

## TO OUR PARENTS:

We at Life Church and Kinder Garden preschool and daycare commend you for choosing a Christian environment for the earliest stages of your child's formal education. We are aware that your choice brings about certain sacrifices on your part, and we pledge ourselves to making the academic and spiritual benefits received worth each of those sacrifices. It is the desire of the teachers and the administration of the school to work together with you, the parents, as a team in building the lives of the children committed to our trust.

The objectives of the Kinder Garden preschool and daycare are to train the student in a personal knowledge of God, to establish within him/her Biblical values and principles for living, and to provide him/her with excellence in academics. This will be accomplished in an atmosphere of love. In other words, we will be growing kids God's way!

Contained within this manual you will find helpful information about the policies and general operating procedures of Kinder Garden. Adherence to these policies and procedures creates a smooth running and fair program. Please read it carefully and keep it for reference throughout the year. Should you have questions regarding any area of the school, please contact the church office. We desire to be available to discuss any concerns you may have regarding your child.

Thank you for entrusting us with your child this year. Our hope is that it will be a rewarding experience for us all.

In His Service,

The Staff and Teachers of  
Kinder Garden Preschool

KINDER GARDEN STUDENT MANUAL  
2011/2012

REGULAR SCHOOL HOURS

K2, K3, K4 8:30 AM – 12:00 PM

DAYCARE HOURS

7:00 A.M. – 5:30 P.M.

CHURCH OFFICE HOURS

8:00 AM – 4:00 P.M.

PHONE: 256-413-0510 OR 256-413-3010

[www.lifechurchag.org](http://www.lifechurchag.org)

[www.facebook.com/KinderGardenKids](https://www.facebook.com/KinderGardenKids)

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## KINDER GARDEN MISSION STATEMENT

Our mission is to provide children with a spiritual and academic foundation by creating an environment that is kid focused, values driven, family centered, creatively wired, and Biblically based.

## LIFE CHURCH MISSION STATEMENT

Life Church is people committed to reaching the families of Rainbow City and the surrounding areas, helping them discover life as it is meant to be, by connecting them to God through contemporary worship, building lasting relationships through Life Groups, and empowering people for service.

## MINISTRY

Kinder Garden is a ministry of Life Church, and as such is not regulated by the Department of Human Resources, but it is not the only ministry we offer to the community. We offer ministries to preschoolers, children/pre-teens, junior high, senior high, and college students. In addition, Life Church includes programs for adults of all ages. Our Sunday morning worship is at 10:00 A.M. The first and third Sunday nights are designated for Life Groups. Wednesday night is M'pact Girl's Club and Royal Rangers for the children, E.D.G.E. for the teens, while adults enjoy a powerful service in the main sanctuary. Life Classes ministering to every age group are on Sunday mornings at 9:00. We would love for you and your family to join us as we worship and grow in Christ.

## PHILOSOPHY OF CHRISTIAN EDUCATION

The Kinder Garden Preschool recognizes that the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). The place of the Christian school is to be an extension of the Christian family and should assist and complement the parents in that responsibility. Therefore, the purpose of Kinder Garden is to provide a learning environment where children have a strong Christian foundation.

The Bible is the foundation for the education of our children. From the Scriptures we understand that God desires certain principles, beliefs, and values to be developed in our children. These include:

1. The view that all knowledge is to be interpreted from a Biblical perspective. All academic subjects are to be taught with an understanding of the absolute standards of truth established by God.
2. Respect for authority (Romans 13:1; Hebrews 13:17).
3. The meaning of true success and how it is achieved (Joshua 1:8; Proverbs 22:6). The key is for each person to discover God's will for himself and do it through developing those traits that are desirable and correcting those that are not.
4. The acceptance of Jesus Christ as Lord and Savior (John 3:3).
5. Respect for the rights of others (Luke 6:31). Following the Golden Rule improves relationships.
6. Personal integrity (Psalms 1:1,2; Ephesians 4:29). Honesty and truth are to be upheld at all times.
7. Productivity and the desire to do one's best (Ecclesiastes 9:10; 2 Timothy 2:15). A healthy work ethic is essential to success.
8. Personal conviction (James 4:17).
9. Holding to the traditional family structure (Genesis 2:24).
10. Patriotism (Romans 13:6-8). Love and respect for the United States of America and for those who have sacrificed to obtain and preserve our freedom is the duty of each one who lives in this nation.

It is our goal to teach and support these principles in the education process.

## RATE SHEET

### PLAN 1

#### DAYCARE

Full Day: 6 weeks to 24 months	\$115.00	Paid weekly
Full Day: 2 years	\$110.00	Paid weekly
Full Day: 3 & 4 years	\$100.00	Paid weekly

### PLAN 2

#### PRESCHOOL ONLY

(8:30 A.M. – 12:00 P.M.)

