

PARENT HANDBOOK

2019-2020



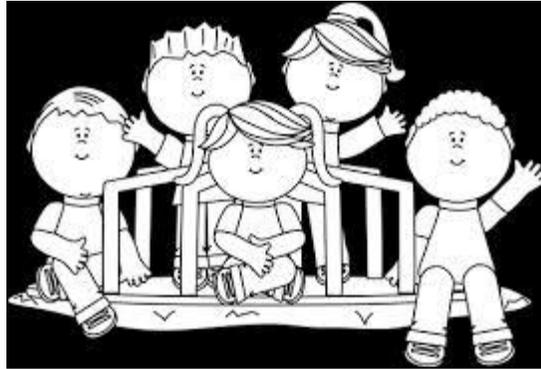
EPISCOPAL SCHOOL

Located at The Episcopal Church of the Holy Spirit
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(210) 688-9171

e-mail address: KOKES@sentbythespirit.org

Web Page: www.kokepiscopal.org

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Administrative Assistant: Donna Russell drussell@sentbythespirit.org
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Office Assistant: Ashley Moreno amoreno@sentbythespirit.org



OUR PHILOSOPHY

We believe that young children should be cared for in a very nurturing, loving, safe, Christian environment. KOKES is a ministry and outreach of The Episcopal Church of the Holy Spirit. The foundation of KOKES is a Christian centered service, rooted in the principles of the Episcopal Church.

OUR PURPOSE

The purpose of KOKES is to offer each child, regardless of race, color, nationality, ethnic origin, or religious background, many superior educational opportunities. KOKES provides a well-balanced, developmentally appropriate program of individual, spiritual, intellectual, social and physical development.

OUR GOALS

- Low child-staff ratio
- Qualified / well trained staff
- Positive staff-child interaction and communication
- Developmentally appropriate curriculum
- A healthy, safe environment which provides opportunities for exploration and learning
- Ongoing, systematic evaluation
- Chapel for PK 3-4-year classes
- Strong educational foundation based on Christian principles

WELCOME TO KOKES!

**We are now celebrating our fifth year of service as
Kids of the Kingdom Episcopal School, a ministry
of The Episcopal Church of the Holy Spirit.**

**Previously we served for 26 years at Zion Lutheran Church as
Kids of the Kingdom, Inc. 1989-2015**



Thank you to the many families who have supported our school over the past years and continue to refer others to KOKES!

We also appreciate all of the staff members who have worked diligently to contribute to the excellence of our school. Special Recognition goes to the following KOKES staff who have contributed significantly for 15 or more years:

Donna Russell (1989)

Judy DeSha (1993)

Ashley Moreno (1994)



**Kids of the Kingdom Episcopal School
at the Episcopal Church of the Holy Spirit**



A Letter from the Head of School

Dear Parents:

It is a blessing and an honor to serve the families and staff of Kids of the Kingdom Episcopal School. I am excited to begin a new school year, and so thankful that you have chosen KOKES to care for your children. It is a GREAT opportunity and responsibility to care for God's children. My goal is to provide each child with an amazing early learning experience in a Christian learning environment where they are encouraged emotionally, spiritually, academically and physically. As we continue the long legacy of KOKES, we will continue to work together to ensure that each child will experience success.

I look forward to working with each of you to strengthen our community this year, getting to know you and your children, and expanding our program. My door is always open, so please feel free to express your ideas, thoughts and concerns.

It is going to be a great year! Our staff is working very hard to plan for a year full of fun as we learn about God's love and God's world around us. I pray that you and your child will be blessed by being a part of the KOKES family.

Serving His Children,

Lesli Budzinski

Head of School

Lesli@sentbythespirit.org



A LETTER FROM THE RECTOR

Now there was room for the blind and crippled to get in. They came to Jesus and he healed them. When the religious leaders saw the outrageous things he was doing, and heard all the children running and shouting through the Temple, “Hosanna to David’s Son!” they were up in arms and took him to task. “Do you hear what these children are saying?” Jesus said, “Yes, I hear them. And haven’t you read in God’s Word, ‘From the mouths of children and babies I’ll furnish a place of praise?’”

*The Gospel of Matthew 21:14-16 as translated in to The Message, a Bible paraphrase,
By Eugene Peterson*

I am thankful for the opportunity to write a word of welcome to the Kids of the Kingdom Episcopal School (KOKES) and the Episcopal Church of the Holy Spirit Community. Since its beginnings in 1981, the Holy Spirit community has eagerly awaited the opportunity to serve our community with a school. We have long waited for the day that children would run (supervised and carefully) around this Sacred Space shouting, “Hosanna to David’s Son!” Our worshipping community is excited to welcome you and your child or children into our church family.

God’s hope for our congregation is to *Restore all people to unity with God and each other in Christ*. And our hope is that each day that your child or children come to this space that they know that they are known and loved by Christ. As part of this being loved, we also hope that everyone who comes to KOKES and Holy Spirit also knows that they are to not only receive this love but to also share it and tell others of Jesus’s love for them.

Thank you for trusting our worshipping community with your most precious gift. We look forward to watching all the children grow, learn, and pray together this year.

