. (Mental development)  
Surround children with loving teachers. (Emotional development)  
Educate children using age appropriate curriculum. (Academic development)  
Explore the Bible with daily Bible stories. (Spiritual development)

## **Special Events:**

Fall Festival Party  
Thanksgiving Party  
Christmas Party  
Christmas Program  
Valentine Party  
Easter  
Drive-In Movie Day (3 year old classes only)  
Parent's Day  
End of the Year Program  
Pre-K Graduation

## **Age Eligibility:**

Classes for children 6 months through pre-kindergarten will be held Monday - Thursday from 9:30-2:30.

## **Admission Procedures:**

Enrollment dates are as follows:

1<sup>st</sup> week of March – current enrollment

2<sup>nd</sup> week in March - Open to the public

To enroll your child, view the preschool facilities, discuss the program and/or to discuss the individual needs of your child, please contact the King's Kids director. Enrollment is completed when the proper forms have been filled out and a registration fee has been paid. There is a non-refundable enrollment fee of \$50.00 due at the time of enrollment.

## **Preschool Staff:**

A competent Christian staff has been chosen to give loving, gentle care to your preschooler. These teachers have been chosen to teach in this learning center because of their love of children and their enthusiasm for teaching preschoolers. Each teacher has undergone a background check and CPR certification. Our staff receives yearly training and takes classes pertaining to the specific age-level each teacher works with.

King's Kids Director – Melissa Zumwalt (516-6614 or [kingskids@fbcowasso.org](mailto:kingskids@fbcowasso.org))

## **Curriculum:**

Currently we are using WEE Learn Curriculum for a base. Our teachers will also pull material from other resources to expand class activities. Teachers will share songs, stories, visual aids, Bible truths, and conversations as they provide activities in the learning centers. The learning centers include art, blocks, books, puzzles, and home living.

Along with the regular activities mentioned above, all preschoolers will be exposed to the alphabet, shapes, numbers, and colors. The 3 and 4 year old classes will cover many of the things they will need to know to start the Pre-K program or kindergarten. Please remember that all children learn at a different pace and we attempt to expose your child to these skills in a fun environment.

Please keep in mind, that early childhood education involves the WHOLE child...not just academics. We will be working on fine motor and gross motor skills, learning proper classroom behavior, growing our social and emotional skills, and simply learning "how to do school" (walking in a line, taking turns, sharing toys, etc.). The best way to teach little ones all of these things is through PLAY!

## **Daily Schedule:**

The daily schedule includes a balance of active and quiet play, indoor and outdoor activities, and group and individual experiences. Teachers are flexible and sensitive to the needs of their class. A schedule of each class will be handed out at Open House.

# **Program Policies**

## **Monthly Tuition:**

2 days per week - \$165/month

3 days per week - \$245/month

4 days per week - \$330/month

½ day Enrichment Class - \$80/month

Our tuition is based on a YEARLY budget but has been broken into 9 monthly installments. These 9 installments are to be paid from September to May. Payments are due no later than the first Tuesday of the month. Your payment will be considered late if received after the first Tuesday. If payment is not received by the 15<sup>th</sup> an additional \$10.00 will be added. If the tuition and late charges are not paid by the first of the next month, the student will not be able to attend class until paid.

King's Kids endeavors to pay its bills promptly as a good Christian testimony. If parents fail to pay tuition and fees on time, it is difficult for us to pay our bills and the teachers' salaries when due.

There is a 10 % discount for tuition paid in full by the first day of school. These amounts are available in the director's office.

\*A \$20.00 fee will be charged for any returned check, and all future payments will be required in cash.

\*There is no deduction in tuition for absences. End of year adjustments may be made at the Director's discretion if there are excessive snow/ice days during the school year.

\*Checks should be made out to FBCO and returned to the tuition basket in your tuition envelope outside the director's office.

## **Withdrawals:**

Withdrawals from the program during the school year **require a two week notice in writing and payment of the notice period.**

## **Attendance:**

School begins at 9:30 a.m. and ends at 2:30 p.m. Our teachers need to have time before and after school to prepare their rooms. If you arrive early, please remain in the hallway outside the preschool wing until the door to the preschool wing is opened. We ask that you have all of your children picked up by 2:30. If you have more than one child in the program please come early enough to get all of your children by 2:30. Any child picked up after 2:35 will be required to pay a \$1.00 fee per minute. Therefore, we would ask you to be diligent and prompt in picking up your little ones. If, however, an emergency occurs (flat tire, wreck, medical condition, baby being born, etc.) please call us and let us know. This will help us take care of your child better...they do know when they are the last one here. **The late fee will need to be paid to the director before the child returns to school the next day.**

## **Arrival Times:**

When you arrive please stay outside the preschool wing until the door is opened. When you drop off your child make your good bye short and sweet at the door. Reassure your child that you are coming back, then leave. Make sure you have kissed and hugged all morning before you get here. We promise we will help your child adjust to the class. We will assure them that you are coming back soon. We also ask that you do not hang out in the hallway (but you are welcome to sit in our church coffee shop). We will only allow your child to cry (inconsolably) for 30 minutes. If your child is still upset the director will call you to see what can be done to comfort your child. If your child is still upset after 1 hour, we will call you to come and pick up your child for the day.

