

KCP Family Handbook

KIDS CENTRAL



PRECHOOL
AT CENTRAL LUTHERAN CHURCH

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Mission and Goal

The mission of Kids' Central Preschool (KCP) is to be, in conjunction with Central Lutheran Church (CLC), a warm, loving, healthy, and safe Christian environment for the Bellingham community. As children of God, we teach and model positive self-image, individuality, independence, and respect of other's rights and properties. Children will be offered the opportunity to grow and develop spiritually, cognitively, emotionally and physically.

The goal of KCP is consistent with the goal of CLC as stated in its Vision Statement "Celebrating together in *Grace* we nurture *Faith*, Proclaim *Hope*, and share *Love*!"

Welcome to Kids' Central Preschool!

We are extremely blessed and very excited to be the first step in your child's educational journey. We are dedicated to working with you so that this is a positive, happy, and educational experience for your child.

Kids' Central Preschool is a Christian preschool with an emphasis on quality education, faith and diversity. It is our commitment to show your child the love of Jesus; the grace and mercy He provides us. We believe that all children are blessings from God and we cherish each child's individuality. At Kids' Central, we celebrate our differences, and value teaching others about those differences. It is our hope that through this education your child will learn the beauty of diversity and the valuable lesson of accepting and loving others for who they are.

This year we look forward to working with our students and their families to enrich each other's lives. Please feel free to contact us with any questions, concerns, or "life changes" that happen during the year. We strive to have open communication with our families.

It is our goal to answer the majority of the questions you might have through this handbook. If you can't find the answer you are looking for, or are unclear about anything, please just ask!

Daily Schedule (Regular Hours):

Blended Preschool and Kindergarten Prep classes are offered for children ages 3-5 on Mondays, Tuesdays, Wednesdays, and Thursdays, from 9:30am-12:30pm.

Our flexible schedule helps families meet the unique needs of their preschoolers by picking a 2 day/week, 3 day/week, or 4 day/week program on the days that work best for them. When deciding on dates for your child, consider whether they might benefit more from the consistency of consecutive classroom days or a more restful every-other-day routine.

All students are welcome to join us for field trips, special guests, and class parties/events at no additional cost, even if the event is scheduled on a day which your child is not enrolled.

Tuition and Registration Fees

Tuition is always due the 1st week of the month, unless prior arrangements have been made. If you are mailing your payment or using an online bill pay, please let our office staff know. Tuition is as follows:

2 days/week- \$105/month 3 days/week- \$150/month 4 days/week- \$205/month

As stated on the registration form, a default on 2 months tuition will require your child stay home until payment is made. A yearly registration fee of \$50/year goes to offset the cost for supplies.

Minimal Fundraising

A very important part of our mission is to provide an affordable preschool experience. This does not come without its challenges. We do a small amount of fundraising to help subsidize the budget. These opportunities are *always optional*, but we appreciate your participation. We make great effort to find opportunities that do not cost our families additional money, encourage children to solicit neighbors/friends, or ask for outrageous amounts of volunteer time. A fundraising packet will be sent home with students early in the school year.

School Closure

We follow the Bellingham Public Schools' calendar in regards to holiday and vacation breaks. If the Bellingham Public Schools are closed or delayed for inclement weather, we will also cancel class for that day. School closures for inclement weather can be heard on all local radio stations (106.5FM, 104.1FM, 92.9FM and 790AM). If you know in advance of an upcoming absence, a note, text, or email is very helpful. This saves time and worry for your teacher.

Parent Orientation

A Parent Orientation Meeting will be scheduled around the first week of school. This is a “mandatory” meeting and will answer all of your questions about school, give you an opportunity to talk with your teacher, and to meet the other families that will be with you and your child throughout the next school year. If you are unable to attend please contact your teacher to set up an appointment.

Early/Late Arrival and Early/Late Pick-Up Courtesies

Classroom drop off is from 9:20-9:30am. If you are running late for drop off or pick up, an “I’m late!” call or text would be greatly appreciated. If you are picking your child up early, please give the teacher’s a “heads up” to ease the early exit and minimize classroom disruption. However, if you are tardy more than three times for pick up, an “I’m late!” fee of \$15 may be added to your tuition for the following month. Your promptness is extremely appreciated, especially by your child!

First Floor Drop-off Option

We are thankful that our classroom is located in a bright and sunny corner of the building. We appreciate the extra thought and safety measures that were put in place while designing our space to help us provide a safe environment with limited access from exterior doors. However, we also know that this creates more work for our parents in their drop-off and pick-up efforts. Staff will be present at the main entrance from 9:20-9:25am every school day. If you are interested in this option, please sign up during orientation.

Snacks

A snack will be **offered* each day. The snacks are brought by families on their designated day. A schedule will be sent home monthly. If you are going to be gone on your snack day, please let your teacher know. The snack menu is chosen by the family responsible for that day, although we do like to encourage simple, easy, and healthy snacks. (String cheese and fruit are always a hit!) Please reserve special treats for birthdays. When calculating how much snack to bring, please remember that sometimes children spill or are extra hungry.

We will address any food allergies if necessary. Again, if you have any questions, or need snack ideas, please feel free to ask.