In the Family,

The Rev. Jason T. Roberts
Vicar and Rector, Episcopal Church of the Holy Spirit
Sentbythespirit.org
210.314.6729 x 101

TABLE OF CONTENTS	PAGE
Our Philosophy and Goals.....	2
Title Page.....	3
A Letter from the Head of School.....	4
A Letter from the Rector.....	5
Table of Contents.....	6
Enrollment Information	7
Financial Policies.....	8
Discounts.....	8
Attendance/Tardiness/Late Charge.....	9
Withdrawal.....	9
Open House	9
Forms	9
Supplies	10
KOKES Spirit Bags.....	10
Communication Folders.....	10
Curriculum Goals.....	10
Portfolios / Parent Conferences.....	11
Show-n-Tell.....	11
Animal Policy.....	11
Special Activities.....	11
Parent Observation	12
Breastfeeding Policy	12
Volunteer Program	12
Food from Home & Peanut Free School	12
Sign in / Sign out.....	12
Birthday Celebrations.....	13
Dress Code	13
Naptime	13
Safe Sleep for Infants.....	13
Discipline.....	13
Nutrition / Health / Safety.....	14
Health Policies.....	15
Injuries	16
Medications.....	16
Fire Safety / Evacuation Plan / Lock Down	16
Child Release Policy	17
Drop-Off/Pick-Up Procedures.....	17
Hot /Cold Weather Policy.....	18
Playground Use.....	18
Biting	18
Potty Training.....	18
Bad Weather	19
Policy Changes.....	19
Reporting Abuse/Neglect.....	19
Current Inspections.....	19
Photos	19
Security Cameras.....	20
Gang Free Zone	20
School Closure/Holidays/Staff Development.....	20
Emergency Preparedness Plan.....	20
Campus Map.....	21
Important Dates.....	Insert
School Calendar.....	Insert



ENROLLMENT INFORMATION

FALL PART-TIME CLASSES (Ages 3-4)

August 2019 – May 2020

Classes Offered	Hours	Registration Fee (Non-Refundable)	Cost
3 Year PK (T/Th)	9-2	\$110	\$280 / month
4 Year PK (M/W/F)	9-2	\$130	\$340 / month
Extended Hours	6:30-6:30	none	\$9.00 per hour
Drop-in (call to reserve)	6:30-6:30	Must be registered	\$50 per day

Part-time Program Fees:

1. Fees should be paid monthly.
2. Fees for the age 3-4 yr. PK classes are determined by taking the total number of weeks in the school (approximately 36 not including holidays) and dividing this total into 9 equal monthly payments (September - May). Therefore, the payment does not decrease during the months which have more holidays than others.
3. Fees are payable on the 1st of the month. (Except for the September payment.) A \$10.00 late fee is assessed for each child after the 5th, 10th, 15th and 20th of each month.

SUMMER PART-TIME CLASS

June 2020-August 2020



Summer Camp

Ages Kinder-5th Grade

9:00-4:00 M-F

7 weeks of camp are offered

(You may choose the week or weeks that you would like to attend.)

Summer Part-time Program

Ages 3-5th Grade

9:00-2:00

You may choose 2 or 3 days per week

FULL-TIME CLASSES
August 2019 – August 2020

Ages 6 weeks – 11 years, Offered Monday – Friday

Classes Offered	Hours	Registration Fee (Non-refundable)	Weekly Payments
6 weeks / Toddler	6:30-6:30	\$80	\$229
1 year	6:30-6:30	\$80	\$219
2 years	6:30-6:30	\$80	\$209
3 years	6:30-6:30	\$140	\$204
4 years	6:30-6:30	\$150	\$204
After School Class	After School-6:30	\$100	\$80

Full-time Program fees:

1. Children enrolled in the Full-time Program after September 1, 2017 will be charged every week. (August – July) There is not a reduction in tuition for the weeks that have holidays. See the school calendar inserted in this handbook.
2. Children enrolled after September 1, 2017 in the Full-time Program who do not plan to attend the Summer Program may sign up for the 10-month payment plan. For more details please contact the Administrative Assistant, Donna Russell. Children enrolled before September 1, 2017 are grandfathered into the previous policy which allows Full-time children to enroll only in the Fall Program. (10 months)
3. Fees are payable on Monday. A \$10.00 late fee will be assessed for each child after Wednesday of each week.

FINANCIAL POLICIES

1. Registration fees are non-refundable.
2. There is a \$20.00 charge for returned checks. Parents who are behind 1 week in tuition payments will be informed that their child may not attend until their balance is paid in full. After 3 weeks, the child will be dropped from the program.
3. Payments may be made by check or through the SmartCare App. All parents should create an account in the SmartCare app to receive tuition invoices and manage payments. Checks should not be given to the teacher or put in the child’s folder. Checks may be dropped in the Gray Box located on the wall by the desk in the Welcome Center.
4. Drop-in fees should be paid on the day that the child drops in.

DISCOUNTS

There is a 10% discount in tuition for each additional child (siblings) enrolled in the FULL-TIME program. There are no sibling discounts in the part-time program. The discount is given on the oldest child’s tuition. This discount does not apply to drop-in care or extended hours. Active members (baptized, communicant in good standing for one year) of the Episcopal Church of the Holy Spirit will receive a 10% discount on their total tuition amount. (There is no sibling discount included in this total amount.)

ATTENDANCE / LATE CHARGE

KOKES opens at 6:30 a.m. and closes at 6:30 p.m. Children in the one - four-year classes are encouraged to arrive by 9:00am to ensure they are not missing out on activities and curriculum that the teacher has planned for the day. To allow staff to prepare for the day, we ask that you do not enter the Welcome Center before 6:30am. If you will be arriving late, please call the school so that we can inform the teacher and include your child in the daily lunch count. We find that it can be distracting for the class when children arrive after the activities have already started for the day. It is also important for the child's adjustment to the program that they maintain a daily routine.

