

# *KKCA Parent Handbook*

## Early Childhood Program (Infants-2 years)

*“Be the Change You Wish to See”*



## **KKCA Early Childhood Program Contact Information**

**Address: 1340 N. Eastern Ave. Moore, OK 73160**

**School Hours: Monday-Friday 6:30 a.m.-6:00 p.m.**

**School Phone Number: (405) 794-0708**

**Fax Number: (405) 237-3794**

**Website: [www.kkcaowls.com](http://www.kkcaowls.com)**

**Extensions: x301: Administration**

**x302: Reception Desk**

**x303: K3**

**x304: Pre-K**

**x305: Infants/Toddlers**

**x306: Toddlers/Two's**

**Email Addresses:**

**KKCA Administration Email Address: [kinderkottage01@gmail.com](mailto:kinderkottage01@gmail.com)**

**KKCA Receptionist Email Address: [kkcareception@gmail.com](mailto:kkcareception@gmail.com)**

# KKCA

## Administration Welcome Letter

Welcome to KKCA!

KKCA is a school that takes great pride in academically growing our students as their skill levels progress and providing a day full of project and process-based learning opportunities for a well-rounded learning experience. Our students participate in numerous art, STEM-based and interactive learning experiences throughout the school year.

Students are also introduced to the Christian faith through modeling and demonstrating acts of kindness, grace, love and acceptance. At its core, Jesus entered this world as the one true demonstration of love for all of humankind. He exemplified what it meant to have a heart of forgiveness, acceptance, love, grace and for serving others. We believe that this is what our world needs more of and we seek to place more of this in our communities by teaching our children about:

- Character attributes as defined by the Fruits of the Spirit found in Galatians 5: 22-23 “But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things!”.
- The definition of love as found in 1 Corinthians 13: 1-7 “If I could speak all the languages of earth and of angels, but didn’t love others, I would only be a noisy gong or a clanging cymbal. If I had the gift of prophecy, and if I understood all of God’s secret plans and possessed all knowledge, and if I had such faith that I could move mountains, but didn’t love others, I would be nothing. If I gave everything I have to the poor and even sacrificed my body, I could boast about it; but if I didn’t love others, I would have gained nothing. Love is patient and kind. Love is not jealous or boastful or proud or rude. It does not demand its own way. It is not irritable, and it keeps no record of being wronged. It does not rejoice about injustice but rejoices whenever the truth wins out. Love never gives up, never loses faith, is always hopeful, and endures through every circumstance.
- The identity of Jesus Christ and salvation he offers as defined by John 3:16 “For this how God loved the world: He gave his one and only Son, so that everyone who believes in him with not perish but have eternal life.”

These three verses are the core and emphasis of our schools theological mission and approach. Christians are called to be peacemakers and the embodiment of relentless, unconditional love in their homes, workplaces, schools and communities.

Please feel free to contact me with any questions throughout the school year! We look forward to having your family become a part of ours!

Ms. Melody Still

KKCA Administrator

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# *Early Childhood Program*

## *Policies and Procedures*

## DESCRIPTION

KinderKottage Christian Academy (KKCA) is an early childhood education program licensed by OKDHS daycare for children infants through Pre-K.

## MISSION STATEMENT

Creating, teaching and leaving a lasting legacy of love.

## TUITION, ANNUAL REGISTRATION FEE

1). Tuition Rates: \$700.00 per student due monthly on the 1<sup>ST</sup> OR \$350.00 per student due bi-monthly on the 1<sup>st</sup> and the 15<sup>th</sup>

2). Discounts: 5% Sibling Discount off total monthly tuition cost. 10% Community Partner Discount of total monthly tuition cost for active employees of Moore Public Schools, City of Moore and Active Duty Military Members. Cannot combine Sibling Discount and Community Partner Discount. Must provide a copy of your most recent paystub or employee identification upon enrollment to receive discount and provide copy of such annual at time of re-enrollment.

3). Fee's: Late Pick-Up Fees, Late Payment Fee's & Returned Check Fee's: Late payment fees: \$25.00 per day if not received by COB on the 1<sup>st</sup> and 15<sup>th</sup> or 1<sup>st</sup> if paying monthly. Attendance will be suspended if not received within 3 days of due date including all late fees. Attendance will be reinstated once account is paid in full.

Returned check fees: \$25.00 per occurrence.

Late pick up fees: \$25.00 per occurrence if pick-up occurs after 6:05pm. If late pick-ups exceed more than 5 occurrences; daily attendance will be reduced by 30 minutes.

4).  All tuition payments are required to be paid via a recurring ACH Debit Charge. Enrollment fees must be paid by check payable to KKCA. Credit card payments are also accepted but will incur a 5% fee.