K2, K3, K4	M-W-F	\$125.00	Paid monthly
K-4	M-T-W-TH-F (Recommended)	\$160.00	Paid monthly

### PLAN 3

Part-time (Minimum 3 days)	\$75.00	Paid weekly
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#### Additional fees and pricing information:

- ◆ A **non-refundable** application fee of \$100.00 is required for K-2, K-3 and K-4. This will be applied to books when school starts.
- ◆ The application fee for children under age 2 is \$25.00.
- ◆ A 10% discount on tuition will be given for enrollment of a second child.
- ◆ There are additional fees for class parties and field trips.
- ◆ Weekly tuition is due on Monday of each week. Monthly tuition is due on the first scheduled school day of the month.
- ◆ Payments over 5 days late will be assessed an additional \$20.00 charge.
- ◆ If tuition is more than 2 weeks in arrears, it is up to our discretion to replace your child with someone else on the waiting list.
- ◆ If your check is returned from the bank unpaid, you will have a charge of \$30.00 added to your account.
- ◆ The registration fee is non-refundable and non-transferable. If you withdraw your child from Kinder Garden and seek readmission, the fee must be paid again.
- ◆ Preschool tuition is due even if the center is closed for observed holidays, or if you do not send your child due to sickness, vacation, etc. Daycare tuition is the same as preschool with the exception of holidays. If daycare is closed for a holiday, you will not owe tuition for that day.
- ◆ Two weeks prior notice, in writing or two weeks tuition is payable upon a child's withdrawal from the program before the end of the school year.
- ◆ LATE PICK-UP FEE will be strictly enforced. You will be charged a dollar a minute after 5:35. It will be due at time of pick-up.

# POLICIES

## **Classroom Policies**

1. Good behavior is reinforced with a smile, a kind word, a pat, or a hug.
2. Undesirable behavior is discussed and warned. Failure to comply will result in the child being placed in time-out. Continued misconduct will require a parent-teacher conference.
3. Incorrect answers to academic work are corrected with a positive response like “Try again,” or “We call that shape a triangle.”

## **Open Door Policy**

We have an open door policy. Parents are invited to stop by whenever you would like to visit our facility. It is a top priority that you feel completely comfortable with our staff, and that you have peace of mind with regards to your child’s safety. However, you must check in at the office first. For the safety of all children, we monitor who is on the property at all times.

## **Bad Weather Days**

We will announce via the media any decisions concerning closings due to bad weather or other reasons. Listen to your local radio and television stations for news reports concerning school closings. We will **usually** follow the city and county school systems with regards to closing.

## **Labels**

Parents are asked to label everything their child brings to school: coats, sweaters, supplies, etc.

## **Toys**

No toys are to be brought to school unless the teacher has given permission for a special reason.

## **Curriculum**

A Beka is used in K-3 and K-4  
FunShine Express is used in K-2

## **Attendance**

In order to receive the full benefit of preschool, it is important that you child attend each day. Punctuality is also important. Being here on time insures that your child is exposed to the entire lesson plan and minimizes interrupting class time for other students. **If late arrival is necessary**, you must have your child here by 10:00 A.M. Otherwise, they will not be permitted to arrive until after 2:00 P.M.

## POLICIES (continued)

### **Breakfast**

If breakfast is to be eaten at school, you must have your child here **prior to 8:00 AM.**

### **Sickness**

The health of all children who attend the program is important to all of us. Your child should be kept home:

- If he/she has a fever.
- If he/she experiences vomiting or diarrhea.
- If his/her eyes are yellowish, inflamed, crusty, or have discharge.
- Irritable because of lack of proper rest.

Your child must have a doctor's note for re-admittance following pink eye, chicken pox, head lice, and other highly communicable diseases.

Your child must be fever free for 24 hours before returning to school.

## PHOTO RELEASE AGREEMENT

We may use photos and/or videos of class time, play time, parties, field trips, etc. for advertising purposes. If you do not want us to use your child's image, please notify us in writing AND attach to your child's application.

## The ABCs of Policy

- ABSENCE** Please call when your child is going to be absent.
- BULLETIN BOARD** Check the bulletin board in the foyer for recent news and information.
- CLOTHING** Dress your child in casual clothing that is weather appropriate. For bathroom use, dress them in clothing that is easily pulled down.
- DISEASE** For the welfare of all the children, please keep your sick child at home. If your child has a contagious disease such as measles, chicken pox, pink eye, lice, etc., please contact us. This will allow us to inform other parents so that they may check for symptoms in their children.
- EDUCATIONAL PROGRAM** Our schedule begins at 8:30 AM and includes two academic sessions, recreation, and snacks.
- FREEDOM** The children are given the freedom to explore and learn in a supervised environment.
- GOOD-BYES** Good-byes are hard on both the child and parent. If you wish to stay a few minutes until your child adjusts, please do so. However, prolonged stays can prove counterproductive, so use good judgement. Always tell your child good-bye and affirm your love for him/her.
- HOLIDAYS** Holidays are the same as the school system for preschool. Check page 13 for a listing of daycare closings. Holidays will be posted on your monthly calendar.
- ILLNESS and INJURY** A child becoming ill or injured will be isolated and the parent notified so that appropriate medical attention can be obtained.
- JUNK** Save everything! Before discarding items check with our teachers and see if it is something that could be used for one of their projects.
- K-CONFERENCES** Conferences will be scheduled at your request. Please call the director to set up a meeting.
- LUNCHES** Lunches must be brought from home. No food preparation is done on sight. Please include a non-carbonated drink. We will warm food in the microwave provided it is in a microwavable container. Containers will be returned unwashed.
- MEDICATION** No medication, including Tylenol, can be given at Kinder Garden without written consent from the parents and doctor. All medicine must be in its original container.
- NAPPING** Our preschool only schedule does not allow for a nap time. Please see that your child receives proper rest. All day care students must bring a rest mat with your child's name on it.