Please also be prompt in picking up your children each day. An additional late charge of \$15.00 will be assessed for each 5-minute period or portion thereof after the time that the child is scheduled to be picked up. The teachers will bring all children to the Welcome Center that have not been picked up by their scheduled time.

WITHDRAWAL

If you decide to withdraw your child from any program please give the office at least one-week notice by e-mail to KOKES@sentbythespirit.org. Parents who drop out without notice are required to pay the tuition for one week. Please do not ask the teacher to inform the Welcome Center of your plans. If you withdraw from the program and decide to return at a later date you must repeat the registration process again at this time.



OPEN HOUSE

There will be an Open House for all parents and children 1-2 weeks before the Fall Program begins. All family members are welcome to attend. This will provide an opportunity for the children to adjust to their new class before the first day of school.

FORMS

Child's Health Statement Form (White)

All children must have a current Health Statement Form on file in the Welcome Center before they begin the program. Children who do not have a health form on file will not be able to attend until the health form is completed. This form must be signed by a physician. All immunizations must be kept up to date as specified by the Texas Department of Health or children will be excluded from attendance. *Vision and hearing testing are required for children in the 4-year classes.*

Enrollment Information Form (Blue)

This form must be completed before the child attends KOKES. This is very important because we will not be able to release your child for emergency medical attention if this form is not signed. It also gives us authorization to release your child to another person(s) of your choice. Parents are responsible for notifying the school Welcome Center of any changes that occur throughout the year.

Discipline and Guidance Policy (Green)

Please read this policy and sign the bottom of the green form.



SUPPLIES

A supply list will be distributed at Open House. These supplies should be brought to class the first week of school. The teacher will notify parents if these supplies need to be replaced throughout the year. Also, please send a change of clothing (including socks and underwear) with your child. This should be put in a Zip-Lock bag with their name on it and replaced as used or with the change in season. There are many types of accidents that occur during the day (even with the older children) that require a change of clothing.

KOKES SPIRIT BAGS /T-SHIRTS

At the time of registration all children in the Infant-4-year classes will receive a KOKES school spirit bag. Children should bring their bags each day with their communication folder. Children in the Kinder – 5th Grade classes may bring their backpack. Also included with registration are a pillow, pillowcase, and KOKES t-shirt (ages 2-4). The infants will receive a pillow when they are promoted to the one-year classroom.

COMMUNICATION FOLDERS

KOKES will provide each child with a laminated folder at the beginning of the year. This folder will be used to hold any communication from the teacher and staff. Teachers will also check the folder daily for any communication from parents.

CURRICULUM

CURRICULUM GOALS



A list of the Unit Themes in which the children will participate during the school year will be posted online. Teachers will guide the children through the use of various learning centers (dramatic play, blocks, manipulatives, nature/science, library, art and music), which will be focused on these unit themes. Since most learning is done through hands on experiences, papers and art projects may not come home every day. Unit themes are also discussed and explored further during group time. Special visitors are also invited periodically throughout the year to expand on these themes. Bible stories are incorporated into the curriculum for all age groups.

Children in the Three and Four-year PreK program will also focus on phonetic and number concepts through the use of many games and hands on activities. These concepts will be reinforced through the use of learning centers and during group time.

Children ages 2-4 will participate in a chapel program led by the Head of School, Rev. Jason Roberts, PreK teachers and Holy Spirit volunteers. During this time, the children are involved in a 15-minute worship experience which includes singing, prayer and the presentation and application of Bible truths through stories. The PreK-4 classes will use Godly Play curriculum for their weekly Bible lessons.

Children ages 2-4 also participate in special classes for Music and Movement. However, the classroom teacher also incorporates these into the daily curriculum.

The list below includes the primary resources which the teachers use in preparing their lesson plans each week: (We also use many other educational resources to supplement where needed.)

Wee Learn Curriculum Guides

Convention Press

(Ages infant - four-year classes)

Little People's Workshop - Rainbow Series

(Age 3-4 phonics/numbers)

Handwriting without Tears

(PK 3/4)

Sail Through the Summer Unit Themes

Developed by Head of School

Summer Camp Curriculum (Kinder – 5th Grade)

Developed by Joyce St. John and Head of School



PORTFOLIOS / PARENT CONFERENCES

Each child enrolled in the KOKES PK-4 program will have a portfolio developed by their teacher. The purpose of the portfolio is to be able to evaluate the progress of the child and to determine their readiness for Kindergarten. Each teacher will schedule parent conferences twice during the school year (once in the Fall and once in the Spring) to discuss each child's progress. Parents or teachers may also request conferences at other times of the year if needed.

SHOW-N-TELL

A certain day each week will be determined by the PK teachers to provide each child the opportunity to share a special toy, book or other item of interest with the class. Teachers will try to coordinate this with the Unit Theme or other area of study. We prefer that the item fit in the KOKES tote bag. We do request that children not bring toys or items from home to school on other days.



ANIMAL POLICY

If you would like to bring an animal to school to share with your child's class please let the teacher know at least 2 days in advance. She will then send a note to all of the parents in the class to inform them of this special classroom visitor. The Texas Department of Family and Protective Services requires this notification.

SPECIAL ACTIVITIES

Children will participate in monthly special activities to supplement our unit themes. We invite special speakers and schedule fun activities here at KOKES instead of going on field trips. The cost of these events is included in the registration fee.

CLASSROOM POLICIES

PARENT OBSERVATION

Parents are welcome to observe in their child's classroom, during program activities, and on/around school premises during hours of operation. Please sign in and receive a visitor pass from the Welcome Center. Siblings are not allowed to visit in the classroom during the school day. *We encourage all guests to keep their visits short and at a minimum.



