



**Early Education & Learning Center Inc,
Parent Handbook**

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Welcome

Welcome to King's Kids Early Education & Learning Center! We are blessed that you have taken the time today to consider us to care for and nurture your child.

We are a full service infant, preschool, and school age care facility. Our vision is to provide a loving, clean, and secure environment where children can learn through play, observation, hands on activities, and exploration. We are not a church, however our foundation is built on Biblical principles.

Our door is always open and we would be happy to talk with you about any questions or concerns you may have.

Sincerely,

King's Kids EELC Administration

Our Director

Deanna N. Randle (Nikkie) has been in the education field for 16 years. She is a former second and fourth grade school teacher and operator of an in-home daycare. She has a Bachelor's Degree in Early Childhood Education and a Master's Degree in Educational Management. She is a mother of three children, Brandon, Kori and Arosen Jr. Deanna is an active youth worker at her church and presides as a program coordinator for The Learning House Inc. Deanna is walking in a God given calling through directing and operating her own childcare facility where she can use her skills to empower as many children as the facility can hold.

I. Introduction

A. Philosophy of Education

At King's Kids EELC we believe the development of young children is influenced by the spiritual, intellectual, physical, emotional, and social stimulation in their environment. We believe that children learn through play, hands on activities, exploring, and observing. The organized atmosphere will be positive, safe, happy and clean. Through encouraging feedback provided by the preschool staff your child's learning experience will impart effective growth and development.

B. Mission

King's Kids EELC ensures the successful total development of every child. We provide each child with positive, meaningful interactions, a developmentally appropriate learning experience, along with a loving and safe environment with educated and trained teachers. Our curriculum and planned activities enrich each child's intellectual development. While our fitness and healthy eating program support the idea of staying fit.

C. Equal Enrollment Policy

King's Kids EELC is a full service preschool and school age program caring for children ages 6 weeks to 12 years. We do not discriminate regardless of race, gender, creed, color, or national origin. **However, we teach Christian principals and will not participate in any other religious doctrine.** King's Kids EELC will accept children with special needs if proper care can be provided for all children who will be affected by that child's enrollment. Please feel free to share your family values and practices with the director if they differ from the King's Kids EELC professional practices. Together we can create a smooth transition from home to school for your child. (PP 3.F.03)

D. Confidentiality

All details regarding a specific child will be kept confidential and private and any information about your child will be discussed with you and your family only. King's Kids EELC employees are to uphold this policy at all times and we thank you in advance for understanding and supporting our confidentiality policy.

II. Operational Policies

A. Enrollment Process

All families are encouraged to come and tour King's Kids EELC prior to enrolling. Parents are welcome to ask questions, address concerns, visit classrooms, and outdoor playing areas. Children are welcome to tour with parents and are given the opportunity to see the classroom and meet the classroom teacher. During the visit a parent handbook will be provided which will include current fees and operational policies.

B. Waiting List

King's Kids EELC utilizes a waiting list when classrooms are full. A registration fee is not required to place a child on a waiting list. We will notify parents as openings come available. Parents will have 48 hours to notify King's Kids EELC of their enrollment decision.

C. Move Transition/Policy (PP.10.B.14) (PP.10.B.15)

Children will be placed in one of the following classes based on their age at the start of the school year.

Infants/Toddlers (10 months – 2 years)

Preschool (3 years – 5 years)

Children who are still in diapers by age 3 will not be allowed to start the 3 year old class until they are fully potty trained.

Children are allowed to graduate to the next age group at the time of the birthday if space in the next class is available. If space is not available, children will be placed on a waiting list based on their age. Children shall be taken off the waiting list in an oldest to youngest formation.

Rising Kindergarteners will need to log on to the Wake County Public School web site to determine which public school you child will attend. Please speak to Mrs. Deanna Randle if you would like information on charter or private schools.

D. Toilet Training

Toilet training will be addressed on a case by case basis. At King's Kids EELC we believe that toilet training should be taught at home first. Once your child is successful with staying dry more than half of the day let their teacher know so that he/she can assist with training.