## **Departure:**

In these volatile times, it is our goal to protect your child with the utmost care. These procedures will be followed if someone other than a parent must pick up your child. We do this to protect your child!

1. The person's name must appear on the Child Information Sheet
2. The person picking up the child must come prepared to show either the check-in tag or a photo ID.
3. When a child needs to be released to a person other than the ones listed on the form, a parent must call the director to authorize the pick-up and PHOTO ID IS REQUIRED.

If the person who comes to pick up your child, whether it is you, a grandparent or friend, appears to be impaired either mentally and /or physically, we will not release your child. This will be a judgment call from the Director and/or Preschool Minister. We will make every effort to find the child's other parent, a grandparent or friend to help us out. As a last resort, if we feel the child's life is in danger and we cannot find help from the family, we may call DHS to help with the situation.

If you have custody of your child, and have a court order for the non-custodial parent or anyone else NOT to have access to your child, please list it on the Child Information Sheet and provide us with a copy of the court order. If we do not have a copy in your child's file, we cannot help you protect your child. A court order gives us the power to protect, if we need to legally take action in protecting your child.

## **Lunch:**

1. Babies and Toddlers: Bottles and baby food brought by the parents will be given to each baby according to parents' instructions, as closely as possible. (Please remember, group dynamics sometimes change a

baby's needs.) We would really appreciate it if you would bring the morning bottle mixed and ready. PLEASE LABEL ALL CUPS AND BOTTLES WITH YOUR CHILD'S NAME.

2. Toddlers and Preschoolers: Parents should send a sack lunch and drink. Lunches should contain foods that the child is able to manage alone. Label sacks, lunch boxes, thermoses, cups, lids, etc. with the child's name. Please do not send carbonated beverages in thermoses- they may 'explode.' We also request that your child's lunch NOT contain anything that requires refrigeration or microwaving. Here are some suggestions for lunch: cubed cheese, diced fruit, crackers, cubed meat, string cheese, peanut butter crackers(unless we have a preschooler that has a peanut allergy), PBJ, small sandwiches, raisins, chopped veggies, or chewy fruit snacks.

Please remember that young children only eat a small portion of food. We will encourage them to eat all their lunch, but will not force them. We begin by eating "healthy" food first. We will not send home leftovers. If you would like for us to send home leftovers we will do so at parents' request.

### **Rest Time:**

All children will be required to rest quietly for 30 minutes during rest time. This does not mean that they are required to go to sleep, but they are encouraged to be quiet for a while to rest their bodies from the day's activities. If a child is still awake after 30 minutes and has shown self-control during the rest time, he/she will be given something quiet to do while the other children are sleeping. Please encourage your child in this area of rest time. We do not have the staff available to give your child an alternative during rest time. Our staff will help with resting by turning the lights down low, playing soft music, and patting backs. If your child has trouble resting and becomes a disruption to others during the rest time you may be asked to come and take your child home. You will need to provide a nap mat and a blanket for your child to rest. Make sure that all of your child's rest time belongings have their name on them. Your child may bring a small pillow and a special personal item during rest time. After rest time the personal item will be put up along with the nap mat.

### **Holidays:**

We love to celebrate holidays! For individual class parties, teachers will ask parents to provide treats. There will be a sign-up sheet outside each classroom.

At Halloween, we title the holiday "Fall Festival". We WILL NOT use any ghosts, goblins, or witches when celebrating.

At Christmas we will celebrate the birth of our LORD. We do not use Santa Claus or elves in our activities.

Birthdays are a special time for children and they often like to share it with their friends. If you would like to provide a small treat for your child's birthday, please make arrangements with your child's teacher.

### **Inclement Weather:**

We will close due to bad weather when Owasso Public Schools are closed. Please listen to local television and radio stations for information. We will also send out a message on REMIND 101 and Facebook. We do not refund tuition for any days missed due to inclement weather. However, end of year adjustments may be made at the Director's discretion if there are excessive snow/ice days during the school year.