BREASTFEEDING POLICY

Parents have the right to breastfeed or provide breastmilk for their infant while in care. Parents are invited to use the rocking chair in the infant room to breastfeed their baby.



VOLUNTEER PROGRAM

There are many opportunities to volunteer at KOKES! Please check with your child's teacher to see how you could be of assistance in the classroom. Volunteers may be needed to help coordinate the classroom parties, special events, and fundraising events such as school pictures, book fairs, Christmas celebration, etc. We also request that parents share part of their family culture or special family activities/interests with the class sometime during the year. Parents may choose to share a special food, book, craft or hobby, anything that might be special to their family. All long-term volunteers must complete a KOKES Application, including a background check, and take a class called *Safeguarding God's Children*.

FOOD FROM HOME

It is stated in the Texas Licensing Minimum Standards that food brought from home may not be shared with other children. Food which is brought to the school to share with the class on special occasions must be bought at a store or restaurant approved and inspected by the local health authority.

PEANUT FREE SCHOOL

For some children exposure to peanuts/nuts may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we ask that you not send any peanut or nut containing products to school with your child. If your child has eaten peanuts/nuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.

SIGN IN/SIGN OUT

All full-time parents are required to log-in upon arrival and log-out upon departure using the computer monitor in the Welcome Center. The teacher will also sign your child in/out when she receives and releases your child each day in the classroom. Teachers will sign the part-time children in and out as they receive each child in the drive through at 9:00 a.m. and when they depart at 2:00 p.m. (School Year Only)



BIRTHDAY CELEBRATIONS

The teachers will be happy to cooperate with parents in planning a birthday celebration for each child. Parents may provide a store-bought snack for the class that day. Some possible suggestions are: mini cupcakes, ice cream cups or bars, cookies, donut holes, brownies, or Rice Crispie treats. See the FOOD FROM HOME section on page 13.

DRESS CODE: Children should wear comfortable clothing appropriate for daily activities. Girls may wear dresses to school, but we suggest shorts be worn underneath. We recommend tennis shoes since the children will be playing outside daily, as weather permits, on playgrounds covered in mulch. Safety on the playground is a priority. Flip-flops, dress shoes with high heels, boots and backless shoes are not allowed. These shoes can be a safety hazard for young children, especially on the playground. Shoes are required once a child enters the one-year classroom. Also, please remember to send jackets, sweaters, hats and gloves when the weather is cold. Please label all clothing and check the lost & found box located in the Welcome Center for lost items. We are not responsible for lost or stolen items. **Important:** Please send your children in clothing that is easy for them to take off when they go to the bathroom. Belts, overalls, tight snaps and lots of buttons are difficult for preschoolers to handle. Easy on and easy off is the best policy!

NAPTIME

Children in the Part-time program are not required to take a nap. For the Full-time children, naptime is about 2 hours and begins after lunch. If a child does not go to sleep after resting for one hour the child is allowed to get up and do a quiet activity at the table or on their mat for the second hour. KOKES provides sleeping mats, pillows and blankets. Children 2 and under who have a security blanket/doll may bring it for naptime if needed. Each child enrolled in the 3-4-year PK program will bring a regular sized bath towel for naptime.

Children enrolled in the one and two-year classes will bring a regular sized crib sheet to cover their mat. Pillowcases, towels and crib sheets are sent home every Friday for the parents to wash. Please make sure they are returned on Monday. KOKES will wash our blankets each week.

SAFE SLEEP FOR INFANTS

KOKES staff follow guidelines indicated in Texas minimum standards for childcare providers regarding safe sleep requirements and restrictions for infants 12 months old or younger. See insert for Child Care Safe Sleep Policy. Parents of infants 12 months old or younger will receive a copy of the Safe Sleep Policy, signed by KOKES staff and the parent. A signed copy will remain in the child's file at KOKES.

DISCIPLINE

Children will have their good behavior recognized and encouraged through positive reinforcement. If the child's behavior is such that he is harming others, harming the property or distracting others from learning, he/she will be separated from the group for a short period of time and the teacher will talk to the child about his/her behavior. If this same behavior continues the teacher will talk to the parent about the situation. Parental

support of the teacher's efforts to correct this behavior is extremely important. If the behavior continues the Head of School will request a conference with the parents and teachers. We will do everything that we can to work with the child, but disobedient, disruptive, aggressive behavior will not be tolerated. If the child is still disrupting the class after counseling with the administrative staff, the child may be sent home for the day. After counseling with parents, the Head of School will determine the final course of action, which could include expulsion from the program. Please make sure that you sign the Discipline and Guidance Form and return it to the Welcome Center. (This is the green form.)

NUTRITION / HEALTH / SAFETY

1. **Breakfast:** Breakfast will be served to children arriving 8:00-8:30 a.m. in the 2-4-year classes and 8:00-8:20 in the one-year classes.

PLEASE NOTE: Children are not allowed to enter the classroom upon arrival with food or drink in their hand.

2. **Snacks:** Snack is served at 2:00 p.m.

3. **Lunch:** Lunch will be served to all children between 10:45 and 12:00, depending on their age group. Part-time children may bring their lunch if they do not want to participate in the KOKES lunch program.

4. **Monthly menus** will be sent home to all children. KOKES will follow the state nutritional guide in planning our menu. (also on website)

5. Full-time children should not bring food from home unless they have special dietary needs. Please indicate this on your child's medical form under allergies. In that case please put a line through the item on the menu that the child is unable to have and send something that day to replace the item. (For example: Replace protein with protein etc.)