4). Regardless of your student's monthly attendance (illness, vacation, school closure for holidays or weather related) or program enrollment the full month's tuition still applies and is due according to the individual tuition schedules located on pages of this handbook.

4). Enrollment Fees and Annual Re-enrollment fee payments are made by check or cash.

**Checks are to be made payable to: KKCA**

5). All new and returning private school students must pay an annual registration fee \$250.00 per student in order for their enrollment to be reserved on the class roster for the following school year. Existing student's receive enrollment preference for the following school year but all fees and enrollment forms must be submitted by the early registration deadline in order reserve their students enrollment for the following year. Available enrollments for the following school year are offered to families on our waitlist after the priority enrollment deadline ends for existing families.

## **PROGRAM HOURS**

The program hours are Monday-Friday from 6:30am-6:00pm. Student's must be present no later than 9:00am (ages infants-2) and present by 8:30am for K3-Pre-K students in order to attend unless we've received prior communication regarding a late arrival time from the parents.

## **WITHDRAWAL POLICY**

KKCA requires a written two week notice as courtesy to inform the school of your family's decision. All outstanding balances are due at the time of notice to withdraw as is the final two weeks of tuition in full. Tuition will not be refunded for any reason. Any unpaid outstanding tuition will be turned over to collections.

## **ANNUAL SCHOOL SUPPLY LIST**

Student Classroom Supply Lists can be found on our website at: [Family Resources \(kkcaowls.com\)](http://FamilyResources(kkcaowls.com))

## **PARENT-TEACHER COMMUNICATION**

Voicemails and emails will be returned by your student's teacher during their planning period. Messages (written notes or phones calls) may be left with the reception desk to be shared with your student's teacher. Parents and teachers are not permitted to message their student's teacher or administration through social media. If a message is received via social media, it will not be returned/replied to. **All parent/teacher communication must be sent via the appropriate email address, Class DOJO account, written notes or via phone call. Please utilize the contact list on page 3 of this handbook to reach your student's teacher via the correct phone extension and email address.**

## **SCHOOL EMERGENCY/REMINDERS COMMUNICATION**

All parents are required to download the free Remind 101 app to received administrative level communications regarding school emergencies or reminders. Instructions to sign up KKCA's Remind 101 account is located on our website at: [Family Resources \(kkcaowls.com\)](http://FamilyResources(kkcaowls.com))

# ILLNESS & INJURY POLICY

When any person designated by the school administration observes a students with any of the below symptoms, they may choose to exclude the student from school activities to limit further exposure and/or notify a parent to come pick up their student from school. To best protect our students and faculty from further exposure to illness, students who have been excluded from school with any of the below symptoms or illnesses must be cleared by a physician and a copy of your child's after visit summary that includes diagnosis/test results before returning to school and they must also be free of fever, vomiting and/or diarrhea for 24 hours without the utilization of fever reducing medication.

Fever of 100.5 or higher (taken orally)

Sore throat or tonsillitis with fever (Strep throat), scarlet fever

Rash with or without fever or skin infection

Nasal discharge with fever

Severe cough

Undiagnosed redness/inflammation/infection of the eye or eyelids (Pink eye, conjunctivitis)

Vomiting and/or diarrhea with or without fever

Head lice, ring worm, scabies, ringworm, pinworms

Meningitis

Hepatitis

Measles, Mumps, Rubella

Mononucleosis (Mono)

Positive Covid-19: 10-day quarantine

Direct Exposure to Positive Case of Covid-19: Temporary absence from school until results of covid test are provided

Positive Flu A/B: 5 day absence from school regardless of doctor's release and free of fever/symptoms for 24 hours.

In the event your child becomes injured and requires medical assistance, 911 will be called first, followed by assessment and treatment of your student. Once your student is stable and the situation has been assessed and/or taken over by medical professionals, faculty will then proceed to notify parents/guardians.

## **MEDICATION ADMINISTRATION POLICY**

KKCA will only administer prescribed or over the counter medication to your student if:

- 1). The medication is in its original container
- 2). The medication must be accompanied with a note from the parent/guardian that includes:
  - a). Dosage amount
  - b). Dosage frequency
  - c). Name of medication
  - d). Reason for medication
  - e). Time the last dosage was administered
  - f). Parents signature
  - g). Special instructions (take with food, no milk, keep refrigerated etc.)
- 3). Parent must also sign off on the medication administration log at pick-up to verify when last dosage was administered.

## **SECURITY POLICY/AUTHORIZED PERSONS**

If someone other than the parent/custodian (must be an authorized person on your student's registration form) will be picking up your student from school, a written note/email/phone call must be received by the school from the parents first before your child will be released. The authorized person must also present a photo identification prior to gaining access to the school.