E. Curriculum

Currently King's Kids EELC uses **Creative Curriculum** which is an approved curriculum by the North Carolina Division of Child Development. In conjunction with that we focus highly on the objectives in the **Links To Learning** reference guide created by Nobel Learning Communities. In the effort to academically advance our children we created our own **King's Kids Preschool Enrichment Program** that is also used in our ages 3 to 5 classes on a daily basis. (PP 2.A.01)

F. Developmental Screenings & Quarterly Assessments

Both will be conducted on every preschool child upon enrollment and at every monthly milestone set by the Ages and Stages developmental screening process and the Links to Learning Curriculum Standards. Developmental screenings are conducted 1 on 1 with the lead teacher. All students have a confidential portfolio folder to hold all assessment results. These portfolios are only seen by KKEELC staff for lesson plan development. Parents will be notified of the assessments based on the Ages and Stages monthly milestones. You are welcome to see your child's portfolio at any time and can make request for re screening if necessary. Teachers will conference with parents at least twice per year and more if the

- child shows signs of developmental delays. King's Kids uses Project Enlightenment as a resource referral for children who show developmental delays. There is a Spanish version available for students who need it. (PP 4.A.02b, c, d) (PP 4.B.01A) (PP 4.E.02) (PP 4.E.04) (PP 4.E.07a, b, c, d) (PP 7.B.03) (PP 7.B.04) (PP 10.E.03)
- G. Developmental Health Screenings for Speech and Language will take place twice a year. Currently KKEELC uses Absolute Speech for this service. Hearing screenings are completed by Project Enlightenment and Health Screenings/physicals are required annually by the physician of the parent's choice. King's Kids currently has a Health Nurse who can offer some suggestions and resources on finding a physician. (PP 4.C.01d)
- H. Spanish Class/ Interpreter
Ms. Mariella Williams is our Spanish teacher and interpreter. She visits once a week to hold formal Spanish class with the infants, toddlers, and preschool children. She is available upon request for parent-teacher conferences by phone or in person for staff or parents who require a Spanish interpreter. (PP 7.B.01) (PP 10.E.03 cont.)
- I. Programs and Enhanced Space
We maintain our quality and safety based on child/staff ratios that enhance the learning experience. All classes operate on enhanced space providing our students with a higher quality learning environment other than the standards set by the Division of Child Development & Early Education.
- J. Nutrition Policy/ Allergies/ Feeding Schedule for 6 wks.-12 yrs.
2 Meals and 2 snacks will be served by King's Kids EELC per day. All Children ages 1 and older who are present at the designated eating times will be provided with a meal/snack. All meals follow the CACFP nutrition standards which require that a meal consist of a meat, fruit, vegetable, and bread. Snack must consist of two of the components listed above. 1% milk will be served to children 2 years of age and older and whole milk for children 12-24mo. No child shall be denied any meal/snack for any reason unless there is a medical need. In which case an approved and appropriate substitution shall be made for that individual. (PP 5.B.13a)

Infants ages 6weeks to 12months will need to have their food brought from home. All infant foods must follow the CACFP infant food guidelines. Infants without an adequate supply of food for the duration of the school day will not be allowed to stay in care. Bottle drinking infants will be fed by a teacher. Bottles are only warmed using a bottle warmer at no more than 120 degrees. At no time is a child allowed to have a propped bottle or one containing solid foods. Toddlers will not be allowed to carry around bottles and sippy cups while they play. All formula and breastmilk will be discarded after 1 hour of set time. We ask that every infant transition to a sippy cup at 8-12 months if it is developmentally appropriate for your child. In all cases, parents will make the final determination of this

transition. KKEELC provides a breastfeeding area for the convenience of our nursing mothers. Feel free to coordinate feeding times with the lead infant teacher.

CACFP Food Schedule Guidelines for Infants: 6weeks-4mo. Formula/ breast milk only
 4mo.-6mo. Factory sealed Formula/ breast milk and baby cereal (Must be iron fortified)
 6mo.-8mo. Factory Sealed Formula/breast milk, baby cereal, and a baby food jar of fruit/veg
 8mo.-12mo. Factory Sealed Formula/breast milk, baby cereal, baby food jar of fruit/veg, and another type of different meats/breads that you would like to try to prepare your child for table food eating. (PP 5.B.10a, b, c, d, e) (PP 5.B.11a, b)

All breastmilk must be in ready to feed, sanitary containers labeled with the child's name, time milk was expressed and date. All bottles and sippy cups must be labeled with the child's name and date. (PP 5.B.09a, b, e, f) (PP 5.B.10a, b)

Children with allergies will have substitutions made for foods they should not consume. KKEELC will make every attempt to provide a substitution that still meets the standards listed above. Children will be encouraged to try different types of food to increase their awareness of cultural differences.

K. Birthdays

Children may bring special treats for their birthday but all treats must be store bought in its original sealed packaging and nutrition label intact. This is important for children with allergies. If you want to attend class on your child's birthday, please make special arrangements with your child's teacher prior to the date.

L. Business Operation

King's Kids EELC operates Monday – Friday 7:00 a.m. – 6:00 p.m. A shift is considered to be 10 hours per day. Any hours over that will be assessed at \$5.00 per hour overtime fee.