### **Emergency Procedures**

Our teachers are trained for emergencies and will care for your children in a safe place should bad weather occur while we are in session. In the event of a tornado, we will take ALL children in the preschool wing to rooms 508-513. These rooms do not have any windows and they are in the interior part of the church. If you would like to see them, please just ask us

\*We practice monthly fire drills. In case of a fire, we follow the escape routes that are posted in each classroom.

\*In case of an intruder on campus, we have a plan in place. Our teachers are trained in how to lock down classrooms and keep children as safe as possible.

### **What to wear to school:**

Please think of your child's comfort and dress him/her simply in easy to manage play clothes. Although the child wears a smock for painting, many of our activities are messy and accidents do happen. We go outside even on "chilly" days. Dress your child with a coat, hat, and mittens on these days. **LABEL ALL** diaper bags, blankets, bottles, and other containers with the child's name. **LABEL** outside-wear clothing and any other clothing that the child might remove. Children should have another change of clothing in their bag each time they come to school. Those being potty trained or "newly trained" should also bring an extra pair of pants for certain emergencies – accidents do happen!

### **Potty Training:**

If your child is potty training, he/she must wear pull-ups until he/she is accident free for one month. If your child comes in underwear and has not been accident free, we will put a pair of pull-ups on him/her from our supply. We have scheduled potty breaks at 11am, after lunch and after nap. We will take your child at other times if he/she tells us he/she needs to go. **WE WILL NOT FORCE THEM TO GO**. Please be assured that we will do the best that we can to insure your child does not have an accident.

Your child will need to be totally potty trained to be a part of the 3 year and 4 year old classes. They will need to be able to go to the bathroom by themselves without help. We will talk them through the wiping process and provide a wet wipe to help, but we will not wipe for them. Accidents do happen, however, if your child soils themselves, a parent/guardian/caregiver will be required to come to the school and tend to them.

### **Illness:**

Children should not come to school if they are sick. If your child has had any of the following symptoms in the past 24 hours please do not bring them to school.

1. Fever (must be fever free without medicine for 24 hours)
2. Vomiting or diarrhea (even if associated with teething)
3. Any symptoms of childhood diseases: chicken pox, flu, strep throat, bronchitis
4. Common cold
5. Sore throat
6. Frequent, bad cough (even if associated with allergies).
7. Any rash(boils, ringworm, impetigo, etc.)
8. Any skin infection.
9. Yellow/Green discharge from eyes, nose or ears.
10. If your child has head lice, you will need to have a Doctor's note stating that your child is lice free before returning to school.

If your child is brought to school with any of these symptoms the teacher or director has the right to refuse to allow your child from coming to school that day. If your child becomes ill at school we will remove the child from class. We will contact you to come and pick up your child. Please make sure we have a current contact number for you on file.

### **Medication:**

Teachers of King's Kids will not be allowed to administer medication to their students. If your child needs medicine during preschool hours, your child should stay at home until they are able to stay without medication. Never put any type of medication in a diaper bag or a backpack and send it to preschool. If your child requires an

emergency aid (Epi Pen, Asthma Inhaler, etc), a medication form must be filled out and the medicine must be turned into Melissa's office.

### **Emergencies/Injuries:**

We will make every effort to contact parents in the event of an emergency. Any financial responsibility incurred will be the responsibility of the parent or guardian of the child injured. It is the parent's responsibility to fill out an emergency form provided by FBCO King's Kids and return the form to the director with your insurance information filled out.

### **Health Form:**

State law requires that we have a current copy of your child's immunization record on file. Your child will not be able to attend King's Kids until we have his/her immunization record on file.

### **Abuse:**

FBCO King's Kids must, by law, report physical or sexual abuse cases to the Department of Human Services. Oklahoma Statutes define child abuse as harm or threatening harm to a child's health or welfare by a person responsible for the child. This includes non- accidental physical or mental injury, sexual abuse or neglect.

### **Conferences:**

Please feel free to discuss with our teachers any information about your child. (Please, not in the child's presence.) Our teachers will be glad to talk with you anytime. Feel free to share your concerns with us and keep us informed of any changes your child faces. In April you will receive a follow-up skills assessment for our 3 and 4 year old classes. If you would like to schedule a conference, please let us know!

### **Personal Items:**

We request that parents not allow your preschoolers to bring personal items to school. It is difficult for young children to share personal belongings. This helps avoid a wide variety of other problems. We do, however, encourage a child to bring a personal item which maybe needed for security or required for rest time. We cannot be responsible for toys brought to King's Kids. Please check your child's pockets for small items before you bring them.