Every family is given a unique 4-digit PIN for access into the school. This PIN is only to be shared between the students' parents or primary guardians.

Do not share your PIN with others including people listed on your students' enrollment paperwork as authorized and/or emergency contacts. Please do not teach your student the PIN and refrain from allowing them to push the green exit button so that what we teach our students about security remains consistent even when with family.

## **CHANGE OF CONTACT INFORMATION**

Any change of contact information for the parents, emergency contact, authorized individuals and/or student (phone numbers, address and/or email address) must be reported to the school office immediately by the parent.

## **BITING POLICY**

Children generally begin biting between the ages of 12 months and 18 months of age and biting can be a very long process to correct. While biting is particular concerning for all of those involved, it is generally not done out of an act of hostility or bullying towards a fellow student. Toddlers bite for several reasons but primarily it is due to limited verbal communication skills and vocabulary which is developmentally expected for their age and comprehension. Children need to feel safe, loved and provided for before they will ever begin to take the teachings of their caregiver to heart. Consistency and proper supervision are also key solutions, however bites happen very, very quickly and can sometimes go unnoticed due to the high level of activity in a toddler and two's classroom. One of the very best forms of biting prevention is providing strong verbal communication skills. This can honestly start at home from birth by creating a learning environment at home that prioritizes talking, communicating and reading. Every word they hear, they store for later use. This is why reading and communication is necessary in our toddler and twos class. Children bite because they are trying to communicate a want, need or desire and lack the ability to verbalize that need. Imagine not having the ability to talk as an adult. What actions would you take to get the attention of those around you when you had a need, want or desire? You would likely use some sort of physical action to get the attention of the person you needed something from. Toddlers with limited vocabulary skills are no different. Toddlers from a developmental perspective are also very territorial by nature. Every toy or teacher is their specific toy or teacher regardless of whether they were actively using that particular toy receiving attention from that particular teacher. Once they discover that biting was an effective means of getting the desired result, they'll likely bite again and with increasing frequency. We can limit and correct biting by providing multiple copies of the same toy in the classroom, engage in constant opportunities for communication and reading throughout the day, provide lots of individualized opportunities for affection and affirmation, provide lots of space for students to play and provide a room with lots of consistent structure that is well supervised. Correcting biting is a team effort and requires help from home. Engaging in similar ways at home will help us correct it quicker at school. When these efforts have been met at school but a child bites another student three or more instances on any given day the student will be required to be picked up from school as a measure of protection for the other children in care. Dismissal from the program is possible when attempts to remedy the situation go unresolved for a determined period of time and the decision is at the discretion of the school administration.

## **POTTY TRAINING POLICY**

Children begin displaying signs of readiness between the ages of 18 months and 2 ½ years of age. Potty training is viewed a positive learning experience and there is no discipline associated with a child having accidents. Students who are potty-training will need to arrive at school in underwear, wearing clothing that assists the child with independent training needs such as elastic waisted pants/shorts and bring LOTS of extra changes of clothing. Clothing should also include an extra pair of socks and shoes. Pull-ups are allowed at naptime only until they begin demonstrating consistent bladder control and are waking up from naps dry. Children are taken to the potty every 30 minutes and as they become stronger in their skills the time for potty breaks will increase to every hour. When a child first begins training, we will not ask if “they need to go”. We will simply tell them it’s potty time and take them every 30 minutes.

Together...we can do this! 😊

## **ARRIVAL PROCEDURES**

Parents will check-in their student for the day at the reception desk in the lobby and a faculty member will escort your child and their belongings to their classroom. Parents may only pass beyond the lobby through the school if they have signed in as a visitor at the reception desk.

## **DEPARTURE PROCEDURES**

Students must sign their student out at the reception desk in the lobby and a faculty member will escort your student to the lobby with their belongings for their departure. Parents may only pass beyond the lobby through the school if they have signed in as a visitor at the reception desk.

## **LATE-PICK UP POLICY:**

Late pick-up policy (per front desk clock):

First Occurrence: 5-15 minutes late after 6pm will result in a \$25.00 late pick up fee on your next ACH payment.

Second Occurrence: 5-15 minutes late after 6pm will result in a \$50.00 late pick up fee on your next ACH payment.

Third Occurrence: 5-15 minutes late after 6pm will result in a required 5:30pm pick up time for a 30 day period, plus a \$50.00 late pick up fee.