1. Child Attendance

It is important that all children are in class to participate. If for some reason a child will be late or absent, parents are required to notify the center with this information.

Parents should notify the center by **10:00am** for tardiness to ensure a proper meal count. Failure to arrive by 10am will result in the refusal of care for that business day. Children on Childcare Subsidy or in NC PreK will be notified by phone or email after the 3rd absences. After the 10th absence of the month the grantor will be notified and the parent consequence could be dismissal from the program.

2. Holidays

King's Kids EELC will post our closing dates at the beginning of each calendar year. This posting will be available all year long. Parents can expect for KKEELC to be closed for all Major holidays and at least 1 week out of the year. Tuition payments are expected for all KKEELC holidays and vacation days.

3. Inclement weather

It is best practice to follow the same schedule as the Wake County Public School System. If the school system is closed due to inclement weather for an obsessive period of time, KKEELC management will contact employees and parents to notify them of our re-opening day and time. Management will post closings and delayed openings to **ABC News 11 under the name King's Kids EELC**. And to our **King's Kids EELC Face Book page**. Please make sure you check both of these places on inclement weather days to make sure you are aware of what time KKEELC will open for business.

4. Late Pick up Policy

King's Kids EELC will charge \$1.00 per minute for every minute after 6pm. You are to pay these funds directly to the classroom teacher who had to sit after work hours waiting on your arrival.

5. Unscheduled Closings

In the event there is an unscheduled closing due to unforeseen circumstances, King's Kids EELC will contact the parents as soon as possible. Parents have 1 hour after notification to pick up their child.

6. Check In/Out (PP 10.D.06e)

All parents/guardians must sign in at drop off and sign out at pick-up using the Pro Care system unless otherwise noted. Individuals other than parents may only sign a child out if their name appears on the Child's pick-up list. A photo ID will be needed until the King's Kids staff becomes familiar with the individual. This is to include parents who are unfamiliar to the King's Kids EELC employees.

M. Tuition

There is a non-refundable family registration fee of \$200.00 to secure your child's space. This registration fee is annual and due every year by August 31st. Payment plans are available. **Like us on FB and receive a \$10 credit.**

Full Day Tuition: \$55 (up to 10 hours)

Half Day Tuition: \$35 (5 hours or less)

<u>Age</u>	<u>Tuition</u>
Infant/1	\$1,376.00/month
2	\$1,226.00/month
3	\$1099.00/month
4	\$1099.00/month
5	\$1099.00/month
Before/ After School	\$615.00/month
School age full time	\$741.00/month

Tuition payments are due at the beginning of each week before care is received. Parents may opt to pay monthly, by-weekly, weekly, or daily. All late payments must include a \$15.00 late fee. This fee will also be applied to all repayments of returned checks. There is an additional transaction charge of \$25.00 for any returned check. If payment and late fees are not paid in full by the third day of the week, King's Kids EELC will no longer be able to care for your child. Please make checks payable to King's Kids EELC. Credits/Debits and Pay Pal are an additional \$5.00 fee. The Pay Pal pay address is drandle@kingskidseelc.com.

N. Registration

Parents will need to complete or provide the following:

Child's Immunization Record- Parent who refuse to immunize due to religious beliefs or medical conditions cannot hold KKEELC management, students, staff, or contractors responsible for any vaccine-preventable disease your child may contract. KKEELC staff and management will promptly exclude the under-immunized child if any of the vaccine-preventable diseases occur in the program. (PP 5.A.01h)

Medical Release Form

Child's Identification Info Sheet

Signed Handbook Form

Signed Childcare Rules and laws form

Photo/ media Waiver Form

Extra Activity Form/ play outside of fenced in area

O. Transportation

King's Kids EELC provides transportation to and from school for school age children. This service is free of charge for full time enrolled children. It is an additional \$5.00/ day for part time/ drop-in children. Transportation is also provided for children ages 2.5 and up for field trips.

P. Field Trips (PP.10.D.06b,c)

KKEELC will travel daily during summer breaks and periodically throughout the school year with School age children on scheduled, approved field trips. Parents will be provided a field trip calendar during the summer months. All trips must be accompanied with a permission slip from the parent or guardian. Children without a signed permission slip will not be able to attend. In some cases children who are not traveling may be asked to stay home due to child/staff ratios at the childcare center. For school age children, KKEELC provides age appropriate booster seats for safe traveling. For preschool children 2.5 to 5 years old who are traveling on the childcare van, we will need each parent to provide an age appropriate car seat. In all cases, Attendance will be taken when the children get on and off the van.