### **Pictures:**

We will, on occasion, take pictures of the children at play and doing activities which may be used in King's Kids publications or on our web site. If this is not acceptable to you, please make sure that you have marked this on your child's Information Form

### **Volunteers:**

Parents, grandparents, and other adults are welcome in our classrooms. If anyone has a special interest, animals or occupation that coordinates with our curriculum, please let your child's teacher know. An outline of topics we cover will be listed on the monthly calendar you receive.

### **Substitutes:**

If you have a desire to be a substitute teacher this year, let the director know that you would like to be put on the substitute list. When you are a substitute, you will receive a tuition voucher of \$35.00 off a future month's tuition. The voucher can be used at any time.

# Discipline Policies

## **Discipline Guidelines:**

In a combined effort to ensure our preschoolers are successful in the classroom and to learn self-discipline, FBCO King's Kids teachers will:

1. Have age appropriate activities to help all preschoolers remain interested and occupied.
2. Provide structure to help our preschoolers have a basic routine that is followed every day.
3. Try to anticipate difficult situations, and adjust plans to help alleviate problems.
4. Work with parents to discover what approaches work best to help each preschooler have a happy and successful day at school.

Because this is a combined effort, we must establish the following rules:

We know that the characteristics of preschoolers may include biting, hitting, saying no, taking away toys, etc. The discipline policy we use in the classroom is redirection and timeout. If at any time, the classroom teachers and/or the director feels that any of the above actions are becoming a physical danger to self, other children, or any adult, your child will be sent to the director's office and you will be called to come and pick up your child. If you are asked to pick up your child a total of three times for discipline problems, your child will be removed from the program. We feel that each child should learn and show the proper respect at all times.

## **Discipline Policy for Verbal Outburst:**

(Verbal outburst: inappropriate language, yelling at teacher, or any defiant behavior, etc.)

- 1<sup>st</sup> verbal outburst- verbal warning
- 2<sup>nd</sup> verbal outburst- timeout in the classroom
- 3<sup>rd</sup> verbal outburst- sent to administrator's office
- 4<sup>th</sup> verbal outburst- parent will be called to pick child up

The 2<sup>nd</sup> time a parent is called to pick up a child for verbal outburst, the child will be required to miss 2 consecutive days of school. Prior to the child returning to the program, there will be a teacher/parent meeting. The 3<sup>rd</sup> time a parent is called to pick up a child for verbal outburst, the child will be removed from the program.

## **Discipline Policy for Physical Outburst:**

(Physical outburst: hitting, spitting, biting, etc.)

For example, if a child hits a teacher, the child will be sent to the director's office and the parent will be called to come and pick up the child. The 2<sup>nd</sup> time a parent is called to pick up a child for an inappropriate physical action, the child will be required to miss 2 consecutive days and will not be able to return to class prior to a teacher/director meeting. If a 3<sup>rd</sup> inappropriate action happens, a child will be removed from the program.

For example, if a child bites another child, the child will be put into an age appropriate timeout. The second time a child bites, the director will notify the parent immediately so that the child may be picked up from school. If biting continues to be a problem the parent may be asked to accompany the child to class until the problem is under control or removed from the program for 1 week.

The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.

8. Placing a child in a locked or dark room, bathroom, or closet with the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age. (The amount of timeout is determined by their age. Age 3 = 3 minutes of timeout.)

### Other Ministry Opportunities

We are so excited that you and your family have chosen to be a part of King's Kids. We would like to invite you and your family to experience other ministries we offer here at First Baptist Owasso. Here's a look at our weekly schedule:

#### **Sundays:**

- 9:30 a.m.      Preschool, Children, Youth and Adult Sunday School Classes  
Adult Worship Service
- 11:00 a.m.    Preschool, Children, Youth and Adult Sunday School Classes  
Adult Worship Service
- 6:00 p.m.      Traditional Evening Service

#### **Wednesdays:**

- 4:30 p.m.      Dinner
- 6-7:30 p.m.    Preschool, Children, Youth Classes  
Adult classes

#### **Thursdays:**

- 9-11 a.m.      Ladies' Bible Study (childcare by reservation)
- 6 pm            Ladies' Bible Study (childcare by reservation)

If you have questions regarding First Baptist Owasso, please check out our website at [www.fbcowasso.org](http://www.fbcowasso.org) or call us at 918.272.2294. You may also watch our weekly services on our website. From marriage and finances, to parenting, to finding peace in this high pressure world, our pastor teaches how to live life God's way and to discover the joy of knowing and serving Him! We look forward to ministering to you and your family through King's Kids this year!