\*Any late pick-ups over 15 minutes past 6pm regardless of number of occurrences will result in an automatic \$50.00 late fee and a 5:30pm pick up time for the next 30 day period. If late pick-up’s occur during the 30 day period; same fees will apply as listed above however any occurrences past 15 minutes late will result in a one day suspension of attendance with full tuition will still be required.

## INCLEMENT WEATHER POLICY

In the event of inclement weather which causes Moore Public Schools to be closed for the day or released early, KKCA will be closed unless prior arrangements have been made with me before. We will assess the situation of the roads every morning for subsequent school closings and send out a text via the Remind 101 account to notify you of our operational status as well as posting our decision on the KKCA Facebook Page.

**Remind 101 is a free emergency text-based system that the school utilizes to inform parents as a mass group for weather related emergencies. All parents are required to sign-up. See appendix for instructions.**

In the event weather becomes inclement while your child is at school, you will be notified to pick-up your child within 2 hours of notification. This is for both the protection and safety of you and your child in the event the weather and/or roads become treacherous. In the event utilities at the school are affected by the weather, KKCA will be closed.

In the event of an active Tornado Warning issued by the National Weather Service, students will be sheltered in the saferooms located outdoors on the playground. If the weather situation calls for us to shelter the students, a message through Remind 101 will be sent to all parents or call to all parents ahead of time. Once the all clear is given, a message will be sent via Remind 101 **(for sign up information, see appendix)** to all parents to notify them that it is safe to pick up their student from school. **If Cleveland County or Oklahoma County is in an active Tornado Warning, do not attempt to retrieve your child from school.**

It is the parents discretion to pick-up early or be absent from school should there be a day with potential severe weather. Attendance will not be affected by severe weather days should you decide to keep your student at home or pickup early. At this time, we prefer to evacuate all students and faculty from school grounds by parent/guardian pick-up with a minimum of 2 hours' notice as long as we have ample preparation time to do so.

## STORM SHELTER USAGE POLICY

KKCA has two above ground safe rooms located outdoors on the playground thanks to the support of our families and fundraising efforts over the past few years. Until we are able to install the remaining three shelters, usage of the shelters will be for emergency purposes only. We will still dismiss early, request students be picked up from the school and proceed to shelter and lockdown procedures of those students and staff remaining on site. Our preference is that we shelter as few students and faculty as possible until we can safely shelter our entire school body. Should be need to take shelter, shelters are only for students and faculty. The doors will remain locked until we receive the all clear. Doors will not open once students and faculty are safely sheltered. Please continue to utilize Remind 101 for weather related school closures or dismissals and make arrangements ahead of time to pick your student up from school so that we can safely shelter as few as possible.

## **SMOKING POLICY**

Smoking is prohibited on or near the premises of KKCA. Please refrain from smoking indoors, near the entrances/exits or near the playground while on school premises.

## **CELLULAR DEVICE POLICY**

We kindly request that all KKCA families refrain from using their cellular devices during arrival and departure times for communication and safety purposes.

## **NOTICE OF REQUIREMENT TO REPORT ABUSE/NEGLECT**

KKCA is required by Oklahoma State law to report all instances of suspected child abuse /neglect in regards to physical, emotional and/or mental forms of abuse and/or neglect to OKDHS. If a faculty member suspects that a student is being abused/neglected they are not required to disclose their concern to the students' family or administration but they do retain the legal right to report abuse/neglect anonymously to the OKDHS Hotline. All reports of abuse/neglect will be investigated promptly by OKDHS.

## **MEAL SERVICE**

### **BREAKFAST (8:00 a.m.-8:15 a.m.)**

The school will provide students with a breakfast and whole milk if present during breakfast meal service times. Breakfast is promptly over at 8:15 a.m. If your student arrives after 8:15am, they must finish their breakfast from home prior to entering their classroom.

### **LUNCH (11:30 a.m.-12:00 p.m.)**

The school will provide students with a lunch and whole milk if present during lunch meal service times. Students may also choose to bring a lunch from home in an insulated lunchbox with a cold pack to keep meals cold till lunchtime. Lunch boxes and cold packs should be clearly labeled with your students first and last name. Meals should be simple and require minimal heating/preparation (sandwiches, lunchables etc). No sodas or candy allowed. The school will provide whole milk for all lunches. The school will also provide an afternoon snack and 100% juice.

### **SNACK (2:45 p.m.-3:00 p.m.)**

The school will provide students with an afternoon snack and drink if present during afternoon snack meal service times.

## **PERSONAL BELONGINGS**

Unless a teacher specifically requests/allows a student to bring a personal possession to school (ex: Show & Tell Day); students are not permitted to bring toys, handheld electronic devices or cell phones to school. KKCA is not responsible for these items or the replacement cost should a student bring any of these items onto school premises.

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