Q. Aquatic Policy

All school age children who attend aquatic field trips must have a swim suit, proper shoes that are strapped to their feet, and a towel. King's Kids EELC will only visit area pools with a life guard on duty and will require that 2 staff members accompany the children regardless of staff/ child ratios. King's Kids requires that 1 staff member be in the pool with children at all times. All school age parents will need to sign stating that they have read this statement.

R. Termination of Enrollment

King's Kids EELC does not discriminate regardless of a family's race, gender, color, or national origin. King's Kids will terminate a child's enrollment for the following reasons:

Disruptive or dangerous behavior

Continuous violations of King's Kids EELC procedures

Abuse to staff, children, or center property

Inability of King's Kids to meet the needs of the child

Non-Payment of tuition

Any parent wishing to terminate childcare services with King's Kids EELC must supply a two week written notice by letter, fax or email.

III. Health & Safety Policies

A. All children must have a health physical, and immunization records on file within the first 30 days of enrollment. Failure to provide those documents within the 30 days could result in termination of care until those documents can be provided. For your convenience, all completed records can be faxed to (919)307-8175. Parents will be contacted by KKEELC management or staff if immunization results are abnormal or require follow up.

(PP 5.A.01d) (PP 5.A.01b)

B. Wellness Policy (PP.10.D.01a, b)

In the effort to cut down on infectious disease there is a two symptom rule for children with illnesses. If the child has any two symptoms such as coughing, runny nose, watery eyes/ ears or irritability, then they must be excluded from care. Any child who has vomiting, diarrhea, or fever, must be symptom free for 24 hours before returning to care. King's Kids will contact parents if your child becomes ill at school. There is a 1 hour time limit to pick up a sick child. Any parent who has not picked up their sick child after the 1 hour notification may be assessed a late pick-up fee.

C. Medication

Prescriptions for life threatening illness such as asthma and allergic reactions will be administered. These prescription medicines will be given when accompanied by the following: The original prescription and a completed permission to administer medication form. Other topical ointments may be applied as long as a parent note is on file. We ask that all antibiotics be given to the child before arriving and after leaving daycare. At no time

will any medication be administered to a child without proper labeling of the child's first and last name, the date the prescription was filled, the physicians information, proper storage labeling and an expiration date. (5.A.11d)

D. Care Plans/ IEP's

Children with illnesses or disabilities such as asthma, hearing and vision impairments, feeding needs, seizures, diabetes, ect. Will be placed on a care plan that identifies their special needs and circumstances. In some cases the child may have an IEP or Individual Educational Plan. In these cases, King's Kids staff will follow the guidelines of the IEP.

E. Discipline

King's Kids EELC will use every effort to redirect children in making better choices. Staff will use familiar language and class rules so that children don't get confused about the center expectations. If your child continues to be a disruption to others, we will request to have a conference with you to create some unified interventions. If problems persist we will contact community partners for guidance, and if that effort fails, your child could ultimately be terminated from our program.

F. Challenging Behaviors

Challenging behaviors can interfere with children's learning, development, and success at play. It can be harmful to other children and/or adults. It can cause a child to be at high risk for later social problems or school failures. Examples are Physical aggression like hitting, biting, shoving, or whacking with toys. Another is relational aggression such as verbal bullying, throwing tantrums, whining, testing limits, and refusal to follow directions or classroom rules. If our teachers experience any of these types of situations they will notify management so that program interventions and community resources can be applied. King's Kids EELC uses Project Enlightenment as a behavioral resource. There is also a behavioral management course that KKEELC requires of classroom teachers. (PP 1.E.01)

G. Suspected Child Abuse and Neglect

when staff suspects abuse or neglect, they will immediately notify parents, document the conversation, and keep it on record in the child's file. If abuse or neglect is substantiated, staff will report to the Department of Social Services. (PP 10.D.03)

H. **Shaken Baby Policy:** Each parent with a child age 5 and under will be required to sign our Shaken baby Policy statement receipt form. The policy is posted at the front desk and on our website at www.kingskidseelc.com

I. Hand Washing

Staff and children will wash hands after bathroom use, after diaper changes, before serving foods, and frequently during the day.

J. Smoking

There will be no smoking by staff or parents on King's Kids premises during business hours. Signs have been posted at the main doors and in the provider van.