**Offered: Sometimes children may not want to eat what has been brought for snack. Miss Erin will always remind them that they are welcome to wait until their lunch is available after school.*

Library

Students will have a weekly opportunity to check out books from our classroom library. This is not only an opportunity to read a new book, but also a responsibility building activity. We encourage the students to take care of the books while in their possession, keep track of them at home, and return them in order to check out another.

VIP Week

Each child will have a turn as the Very Important Person for a week. This is a celebration of each child and their family. A blank poster with a questionnaire will be sent home a week or two before hand for the family to decorate. The completed poster is then hung in the designated area in the classroom and stays there throughout the child’s week. The poster in its entirety is returned to you at the end of the school year.

A Spare Pair

Please bring a spare set of clothes for your child, including socks and undies, to be kept at the school. Please place the clothing items in a gallon size zip-lock bag with your child’s name written on

the outside. Bathroom accidents and spills do occasionally happen with this age group and we like to be prepared, just in case. It's much easier to learn if you are comfortable!

Messes!

Please send your child to school in **comfortable play clothes**. 99% of the materials we use are “washable” however, there is always the risk of stains. We have fun and we make messes. Lots of them. Sometimes those messes come home with you. It is our goal to communicate with parents and give them a “heads up” for these occasions.

Field Trips and Classroom Visitors

It is our intent to go on at least 3-4 field trips and host 3-4 visitors per year. Field trips will be local and require some parent volunteers to help. Have a field trip idea? Let me know! Children are supervised on these trips at a 4:1 ratio. A car/booster seat and a signed permission slip are required. We will be taking field trips to places that will enrich our learning experience. We will also have guest visitors come to our classroom. If you would like to be a special guest, please let us know. Children love to learn about different occupations, nationalities, and pets.

Special Programs and Holidays

We have two special programs per year that are attended by all of our students: the Christmas program and our Graduation in May. Exact dates will be listed on the year-at-a-glance calendar. We also try to celebrate every holiday that we can in some way; this could be anything from a full-blown party with costumes, to a special snack, art project, book or visitor. Our growing holiday list includes: Halloween with child-friendly costumes, Thanksgiving, St. Nicholas Day, Christmas, Hanukkah, Kwanza, and President's Day, Martin Luther King Jr. Day, Ground Hogs Day, Purim, Chinese New Year, Valentine's Day, St. Patrick's Day, April Fools' Day, Easter, Cinco de Mayo, Mother's Day and a few more. Look for information in the weekly newsletter regarding holiday celebrations! Want to add a holiday? We would love it! Please contact Miss Erin.

Thank You Sunday

We are grateful that the members of Central Lutheran have chosen this preschool as a mission and support us by offering space, paying our utilities, sharing office staff and equipment, including computers and mostly, remembering us all in their prayers. As a “thank you” for their support, we host coffee hour one Sunday per school year, generally in the Spring. More information and a sign-up sheet will be available closer to the date.

Families' Only Directory

Each year we will publish a directory of and for our families with opt-in information only. Please be courteous, thoughtful and respectful with this information. Kids' Central Preschool and Central Lutheran Church do not share your personal information with anyone.

Health

Your teacher will review each child's Medical Health forms. We also ask that if health conditions for your child change, or there is an area of concern, that you notify us immediately. Our staff is dedicated to a clean and healthy environment for all of our students. In order to maintain this standard, we ask that your child stay home if they have a fever of 100 or higher (without medication), have vomited or had diarrhea in the last **24 hours**, or have any other communicable disease. We understand that no parent would knowingly send a contagious child to school, but with many diseases, children can be contagious days before symptoms occur. Please let your teachers know if your child has not been well. Depending on the disease, we may send out a Health Advisory email to

notify the other preschool parents and hopefully stop the spread. All health issues will be handled as discretely as possible.

We are also dedicated to providing a safe classroom. To ensure this, all staff have had a complete background check, and will be compliant to all state regulations concerning the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child.

Emergencies

In the unlikely event of an emergency, please be assured that your teacher is trained in CPR and First Aid. In the event of an accident at school, your teacher will determine if 911 should be called. If the injury is minor, we will simply take care of and treat your child and inform you upon pickup. We will always refer to your Medical Health form when evaluating treatment. Fire, earthquake, and other emergency drills will be performed routinely.

Central Lutheran Church information

Preschool families are always welcome to join us for worship and Sunday School. Please check our current worship schedule for times, as this changes seasonally.

We consider Central to be very kid-friendly! Coloring/Activity bags are available in the narthex for your children to help keep them busy during the service. "Cry rooms" are available in the back of the sanctuary, as well as a wonderful nursery room with live feed television from the worship service, if that is more comfortable for you. Our Pastor generally has a special children's sermon, and Sunday School follows after the service. Please note that our congregation truly enjoys the "joyful noises" that young children sometimes make during worship service. We hope that you will feel comfortable joining us.

Thank you for choosing Kids Central Preschool! We are happy to welcome you into our church family. We hope your child's experiences this year help grow their faith and early educational foundation! We are so thankful that the Lord has brought us together. Blessings for a great year!