- ONLY** Only the person or persons you designate on your application will be permitted to pick up your child. A photo I.D. will be required. A court order must be on file in our office if a child is not allowed to leave with his/her parent.
- POTTY TRAINING** Children in the K3 and K4 classes must be potty trained in order to attend classes. These classes have a very full schedule and it is difficult for a teacher to take time away from the class to attend to a child who is not potty trained.
- QUALITY** The Kinder Garden staff feel that our program and facility is top quality. We hope both you and your child will benefit from our experience and love.
- RAIN** Rainy days will be spent indoors.
- SNACKS** Morning snacks are served around 10:00 and are provided by the parents. The teachers will advise you of the rotation.
- TERMINATION** We enroll a limited number of children. If childcare services are to be terminated for any reason, please provide us with a two week written notice so we can fill the vacancy.
- U** You are always welcome to stop by and see how your child is doing.
- VISITORS** Visitors are welcome as long as the child's parents accompany them.
- WEATHER** Weather may cause roads and schools to be closed. Please listen to local news broadcasts for an update on the status of Kinder Garden.
- X'TRA CLOTHING** Please provide an extra set of clothing for your child in the event of an accident.
- YOU AGAIN** You and your child are very important to the director and staff of Kinder Garden. We always have time to listen. Feel free to talk with any of us about your child.
- ZIPPER** Zippers, snaps, and jump suits are especially difficult for three year olds to manipulate when going to the potty. Please keep this in mind when dressing your child.

# PARENTAL INVOLVEMENT

## **ORIENTATION**

In August there will be an open house and orientation. The purpose of this meeting is to acquaint you with our program. It will provide you with the chance to meet with teachers, administrators, and other parents, and provide a basis for a smooth transition into the school year. We will also hold an open house and registration in April.

## **NEWSLETTER**

A monthly newsletter/calendar will be sent home at the beginning of each month. In addition, correspondence will be sent informing you of events or activities as needed.

## **FIELD TRIPS and CLASS PARTIES**

Field trips enhance the education process providing fun and stimulation for your child. Your participation in these activities is encouraged. This is also true of class parties. We do ask that arrangements be made for younger siblings unless a special invitation is issued by the teacher.

## **BITING**

Biting is a problem that sometimes arises when toddlers are frustrated and/or cannot express themselves. The problem will be addressed with understanding and discipline in the following ways:

- The child will be told in a firm voice, "No."
- Parents of the biter and of the child bitten will be notified in writing of the incident.
- The second offense will result in a timeout.
- The third offense will result in a one day suspension from school/daycare.
- Parents are encouraged to consult with their pediatrician or child psychologist for recommendations on behavioral modification.
- If biting persists, it will be necessary to remove the child from school.

## SCHOOL RECORDS

- ◆ APPLICATION
- ◆ BLUE IMMUNIZATION FORM
- ◆ FORM OF AFFIDAVIT – STATE OF ALABAMA
- ◆ POLICY MANUAL SIGNATURE SHEET

Note: All records must be in prior to your child's first day of attendance.

## KINDER GARDEN MANUAL SIGNATURE SHEET

I HAVE READ AND UNDERSTAND THE INFORMATION IN THE LIFE CHURCH KINDER GARDEN  
2011/2012 MANUAL.

PARENT'S/GUARDIAN'S SIGNATURE:

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DATE:

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FORM OF AFFIDAVIT FOR PARENT/GUARDIAN

State of Alabama  
County of \_\_\_\_\_

Before me, a Notary Public in and for said State and County,  
Appeared Parent/Legal  
Guardian \_\_\_\_\_

And is known to me, after being duly sworn or  
Affirmed, say as follows: That affiant is the  
Parent or legal guardian of the minor child/children \_\_\_\_\_;  
That affiant has been notified by a representative of the Kinder  
Garden of Life Church, that said church or school has filed notice  
and is exempt under law from regulation by the Department of  
Human Resources.

\_\_\_\_\_ Parent/Legal Guardian sworn, or  
affirmed to, subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

## Daycare Holiday Closings

Labor Day  
Day before Thanksgiving  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
Day after Christmas  
New Year's Eve  
New Year's Day  
Good Friday  
Memorial Day  
Independence Day

## Preschool Holiday Closings

Same as Etowah County school system.