

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!

Thank you for choosing Kids' Central Preschool! We are happy to welcome you into our school. We are extremely blessed and very excited to be one of the first steps 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, grace, and mercy of Jesus. 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.

Daily Schedule (Regular Hours):

Blended Preschool and Kindergarten Prep classes are offered for children ages 3-5 on Mondays, Tuesdays, Wednesdays, and Thursdays, from 9:00am-12:00pm. Children must be 3 years of age by August 31st of the enrollment year and be self-sufficient at using the bathroom facilities.

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 a schedule for your child, please 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

Annual tuition is broken down into 9 equal payments. The payment is always due the 1st week of the month (September-May), 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- \$144/month 3 days/week- \$216/month 4 days/week- \$288/month

As stated on the registration form, a default on 2 months tuition will require your child to stay home until payment is made. A yearly registration fee of \$60/year goes to offset the cost for supplies.

Parent Orientation

A Parent Orientation Meeting will be scheduled around the first week of school. This is a "mandatory" meeting and will serve to answer 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 Miss Laurie to set up an appointment.

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. Fundraising opportunities will be communicated to you throughout the school year.

Main Lobby Pick-Up 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 realize that this creates more work for our parents in their drop-off and pick-up efforts. Therefore, at the end of our regular school day, teachers will help students pack up their belongings and will bring them upstairs to the main lobby. This will save guardians a trip down the elevator. Staff will remain upstairs with the children until their guardian arrives. Pick up time is at 12pm.

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

Classroom drop off begins at 8:55 am. Pick up time is at 12pm. 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 tardy more than three times for pick up, an “I’m late!” fee of \$15 will be added to your tuition** for the following month. Your promptness is extremely appreciated, especially by your child! If you are picking your child up *early*, please give a staff member a “heads up” to ease the early exit and minimize classroom disruption. Additionally, 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.

School Closure and Snow Day Policy

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). You will be notified by email or text of any weather closures before 8:30am. **If KCP has more than 4 weather related closures, we will begin the discussion regarding “make-up” days.**

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

Dress for Mess! 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. Sometimes those messes come home with you. It is our goal to communicate with parents and give them a “heads up” for these occasions.

Snacks

A snack will be *offered* each day. The snacks are brought by families on their designated day. The snack schedule sign up will be emailed. If you are going to be gone on your snack day, please find a sub through the app. The snack menu is chosen by the family responsible for that day, although we do like to encourage simple, easy, and healthy snacks. Please reserve sweet treats for birthday celebrations. 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.

Special Programs, Holidays & Birthdays

We have two special programs per year that are attended by all of our students: the Christmas program and our end of the year celebration 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 list of possible celebrations include: Halloween with child-friendly costumes, Thanksgiving, St. Nicholas Day, Christmas, Hanukah, Kwanza, President's Day, Martin Luther King Jr. Day, Groundhog Day, Purim, Chinese New Year, Valentine's Day, St. Patrick's Day, April Fools' Day, Easter, Cinco de Mayo, Mother's Day and more. Information regarding holiday celebrations will be communicated. Want to add a holiday? We would love it! Please contact Miss Laurie.

We will celebrate each child's birthday. If you would like to bring a special treat, please let the teachers know. We will celebrate all summer birthdays as "school birthdays" and will notify you in advance if this affects your child. In consideration for the feelings of all the children, please do not send gifts or invitations for parties or play dates to school unless all the boys and girls in the class are included.

Field Trips and Classroom Visitors

It is our intent to go on 4-5 field trips per year. Opportunities outside of school provide learning through hands-on experience and enrich our classroom learning. Have a field trip idea? Let us know! *Due to Washington state law, it will be up to you to transport your own child in an approved car seat or to make individual arrangements for someone else to do so.* 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.

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. Do not use the information for any purpose other than child social activities such as play dates or birthday invitations. If you have a change of address or telephone number please inform us as soon as possible. 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, and limit exposure to germs we ask each child to wash their hands prior to starting their school day. Additionally, *we request that your child stay home for a full 24 hours after* they have recovered from a fever of 100 or higher (without medication), have vomited or had diarrhea, 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. If your child becomes sick at school or sustains a serious injury, you will be contacted immediately. The following are some helpful guidelines to refer to:

Fever: A child with a fever may not be sent to school. The child must be free of fever for 24 hours before being sent back to school. Check your child's temperature prior to giving them medication.

Cold: A child with a “heavy” cold and deep or hacking cough belongs at home even without a fever. Greenish discharge from the nose may be a sign of an infection. Notify your doctor if this occurs.

Sore Throat: If your child has a sore throat with a fever and/or white spots on the back of the throat, call your doctor.

Rash: Do not send a child with a rash to school until your doctor says it is safe to do so.

Diarrhea: A child with diarrhea should be kept home until they have been symptom free for 24 hours. Watch him or her for signs of dehydration and see your doctor.

Head Lice: Head lice can become a difficult and expensive problem if allowed to spread. If your child contracts head lice, you will be contacted to pick him or her up immediately. They may not return to school until after treatment with a lice-killing shampoo and lice are determined by the teaching staff to be eliminated. Please ask if you have questions or need assistance in any way.

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.

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 in the Spring.

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.

It is our desire that this handbook answers as many of your questions as possible. If we have left something out, please feel free to contact us at any time. We value your input and support.

We are so thankful that the Lord has brought us together, and we thank you for sharing your child with us. Blessings for a great year!

The Teaching Staff of Kids’ Central Preschool