HEALTH POLICIES

Parents are not permitted to bring their child to school if they are feverish or show signs of illness. Children will be excluded from care (sent home and/or should remain home) if:

- The illness prevents the child from participating comfortably in normal activities including outside play.
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of other children in care.
- They have specific diseases, symptoms and conditions as listed in The Texas Department of Family and Protective Services Standards for Communicable Diseases for Day Care and Schools.

If a child becomes ill, develops a fever, diarrhea, any contagious illness or begins vomiting while at school, we will contact the parents and request that the child be picked up immediately. Every effort should be made by the parent to pick up their child no later than one hour after being called. The child will not be permitted to return the next day and may only return to school after 24 hours from the last occurrence of fever, vomiting or diarrhea – without the aid of medication. Children must feel well enough to participate in normal daily activities of the class, including outside play, to return to school.

KOKES follows The Texas Department of Family and Protective Services Standards for Communicable Diseases for Day Care and Schools and Texas Childcare Licensing minimum standard guidelines. Below is a chart for common illnesses in childcare.

Condition	Incubation Period	Early Signs of Illness	Exclude from Attendance	Readmission Criteria
Conjunctivitis bacterial and/or viral (Pink Eye)	1-3 days	Pink eyes, with some discharge or crust on eyelids	Yes	Antibiotic Eye drops for 24 hours
Allergic Conjunctivitis		Pink eyes No Discharge	No	
Diarrhea		Watery Stools	Yes After 2 occurrences	24 hrs. After last watery stool
Vomiting			Yes	24 hrs. After last occurrence
Fever		100	Yes	Fever free for 24 hrs. (w/o medication)
Hand, Foot and Mouth Disease	3-10 days	Low grade fever, blisters, mouth sores, sore throat, loss of appetite	Yes	Fever free for at least 24 hrs, no open blisters or mouth sores, etc

KOKES Policy for Conjunctivitis: Parents will be notified to pick up a child who has a discharge from the eyes or crust around the eyes or eyelids. The child may return to the center with a physician note.

KOKES Policy for Allergic Conjunctivitis: Parents will be notified to seek medical attention if the child has pink eyes without discharge or crust. Parents do not have to pick up the child; however, if discharge or crust develops the child must be picked up immediately.

KOKES Policy for Diarrhea: A child has diarrhea if he/she has watery stools. Parents will be called if a child has 2 or more watery stools. The child will not be permitted to return the next day and should only return when they have not had diarrhea for more than 24 hours.

KOKES Policy for Vomiting: Parents will be called to pick up the child after they have vomited once. The child will not be permitted to return the next day and should only return when they have not vomited for more than 24 hours.

KOKES Policy for Fever: Parents will be called to pick up a child with a tympanic (ear) temperature of 100 degrees or higher. The child may return to the center when fever free for 24 hours without the aid of medication.

KOKES Policy for Rash: Parents will be contacted if a child develops a rash or comes to the center with an undetermined rash. We may ask that the child be picked up from school. In some cases, the child may need a physician's note to return. Any skin conditions, such as eczema, should be listed on the child's enrollment forms and communicated to the child's caregivers. Children should not come to the center if they are experiencing symptoms from an allergic reaction.

INJURIES

Simple first aid will be administered to children for injuries requiring minimal attention. Minor injuries are recorded on an "ouch report" form that is sent home with the child. This information will include how and when the accident happened as well as the treatment or attention that was provided. We will also give you a call to report EVERY injury, no matter how small. For major injuries or illnesses requiring immediate medical attention by a health care professional we will call 911. At the same time, we will contact the child's parents or guardian. If they cannot be reached, an attempt will be made to contact the designated emergency contact person(s). Parents will receive a Licensing Incident Illness Report Form if this procedure is necessary. This form must be signed by the parent and returned to the Welcome Center.

MEDICATIONS

If you would like the school to administer a medication to your child, please follow these requirements by the Texas Department of Protective and Regulatory Services.

1. **ALL MEDICATIONS MUST HAVE A LABEL FROM THE PHARMACY OR A NON-PRESCRIPTION DRUG FORM SIGNED BY A PHYSICIAN.** All prescription medications must be in the original container labeled with the child's name, a date, directions and the physician's name. We cannot give a medication with another child's name printed on the label even if it is a brother or sister.
2. Medications are administered only at 11:00 and 3:00. Please take the medication to the Welcome Center to fill out the appropriate form. If the child will only be taking the medication for one day you will sign the "Daily Medication Form". If you would like the child to receive the medication for more than a day you will sign the "Long Term Medication Form" or "As Needed Form". (One medication per form.)
3. Please pick up all medications at the end of the prescribed time. An attempt will be made to return medication to parent/guardian after their prescribed time or after expiration. Any medications left after the prescribed time or expiration will be thrown away. Expired medications cannot be administered and will be discarded.



FIRE SAFETY / EVACUATION PLAN / LOCK DOWN

We are required to conduct monthly fire drills and severe weather drills three times annually. We also practice our lock down procedure. We will talk to the children about the loud sound, which is used as a signal in case of a real fire, and about the procedure for evacuating the building when the alarm sounds.

In case of an emergency in which the church and school property would have to be evacuated, KOKES will evacuate to Crossroads Baptist Church at 8300 Tezel Rd. SAT 78254. The church phone number is 210-681-1911. The teachers and staff would transport the children in their cars if possible. (See pages 21-22 for the KOKES Emergency Preparedness Plan and Campus Maps.)