K. Infant Sleep Checks

Sleep checks will be performed every **20** minutes or less on sleeping infants. Checks are done by seeing and listening for breathing. All infants will be placed on their back to sleep unless otherwise noted by a Physician. Infants who are able to roll over will be allowed to choose their own comfortable sleeping position. At no time will any infant be left in swing, car seat, high chair to sleep. Please refer to the King's Kids EELC Safe Sleep Policy for more detailed information. Infants are allowed to sleep with pacifiers but NOT bottles and sippy cups. Mirrors, videos, and sound monitors are prohibited as supervision tools. (PP 3.C.03a) (PP 5.A.12a-d) (PP 5.A.14b)

L. Preschool Nap Time

Children ages 10 months to 5 years will be placed on a cot. Cot sheets will be provided and weekly laundered by KKEELC. Parents will need to provide a blanket for all children sleeping on cots. Blankets will be sent home weekly for laundering. (PP 10.D.01f)

M. Cleaning Duties

The King's kids EELC staff is responsible for cleaning all classrooms, bathrooms, common areas, closets, kitchen, and hallways daily and as needed during the day. Carpets are professionally cleaned every 6 months or before if visibly soiled. Floors are cleaned and mopped daily.

N. Children's Personal Belongings

Every child will need two complete weather appropriate changes of clothing, and a blanket for nap-time. We go outside for recess daily. It is important that all children have the proper coats and jackets for the fall and winter months. As well as skin protection in summer. We ask that parents apply sunscreen in the mornings before dropping the child off to daycare. Infants and Toddlers will need a sippy cup, and enough diapers, or pull-ups to be changed every 2 hours. Wet wipes will be supplied by KKEELC. KKEELC does NOT allow the use of cloth diapers. Your child's lead teacher will notify you if there are other individual items your child may need. Soiled clothing will be sent home daily in plastic bags. (PP 5.A.07a,b) (PP 5.A.08a,b), (PP 5.A.08c) (PP 5.A.08d)

IV. Parent Support and Involvement

- A. Parent Support and Involvement: Parents are encouraged to spend time at the preschool to see how their child's day flows. We encourage parents to keep lines of communication open either in person, in notes, or by phone. Ask your classroom teacher about volunteer opportunities. We appreciate parent donations of toys or items no longer used at home. Parents are encouraged to attend parent/ teacher conferences twice per year. Parents are invited to attend and help plan our annual Open House, Spring Carnival, and Fall Festival,

Thanksgiving Feast, Christmas Play, and graduation. (PP 7.A.07) (PP 7.A.09) (PP 7.A.12) (PP 7.A.13) (PP 7.A.14)

- B. Conferences/Meetings- We have an open door policy with all parents. If you would like to meet with your child's teacher please let them know. In person or Phone conversations can be held at nap time or at the beginning and ending of the school day. Conferences will be held at least twice a year to ensure that every parent understands their child's growth and development. The curriculum goals and objectives along with the child's assessments of these objectives will be presented at this time. Parents are allowed to review their child's assessments/portfolios anytime they request it. (PP 2.A.05) (PP 7.A.11) (PP 7.C.02)

V. Employees

A. Staff Screening/ Equal Opportunity Employer

King's Kids EELC is an equal opportunity employer who screens staff through a criminal background check to ensure the safety of your children in our care. It is the policy of King's Kids EELC to provide equal opportunity in all our employment practices. This includes selections, hiring, promotions, and compensation. All qualified applicants can be employed regardless of race, color, sex, national origin, religion, age, marital status, disability, or any other classifications that are protected by law. All staff have passed a criminal record check, have been cleared from child abuse or neglect, are at least 18 years old (21 for drivers) and have completed high school, a health assessment and a TB skin test. (PP 10.E.02 a,b,c,d,e)

B. Soliciting Staff

Due to the extensive process that King's Kids EELC must go through to secure quality teachers we ask that parents, guardians, grandparents and family members of enrolled children not solicit our staff members for themselves or others. This agreement will require every parent or guardian who solicits and hires any King's Kids employee for themselves or others to pay a fee in the amount of twenty percent (20%) of the individual's (employees) gross annualized salary, plus all legal and court costs in its collection. This agreement expires for each employee after one year of terminating employment.

KKEELC Closing Dates for 2019

January 1	New Year's Day	Closed
January 21	MLK Day	Closed
April 19-22	Easter Break	Closed
	(Closing @ 3pm April 18 th)	
May 27	Memorial Day	Closed
July 4 & 5	Independence Day	Closed
	(Closing @3pm July 3 rd)	
September 2	Labor Day	Closed
	(Closing @3pm August 30 th)	
November 27-29	Thanksgiving	Closed
	(Closing @3pm Nov. 26 th)	
December 23-27	Christmas Holiday	Closed
January 1, 2020	New Year's Day	Closed
	(Closing @ 3pm Dec. 30 & 31)	Closed