CHILD RELEASE POLICY

Children will only be released to their parents or to the people listed on the blue Enrollment Information Form. If parents want someone else to pick up their child other than the people listed on their child's form, please send a note, fill out a form in the Welcome Center or call the school for authorization. At the time of pickup, the Administrator is instructed to view the person's photo ID for verification. We will contact the police if there is concern about releasing a child into an unsafe situation including a custody issue or other adult who appears to be intoxicated (under the influence of drugs or alcohol). KOKES is not responsible for your child after a staff member has released them to the parent or another authorized person.

Please do not allow your child to run ahead when going to/from the classroom. Please take hold of your child's hand before leaving the classroom and before leaving the Welcome Center.

DROP-OFF / PICK-UP PROCEDURES

(Please refer to the Campus Map on page 22)

1. All **Part-time Fall parents** must use the drive-thru by the PK playground for arrival and departure (8:50 and 1:50). Children should be picked up by 2:00. KOKES is not responsible for your child until they are signed in by the teacher on the parent sign-in/out sheet and released into the care of a staff member by an adult. KOKES is not responsible for your child once they have been released to an authorized adult! Please hold your child's hand when walking to your car. There is no Drive-thru in the Summer Program. Please park and log your child in at the monitor in the Welcome Center.
2. All **Full-time parents** should enter the campus through the Welcome Center entrance. Please do not enter the Welcome Center before 6:30am. After you enter your ID code on the Welcome Center monitor, you will exit to the right if your child is in the Infant-1-year classes and exit to the left for the 2-4-year classes.
3. When dropping off your child please make the departure as brief as possible. This makes the transition much easier for the child.
4. Full-time parents should drop off their **younger child first in the morning and pick up their older child first in the afternoon.** We would really appreciate your cooperation in this matter.
5. Some classes will combine in the early morning (6:30-8:00) and in the late evening (4:30-6:30). Your child's schedule will indicate their location.
6. Parents may park in the designated parking lots.
7. Do not leave children unattended in your car or leave your car running when you are not in the vehicle.



Please do not use arrival and departure times for a long visit or conference with the teacher. A quick daily check-in is permitted. If there is a concern, the teacher will call or write a note in your child's folder. If you have a concern, please write a note or call the teacher and they will get back to you as soon as possible. We want drop-off and pick-up time to be a quick and pleasant experience.

HOT / COLD WEATHER POLICY

During the summer months, we will limit the playground time if the weather becomes unbearably hot (95-100 degrees). We will make sure that the children get plenty of water. Please dress your child warmly in cold weather. We will go outside if the temperature is above 32 degrees, but we will also take into consideration the wind chill factor. On cold days, we will only take the children out for 10-15 minutes at a time. If children are not well enough to go outside, it is best to keep them home for the day.

PLAYGROUND USE

Children are only allowed to play on the playground during their regularly scheduled playground times which are supervised by our KOKES staff. Children are not allowed to play on the playground before class or after they have been released by their teacher. This has been a safety issue in the past and we want to ensure that no one is hurt on our playgrounds. We thank you for your cooperation in this matter.

WATER ACTIVITIES

During our summer months, children in 2 year – school age classes will have a weekly fun day that may include water play. This water play could include water splash tables, sprinklers, and small wading pools (ages 3 and up). Parents/Guardians will indicate permission for water splash play on the enrollment form (blue form) at registration.

SUNSCREEN/INSECT REPELLANT

Parents/Guardians should provide sunscreen and insect repellent for their child. Sunscreen and insect repellent must be in original packaging and be labeled with child's first and last name. Parents will sign an authorization form for the KOKES staff to apply as indicated.

BITING

Biting can sometimes be a common occurrence in the toddler class. Parents will be called if another child bites their child and an "ouch report" will be sent home. The biter's parents will also be informed. Teachers receive training on how to deal with this very normal toddler behavior, but it sometimes takes a while to work with the "biter" before their behavior improves. We ask for your patience and understanding as we work together.

POTTY TRAINING

The teachers in the 2-year class (5B, 5C & 6B) will be happy to work with you when you feel that your child is ready for potty training. It has been our experience that this process is much more successful if only training pants/underwear are used, but we are willing to use a pull-up upon your request. Teachers will provide information to help you with this process. Please send several complete changes of clothes when potty training, include socks and shoes. Soiled clothes will be sent home in a sealed plastic bag. Per childcare licensing, soiled clothes cannot be washed out at the center. Parents will be notified during the day if a child soils their clothes due to a potty accident. We require children in our PreK 3-4 classes be potty trained. These classes are not equipped with changing tables.

BAD WEATHER

In case of emergency weather conditions, parents should listen to local TV and/or radio stations for school closings. In the event of inclement weather we will follow the decision made by the Northside Independent School District. Such school closings will not result in a tuition reduction.

POLICIES/POLICY CHANGES

Parents will be informed in writing of any major policy changes. Parents will be required to sign the change of policy form and return it to the Welcome Center. Parents/Guardians should contact the Head of School by phone or email to discuss any questions or concerns regarding policies and procedures. A conference can be scheduled with the Head of School if necessary. KOKES staff (Head of School, office staff, and teachers) are permitted to remind parents of the policies and guidelines as needed. Parents/Guardians/Children that continue to disregard KOKES policies will conference with the Head of School. The Head of School retains the right to dis-enroll a child if it is in the best interest of the child or other children at the school.

REPORTING SUSPECTED ABUSE AND/OR NEGLECT

KOKES staff are committed to the safety and care of the children enrolled in our program. Staff are required to complete annual training in recognizing and reporting suspected abuse and/or neglect of a child. We follow guidelines indicated in the Texas childcare minimum standards for the care of children, screening and training of staff and volunteers and communicating with parents/families. Information about recognizing and reporting suspected abuse and neglect is posted in the Welcome Center. To make a report of suspected abuse and/or neglect by phone: 1-800-252-5400. To make a non-urgent report of suspected abuse and/or neglect via the web <http://www.txabusehotline.org> *External Link*. Families/parents/guardians needing assistance or intervention can seek help in our community by contacting the child abuse hotline, Head of School, Rector of the Church, or their child's teacher.

CURRENT INSPECTIONS

All of our current inspections are posted in the Welcome Center for you to review. All permits, inspections and postings are also located in the white notebook by the Welcome Center Monitor. We also have a copy of the Minimum Standard Rules for Licensed Child-Care Centers for you to view in the Welcome Center. You may access this information on line at www.txchildcaresearch.org. You may also contact the Child-Care Licensing office at 210-337-3399. The Child Abuse Hotline is 1-800-252-5400.



PHOTOS

We love taking pictures of your children enjoying their day at KOKES. We post them inside and outside the classroom, make photo albums for the children to enjoy in the classroom and sometimes include them in special art projects. We would also like to post pictures of your children on Facebook and use them in other marketing materials to advertise our school. This will allow you to see photos more frequently as the children participate in special activities with their class. **If you prefer that we not photograph your child or post your child's picture on social media please indicate that on your child's enrollment form.**

SECURITY CAMERAS

For the safety of the children, staff and visitors, KOKES employs camera surveillance equipment for security purposes. The equipment may or may not be monitored at any time by the Head of School. Surveillance cameras will generally be utilized in classrooms; playgrounds; parking lots; and the front office area where children, employees, and parents come and go. However, it is not possible for surveillance cameras to cover all public areas of the buildings and premises. Cameras will not be installed in private areas such as private offices and restrooms.

NEW REQUIREMENTS REGARDING GANG FREE ZONES

As a result of House Bill 2086 all Child Care Centers are required to distribute information about gang-free zones. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of our school. For further information, you may request a handout from the Welcome Center.

IMPORTANT DATES / SCHOOL CLOSURE / HOLIDAYS / STAFF DEVELOPMENT

The full-time program will observe major federal holidays along with Good Friday and Battle of the Flowers during Fiesta. This is important time off for our staff to spend away from work with family. The part-time program will follow the NISD calendar for school holidays. Our goal is to limit school closures to minimize the impact to our KOKES families.

KOKES operates on a 12-month registration, from August to August, which is also broken into a traditional school year and a summer program. It is necessary to include early dismissal and full school closure days to allow KOKES staff/teachers to transition between the summer and school year programs and complete required professional development. The transition time will be used for training, preparing/cleaning classrooms and other building maintenance. Texas Childcare Licensing requires all childcare staff to complete continuing education hours in a number of different categories each year. *School closings will not result in a tuition reduction. *The school calendar is subject to change based on the need of the program during the year. Parents will be notified in advance of any changes to the calendar.

KOKES Emergency Preparedness Plan (See Campus Map on page 22)

1. In case of an emergency in which shelter is needed the KOKES staff will relocate the children to the following designated shelter:

The Episcopal Church of the Holy Spirit
11093 Bandera Rd.
San Antonio, TX 78250
210-314-6729

or

Crossroads Baptist Church (Sanctuary)
8300 Tezel Rd.
San Antonio, TX 78254
210-681-1911

Each teacher will walk her class down the sidewalk, out the gate and down the parking lot to The Episcopal Church of the Holy Spirit. (Building #1) Infants & Younger Ones will be transported in the evacuation cribs. A designated teacher in each classroom will take the attendance clipboard. That teacher will be responsible for checking the attendance record and making sure that each child is accounted for in their class. All personnel will also bring their cell phones to the shelter if possible. The office personnel will be responsible for transporting the First Aid Kit and Children's Record Forms (which include emergency contact numbers and authorization for emergency care for each child in care) to the evacuation site.

If we have to evacuate the campus we will transport the children in staff vehicles to Crossroads Baptist Church. Staff vehicles do not have car seats. Except for monthly fire drills, all evacuations will be reported to the local authorities. (EMS, Fire, Licensing etc.) All parents will be notified by the staff as soon as possible. All children under 24 months of age with limited ability (mental, visual or hearing impaired) will be transported by a specified staff member to the evacuation site.

2. In case of emergency where shelter is not needed all children will evacuate to the parking lot adjacent to the school on the curb next to the dumpster. The attached map indicates routes of evacuation for each class from their classroom to the designated area.
3. In case of severe weather or tornado, the children will be taken to The Episcopal Church of the Holy Spirit and given directions as needed for their safety.
4. **In the event that an unauthorized person is spotted on the premises** all classes will immediately return to their classrooms. The person who has witnessed the unauthorized person will call the office as soon as she has taken the children inside and locked the door. The Administrator in the office at that time will then make an announcement to all the classes on the phone intercom. She will make sure that everyone is in their classrooms and that all of the outside doors are locked. She will call 911.

5. **Procedure for Lock-down:**

Lock the doors and turn off the lights.

Make sure all the blinds are closed and cover the door windows.

Tell the children to be very quiet and take them to the severe weather location on the Emergency Evacuation Diagram located by the door in the classroom.

6. **Communication Phone Numbers:**

Emergency Medical/Fire Services: 911

Law Enforcement: 210- 207-7273/ Main Disp. 210-227-7201

Child Care Licensing: 210-337-3399

KOKES emergency phone numbers:

KOKES (210-688-9171) or the Episcopal Church of the Holy Spirit (210-314-6729)

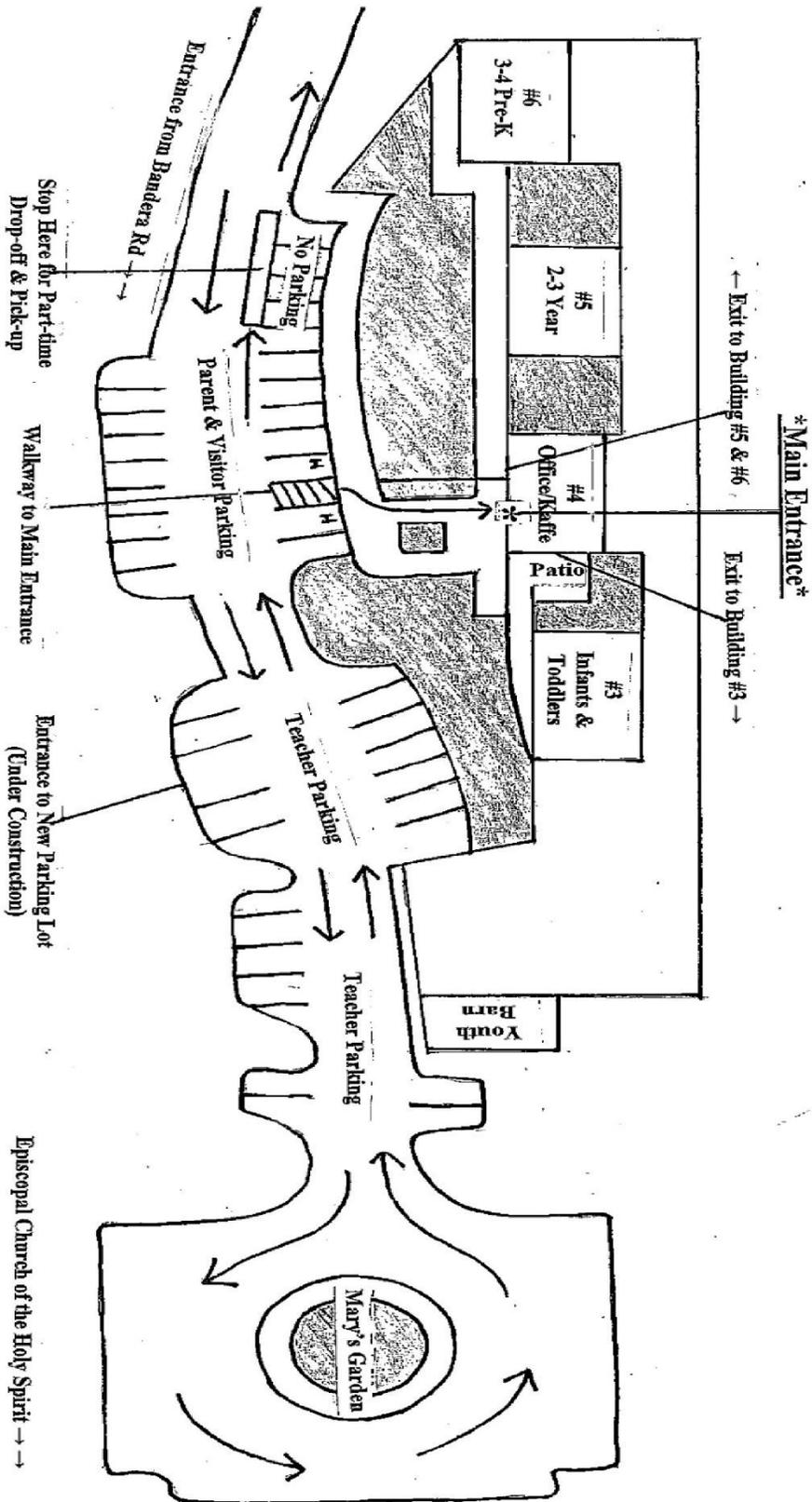
Crossroads Baptist Church (210-681-1911)

Lesli Budzinski (210-367-4989) Donna Russell (210-422-3768) Diana Pfiester (210-452-2407)



KOKES CAMPUS MAP

Follow Arrows for Drive-Thru Route





KOKES 2019-2020 CALENDAR

IMPORTANT DATES:

August 12	Full-time Program Begins
August 26/27	Part-time Program Begins
September 2	Labor Day Holiday (ALL PROGRAMS CLOSED)
October 14	Columbus Day Holiday (Part-time only closed)
Nov. 25-29	Thanksgiving Holiday Part-time; Full time closed 28-29 only
Dec. 23-Jan 3	Christmas Holiday Part-time; Full-time closed Dec. 24-25/Jan 1
Dec. 31	Early Dismissal – Full-time closes by 3pm
January 20	Martin Luther King Day (Part-time only closed)
February 17	President’s Day (School Closed– Staff Development Work Day)
March 9-13	Spring Break (Part-time only closed)
April 10	Good Friday (ALL PROGRAMS CLOSED)
April 24	Battle of Flowers (ALL PROGRAMS CLOSED)
May 25	Memorial Day (ALL PROGRAMS CLOSED)
May 28/29	Last Day of the Part-time school year
June 5	School Closed – Staff Work Day (between school year/summer)
June 8	Summer Program Begins
June 29-July3	Summer Camp and Part-time Programs Closed
July 3	Independence Day Observed (ALL PROGRAMS CLOSED)
July 30	Early Dismissal – School closes by 2:30pm for Staff Development
July 31	School Closed – Staff Work Day/Staff Development

*Calendar is subject to change during the school year. Parents will receive advance notification of any changes.